



AGENDA

ORDINARY MEETING OF COUNCIL

THURSDAY, 2 MARCH 2017

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

- Thursday, 2 March 2017 at
- The Mataranka Community Hall
- Commencing at 8:30am

Your attendance at the meeting will be appreciated.

Tony Jack
MAYOR

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18 GENERAL BUSINESS

Nil

19 DEPUTATIONS & PETITIONS

Nil

20 CLOSED SESSION

- 20.1 Confirmation of Previous Closed Session Ordinary Meeting Minutes
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.
- 20.2 Confirmation of Previous Closed Session Finance Committee Meeting Minutes
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.
- 20.3 Audt Committee Meeting Minutes
The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential.
- 20.4 Sport and Recreation Org Structure
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.
- 20.5 Request for changes to Community Development Programme staffing structure for Mataranka and Jilkminggan.
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.
- 20.6 Waste Management Facilities
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The report will be dealt with under Section 65(2) (c) 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.

21 CLOSE OF MEETING

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	5.1
TITLE	Confirmation of Previous Ordinary Meeting of Council Minutes
REFERENCE	683464
AUTHOR	Stewart Innes, Governance Officer

RECOMMENDATION

- (a) **That Council approve the Minutes as a true and accurate record of the Ordinary Meeting of Council held on Wednesday 14th December 2016.**

BACKGROUND

The Council met in Katherine on Wednesday 14th December 2016 for the Ordinary Meeting of Council. Attached are the minutes from the meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 OCM_14122016_MIN_UNCONFIRMED.pdf



MINUTES OF THE ORDINARY MEETING OF THE ROPER GULF REGIONAL
COUNCIL MEETING HELD AT THE KATHERINE
ON WEDNESDAY, 14 DECEMBER 2016 AT 8:30AM

1. **PRESENT/STAFF/GUESTS**

Elected Members

Mayor Tony Jack (Chair)
Deputy Mayor Judy MacFarlane
Councillor Don Garner
Councillor Eric Roberts
Councillor Annabelle Daylight
Councillor John Dalywater
Councillor Daniel Mulholland
Councillor Daphne Daniels

Staff

Michael Berto, Chief Executive Officer (CEO)
Sharon Hillen, Director Council and Community Services (DCCS)
Marc Gardner, Director Commercial Services (DCS)
Bala Donepudi, Acting Finance Manager
Amanda Haigh, Manager Governance and Corporate Planning
Darcie Boon, Acting Local Authority Support Coordinator
Lyndon Keane, Communications Officer
Cristian Coman, Compliance Coordinator
Jerod Amato, Procurement Coordinator
Janeen Bulsey, Area Manager Roper
Ashleigh Giles, Senior HR Coordinator
Nathan McIvor, Area Manager Central Arnhem
Kym Henderson, EA Director Council and Community Services
David Goldsmith, Contracts & Project Officer
Alex MacPherson, IT Officer

Guests

Nathaniel Knapp, Department of Housing and Community Development
James Sing, SJT Training
Selena Uibo MLA, Member for Arnhem
Nicole Manison, Deputy Chief Minister
Kirsten McComiskie, Office of Chief Minister

2. **MEETING OPENED**

Meeting opened at 8.36 am and the Roper Gulf Regional Council Pledge was read.

3. **WELCOME TO COUNTRY**

Mayor Tony Jack welcomed all members, staff and guests to the meeting.

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

Greg Arnott Director Corporate Governance

Cr Kathy-Anne Numamurdiridi no apology received

247/2016 **RESOLVED** (Judy MacFarlane/Donald Garner) **Carried**

- (a) That Council accept the apologies of Councillor Anne Marie Lee and Councillor Selina Ashley for the Ordinary Meeting of Council to be held on 14th December 2016.

4.2 APOLOGIES AND LEAVE OF ABSENCE

DM & Cr Garner does not accept Cr Baker

Vote for accepting Cr Baker apology

248/2016 **RESOLVED** (Donald Garner/Judy MacFarlane) **Carried**

- (a) That Council not accept the apology of Councillor Baker.

For: Mayor TJ Jack, Deputy Mayor J McF MacFarlane, Cr JD Dalywater, Cr DD Daniels, Cr AD Daylight, Cr D Garner, and Cr E Roberts

Against: Cr D Mulholland

ACTION: Mayor to discuss with Cr Baker and Cr Numamurdiridi about there attendance at meetings.

5. CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS ORDINARY MEETING OF COUNCIL MINUTES**

249/2016 **RESOLVED** (Judy MacFarlane/Eric Roberts) **Carried**

- (a) That Council approve the Minutes as a true and accurate report of the Ordinary Meeting of Council held on Wednesday 26th October 2016.

6. CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES**6.1 CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES**

250/2016 **RESOLVED** (Donald Garner/Eric Roberts) **Carried**

- (a) That Council approve the minutes as a true and accurate record of the Finance Committee Meeting held on Wednesday 23 November 2016.

7. CALL FOR ITEMS OF GENERAL BUSINESS

1. Late Incoming Correspondence: Wurli Health Service Vehicle Storage during Emergency Evacuation.
2. Late Incoming Correspondence: Dept. of Health, Roper Gulf Home Care Packages (NAPS ID17942).
3. Late Incoming Correspondence: Native Title Claim.

4. Late Incoming Correspondence: Invitation from Katherine Town Council.
5. Late Incoming Correspondence: Local Gov. 2016-17 NT Operational Subsidy Funding Increase.
6. Late Incoming Correspondence: Media Release – Indigenous consumers to put on the ‘Not Welcome’ mat
7. GRANTS: NTEPA Container Deposit Scheme Infrastructure Grants Funding Offer – Container Collection Trailers
8. Funding for Christmas Parties – Deputy Mayor
9. Fees and Charges – CEO
10. Use of Council machinery for Not For Profit Organisations for Training – Cr Mulholland
11. CDP - DCS
12. Green Park Larrimah – Deputy Mayor
13. Office for Ngukurr Newsletter – Cr Daniels

CLOSED SESSION

1. Alawa Night Patrol Contract Update - DCCS

8. QUESTIONS FROM THE PUBLIC

NIL

9. DISCLOSURES OF INTEREST

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

10. BUSINESS ARISING FROM PREVIOUS MINUTES

10.1 ACTION LIST

251/2016 RESOLVED (Judy MacFarlane/Eric Roberts)	Carried
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- (a) That Council receive and note the Action List.

11. INCOMING CORRESPONDENCE

11.1 INCOMING CORRESPONDENCE

252/2016 RESOLVED (Donald Garner/Daphne Daniels)	Carried
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- (a) That Council accept the Incoming correspondence.

12. OUTGOING CORRESPONDENCE

12.1 OUTGOING CORRESPONDENCE

253/2016 RESOLVED (Judy MacFarlane/Annabelle Daylight)	Carried
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- (a) That Council accept the Outgoing correspondence.

13. WARD REPORTS**13.1 NEVER NEVER WARD**

254/2016 **RESOLVED** (Judy MacFarlane/Annabelle Daylight) **Carried**

- (a) That Council receive and note the Never Never Ward Report.
- (b) That Council accept the resignation from Dianne Jones from the Mataranka Local Authority.

13.2 NUMBULWAR NUMBIRINDI WARD

255/2016 **RESOLVED** (Eric Roberts/Daniel Mulholland) **Carried**

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

13.3 NYIRRANGGULUNG WARD REPORT

256/2016 **RESOLVED** (John Dalywater/Daniel Mulholland) **Carried**

- (a) That Council receive and note the Nyirranggulung Ward Report.
- (b) That Council accept the nomination of Nell Brown to the Barunga Local Authority
- (c) That Council accept the nomination of Anthony Groves to the Barunga Local Authority.
- (d) That Council accept the resignation of Maggie Chikappa to the Bulman Local Authority.
- (e) That Council accept the resignation of Jerry Martin to the Bulman Local Authority.

ACTION: Council to send a letter to the Barunga and Manyallaluk CDP to congratulate them on their Christmas parade float in Katherine.

13.4 SOUTH WEST GULF WARD REPORT

257/2016 **RESOLVED** (Donald Garner/Eric Roberts) **Carried**

- (a) That the Council receive and note the South West Gulf Ward report.
- (b) That Council approve the list of projects for the Local Authority Project Funding:

\$50000 – Sports Oval / Showground: bore pump upgrade, check power for bore, replace sprinkler, run potable water to central location, new toilet block and or level existing and upgrade/ repairs, raise tank at toilets to be another source of fire fighting water.

\$50000 – Tamarind Park: Extension of tamarind park area with bollards, irrigation, seating, BBQ area with shade , more shade trees, garbage bins

\$20000 – Cemetery: Shade, seating, refurbish entry sign

\$50000 – Portable toilets including pumping option (trailer): look into purchase of a set of portable toilets and 1 year supply of chemicals to be maintained by the council to be used at public events (hired) as required and or at funerals for the day of the funeral - Further investigation required.

\$50000 – Playground for Subdivision: revamp playground in the Sub. Water supply, Irrigation, shade, rebound wall, bins

\$20000 – Borroloola beautification: create green areas, source and plant trees to replace dead trees, irrigation, cost to reinstate existing waterline along both sides of the main entry Robinson Road to get trees growing, establish better fire break

around green areas

\$4000 – Youth Sport & Rec: LA would like to directly assist Youth Sport and Rec. Need to supply a prioritised list of items & quotes for things that could assist with Youth diversion in Borroloola

Deputy Mayor Judy MacFarlane Left The Meeting, The Time Being 09:28 AM

Deputy Mayor Judy MacFarlane returned to the meeting, the time being 09:29 AM

Deputy Mayor Judy MacFarlane left the meeting, the time being 09:29 AM

Deputy Mayor Judy MacFarlane returned to the meeting, the time being 09:31 AM

13.5 YUGUL MANGI WARD

258/2016 **RESOLVED** (Eric Roberts/Donald Garner)

Carried

- (a) That Council receive and note the Yugul Mangi Ward Report.
- (c) That Council accept the nomination of Clifford Duncan to the Ngukurr Local Authority.

14. EXECUTIVE DIRECTORATE REPORTS

14.1 MAYOR'S REPORT

The Mayor did not attend the following meeting/ appointments as reported:

9 November 2016 Road Congress Toowoomba

9 November 2016 Board and Annual General Meeting in Toowoomba

22 November 2016 LGANT Executive Meeting

22 November 2016 MAWA CSS Board/CMC Committee Meeting Melbourne

259/2016 **RESOLVED** (Judy MacFarlane/John Dalywater)

Carried

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

14.2 CEO REPORT

260/2016 **RESOLVED** (Donald Garner/Eric Roberts)

Carried

- (a) That Council receive and note the CEO Report.

15. CORPORATE GOVERNANCE DIRECTORATE REPORTS

15.1 POLICY REVIEW - HR011 LEAVE POLICY

261/2016 **RESOLVED** (Donald Garner/Daphne Daniels)

Carried

- (a) That Council approve the reviewed HR011 Leave Policy.

15.2 2017 MEETING CALENDAR UPDATE

Deputy Mayor suggested moving the OCM 13th December 2017 meeting move to Friday 15th December 2017 with Briefing Day on the Thursday the 14th December 2017.

262/2016 **RESOLVED** (Judy MacFarlane/Annabelle Daylight)

Carried

- (a) That Council approve the final 2017 Meeting Calendar with the amendment of the December meeting to the Friday the 15th December 2017.

15.3 TINDALL MATARANKA - DALY WATERS WATER ADVISORY COMMITTEE

263/2016 **RESOLVED** (Donald Garner/John Dalywater)

Carried

- (a) That Council approve Deputy Mayor Judy MacFarlane to nominate for the Chair position of the Tindall Mataranka - Daly Waters Water Advisory Committee.
 (b) That Council approve Sharon Hillen, Director Council and Community Services to nominate for the Local Government Representative position of the Tindall Mataranka - Daly Waters Water Advisory Committee.

15.4 CEO REVIEW

264/2016 **RESOLVED** (Donald Garner/Daniel Mulholland)

Carried

- (a) That Council nominate the Mayor Tony Jack, Deputy Mayor Judy MacFarlane, Cr. Daniel Mulholland, Cr. Annabelle Daylight and Cr. Eric Roberts to be on the review panel for the 2017 CEO Performance Review on Thursday, 23rd February 2017.

15.5 FINANCE - RGRC FINANCIAL REPORT AS AT 30TH NOVEMBER 2016

265/2016 **RESOLVED** (Donald Garner/Eric Roberts)

Carried

- (a) That Council receive and note financial reports as at 30th November 2016.

Morning Tea Break: 10.11 AM

Meeting Resume 10.43 AM

SJT TRAINING – Power Point Presentation
 Request for support letter in the proposal.

Cr Daniel Mulholland left the meeting, the time being 11:22 AM

Deputy Mayor Judy MacFarlane left the meeting, the time being 11:22 AM

Cr Daniel Mulholland returned to the meeting, the time being 11:23 AM

Deputy Mayor Judy MacFarlane returned to the meeting, the time being 11:25 AM

Council had a discussion on the SJT proposal. Concern was raised about this being a family business. The proposal was seen as a good idea as supporting local, remote communities, good opportunity for training, and the training was in Darwin. The need for more time to know more about the project, such as ongoing costs, daily management, planning and should there be an independent management.

Council will discuss at a later date if show support through the form of a formal letter as requested by SJT Training.

Deputy Mayor Judy MacFarlane left the meeting, the time being 11:28 AM

Cr Annabelle Daylight left the meeting, the time being 11:29 AM
 Deputy Mayor Judy MacFarlane returned to the meeting, the time being 11:30 AM
 Cr Annabelle Daylight returned to the meeting, the time being 11:30 AM

Minister Manison and Selina Uibo MLA attended the meeting.

Council briefed the Minister on:

2 Crawford St and the 3 Katherine sites owned by Council. The Minister and Member were provided the design plans for 2 Crawford St as an Administration office. The Minister assured Council that she will follow up on the SPG application and gave invitation for Council to contact her office if support is needed for the project.

Meeting Break: 12.00pm Minister leaving and photos
 Meeting Resume: 12.09pm

15.6 GRANTS: RGRC COMMUNITY GRANTS PROGRAM 2016-17 ROUND TWO

266/2016 RESOLVED (Donald Garner/Judy MacFarlane)	Carried
<p>(a) That Council endorse the recommendations, as listed below, of the Community Grants Committee for Roper Gulf Regional Council's 2016-17 Community Grant Program Round Two</p> <p>i. For the <u>Major</u> Category:</p> <ul style="list-style-type: none"> • Isolated Children's Parents' Association - \$3,000 – ICPA Sports Camp 2017 • Mynyerrri Arts and Cultural Centre - \$2,000 – Young Maker's Project • Mataranka Tourism Working Group - \$3,000 – Stay, Play and Explore Mataranka and Surrounds • Ngukurr School - \$3,000 - Sustainable Garden to Table • Ngukurr Netball - \$2,000 – Netball training and trip to Melbourne <p>ii. For the <u>Minor</u> Category:</p> <ul style="list-style-type: none"> • Never Never Festival Committee - \$1,000 - Stay, Play and Explore Mataranka and Surrounds • Big River Hawks - \$1,000 – U18 Girls participation in NTFL Darwin 	

15.7 GRANTS: NTEPA PROJECT ENVIRONMENT GRANT FUNDING OFFER - UPGRADE OF LARRIMAH AND DALY WATER RUBBISH DUMPS

267/2016 RESOLVED (Eric Roberts/Judy MacFarlane)	Carried
<p>(a) That Council accept the funding offer from the Northern Territory Environment Protection Authority (NTEPA) through the 2016-17 Project Environment Grant Program for the upgrade of Daly Waters and Larrimah Dumps by Councillor and CEO signing, dating and affixing the Common Seal to two copies of the agreement.</p>	

15.8 GRANTS: DEPARTMENT OF INFRASTRUCTURE AND REGIONAL DEVELOPMENT'S NATIONAL STRONGER REGIONS FUNDING OFFER - GROWTH CENTRE TRANSPORT AND FREIGHT HUB PROJECT

268/2016 RESOLVED (Daniel Mulholland/Daphne Daniels)	Carried
<p>(a) That Council accept the funding offer from the Department of Infrastructure and Regional Development through the National Stronger Regions Fund for the</p>	

Growth Centre Transport and Freight Hub Project by two Councillors signing, and dating two copies of the agreement.

16. COUNCIL AND COMMUNITY SERVICES DIRECTORATE REPORT

16.1 BUSHFIRES MANAGEMENT ACT (THE ACT) COMMENCEMENT

269/2016 **RESOLVED** (Eric Roberts/John Dalywater) **Carried**

- (a) That Council receive and note the commencement of the new Bushfires Management Act on the 1st of November 2016.

16.2 AUTHORISED OFFICERS

270/2016 **RESOLVED** (Judy MacFarlane/Eric Roberts) **Carried**

- (a) That Council approve the Roper Gulf Regional Staff to be nominated as Authorised Officers as per Section 112 of the NT Local Government Act:
- Michael Berto – Chief Executive Officer
 - Sharon Hillen – Director of Council and Community Services
 - Greg Arnott – Director of Corporate Governance
 - Marc Gardner – Director Commercial Services
 - Amanda Haigh – Manager Governance and Corporate Planning
 - Garry Richards – Projects Manager
 - Virginya Boon – Assets Manager
 - Lokesh Anand – Finance Manager
 - Daniel Kirk – Work, Health Safety Coordinator
 - Janeen Bulsey – Area Manager (Roper)
 - Nathan McIvor – Area Manager (Arnhem)
 - Ben Ulamari – Council Services Coordinator (Barunga, Manyallaluk)
 - Brenda Donges – Council Services Coordinator (Beswick)
 - Fred Graham – Council Services Coordinator (Borrooloola)
 - Justin Pederson – Council Services Coordinator (Bulman)
 - Antony Lynch – Council Services Coordinator (Jilkminggan, Mataranka)
 - Paul Amarant – Council Services Coordinator (Ngukurr)
 - John Terepo – Council Services Coordinator (Numbulwar)
 - Peter Hayes – Regional Night Patrol Manager
 - Martin Cooke – Regional Night Patrol Manager (Beswick)
 - Dennis Braun – Regional Night Patrol Manager (Ngukurr)

16.3 ANNOUNCEMENT OF MOBILE BLACK SPOT FUNDING 2016-17 ROUND TWO

271/2016 **RESOLVED** (Donald Garner/Daphne Daniels) **Carried**

- (a) That Council request a letter to be sent to the Federal Minister for Local Government and Territories, Communication, and Regional Development Senator the Hon. Fiona Nash, with regard to the current inadequate telephone services within the Roper Gulf Region.

17. COMMERCIAL SERVICES DIRECTORATE REPORTS

Nil

18. GENERAL BUSINESS**18.1 LATE INCOMING CORRESPONDENCE: WURLI HEALTH SERVICE VEHICLE STORAGE DURING EMERGENCY EVACUATION**

Email received by CEO from Camille Berto 6 December 2016
 Infoxpert ID: 681889

272/2016 **RESOLVED** (Judy MacFarlane/Annabelle Daylight)

Carried

- (a) That Council accept the late Incoming Correspondence from Wurli Health Service.

18.2 LATE INCOMING CORRESPONDENCE: DEPT. OF HEALTH, ROPER GULF HOME CARE PACKAGES (NAPS ID17942)

Letter received by CEO from Liz Edwards 6 December 2016
 Infoxpert ID: 681899

Letter informing no further action will be taken in respect of non-compliance meeting the Quality Agency timetable for improvements.

273/2016 **RESOLVED** (Judy MacFarlane/Eric Roberts)

Carried

- (a) That Council accept the late Incoming Correspondence from the Department of Health regarding the Roper Gulf Home Care Packages.

18.3 LATE INCOMING CORRESPONDENCE: NATIVE TITLE CLAIM – LORELLA #2 PASTORAL LEASE AND BILLENGARRAH #2 PASTORAL LEASE

Letter received by CEO via email info@ropergulf.nt.gov.au from Maryanne Harvey 23 November 2016
 Infoxpert ID: 681923

Primary Native Title holders for traditional laws and customs have a native application for the area on the map between the Limmen River and north of Borroloola, not including Limmen or Borroloola.

The correspondence is asking Council if they want to become Party Of Interest? Application closing date is 13 March 2017 for Council to respond to be a party of interest.

274/2016 **RESOLVED** (Eric Roberts/Daniel Mulholland)

Carried

- (a) That Council accept the late Incoming Correspondence regarding the Native Title Claim.
 (b) That Council do not be a Party of Interest in the application.

18.4 LATE INCOMING CORRESPONDENCE: INVITATION FROM KATHERINE TOWN COUNCIL

Letter received by CEO from David Moore 6 December 2016
 Infoxpert ID: 681879

NT Municipal Operations Works Conference & Expo
 Wednesday 3 and Thursday 4 May 2017 at Katherine showgrounds
 Registrations open for Exhibitors and Presenters – close 1 February 2017
 \$440 per site
 275/2016 **RESOLVED (Judy MacFarlane/Donald Garner)** **Carried**

- (a) That Council accept the late Incoming Correspondence from Katherine Town Council.
- (b) That Council register for the NT Municipal Operations Works Conference & Expo 2017.

18.5 LATE INCOMING CORRESPONDENCE: LOCAL GOV. 2016-17 NT OPERATIONAL SUBSIDY FUNDING INCREASE.

Letter received by CEO from Shaun Hardy 6 December 2016
 Infoxpert ID: 682019

276/2016 **RESOLVED (Judy MacFarlane/Donald Garner)** **Carried**

- (a) That Council accept the late Incoming Correspondence from the Department of Housing and Community Development.

18.6 LATE INCOMING CORRESPONDENCE: MEDIA RELEASE INDIGENOUS CONSUMERS PUT OUT THE 'NOT WELCOME' MAT

Media Release received by CEO from NTG Newsroom 8 December 2016
 Infoxpert ID: 682081

Indigenous Consumer Awareness Campaign to help protect Indigenous people in remote and regional communities from unscrupulous dealers and high pressure sales tactics.

277/2016 **RESOLVED (Daniel Mulholland/Donald Garner)** **Carried**

- (a) That Council accept the late Incoming Correspondence from the Northern Territory Government Newsroom.

18.7 GRANTS: NTEPA CONTAINER DEPOSIT SCHEME INFRASTRUCTURE GRANTS FUNDING OFFER - CONTAINER COLLECTION TRAILERS

BACKGROUND

Council has been offered funding from the NTEPA to purchase four purpose built trailers to be used for collecting and transporting recyclable containers and design and install community signage advertising the availability of recycling services in Barunga, Beswick, Jilkminggan and Mataranka.

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Funding Offer = \$30,000.00 GST exclusive

278/2016 RESOLVED (Eric Roberts/Annabelle Daylight)

Carried

- (a) That Council accept the funding offer from the Northern Territory Environment Protection Authority (NTEPA) through the 2016-17 Container Deposit Scheme Infrastructure Grant Program for the Container Collection Trailers Project by Councillor and CEO signing, dating and affixing the Common Seal to two copies of the agreement.

18.8 FUNDING FOR CHRISTMAS PARTIES – Deputy Mayor Judy MacFarlane

The current Christmas Party budget approved provides in:

- Community - \$22 per staff with spouses and children having to pay out of own pocket
- Katherine - spouses and children are included and paid by the Council budget.

Deputy Mayor requested that this needs to be looked at for next years budget and possibly budgeted on a per head basis.

279/2016 RESOLVED (Judy MacFarlane/Eric Roberts)

Carried

- (a) That Council reviews the 2017/18 budget for Christmas parties in the 2017/18 budget process with consideration to a per head basis.

ACTION: Revise the fees for the annual budget for Christmas parties for all communities

18.9 FEES AND CHARGES - CEO

Most fees and charges are currently wet hire.

Council may need to look at the option of including dry hire also for some machines.

Amendment to fees and charges to include a dry hire fee to some machinery. Hire agreement with conditions.

280/2016 RESOLVED (Donald Garner/Daniel Mulholland)

Carried

- (a) That Council amend fees and charges to include a dry hire fee to selected machinery and be presented to Council at the next Council meeting.

18.10 USE OF COUNCIL MACHINERY FOR NOT FOR PROFIT ORGANISATIONS FOR TRAINING - Councillor Daniel Mulholland

Cr Mulholland informed Council that the guidelines were not clear for not for profit activities using Council assets. Recently training was provided by a not for profit organisation and wanted to use Council machinery for the training. 10 people now have skid steer and other equipment licences from the training. Council provided the machinery as in-kind and were able to include Council staff in the training.

Cr Mulholland believes it would be a good gesture and shows community support if Council waiver fees and charges on Council machinery for training activities.

There is a process for the use of Council machinery and Councillors need to be aware of this process.

If the CEO waives a fee it will be done through the formal hire agreement with conditions.

281/2016 **RESOLVED** (Daniel Mulholland/Donald Garner)

Carried

- (a) That Council give the CEO authority to waiver the fee for use of Council assets where fees are not able to be paid by the requester, by evidence, for the purpose of training by a written request.**

18.11 COMMUNITY DEVELOPMENT PROGRAM – *Director Commercial Services*

Council received the below activity report as a handout.

BACKGROUND

Council has been operating the Community Development Programme since 2013 (formerly the Remote Jobs and Community Programme). Changes to the program were experienced from July 2015. Outlined below is a report on activities in each community where Council is the provider for the programme.

Recently there was a CDP Provider conference held in Brisbane, during this conference RGRC CDP featured in the Department of Prime Minister and Cabinet slideshow with photos from Barunga – Barrel furniture, Barunga – Float with member from Arnhem, Manyallaluk - church, Beswick – Nursery.

The department also requested a presentation from Council's CDP regarding our activities and our media exposure at this conference.

In addition to this, the programme has also been under the spotlight, particularly getting mentioned in the Australian Government's 'Closing the Gap' Annual Report with a feature on the activities at Manyallaluk where a project included upgrading the local church using recycled materials.

ISSUES/OPTIONS/SWOT

Beswick

Current activities:

- 29/11/16 NAAFLS presenting a talk to the men regarding Domestic/ Family Violence
- Coffin making - 3 so far
- New garden beds being made in town
- Right pathway project progressing well near the end of the basketball courts
- Women sewing are making quilts, bags, skirts and tops.
- Slab for bus stop has been laid

Operational:

- Beswick is Central Arnhem largest site with 156 participants

- Beswick CDP site will be closed from 19/12/16 reopening 3/1/17.

Financial:

- Year to date income October 2016: \$434,069.74
- Budget amount to October 2016: \$420,000.00
- Additional income from outcomes: \$78,750.00
- Total income for 2016-2017: \$512,819.74

Bulman

Current activities:

- Weemol half basket ball court underway first pour 25/11/16.
- Sewing – Quilt making
- Gardening
- Assisting municipal team with dust suppression and painting the rocks used as blockades
- Painting of the tables within the community
- Community wet season clean up
- Community is looking great due to Municipal team and CDP activities

Up coming activities:

- Batchelor Institute will be offering various courses in both Bulman and Weemol next year with a dedicated liaison officer (Karen Kahn).
- CDU have agreed to run a unit of Automotive course next year towards a trade qualification, 4 men have nominated for this training and will be attending Darwin to do blocks of training.
- Next year art teacher is planned to attend Bulman to work specifically with the women designing new activities.
- Women have indicated they would like to start making pallet furniture.

Operational:

- Bulman has been without a full time Senior Employment Supervisor since 13 April 2016, we had a relief staff member for approx. 6 weeks. Currently the site is being covered by CDP staff in Katherine.
- The position has been advertised but as yet no applicants for this role.
- Bulman caseload is 66
- Bulman CDP site will be closed from 19/12/16 to reopening 16/1/17.

Financial:

- Year to date income October 2016: \$164,382.12
- Budget amount to October 2016: \$155,999.92
- Additional income from outcomes: \$58,500.00
- Total income for 2016-2017: \$222,882.12

Binjari

Current activities:

- Binjari is making tyre seats to be donated to the Katherine council.
- Pallet furniture with skull chairs and working on a sword seat.
- Gardening throughout the town.
- Women are sewing, crafts, gardens and wanting to commence pallet furniture.

Operational:

- Binjari is operating without 2 supervisors. These positions have been advertised due to close 27/11/16.
- Binjari current case load is 79
- Binjari CDP site will be closed from 19/12/16 to reopen 16/1/17.

Financial:

- Year to date income October 2016: \$165,031.41
- Budget amount to October 2016: \$152,000.12
- Additional income from outcomes: \$48,000
- Total income for 2016-2017: \$213,031.41

Barunga:

Current activities:

- Barrel furniture making
- Pallet furniture
- Nursery
- Painting, crafts, cooking
- Christmas parade

Operational:

- Participation has increased since Sommer Meadows has been appointed to Barunga.
- Participation and attendance has had a great increase at this site over the last several months.

- Barunga has been leading the way in media around the barrel furniture and Christmas float, Barunga has also featured on Minister Scullion Facebook page and has made local and national media in radio, print and television.
- Barunga current case load is 88 participants.
- CEO held BBQ on 7 December to congratulate CDP teams on the Christmas Parade outcomes.
- Barunga CDP site will be closed from 19/12/16 to reopen on 16/01/17.

Financial:

- Year to date income October 2016: \$237,133.54
- Budget amount to October 2016: \$219,833.56
- Additional income from outcomes: \$53,250.00
- Total income for 2016-2017: \$290,383.54

Manyallaluk

Current activities:

- Community wet season clean up.
- Women song books & music / songs cd.
- Market garden and church refurbishment.

Operational:

- Manyallaluk church has received National coverage with request for more information for the closing the gap report for the prime minister.
- Manyallaluk church has featured also on Minister Scullion's face book page and was mentioned in his speak when addressing the recent CDP provider conference in Brisbane.
- Participation and attendance is improving
- Manyallaluk caseload is 23 participants
- Manyallaluk CDP site will be closed 19/12/16 to reopen 16/01/17.

Financial:

- Year to date income: \$48,279.38
- Budget amount to October 2016: \$46,799.92
- Additional income from outcomes: \$16,125.00
- Total income for 2016-2017: \$64,404.38

Ngukurr

Current activities:

- Cementing in CDP work area

- School equestrian fencing
- Cages for CDP vehicles for security due to recent break in.
- Gardening at CDP deport
- Cleaning up and set up woman's area
- The SEE program is being delivered at Ngukurr as our trial site with consent numbers attending.

Operational:

- Coordinator has been in place since 29/8/16 and working very well.
- Lot 394 (Youth centre) is now being used by CDP to run training, women's and undercover activities.
- Participation has been very positive and strong.
- Ngukurr Caseload is 294
- Ngukurr site will be closed from 19/12/16 to reopen 3/1/17.

Financial:

- Year to date income October 2016: \$716,436.43
- Budget amount to October 2016: \$675,999.96
- Additional income from outcomes: \$130,500.00
- Total income for 2016-2017: \$846,936.43

Numbulwar

In November there will be a NESAs (National Employment Services Association) and Dept Prime Minister and Cabinet program commencing in Numbulwar which will include Mental Health First Aid Program, involving CDP, Night Patrol and the Remote School Attendance Program. Dates are still to be set, however there will be two workshops running, first preference to the above departments, then spaces will be available for CDP to participate. Normal services will still continue during the workshops.

Currently the CDP have been working on a number of projects and activities, including:

- Bin holders this is a 4 month project coming to an end. The results have been very visible with rubbish reduction around the community.
- Bob cat training is underway with 12 participants.
- Community beautification is continuing.

Operational:

- No operational issue to report
- Numbulwar case load is 223 participants
- Numbulwar CDP site will be closed 19/12/17 to reopen 3/01/17.

Financial:

- Year to date income October 2016: \$647,102.22

- Budget amount to October 2016: \$592,000.04
- Additional income from outcomes: \$48,000
- Total income for 2016-2017: \$695,102.22

Jilkminggan

Current activities:

- Assisting JCAC with repairs to silver bullet roof.
- Assisting JCAC with installing barriers around the lawn area to stop large animals and vehicles.
- Assisting Mangarrayi Rangers with spraying Neem trees and caltrop.
- Women reorganising the op shop
- Participants are producing some great art at the art centre.

Operational:

- Participant and attendance is a major issue with alcohol and community unrest due to recent passings in the community.
- Staffing issues due to illness
- Jilkminggan caseload is 77
- Jilkminggan CDP site will be closed 19/12/16 to reopen 16/01/17.

Financial:

- Year to date income October 2016: \$241,068.88
- Budget amount to October 2016: \$227,999.84
- Additional income from outcomes: \$45,375.00
- Total income for 2016-2017: \$286,443.88

Mataranka

Current activities:

- Recent Mulgga camp move and approval from PMC to deliver services in Mulgga camp.
- R& M around the community with municipal services.
- Aged care support.
- Exploring activities and host agreement with Tropical Forestry Services at Stylo Station.

Operational:

- Attendance is excellent

- Mataranka caseload is 62 participants
- Mataranka CDP site will be closed 19/12/16 to reopen 16/01/17.

Financial:

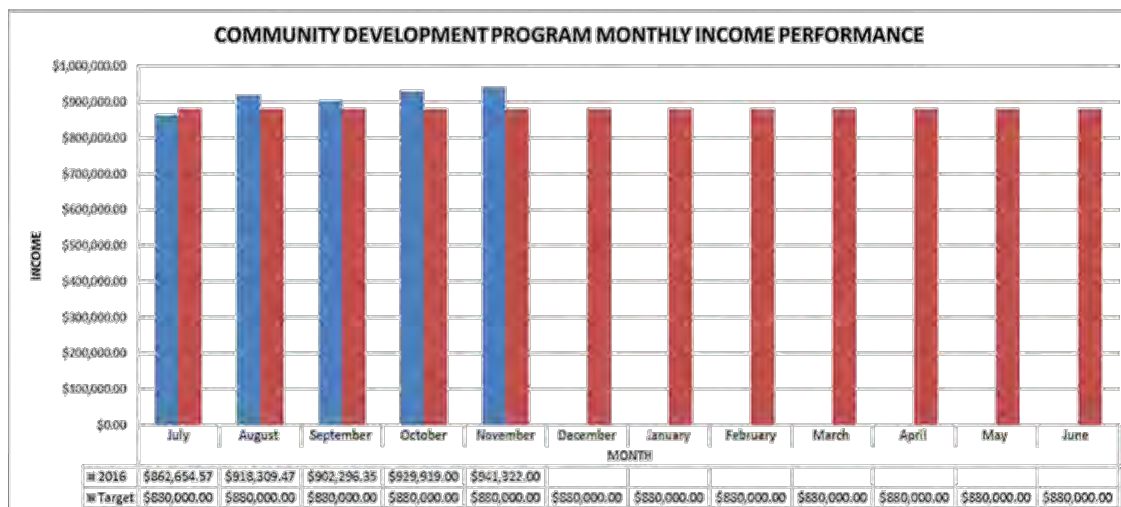
- Year to date income October 2016: \$175,691.10
- Budget amount to October 2016: \$147,999.96
- Additional income from outcomes: \$21,375.00
- Total income for 2016-2017: \$197,066.10

FINANCIAL CONSIDERATIONS

Financial performance of the programme is improving with monthly income consistently bettering the targets set in Council’s budget. The targets are not the break even point for the program but what we must achieve to provide satisfactory revenue to Council.

The achievement of above target results is a good indication that the programme is working well and that Council has the staffing on the ground that are also performing very well to ensure that participants (jobseekers) are attending and undertaking meaningful activities.

Below is the performance to date:



282/2016 RESOLVED (Donald Garner/Eric Roberts)

Carried

- (a) That Council receive and note the report in relation to the Community Development Programme.

18.12 GREEN PARK LARRIMAH – Deputy Mayor Judy MacFarlane

Deputy Mayor suggest Council write a letter to the owners to get the clean up the site. Mataranka LA members discussed at the meeting on Monday night if RGRC could send letter to the owners.

283/2016 **RESOLVED** (Judy MacFarlane/Eric Roberts)

Carried

- (a) That Council request the CEO to write letter to the owners of Green Park Larrimah.**

18.13 OFFICE FOR NGUKURR COMMUNITY NEWSLETTER - Councillor Daphne Daniels

Cr Daniels proposed to Council for an office lease at Ngukurr for Ngukurr News.

The CEO informed Council of the process for leases – Council have authorised the CEO to sign off on leases, a written request is required to CEO, then a meeting is arranged, if the proposal fits with Council operations and doesn't impact on services then look at if any spaces available for lease.

Cr Daniels informed Council that the Newsletter is a tool of what goes on in community. The University of Wollongong are helping with the newsletter with 100 copies being printed each edition.

The Newsletter is to inform community of whats happening in community and inform on services and how delivered, and events in community. The Newsletter is also being used to teach kids about media, and a proposal has been submitted to Michael Tennant.

Cr Danielas was advised that this was her own Business and to seek support from the LA, and follow process with CEO.

284/2016 **RESOLVED** (Daniel Mulholland/Eric Roberts)

Carried

- (a) That Council receive and note the verbal report on Ngukurr Community Newsletter.**

Lunch break: 1.05pm

Meeting Resumes: 1.57 pm

19. DEPUTATIONS & PETITIONS**20. CLOSED SESSION****DECISION TO MOVE TO CLOSED SESSION**

285/2016 **RESOLVED** (Judy MacFarlane/Daniel Mulholland)

Carried

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

20.1 Confirmation of Previous Closed Session Ordinary Council Meeting Minutes -

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.

20.2 Minutes of Previous Closed Session Finance Committee Meeting - *The report will be dealt with under Section 65(2) (ci) (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 provided to the council on condition that it be kept confidential.*

20.3 Proposed Tender for Container Deposit Scheme Collection Depot - *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.*

20.4 29 Crawford Street Katherine - *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.*

20.5 Alawa Night Patrol Contract Update - DCCS

RESUMPTION OF MEETING

286/2016 **RESOLVED** (Donald Garner/Eric Roberts)

Carried

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

20.1 CONFIRMATION OF PREVIOUS CLOSED SESSION ORDINARY COUNCIL MEETING MINUTES

287/2016 **RESOLVED** (Donald Garner/Annabelle Daylight)

Carried

- (a) That the Council approve the minutes as a true and accurate record of the Closed Session of Ordinary Meeting of Council held on Wednesday 26 October 2016.

20.2 MINUTES OF PREVIOUS CLOSED SESSION FINANCE COMMITTEE MEETING

288/2016 **RESOLVED** (Eric Roberts/John Dalywater)

Carried

- (a) That the Council approve the minutes as a true and accurate record of the Closed Session of Finance Committee Meeting held on 23 November 2016.

20.3 PROPOSED TENDER FOR CONTAINER DEPOSIT SCHEME COLLECTION DEPOT

289/2016 **RESOLVED** (Judy MacFarlane/Annabelle Daylight)

Carried

- (a) That Council consider a Memorandum of Understanding with Bevcom and enter into a 12 month trial to commence the container deposit scheme within the Roper Gulf Region.

20.4 29 CRAWFORD STREET KATHERINE

290/2016 **RESOLVED** (Donald Garner/Eric Roberts)

Carried

- (a) That Council endorse the proposal to lease 29 Crawford Street Katherine.

20.5 ALAWA NIGHT PATROL CONTRACT UPDATE - DCCS

291/2016 **RESOLVED** (Daniel Mulholland/Daphne Daniels)

Carried

- (a) **That Council receive and note the verbal report update on ALAWA Night Patrol Contract.**

CLOSE OF MEETING

The meeting terminated at 2.24pm.

THIS PAGE AND THE PRECEEDING 20 PAGES ARE THE MINUTES OF THE Ordinary Meeting of Council HELD ON Wednesday, 14 December 2016 AND CONFIRMED Wednesday, 22 February 2017.

Mayor Tony Jack

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.2
TITLE Confirmation of Previous Audit Committee Meeting Minutes
REFERENCE 686044
AUTHOR Stewart Innes, Governance Officer

RECOMMENDATION

- (a) **That Council approve the minutes as a true and accurate record of the Audit Committee Meeting held on 8th February 2017.**

BACKGROUND

The Audit Committee met in Katherine on Wednesday 8th February 2017. Attached are the minutes for the meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 Audit Committee 2017-02-08 [685417].DOCX



MINUTES OF THE AUDIT COMMITTEE MEETING OF THE ROPER GULF
REGIONAL COUNCIL HELD AT THE 29 CRAWFORD STREET
CONFERENCE ROOM ON WEDNESDAY, 8 FEBRUARY 2017 AT 10:00AM

1. PRESENT/STAFF/GUESTS

Members

- Mark Griffioen, Chairperson (Via Skype)
- Phil Vivian, Independent Member
- Councillor Don Garner
- Councillor Daniel Mulholland
- Councillor Timothy Baker

Staff

- CEO, Michael Berto
- Director Contracts & Technical Services, Marc Gardner
- Acting Director Corporate Governance, Amanda Haigh (Minute Taker)
- Finance Manager, Lokesh Anand
- Compliance Coordinator, Cristian Coman

2. MEETING OPENED

Meeting opened at 10.03 am

Chairperson Mark Griffioen welcomed present members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

3. APOLOGIES AND LEAVE OF ABSENCE

The Committee noted the apologies from the Director of Corporate Governance, Greg Arnott and Director of Council and Community Services, Sharon Hillen for the meeting.

4. DISCLOSURES OF INTEREST

There were no declarations of interest at this Audit Committee .

5. CLOSED SESSION

5.1 Confirmation of 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 (TOR state to keep Audit reports confidential).*

5.1 CONFIRMATION OF PREVIOUS AUDIT COMMITTEE MEETING MINUTES

23/2017 RESOLVED (Donald Garner/Phil Vivian) Carried

- (a) That the Audit Committee accept and approve the minutes as a true and accurate record of the previous Audit Committee Meeting held on the 9 December 2016 with the amendment to resolution 22/2017 to read 2015-16 not 2015-1g.

5.2 FINANCE - BUDGET TIMELINE 2017-18 - *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 (TOR state to keep Audit reports confidential).*

5.2 FINANCE - BUDGET TIMELINE 2017-18

24/2017 RESOLVED (Donald Garner/Timothy Baker Jr.) Carried

- (a) That the Audit Committee accepts and receive and note the report on Budget Preparation Timeline for 2017-18.

5.3 FINANCE - RESPONSE TO 2015-16 AUDIT MANAGEMENT LETTER - *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 (TOR state to keep Audit reports confidential).*

5.3 FINANCE - RESPONSE TO 2015-16 AUDIT MANAGEMENT LETTER

25/2017 RESOLVED (Donald Garner/Daniel Mulholland) Carried

- (a) That the Audit Committee receive and note the responses to 2015-16 Audit Management Letter

5.4 Review effectiveness of compliance with laws, program funding agreements - *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 (TOR state to keep Audit reports confidential).*

5.4 REVIEW EFFECTIVENESS OF COMPLIANCE WITH LAWS, PROGRAM FUNDING AGREEMENTS

26/2017 RESOLVED (Phil Vivian/Donald Garner) Carried

- (a) That the Audit Committee receive and note the report on compliance requirements.

5.5 Review Progress against the Business Plan - *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 (TOR state to keep Audit reports confidential).

5.5 REVIEW PROGRESS AGAINST THE BUSINESS PLAN

27/2017 RESOLVED (Donald Garner/Phil Vivian) Carried

- (a) That the Audit Committee receive and note the report on reviewing the progress against the Business Plan.

5.6 Risk Management and Internal Audit Program - *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 (TOR state to keep Audit reports confidential).*

5.6 RISK MANAGEMENT AND INTERNAL AUDIT PROGRAM

28/2017 RESOLVED (Daniel Mulholland/Phil Vivian) Carried

- (a) That the Audit Committee receives the note the proposed Risk Management Policy, Register of Risk, and Internal Audit Program.

29/2017 RESOLVED (Phil Vivian/Daniel Mulholland) Carried

- (b) That the Audit Committee paper proposing the risk management policy will be dealt with out of session and report on the Internal Audit Program be reviewed by management.

5.7 Loss or Adverse Events - *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 (TOR state to keep Audit reports confidential).*

5.7 LOSS OR ADVERSE EVENTS

30/2017 RESOLVED (Donald Garner/Timothy Baker Jr.) Carried

- (a) That the Audit Committee receive and note the report on Loss or Adverse Events.

5.8 Council Policies - new, reviewed and updated - *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 (TOR state to keep Audit reports confidential).*

5.8 COUNCIL POLICIES - NEW, REVIEWED AND UPDATED

31/2017 RESOLVED (Donald Garner/Daniel Mulholland) Carried

- (a) That the Audit Committee receive and note the update on Council Policies.

5.9 Employee Reporting Procedures - *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 (TOR state to keep Audit reports confidential).*

5.9 EMPLOYEE REPORTING PROCEDURES

32/2017 RESOLVED (Phil Vivian/Daniel Mulholland)

Carried

- (a) **That the Audit Committee endorse the reviewed Breach of Policy Standard Operating Procedures.**

6. GENERAL BUSINESS

NIL

CLOSE OF MEETING

The meeting terminated at 12.43 pm.

This page and preceeding 3 Pages are the minutes of the Audit Committee Meeting HELD ON Wednesday, 8 February 2017 AND CONFIRMED Friday, 12 May 2017.

Chairperson

**CONFIRMATION OF PREVIOUS FINANCE COMMITTEE
MEETING MINUTES**



ITEM NUMBER 6.1
TITLE Confirmation of Previous Finance
Committee Meeting Minutes
REFERENCE 683477
AUTHOR Stewart Innes, Governance Officer

RECOMMENDATION

- (a) That Council approve the minutes as a true and accurate record of the Finance Committee Meeting held on Tuesday 24th January 2017 with the following amendment.
- That Council replaces Resolution 5/2017 section (b) with the following: That Council invest \$8 million for 30 to 60 days in line with RGRC Investment Policy FIN 011.

BACKGROUND

The Finance Committee met in Katherine on Tuesday 24th January 2017. Attached are the minutes from the meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 FCM_24012017_MIN.pdf



MINUTES OF THE FINANCE COMMITTEE MEETING OF THE ROPER GULF
REGIONAL COUNCIL MEETING HELD AT 2 CRAWFORD STREET, KATHERINE
ON TUESDAY, 24 JANUARY 2017 AT 8:30AM

1 PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor Tony Jack - Chairperson
Deputy Mayor Judy MacFarlane
Councillor Eric Roberts
Councillor John Dalywater
Councillor Kathy-Anne Numamurdirdi (via telephone)
Independent Member, Geoff Bishop

1.2 Staff

Michael Berto, Chief Executive Officer (CEO)
Sharon Hillen, Director Council and Community Services (DCCS)
Marc Gardner, Director Commercial Services (DCS)
Lokesh Anand, Manager Finance
Bala Donepudi, Management Accountant
Amanda Haigh, Manager Governance, Corporate Planning and Compliance
Stewart Innes, Governance Officer (Minute Taker)

1.3 Guests

2 MEETING OPENED

Meeting opened at 8.37am

3 WELCOME TO COUNTRY

Mayor Tony Jack welcomed members and staff to the meeting and the Council Pledge was read.

4 APOLOGIES AND LEAVE OF ABSENCE

There were no apologies for this Finance Committee meeting.

5 CALL FOR ITEMS OF GENERAL BUSINESS

1. LGANT Call for Policy and Action Motions Regional – *Director of Corporate Governance*
2. Late Incoming Correspondence - Re: Update on remote housing program from Minister for Housing and Community Development. - *CEO*
3. Late Outgoing Correspondence – Invitation to Chief Minister to attend the Australian Citizenship ceremony in Borroloola. - *CEO*
4. Late Outgoing Correspondence – Invitation to Minister McCarthy to attend the Australian Citizenship ceremony in Borroloola. - *CEO*

5. Late Outgoing Correspondence – Invitation to Mr Mark Wakeling to attend Australian Citizenship ceremony in Borroloola. - *CEO*
6. Late Outgoing Correspondence – Invitation to Mrs Lesley Wakeling to attend Australian Citizenship ceremony in Borroloola. - *CEO*
7. Corporate Governance Directorate Report – GRANTS: Department of Infrastructure, Planning and Logistics Remote Economic Infrastructure Fund (REIF) – Barunga Store Heavy Vehicle Route Funding Offer Regional – *Director of Corporate Governance*
8. Lot 386 Borroloola Ownership Documents Name Change from Shire to Regional – *Director of Corporate Governance*
9. Outstation Report – *Director of Commercial Services*

6 QUESTIONS FROM THE PUBLIC

NIL

7 DISCLOSURES OF INTEREST

There were no declarations of interest at this meeting.

8 CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES

8.1 MINUTES OF PREVIOUS FINANCE COMMITTEE MEETING

1/2017	RESOLVED	(Geoff Bishop/Eric Roberts)	Carried
(a)	That the Finance Committee receive and note the minutes of the Finance Committee Meeting held on 23 November 2016.		

9 BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 ACTION LIST

2/2017	RESOLVED	(Judy MacFarlane/Kathy-Anne Numamurdirdi)	Carried
(a)	That the Finance Committee receive and note the action list.		

10 INCOMING CORRESPONDENCE

10.1 INCOMING CORRESPONDENCE

3/2017	RESOLVED	(Eric Roberts/Kathy-Anne Numamurdirdi)	Carried
(a)	That the Finance Committee accept the Incoming correspondence.		

11 OUTGOING CORRESPONDENCE

11.1 OUTGOING CORRESPONDENCE

Spelling error noted in listing for correspondence to Northern Land Council – *Jow Morrison*. This should read *Joe Morrison*.

4/2017	RESOLVED	(Eric Roberts/Judy MacFarlane)	Carried
(a)	That the Finance Committee accept the Outgoing correspondence.		

12 EXECUTIVE DIRECTORATE REPORTS

NIL

13 CORPORATE GOVERNANCE DIRECTORATE REPORTS**13.1 FINANCE - RGRC FINANCIAL REPORT AS AT 31ST DECEMBER 2016**

There was a PowerPoint presentation of the Financial Report.

The following errors were noted within the report:

- Background information stated 'Our bank balance as at 30th November is \$17.3M.' This should read 'Our bank balance as at 31st December is \$17.3M.'
- Pie graphs relating to Income by Account Category, Year to Date 2015-16 and Expenditure by Account Category, Year to Date 2015-16. Date for these graphs should read 2016-17.
- Table of Community wise Expenditure Summary as at 31 –December 2016. This should read 31 –December 2016.

5/2017 **RESOLVED** (Geoff Bishop/Eric Roberts) **Carried**

- (a) That Finance Committee receive and note financial reports as at 31st December 2016.
- (b) That the Finance Committee invest \$8 million with NAB for 30 or 60 days.

13.2 GRANTS: DEPARTMENT OF TOURISM AND CULTURE FACILITY AND CAPITAL EQUIPMENT PROGRAM - BORROLOOLA AFL OVAL UPGRADE

6/2017 **RESOLVED** (Judy MacFarlane/John Dalywater) **Carried**

- (a) That the Finance Committee accept the funding offer from the Department of Tourism and Cultural through the 2016-17 Facility and Capital Equipment Program for the upgrade of the Borroloola AFL Oval by CEO and Councillor signing, dating and affixing the Common Seal to two copies of the agreement.

13.3 GRANTS: DEPARTMENT OF TOURISM AND CULTURE SPORT AND RECREATION DIVISION - 2016-17 REMOTE SPORT PROGRAM FUNDING OFFER

7/2017 **RESOLVED** (Judy MacFarlane/Kathy-Anne Numamurdirdi) **Carried**

- (a) That Council accept the funding offer from the Department of Tourism and Culture Sport and Recreation Division for the 2016-17 Remote Sport Program by CEO and a Councillor signing, dating and affixing the Common Seal to two copies of the agreement.

14 COUNCIL & COMMUNITY SERVICES DIRECTORATE REPORT**14.1 AUSTRALIA DAY 2017**

8/2017 **RESOLVED** (Judy MacFarlane/Eric Roberts) **Carried**

- (a) That Finance Committee receive and note the activities for each community for the 2017 Australia Day, celebrations.

Morning tea break 9:52am
Meeting resumes 10:19am

15 COMMERCIAL SERVICES DIRECTORATE REPORTS

NIL

16 GENERAL BUSINESS**16.1 LGANT CALL FOR POLICY AND ACTION MOTIONS**

LGANT has called for Councils to submit motions to LGANT on issues for adoption as LGANT policy or actions for LGANT at the April 2017 General Meeting in Palmerston. LGANT will research and assess each policy or action proposal and if necessary discuss it with the proponent member council and the Executive will then later decide at one of its meetings whether to adopt the policy or not, or take the action or not, or to put it to a general meeting for decision.

Motions must be submitted by the 23 February 2017 using the provided template which includes:

1. What is your Motion?

Include the text of the motion (short paragraph or paragraphs – see LGANT policies as examples of how you could structure a motion at www.lgant.asn.au).

2. How is the motion relevant to Northern Territory Local Government?

Please provide comment here if the motion is proposed as a LGANT policy and explain why it should be and how it is relevant to the Northern Territory Local Government sector.

3. What are your key points in support of your motion?

Here you should provide some background about the issue, some evidence to support the motion and your text should be no more than 600 words.

4. Is there a Council Resolution in support of this motion? 0 Yes 0 No

5. Should the motion be LGANT policy? 0 Yes 0 No

6. Contact Information

Council:

Name:

Telephone:

Fax:

Email:

9/2017 **RESOLVED** (Judy MacFarlane/Kathy-Anne Numamurdirdi) **Carried**

- a) That the Finance Committee receive and note the LGANT call for policy and action motions.
- b) That the Finance Committee submit a motion on the impact of substance abuse on our current and future workforce.

16.2 LATE INCOMING CORRESPONDENCE - RE: UPDATE ON REMOTE HOUSING PROGRAM

Infoxpert ID #682575 Correspondence from Minister McCarthy received 19 December 2016

Minister McCarthy has provided an update on the remote housing program and how it will be implemented across the Northern Territory.

10/2017 **RESOLVED** (Judy MacFarlane/Eric Roberts) **Carried**

- a) That the Finance Committee receive and note the late incoming correspondence from Minister McCarthy with an update on the Remote Housing program.

16.3 LATE OUTGOING CORRESPONDENCE - INVITATION TO CHIEF MINISTER TO ATTEND THE AUSTRALIAN CITIZENSHIP CEREMONY IN BORROLOOLA.

Infoxpert ID #684274 The CEO has invited the Chief Minister, Hon Michael Gunner MLA to attend and participate in the Australian Citizenship ceremony in Borroloola on the 26th January 2017.

11/2017 **RESOLVED** (Judy MacFarlane/Eric Roberts) **Carried**

- a) That the Finance Committee receive and note the late outgoing correspondence to the Chief Minister.

16.4 LATE OUTGOING CORRESPONDENCE - INVITATION TO MINISTER MCCARTHY TO ATTEND THE AUSTRALIAN CITIZENSHIP CEREMONY IN BORROLOOLA.

Infoxpert ID #684277 The CEO has invited the Hon Gerald McCarthy MLA to attend the Australian Citizenship ceremony in Borroloola on the 26th January 2017.

12/2017 **RESOLVED** (Judy MacFarlane/ Geoff Bishop) **Carried**

- a) That the Finance Committee receive and note the late outgoing correspondence to Minister McCarthy.

16.5 LATE OUTGOING CORRESPONDENCE - INVITATION TO MR MARK WAKELING TO ATTEND AUSTRALIAN CITIZENSHIP CEREMONY IN BORROLOOLA.

Infoxpert ID #684075 The CEO has invited Mr Mark Wakeling to attend the Australian Citizenship ceremony in Borroloola on the 26th January 2017.

13/2017 **RESOLVED** (Eric Roberts/John Dalywater) **Carried**

- a) That the Finance Committee receive and note the late outgoing correspondence to Mr Mark Wakeling.

16.6 LATE OUTGOING CORRESPONDENCE - INVITATION TO MRS LESLEY WAKELING TO ATTEND AUSTRALIAN CITIZENSHIP CEREMONY IN BORROLOOLA.

Infoxpert# 684276 The CEO has invited Mrs Lesley Wakeling to attend the Australian Citizenship ceremony in Borroloola on the 26th January 2017.

14/2017 **RESOLVED** (Geoff Bishop / Kathy-Anne Numamurdirdi) **Carried**

- a) That the Finance Committee receive and note the late outgoing correspondence to Mrs Lesley Wakeling.

16.7 CORPORATE GOVERNANCE DIRECTORATE REPORT - GRANTS: DEPARTMENT OF INFRASTRUCTURE, PLANNING AND LOGISTICS REMOTE ECONOMIC INFRASTRUCTURE FUND (REIF) - BARUNGA STORE HEAVY VEHICLE ROUTE FUNDING OFFER

BACKGROUND

Council has been offered funding from the Department of Infrastructure, Planning and Logistics through the Remote Economic Infrastructure Fund to develop a Heavy Vehicle Route around Barunga's new store.

The project will see the development of a heavy vehicle route around the Barunga Outback Store, sealing of the store car park reducing dust issues and improving road safety for store users. The outback store will be building a new store (with Federal Government investment) and are unable to meet the costs of completing the heavy vehicle route and car park.

FINANCIAL CONSIDERATIONS

Offer = \$258,000.00 GST exclusive

15/2017 **RESOLVED** (Judy MacFarlane/Kathy-Anne Numamurdirdi) **Carried**

- (a) **That the Finance Committee accept the funding offer from the Department of Infrastructure, Planning and Logistics through the Remote Economic Infrastructure Fund for the development of a Heavy Vehicle Route around the new Barunga Store by CEO and Councillor signing, dating and affixing the Common Seal to two copies of the agreement.**

16.8 LOT 386 BORROLOOLA OWNERSHIP DOCUMENTS NAME CHANGE FROM SHIRE TO REGIONAL

The current ownership documents for the property of Lot 386 Borroloola are registered as Roper Gulf Shire Council and the name needs to be changed to Roper Gulf Regional Council.

16/2017 **RESOLVED** (Judy MacFarlane/Eric Roberts) **Carried**

- a) **The Finance Committee approve the changing of name from shire to Regional in the ownership Document by the Mayor and CEO signing and dating and affixing the Common Seal to the Ownership Documents for Lot 386 Borroloola.**

16.9 323 - OUTSTATIONS - RECRUITMENT TO CARRY OUT WORKS AS PER MESSPG #15/16-H023

Council received funding in June 2016 under the 2015-2016 Municipal and Essential Services Special Purpose Grant (MESSPG) program totalling \$ 411,736 (GST inclusive). Included in this sum is \$ 165,000 for Project # 15-16-H023 Werenbun – Structural repairs to larger houses to make safe.

Outstations have scheduled a start to the project and would like to use unspent grant funds to employ Werenbun residents as 2 x casual Technical Officers, to assist with the demolition works, anticipated to take no longer than 3 months. The 2 applicants are residents of Werenbun and are keen to contribute to the improvements and increased housing capacity for Werenbun.

There is capacity in the Regional Plan and Budget for 2 x Technical Officers for 8.00 fortnights. Our request is for the expense to be journaled to 324 – Outstations Capital Infrastructure instead of 323 – Outstations Municipal Services.

17/2017 **RESOLVED** (Geoff Bishop/John Dalywater) **Carried**

- a) The Finance Committee approve the recruitment of 2 x Technical Officers utilising unspent funds from MESSPG #15/16-H023.

17 CLOSED SESSION

DECISION TO MOVE TO CLOSED SESSION

18/2017 **RESOLVED** (Judy MacFarlane/Eric Roberts)

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:-

- 17.1 Minutes of Previous Closed Session Finance Committee Meeting** - *The report will be dealt with under Section 65(2) (ci) (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 provided to the council on condition that it be keep confidential.*
- 17.2 Draft MOU, Schedule and Budget for Proposed sub-contract to Alawa Aboriginal Corporation** - *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.*
- 17.3 Australia Day Award Winners** - *The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential.*
- 17.4 Proposal to amend staffing structure for Territory Housing contract** - *The report will be dealt with under Section 65(2) (a) (cii) 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; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.*

RESUMPTION OF MEETING

19/2017 **RESOLVED** (Judy MacFarlane/John Dalywater)

Carried

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

17.1 MINUTES OF PREVIOUS CLOSED SESSION FINANCE COMMITTEE MEETING

20/2017 **RESOLVED** (Eric Roberts/John Dalywater)

Carried

- (a) That the Finance Committee receive and note the minutes of the Closed Session Finance Committee Meeting held on 23 November 2016.

17.2 DRAFT MOU, SCHEDULE AND BUDGET FOR PROPOSED SUB-CONTRACT TO ALAWA ABORIGINAL CORPORATION

201/2017 RESOLVED (Eric Roberts/John Dalywater)

Carried

- (a) That Finance Committee approve the proposed changes to the existing Alawa Aboriginal Corporation MOU and the addition of Annexure 7 relating to the schedule specific to the sub-contract of Night Patrol Services at Hodgson Downs.

17.3 AUSTRALIA DAY AWARD WINNERS

22/2017 RESOLVED (John Dalywater/Eric Roberts)

Carried

- (a) That Finance Committee accept the nominations for each community for the 2017 Australia Day Awards.

17.4 PROPOSAL TO AMEND STAFFING STRUCTURE FOR TERRITORY HOUSING CONTRACT

23/2017 RESOLVED (Eric Roberts/Kathy-Anne Numamurdiridi)

Carried

- (a) That Finance Committee approve the changes to the organisational structure and budget for the Territory Housing contract (Activity 220) with a review after 6 months.

CLOSE OF MEETING

The meeting terminated at 11.44am.

THIS PAGE AND THE PRECEEDING 7 PAGES ARE THE MINUTES OF THE Finance Committee HELD ON Tuesday, 24 January 2017 AND CONFIRMED Wednesday 22 February 2017.

Mayor Tony Jack

BUSINESS ARISING FROM PREVIOUS MINUTES



ITEM NUMBER 10.1
TITLE Action List
REFERENCE 683535
AUTHOR Stewart Innes, Governance Officer

RECOMMENDATION

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

BACKGROUND

The action list is a compilation of the actions from previous meetings.

Date	Item Description	Responsible Person	Details	Status	Status Comments - Completion Date
28-Oct-15	FIRST QUARTER REPORT - DIRECTORATE COMMUNITY SERVICES	CEO- Michael Berto	(c) That Council directs the CEO to develop an MOU with ALAWA for the night patrol services in Minyerri, if allowed in our contract.	Ongoing	CEO to contact DPMC again Requested PM&C for variation of contract, awaiting reply. MOU with ALAWA doesn't currently include Night Patrol presenting at OCM for signing. - ALAWA & LA requested action of ALAWA to provide Night Patrol Service in minutes 15/10/15. - There was no request for a letter in last LA meeting. Will need to be on next Agenda 12 May. - CEO to contact DPMC again SLT Meeting: 26.09.16 - Finalise MOU to take to AAC Board Meeting 7 Dec. 14.12.2016 - MOU with DPMC to approve then will be given to ALAWA to sign 20.01.2017 – DCCS has put a report to the FCM for discussion. 6.02.2017 DCS present MOU at next ALAWA Board meeting.
29-Jan-16	BORE AT LARRIMAH	Sharon Hillen	CEO to follow up this issue with the aim of making the bore operational	Complete	- Plan, design and costing done and waiting for funding. - Bore pump at Mataranka ready to be installed. Needs electricity connection from site to power pole. Request sent through to Power & Water. Require budget of approx.. \$10,000 for 16/17 to fix old irrigation around oval as likely to be leaking and make connection to writer's residence. 14.12.2016 Projects appointing Contractor 20.01.2017 – DCCS: COC is with PAWA Leanne is chasing up to get pole fuse in. Workers are ready to go once the work order for pole fuse is approved by PAWA. Council has been successful in getting 10K to extend water main for irrigation. 14.02.2017 Mataranka MUNs are working on laying of irrigation for oval.

Date	Item Description	Responsible Person	Details	Status	Status Comments - Completion Date
26-Oct-16	BARUNGA OVAL LIGHTS	CEO- Michael Berto	CEO to report to the next Barunga Local Authority Meeting regarding the status of funding and the issues around installation of Barunga Oval lights.	Ongoing	Tabled at Barunga LA meeting 22.11.2016. Seeking formal correspondence from Department. 20.01.2017 – DCCS: Sharon Hillen is speaking with Cindy from the Sport & Rec Department, but having delays due to holiday season. 14.02.2017 – Assets manager No response yet.
23-Nov-16	LATE INCOMING CORRESPONDENCE - RE: NEW INFRASTRUCTURE PLAN TO SUPPORT TERRITORY JOBS NTG MEDIA RELEASE	CEO- Michael Berto	CEO to write to the NTG, cc in the Federal Minister, to raise the issues on behalf of Ngukurr & Numbulwar communities, and surrounding stakeholders and property owners expressing the concern for any further delays in the development of the Roper Highway.	Ongoing	14.02.2017 - Assets Manager Letters have been sent, haven't received a response as yet.
14-Dec-16	APOLOGIES AND LEAVE OF ABSENCE	Mayor Tony Jack	Mayor to discuss with Cr Baker and Cr Numamurdirdi about their attendance at meetings.		
14-Dec-16	NYIRRANG GULUNG WARD REPORT	Council	Council to send a letter to the Barunga and Manyallaluk CDP to congratulate them on their Christmas parade float in Katherine.	Complete	CEO held a BBQ gathering for CDP in Barunga to thank them.
14-Dec-16	FUNDING FOR CHRISTMAS PARTIES	CEO- Michael Berto	Revise the fees for the annual budget for Christmas parties for all communities	Ongoing	14.02.2017 – Assets Manager To be discussed further.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

INCOMING CORRESPONDENCE

ITEM NUMBER 11.1
TITLE Incoming Correspondence
REFERENCE 685376
AUTHOR Rita Duncan, Executive Assistant to CEO

RECOMMENDATION

(a) That Council accept the Incoming correspondence.

Date Received	Item No	Received By	Received From	Correspondence Details	InfoXpert
05.12.2016	1	CEO	Shaun Hardy NT Gov	Special Purpose Grants Round 1 2016/17	681716
14.12.2016	2	Sharon Hillen	Ben Hodgart NT Cricket	Barra Cup	683919
14.12.2016	3	Marc Gardner	Angelo Razafimamonjy	Authorisation – Updated Mining Management Plan	683920
03.01.2017	4	Sharon Hillen	NT EPA Dr Paul Vogel	Container Deposit Scheme Infrastructure Grants	683133
03.01.2017	5	CEO	Cindy Bravos NT Gov	Increased Harm – Alcohol Borrooloola	685171
05.01.2017	6	CEO	Gerry McCarthy	Invite to attend Opening of Council's new facilities	683208
18.01.2017	7	Sharon Hillen	Nicole Manison – NT Gov	Successful Grant – Barunga Store Heavy Vehicle Route	684048
24.01.2017	8	Sharon Hillen	Andrew Kirkman – NT Gov	Regional Economic Infrastructure Fund Round 3 Application	684512
31.01.2017	9	Sharon Hillen	Peter Waggitt – NT Gov	Variation 0482-02 Mining Management Plan Acceptance	685180
07.02.2017	10	CEO	LGANT	Call for Policy & Action motions	685372
07.02.2017	11	CEO	Gerry McCarthy	Remote Housing Deficit	685373
07.02.2017	12	Council	Selena Uiibo MLA	Congratulations	685375
07.02.2017	13	CEO	Pui Muir PMC	Borrooloola Show Grounds	685368
10.02.2017	14	CEO	Christine McDonald - Senate Committee	Inquiry into ABC Amendment Bill 2015	686089

ATTACHMENTS:

There are no attachments for this report.

OUTGOING CORRESPONDENCE

ITEM NUMBER 12.1
TITLE Outgoing Correspondence
REFERENCE 685380
AUTHOR Rita Duncan, Executive Assistant to CEO

RECOMMENDATION

(a) That Council accept the Outgoing correspondence.

Date Sent	Item No	Sent By	Addressed To	Correspondence Details	InfoXpert ID
04.01.2017	1	CEO	Chief Minister	Borroloola Show Grounds Master Plan	683803
04.01.2017	2	CEO	NT Vet Services	Letter of Thanks	683802
11.01.2017	3	CEO	Senator Scullion	Ngukurr Crisis	683805
16.01.2017	4	Sharon Hillen	Mr Strogmayr – McArthur River Mine	Partnership in Waste Management in Borroloola	683801
16.01.2017	5	CEO	Joe Morrison	Ngukurr & Numbulwar Freight Hub Project	683804
16.01.2017	6	CEO	Mataranka Fishing Sporting and Recreation Club	Letter of Thanks	683814
16.01.2017	7	CEO	Mataranka Primary school	Letter of Thanks	683821
16.01.2017	8	CEO	Gerry McCarthy	Mataranka Bore Fields to be tested for PFAS Contamination	683823
16.01.2017	9	CEO	Minister Payne	Mataranka Bore Fields to be tested for PFAS Contamination	683827
16.01.2017	10	CEO	Nigel Scullion	Alcohol Management Plan	683831
16.01.2017	11	CEO	Cindy Haddow	Carry forward underspend	683834
19.01.2017	12	CEO	Mark Wakeling	Invitation Citizenship Ceremony	684275
19.01.2017	13	CEO	Lesley Wakeling	Invitation Citizenship Ceremony	684276
19.01.2017	14	CEO	Michael Gunner MLA	Invitation Citizenship Ceremony	684274
19.01.2017	15	CEO	Gerry McCarthy MLA	Invitation Citizenship Ceremony	684277
03.03.2017	16	CEO	Cindy Bravos	Alcohol Harm in Borroloola	685182
07.02.2017	17	CEO	Suzi Berto	Emergency Storage	685278
07.02.2017	18	CEO	Selena Uibo	Letter of Congratulations	685379
09.02.2017	19	CEO	Jane Balding Dept of Treasury & Finance	Refund of Stamp Duty paid	686003

ATTACHMENTS:

There are no attachments for this report.

WARD REPORT

ITEM NUMBER	13.1
TITLE	Never Never Ward
REFERENCE	685674
AUTHOR	Darcie Boon, Acting Local Authority Support Coordinator

RECOMMENDATION

- (a) **That Council receive and note the Never Never Ward Report.**
- (b) **That Council accept the Nomination of Anne Marie McDonald to the Jilkmिंगgan Local Authority.**
- (c) **That Council accept the Nomination of Jeffrey Joe to the Jilkmिंगgan Local Authority.**
- (d) **That Council accept the Nomination of Ossie Daylight to the Jilkmिंगgan Local Authority.**
- (e) **That Council accept the Resignation of Di Jones from the Mataranka Local Authority.**
- (f) **That Council accept the Nomination of Jillian Emerson-Smith to the Mataranka Local Authority.**

BACKGROUND

Local Authority Meetings were held in the following Communities:

- Jilkmिंगgan (31.01.2017)
- Hodgson Downs (01.02.2017)
- Mataranka (07.02.2017)

JILKMINGGAN**Local Authority Update**

Current Membership includes; Mayor Tony Jack, Deputy Mayor Judy MacFarlane, Cr Annabelle Daylight, Cr Timothy Baker, Wendy Daylight, Cheryl Lardy, Lisa McDonald and Patrisha Baker.

Nomination: Jeffrey Joe has been nominated to become a Local Authority Member.

Nomination: Ossie Daylight has been nominated to become a Local Authority Member.

Nomination: Anne-Marie McDonald has been nominated to become a Local Authority Member.

Angela Pattison from LGANT visited Jilkmिंगgan and ran a training session with the Local Authority Members on 31st January 2017, which was followed by the Local Authority Meeting. The training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The next Local Authority Meeting is scheduled for 2nd May 2017.

Community Update:**BACKGROUND**

Council services operated consistently leading up to and over the holiday period. During the holiday period the CSC was on holidays. The MUNS Supervisor and CSO stepped up to provide assistance in the management of the community along with the Area Manager.

Council works closely with the CDP participants in Jilkminggan, this is a strong and positive relationship.

ISSUES/OPTIONS/SWOT

Parks, gardens and ovals were maintained and watered although lots of the rain in the area has caused difficulty keeping the grass short because of easily getting bogged. Weed maintenance has been occurring. Old cars removed from community and the Jilkminggan road leading into community. Over 100 cars were removed from the tip. Pot holes have been repaired, irrigation system repaired and operating. Jilkminggan Municipal Crew working closely with CDP. Construction of caged area for tools etc. by CDP and Muns. Course held for small engines and chain saw operators. There was Essential Services Officer training for some MUNS workers.

Essential Services Officer operation levels are being maintained, and no real concerns over the past few months in this area.

MATARANKA

Local Authority Update:

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

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

Resignation: Di Jones submitted her resignation from the Mataranka Local Authority, which was accepted at their previous meeting on Monday, 12th December 2016.

Nomination: Jillian Emerson-Smith has been nominated to become a Local Authority Member; nomination was accepted at the Mataranka Local Authority Meeting held Tuesday, 7th February 2017.

Angela Pattison from LGANT visited Mataranka and ran a training session with the Local Authority Members on 31st January 2017; the training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The next Mataranka Local Authority meeting is scheduled for Tuesday 4th April 2017.

Community Update:

BACKGROUND

Core services are operating at an appropriate level in Mataranka. Construction of Lot17A Gunn St has been completed. Skate park grounds are being utilized and maintained.

Council Services Coordinator, Antony Lynch and Central Arnhem Area Manager, Nathan McIvor moved into Mataranka in mid December 2016.

Recycling Centre has been cleaned up and ready to operate. MOU has been drafted and awaiting confirmation for the start date from the contractor Bevcon.

ISSUES/OPTIONS/SWOT

Grass has been growing very fast, making it difficult to keep it to be cut and maintained.

Larrimah grass has just been tackled and should be complete by the end of the week.

A Quote for Tender has been received by two operators and this will go before Council to decide whether outside contractors will maintain our waste facilities in Barunga, Mataranka and Jilkminggan.

Successful Australia Day Celebrations, a good turn out of locals and visiting politician Selena Uibo.

The cemetery has been maintained and all the hedges have been trimmed and the gate has been fixed.

Post boxes have been installed, with MUNS to install locks and plaques.

HODGSON DOWNS

Local Authority Update

Current Membership; Mayor Tony Jack, Deputy Mayor Judy MacFarlane, Cr. Annabelle Daylight, Cr. Timothy Baker, Johnathon Walla, James Nuggett, Samuel Swanson, Ken Mugeridge and Clive Roberts and Samuel Daylight.

Samuel Daylight is the permanent Chair of the Hodgson Downs Local Authority.

Angela Pattison from LGANT visited Hodgson Downs and ran a training session with the Local Authority Members on 1st February 2017, followed by a Local Authority Meeting. The training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The next Hodgson Downs Local Authority will be held 16th March 2017.

Community Update

ALAWA provide Council Core Services of Roper Gulf Regional Council

ATTACHMENTS:

- 1 HOD_01022017_MIN.pdf
- 2 JIL_31012017_MIN.pdf
- 3 Mataranka Local Authority 2017-07-02 [685576].DOCX
- 4 Never Never Action List.docx



MINUTES OF THE HODGSON DOWNS LOCAL AUTHORITY MEETING HELD AT THE ALAWA BOARD ROOM ON WEDNESDAY, 1 FEBRUARY 2017 AT 11:00AM

1. PRESENT/STAFF/GUESTS

Elected Members

Deputy Mayor, Judy MacFarlane

Local Authority Members

Samuel Daylight

James Nugget

Johnathon Walla

Clive Roberts

Ken Muggeridge

Staff

Marc Gardner – Director Commercial Services

Guests

Angela Pattison – Local Government Association Northern Territory

2. MEETING OPENED

Meeting opened at 12:17pm

3. WELCOME TO COUNTRY

The Chair Samuel Daylight welcomed all members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

Local Authority Member, Samuel Swanson and Government Engagement Coordinator, Barry Clarke gave their apologies for not being able to attend the Hodgson Downs Meeting on 1st February 2017.

15/2017 **RESOLVED** (Ken Muggeridge/Judy MacFarlane)

- (a) **That the Hodgson Downs Local Authority accept the apologies of Samuel Swanson and Barry Clarke.**

5. CONFIRMATION OF PREVIOUS MINUTES**5.1 PREVIOUS MINUTES**

The Hodgson Downs Local Authority have requested that the previous minutes of the Hodgson Downs Local Authority Meeting held on 16 November 2016, be amended and presented at the next Local Authority Meeting for approval.

6. CALL FOR ITEMS OF GENERAL BUSINESS

- ALAWA Council Services Update – Ken Muggeridge
- Pests and Vermin in Community – Samuel Swanson
- Hodgson Downs Sport and Recreation Program – Samuel Swanson

7. DISCLOSURES OF INTEREST

There were no declarations of interest at this Hodgson Downs Local Authority.

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

16/2017 **RESOLVED** (Ken Muggeridge/Jonathon Walla)

- (a) That the Hodgson Downs Local Authority receive, and note the Action List.

9. INCOMING CORRESPONDENCE

Nil

10. OUTGOING CORRESPONDENCE

Nil

11. GENERAL BUSINESS**11.3 ELECTED MEMBER REPORT**

Deputy Mayor Judy MacFarlane informed the Hodgson Downs Local Authority of certain items that were discussed at the OCM on 14 December 2016 and gave a quick brief on what Council has been up to since the last Hodgson Downs Local Authority Meeting.

17/2017 **RESOLVED** (Clive Roberts/James Nugget)

- (a) That the Hodgson Downs Local Authority receive and note the verbal Elected Member Report.

11.4 GOVERNANCE REPORT - POLICY UPDATE**18/2017 RESOLVED** (Jonathon Walla/Judy MacFarlane)

- (a) That the Hodgson Downs Local Authority receive and note the reviewed HR011 Leave Policy.

11.2 COUNCIL FINANCIAL REPORT**19/2017 RESOLVED** (Judy MacFarlane/Ken Muggeridge)

- (a) That the Hodgson Downs Local Authority receive and note the Expenditure report for Hodgson Downs for the Second quarter of 2016-17.

11.1 COMMUNITY SERVICES REPORT**20/2017 RESOLVED** (Judy MacFarlane/James Nugget)

- (a) That Hodgson Downs Local Authority receive and note the update on Minyerri Community Night Patrol.

12. OTHER BUSINESS**12.1 ALAWA COUNCIL SERVICES UPDATE** - *Councillor Ken Muggeridge*

- CDP are working well to engage more people
- New CDP Supervisor position advertised
- Application for roads and infrastructure funding of \$300,000 submitted
- New Council vehicles purchased
- All services running smoothly

21/2017 RESOLVED (Jonathon Walla/Clive Roberts)

- (a) That Hodgson Downs Local Authority receive and note the update on ALAWA Council Services update.

12.2 PESTS AND VERMIN IN COMMUNITY - *Councillor Samuel Daylight*

- Pests and rodents in community
- Invading houses
- Whole community needs to take part in a rodent extermination process

22/2017 RESOLVED (Judy MacFarlane/Ken Muggeridge)

- (a) That the Hodgson Downs Local Authority receive and note the discussion on the eradication of all pests and vermin from community.

Action: Marc Gardner to contact Territory Housing and report back to next Local Authority Meeting.

Action: Samuel Daylight to raise issue with Sunrise Health and report back to next Local Authority Meeting.

12.3 HODGSON DOWNS SPORT AND RECREATION PROGRAM - *Councillor Samuel Daylight*

Hodgson Downs Local Authority had a discussion as to who is responsible for the running of the Hodgson Downs Sport and Recreation Program.

23/2017 **RESOLVED** (Judy MacFarlane/Ken Muggeridge)

- (a) **That the Hodgson Downs Local Authority receive and note the discussion on the Community Sport and Recreation Program.**

Action: Ken Muggeridge and Sharon Hillen to look into who is responsible for Sport and Recreation in Hodgson Downs.

CLOSE OF MEETING

The meeting terminated at 1:26pm.

THIS PAGE AND THE PRECEEDING 38 PAGES ARE THE MINUTES OF THE Hodgson Downs Local Authority Meeting HELD ON Wednesday, 1 February 2017 AND CONFIRMED Thursday, 16 March 2017.

Chairperson



MINUTES OF THE JILKMINGGAN PROVISIONAL LOCAL AUTHORITY MEETING
HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE,
JILKMINGGAN ON TUESDAY, 31 JANUARY 2017 AT 10:00AM

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Deputy Mayor, Judy MacFarlane (Chairperson)
Councillor Annabelle Daylight

1.2 Local Authority Members

Lisa McDonald
Wendy Daylight
Patricia Baker

1.3 Staff

Nathan McIvor, Area Manager (Arnhem)
Antony Lynch, Council Services Coordinator (Mataranka/Jilkminggan)
Anne-Marie McDonald, Senior Administration Support Officer (Minute Taker)
Martin Cooke, Night Patrol Coordinator (Arnhem)
Darcie Boon, Acting Local Authority Support Coordinator

1.4 Guests

Holly Gosden, Sunrise Health Services
Angela Pattison, Local Government Association Northern Territory
Rose Peckham, Department of Housing and Community Development
Barry Clarke, Government Engagement Coordinator (DPMC)
Ossie Daylight, Jilkminggan Community Member

2. MEETING OPENED

The Provisional Meeting opened at 12:32pm

3. WELCOME TO COUNTRY

The Chairperson welcomed members, staff and guests and the Roper Gulf Regional Council Pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

Councillor Timothy Baker put in his apologies for the Jilkminggan Local Authority Meeting held 31st January 2017, and provided a Medical Certificate.

1/2017 RESOLVED (Annabelle Daylight/Lisa McDonald)

Carried

- (a) That the Jilkmिंगgan Local Authority accept the apologies of Councillor Timothy Baker.

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 PREVIOUS MINUTES

Minutes of the Jilkmिंगgan Local Authority Meeting held on Tuesday, 2nd August 2016 will be held over to the next Local Authority Meeting.

6. CALL FOR ITEMS OF OTHER BUSINESS

- Local Authority Funding
- Sport and Recreation
- Unwanted visitor in Community

7. DISCLOSURES OF INTEREST

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

HOLLY GOSDEN – SUNRISE HEALTH SERVICES

Sunrise have sourced funding for adult exercise gear, they have also sought support from JCAC to place the exercise equipment at various locations throughout the Community. Alcohol and other Drugs funding for a short film competition – Contact Moira McCreesh, same funding that was used for Jilkmिंगgan Sport and Recreation’s short play that was delivered in 2015.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

2/2017 RESOLVED (Annabelle Daylight/Wendy Daylight)

Carried

- (a) That Jilkmिंगgan Local Authority receive and note the Action List.

9. INCOMING CORRESPONDENCE

9.1 INCOMING CORRESPONDENCE

3/2017 RESOLVED (Lisa McDonald/Patrisha Baker)

Carried

- (a) That Jilkmिंगgan Local Authority accept the Incoming Correspondence.

10. OUTGOING CORRESPONDENCE

Nil

11. GENERAL BUSINESS**11.1 ELECTED MEMBER REPORT**

Deputy Mayor Judy MacFarlane and Councillor Annabelle Daylight gave a brief talk about what meetings they had attended since the last Jilkmिंगgan Local Authority Meeting and any events that Council had held:

1. Auction
2. Christmas Party
3. Ordinary Council Meeting
4. Finance Committee Meeting

4/2017	RESOLVED	(Lisa McDonald/Wendy Daylight)	Carried
(a)	That the Jilkmिंगgan Local Authority receive and note the verbal Elected Member Report.		

11.2 COUNCIL SERVICES REPORT

5/2017	RESOLVED	(Patrisha Baker/Annabelle Daylight)	Carried
(a)	That Council receive and note the Council Services Report for Jilkmिंगgan Local Authority 31 January 2017.		

11.3 GOVERNANCE REPORT - POLICY UPDATE

6/2017	RESOLVED	(Annabelle Daylight/Patrisha Baker)	Carried
(a)	That the Jilkmिंगgan Local Authority receive and note the reviewed HR011 Leave Policy.		

11.4 COUNCIL FINANCIAL REPORT

7/2017	RESOLVED	(Patrisha Baker/Lisa McDonald)	Carried
(a)	That the Jilkmिंगgan Local Authority receive and note the financial report for Jilkmिंगgan for the Second quarter of 2016-17		

11.5 COMMUNITY SERVICES REPORT

8/2017	RESOLVED	(Lisa McDonald/Patrisha Baker)	Carried
(a)	That the Jilkmिंगgan Local Authority Receive and note the update on Community Services		

11.6 COMMUNITY SERVICES REPORT

9/2017	RESOLVED	(Wendy Daylight/Annabelle Daylight)	Carried
(a)	That the Jilkmिंगgan Local Authority receives and note an update on Jilkmिंगgan Community Night Patrol.		

12. OTHER BUSINESS**12.1 LOCAL AUTHORITY FUNDING**

A discussion was had that the remaining 2014/2015 Jilkmिंगgan Local Authority funding needs to be spent as soon as possible. It was decided that the remaining funding is to be spent on new playground equipment, which will be stored until approval is given for the equipment to be placed throughout the Community.

10/2017 **RESOLVED** (Lisa McDonald/Patrisha Baker) **Carried**

- (a) That the Jilkmिंगgan Local Authority approve to use the remaining 2014/2015 Local Authority Funding to purchase new playground equipment.

Action: Quotes for three different Playground designs to be sourced and presented to Local Authority Members for the preference before the next Local Authority Meeting.

12.2 SPORT AND RECREATION

Jilkmिंगgan has advertised for a new Sport and Recreation Supervisor. Currently one Sport and Recreation officer employed, however Local Authority commented that activities are not being run for the kids.

11/2017 **RESOLVED** (Lisa McDonald/Patrisha Baker) **Carried**

- (a) That the Jilkmिंगgan Local Authority receive and note the update on the Sport and Recreation program at Jilkmिंगgan.

12.3 UNWANTED VISITORS IN COMMUNITY

Jilkmिंगgan Local Authority discussed the humbug of unwanted visitors in Community, particularly those who visit from other Communities and cause a disturbance in Community. It was discussed that there is possibly a need for a Community Action Group, which will enforce rules of conduct for those visiting Community.

12/2017 **RESOLVED** (Annabelle Daylight/Lisa McDonald) **Carried**

- (a) That the Jilkmिंगgan Local Authority receive and note the report on Jilkmिंगgan Community visitors.

12.4 NEW LOCAL AUTHORITY MEMBER NOMINATION

13/2017 **RESOLVED** (Patrisha Baker/Wendy Daylight) **Carried**

- (a) That the Jilkmिंगgan Local Authority accept the Nomination of Anne-Marie McDonald.

CLOSE OF MEETING

The meeting terminated at 2:42pm.

THIS PAGE AND THE PRECEEDING 4 PAGES ARE THE MINUTES OF THE Jilkmिंगgan Local Authority Meeting HELD ON Tuesday, 31 January 2017 AND CONFIRMED Tuesday, 2 May 2017.

Chairperson (Deputy Mayor Judy MacFarlane)



MINUTES OF THE MATARANKA LOCAL AUTHORITY PROVISIONAL MEETING
OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE
MATARANKA COMMUNITY HALL ON TUESDAY, 7 FEBRUARY 2017 AT 5:30PM

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Deputy Mayor Judy MacFarlane (Chairperson)

1.2 Local Authority Members

Sue Edwards

Alan Chapman

Michael Somers

Leah Niehus

1.3 Staff

Nathan Mclvor – Central Arnhem Area Manager

Amanda Haigh – Manager Governance & Corporate Planning

Annalisa Bowden – Community Services Regional Manager

Antony Lynch – Council Services Coordinator Mataranka/Jilkminggan

Sommer Meadows – CDP Senior Employment Supervisor Barunga

Keith Coleman – CDP Supervisor Barunga

Ronald Blitner – CDP Supervisor Barunga

Jermaine Scrubby – CDP Supervisor Barunga

Mandy Devereux – Senior Admin Support Officer (Minute Taker)

1.4 Guests

Jill Emerson-Smith – Resident

2. MEETING OPENED

The Mataranka Provisional Meeting opened at 6.03pm

3. WELCOME TO COUNTRY

Deputy Mayor Judy MacFarlane welcomed all members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

29/2017 RESOLVED (Michael Somers/Leah Niehus)

Carried

(a) That Mataranka Local Authority approves the apologies of Diane Angel and Tracey-Ann Wilson.

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MATARANKA LOCAL AUTHORITY MINUTES

30/2017 RESOLVED (Michael Somers/Leah Niehus) Carried

- (a) The minutes of the Mataranka Local Authority meeting held on Tuesday 11th October 2016 are to be held over to be approved at the next Mataranka Local Authority Meeting.
- (b) That Mataranka Local Authority approves the minutes as a true and accurate record of the Mataranka Local Authority meetings held on Monday 12th December 2016 with the amendment of the heading of the minutes of the Mataranka Local Authority meeting 12th December 2016 to reflect that it was a provisional meeting.

6. CALL FOR ITEMS OF OTHER BUSINESS

1. Goal post for cricket oval
2. Homestead Road gate
3. Nomination for Local Authority Member
4. Museum
5. Playground

BARUNGA CDP PRESENTATION

Sommer Meadows, Keith Coleman, Ronald Blitner and Jermaine Scubby from Barunga CDP gave a presentation around the headstones that they make at Barunga. Having also brought a sample of them to display. Sommer has been in talks with Anthony Heaslip in regards to the Barunga team coming and teaching the Mataranka CDP.

Action: Nathan McIvor Central Arnhem Area Manger to have unified headstone placed on all unmarked graves at the Mataranka Cemetery by CDP Mataranka and Barunga.

31/2017 RESOLVED (Sue Edwards/Michael Somers) Carried

- (a) That the Mataranka Local Authority receive and note the cemetery headstones presentation from the Barunga CDP.

7. DISCLOSURES OF INTEREST

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

8. BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

32/2017 RESOLVED (Leah Niehus/Sue Edwards)

Carried

(a) That the Mataranka Local Authority receive and note the Action List.

Date	Agenda Item #	Description	Responsible Person	Status	Comments
01.02.16	8.6 Repairs to Statues & Termite Mound	Investigate and bring options back to next LA meeting.	Area Manager	Ongoing	05.04.16: Tourism Grant investigated. 07.06.16: On list for 2017 round of Applications. 11.10.16 Photos taken of the statues last week and show a lot of corrosion in the statues. 02.12.2016 A grant application was submitted to the Community Benefit Fund requesting \$10K on 30.11.2016 09/02/17 Ongoing
02.08.16	8.7 Removal of Tourist Information from Council Office	DCS and Area Manager to come back to the October meeting with suitable options to rehouse the Tourist Information centre service.	Area Manager / DCS	Ongoing	11.10.16 Sign under flags still says Shire. Council seeking funding to get a Master Plan for the Service Centre. Signage to be installed to direct tourists. 02.12.2016 Area Manager; Nathan McIvor to look into getting new sign - ongoing 09/02/17 Ongoing Commenced
05.05.16		Seek to fund equipment upgrade for catering shed facilities	Local Authority	Ongoing	01.02.16: LA moved a motion that funding be sought for this through Community Benefit Fund Grant. RGRC to Auspice 05.04.16: All information currently with Grants Officer Application done awaiting submission date. 07.06.16: Grant Submitted 02.07.16: unsuccessful 02.08.16 Resubmitted Grant Application

Date	Agenda Item #	Description	Responsible Person	Status	Comments
					31.08.16: Unsuccessful 02.08.16 Resubmitted Grant Application. 31.08.16 Unsuccessful 02.12.16 International Women's Day application seeking funds to purchase some of the catering shed equipment, will be submitted the week of 05.12.16 09/02/17 Ongoing
07.06.2016	7.2 Area Managers Report	Sharon Hillen to follow up if staff are available for rubbish pick up on weekends in Tourist Season	DCCS	Ongoing	11.10.16 DCCS is looking at the service plan and will make adjustments for the tourist season. 02.12.2016 Ongoing 09/02/17 Nathan to report to Kym a plan to go to Council asking for more money to budget to cover this cost. Commenced
07.06.2016		Sharon Hillen to provide scope and costing of Stage 1 Multipurpose Centre, bring back to next LA Meeting	DCCS	Ongoing	02.08.16: Scope of works \$300,000, funding is \$175,000 of the \$250,000 which was applied for. 11.10.16 Stage 1 full cost \$261,000, Seeking funds for the balance. 02.12.2016 RGRC committed remaining \$110,000 to complete the project. Consultation with all Sport and Rec Ground users will commence to confirm location and service plan approvals from PWC. 09/02/17 this project is going to tender 10/02/17
09.03.2015		Obtain more Post Boxes	Area Manager	Ongoing	05.05.15: Post office boxes have been requested as part of an office upgrade under the 15/16 budget for the SDC 25.08.15: Office upgrade has been declined this year. Further opportunities may arise through Council project list. 05.04.16: Post office boxes have been requested as part of an office upgrade under the 16/17 budget for the

Date	Agenda Item #	Description	Responsible Person	Status	Comments
					<p>SDC. 07.06.16 Scope & Cost installing a bank of PO boxes. ALSO Motion: Investigate September 1st Quarter Capital Expenditure opportunities. 06.07.16: Assets & Projects have met and will investigate further to bring this project to completion. Cost will be minimal. 11.10.16 The Project Manager has assessed the best way to fit as many post boxes as possible and is getting a manufactures quote. LA requests the quote to be provided at the 6 Dec meeting. 12.12.16 42 new mail boxes to be installed waiting for new locks and keys for them. 09/02/17 Awaiting for locks to be install and box number plaques to be made & installed Commenced will be completed by MUNS</p>
11.08.2016	12.8 Presentation on Tourism from Wendy Pocock, Mataranka Roadhouse	Painting of the public toilets in Stain Martin Park to be included as a CDP project.	Area Manager / CDP Manager	Ongoing	12.12.16 CDP project 09/02/17 Ongoing to be completed before 2017 Never Never Festival.
11.08.2016		Report back to LA at next meeting 6 Dec 2016 if the painting and overhaul of Toilet 2 at the Sport & Rec Grounds can be a CDP Project.	Area Manager / DCS	Ongoing	12.12.16 Am spoke with CDP, project is to be completed by CDP. 09/02/17 Ongoing Cubicles also need repairs, commenced initial scope of what is required for the cubicles.

Date	Agenda Item #	Description	Responsible Person	Status	Comments
11.08.2016	12.4 RGRC Community Grant for Play Equipment	Letter to be sent to be the Better Half Club and the School Council seeking financial support from both organisations to contribute to purchasing play equipment for Stan Martin Park.		Ongoing	02.12.2016 Letters sent to the Better Half Club and the Mataranka School requesting financial support. – letters passed at OCM in October 12.12.16 Mataranka School & Mataranka Fishing, Sporting & Recreation Club agreed to support the project with \$1000 each. Better Half Club declined. Play equipment quoted at \$4340 with free freight from Imagination play Adelaide. Action: Letter of thanks to be sent - Letter of thanks sent to Better Half Club and Mataranka Fishing Sporting and Recreation Club. 09/02/17 Completed and the equipment is still being manufactured.
12.12.2016	9.1 Incoming correspondence	Letter to be sent to the Northern Territory Defence requesting that the Mataranka water source be tested.	CEO	Complete	09/02/17 Completed Letter sent
12.12.2016	9.1 Incoming correspondence	Letter to be sent to the Mataranka Primary School and the Mataranka Fishing, Sporting and Recreation club; thanking them for their support of	CEO	Complete	09/02/17 Completed letter sent

Date	Agenda Item #	Description	Responsible Person	Status	Comments
		the play equipment in Stan Martin Park.			
12.12.2016	11.9 Regional Plan 2016-2017 Quarterly Report	Letter to be sent to the owner of Green Park in Larrimah, requesting to have the premises cleaned up.	CEO	Ongoing	09/02/17 Ongoing
12.12.2016	Presentation: Mataranka Tourism, Wendy Tralaggan	Photos of Never Never festivals or similar Mataranka events to be located, so that they may be used on tourism signs. Sharon Hillen, to look in Governance archives.	DCCS	Ongoing	09/02/17 Ongoing
12.12.2016	11.13 Council Services Report - Town Priority Project	Local Authority Members to meet at 5:30pm at the Sport and Rec Grounds to determine the new location of the playground.	LA Coordinator	Complete	09/02/17 Completed
12.12.2016	11.3 Carew	Nathan Mclvor to	Area Manager	Complete	09/02/17 Completed

Date	Agenda Item #	Description	Responsible Person	Status	Comments
	Road Cemetery	have the faded flowers removed from the graves and to seek headstone moulds from Barunga.			
25.08.2015		Dump Point	Area Manager/ Michael Somers	Ongoing	25.08.15: CSM to meet with Michael Somers to establish if there may be a better way of setting up the dump point. 01.02.2016: still negotiating. 05.04.2016: ongoing 07.06.16: Look into Tourism NT Quick Response Grants and Traffic Management Plan needed. Needs to be done in the Dry Season. 26.09.16 Obtaining quotes. 02.12.2016 CSC working with projects manager on this and collecting quotes 09/02/17 Ongoing
07/02/17	7 Barunga CPD Presentation	Nathan Mclvor to have unified headstone placed on all unmarked graves at the Mataranka Cemetery	Area Manager	Ongoing	
07/02/17	9.1 Incoming Correspondence	CEO to invite NLC to attend Mataranka LA meeting 4 th April	CEO	Ongoing	
07/02/17	11.4 Governance Report	Finance to provide the actual	Finance Manager	Ongoing	

Date	Agenda Item #	Description	Responsible Person	Status	Comments
		figure for the LA funding for 2016-17			
07/02/17	12.2 Goal Post for Cricket oval	Nathan Mclvor to have goal posts installed on the cricket oval and to complete the project of having the oval top dressed.	Area Manager	Ongoing	09/02/2017 Need to investigate what occurred to this action previously some years ago.
07/02/17	12.3 Museum	Nathan Mclvor to have the museum demountable moved into the museum yard before the Never Never Festival 2017	Area manager	Ongoing	
07/02/17	12.4 Play ground, Sport & Recreational grounds	Nathan Mclvor to have the current playground fence extended to incorporate new play equipment	Area Manager	Ongoing	09.02.2017 Commenced measurement of area and scoping it out
07/02/17	12.5 Larrimah & Daly Waters Dump maintenance	Nathan Mclvor to have the maintenance of the Larrimah and Daly	Area Manager	Ongoing	09.02.2017 Commenced will be submitted for Council consideration at the Mataranka meeting.

Date	Agenda Item #	Description	Responsible Person	Status	Comments
		Waters dump incorporated into the quote for tender			
07/02/17	12.6 Tennis Court Lights at Daly Waters	Nathan McIvor to have the lights installed at the tennis courts in Daly Waters before the end of the financial year.	Area Manager	Ongoing	
07/02/17	12.7 Homestead Road gates	Council to advocate on behalf of Mataranka residents to have the Little Roper bridge upgraded	CEO	Ongoing	

9. INCOMING CORRESPONDENCE

9.1 INCOMING CORRESPONDENCE

33/2017 RESOLVED (Michael Somers/Alan Chapman)

Carried

- (a) **That the Mataranka Local Authority accept the Incoming Correspondence Report.**

Action: Mataranka Local Authority requests the CEO to invite NLC to attend the Mataranka Local Authority meeting 4th April.

10. OUTGOING CORRESPONDENCE

10.1 OUTGOING CORRESPONDENCE

34/2017 RESOLVED (Sue Edwards/Alan Chapman)

Carried

- (a) **That the Mataranka Local Authority accept the Outgoing Correspondence**

Report.**11. GENERAL BUSINESS****11.1 ELECTED MEMBER REPORT**

Deputy Mayor Judy MacFarlane reported,

Council approved reviewed Leave Policy (HR011)

Deputy Mayor & Director Council and Community Services nominated for positions on Tindal Mataranka Daly Waters Water Advisory Committee

CEO review to take place February 23rd, the panel Mayor, Deputy Mayor, Cr Mulholland, Cr Roberts and Cr Daylight.

Council endorsed recommendations for round two of 2016-17 Community Grants program, including \$2000 for Young marker's Project through Minyerri Arts and Cultural Centre. 2016-17 funding allocation of \$30 000 now exhausted.

Council approved list of Authorised Officers as per Section 112 of the Local Government Act. Council resolved to send letter to Federal Government re: inadequate state of telephone services within Roper Gulf Region.

Next Council meeting is going to be held in Mataranka, 21st Feb Breifing day with a community BBQ lunch being supplied and the Meeting on the 22 Feb.

35/2017 RESOLVED (Alan Chapman/Sue Edwards)

Carried

- (a) **That Mataranka Local Authority receive and note the verbal Elected Member Report.**

11.2 GOVERNANCE REPORT - POLICY UPDATE

36/2017 RESOLVED (Leah Niehus/Sue Edwards)

Carried

- (a) **That the Mataranka Local Authority receive and note the reviewed HR011 Leave Policy.**

11.3 GOVERNANCE REPORT - CHANGE OF MATARANKA LOCAL AUTHORITY DATES FOR 2017

37/2017 RESOLVED (Michael Somers/Leah Niehus)

Carried

- (a) **That the Mataranka Local Authority approve the new proposed dates for Mataranka Local Authority Meetings in 2017.**

11.4 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE

38/2017 RESOLVED (Michael Somers/Sue Edwards)

Carried

- (a) **That the Mataranka Local Authority receive and note the Report on the Local Authority Project Funding.**

Action: Mataranka Local Authority members would like Finance to provide the actual figure for LA funding for 2016-17.

11.5 GOVERNANCE REPORT

39/2017 RESOLVED (Sue Edwards/Leah Niehus) Carried

- (a) That the Mataranka Local authority review the Town Priorities which will be submitted to the 2017-2018 Roper Gulf Regional Plan.

11.6 STAN MARTIN PLAYGROUND EQUIPMENT - DEPUTY MAYOR

40/2017 RESOLVED (Sue Edwards/Michael Somers) Carried

- (a) That the Mataranka Local Authority receive and note the verbal report on update of the Stan Martin Park Playground Equipment.

11.7 COMMUNITY SERVICES REPORT

Mataranka Local Authority recommends that the staffing structure for Night Patrol be changed/reviewed to take into account of the double shifts.

41/2017 RESOLVED (Sue Edwards/Alan Chapman) Carried

- (a) That the Mataranka Local Authority receive and note the update from the Mataranka Community Night Patrol.

11.8 COMMUNITY SERVICES REPORT

42/2017 RESOLVED (Sue Edwards/Alan Chapman) Carried

- (a) That the Mataranka Local Authority receive and note the update on Community Services.

11.9 COUNCIL FINANCIAL REPORT

43/2017 RESOLVED (Alan Chapman/Sue Edwards) Carried

- (a) That the Mataranka Local Authority receive and note the Mataranka financial report for the Second quarter of 2016-17.

12. OTHER BUSINESS**12.1 LOCAL AUTHORITY NOMINATION**

44/2017 RESOLVED (Leah Niehus/Sue Edwards) Carried

- (a) That the Mataranka Local Authority approve the Local Authority nomination received from Jill Emerson-Smith.

12.2 GOAL POST FOR CRICKET OVAL

Deputy Mayor mentioned that residents had commented that the cricket oval should have goal posts installed so that football can be played. This was part of an old project to top dress the oval that has never been completed.

45/2017 RESOLVED (Leah Niehus/Michael Somers)

Carried

(a) That the Mataranka Local Authority receive and note the verbal report on goal post for the cricket oval and for the oval to be top dressed.

Action: Area Manager to have goal post installed on the cricket oval and to complete the project of having the oval top dressed.

12.3 MUSEUM

Deputy Mayor reminded the LA that there is still the outstanding acquittal due for the Rusty Bugles funding of remaining funds that are to be used to develop war memorial room for the museum.

46/2017 RESOLVED (Leah Niehus/Michael Somers)

Carried

(a) That the Mataranka Local Authority receive and note the verbal report on the Museum building.

Action: Area Manager to have the museum demountable moved into the museum yard before the Never Never Festival 2017.

12.4 PLAY GROUND, SPORT & RECREATIONAL GROUNDS

All the LA gathered at the playground site before the meeting and looked at options for the playground to be situated and under a unanimous decision all decided to keep the playground as it is but extend the area.

47/2017 RESOLVED (Alan Chapman/Michael Somers)

Carried

(a) That the Mataranka Local Authority receive and note the verbal report on the play ground relocation/upgrade at the Sports & Recreational Grounds.

(b) That the Mataranka Local Authority members agreed to leave the playground where is and to extend the fencing to incorporate a larger area, for more play equipment.

Action: Nathan McIvor Area Manger to have the playground fence extended to incorporate new play equipment.

12.5 LARRIMAH AND DALY WATERS DUMP MAINTENANCE

Deputy Mayor reminded the LA that the dump projects in Larrimah and Daly Waters are town priorities in the Council Regional Plan.

48/2017 RESOLVED (Alan Chapman/Michael Somers)

Carried

(a) That the Mataranka Local Authority receive and note the verbal report on the Larrimah and Daly Waters Dump maintenance.

Action: Nathan McIvor Area Manager to have the maintenance of the Larrimah and Daly Waters dump incorporated into the quote for tender.

12.6 TENNIS COURT LIGHTS AT DALY WATERS

Deputy Mayor reminded the LA that there is \$20k in the budget for the lights to be installed at the Daly Waters Tennis Court.

50/2017 RESOLVED (Sue Edwards/Michael Somers)

Carried

(a) That the Mataranka Local Authority receive and note the verbal report on the Tennis Court lights at Daly Waters.

Action: Nathan McIvor Area Manager to have the lights installed at the Daly Waters Tennis Courts before the end of the financial year.

12.7 HOMESTEAD ROAD GATES

Mataranka residents have expressed their concerns of having the gates locked on Homestead Road. They would like to see the bridge upgraded then there wouldn't be a need for these gates to be locked.

51/2017 RESOLVED (Alan Chapman/Sue Edwards)

Carried

(a) That Mataranka Local Authority receive and note the verbal report on the gates being locked on Homestead Road.

Action: Roper Gulf Regional Council to advocate on behalf of the Mataranka residents to have the Little Roper River bridge upgraded.

CLOSE OF MEETING

The meeting terminated at 8.00 pm.

THIS PAGE AND THE PRECEEDING 12 PAGES ARE THE MINUTES OF THE Mataranka Local Authority Meeting HELD ON Tuesday, 7 February 2017 AND CONFIRMED Monday, 6 March 2017.

Chairperson

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
HODGSEN DOWNS					
01.03.16	8.0 Other Business	Roper Gulf Regional Council to provide a solution that is suitable to the Hodgson Downs Local Authority that potentially employs a Housing Maintenance Officer and Community Housing Officer on site.	RGRC	Ongoing	12.05.2016 Currently no presence in Minyerri to employ directly. Looking at alternate arrangements including weekly back up from Jilkminggan HMO. 11.08.2016 Follow up 16.11.16 The CHO(Community Housing Officer) is attending from Jilkminggan 2days/week. 2 HMO from Ngukurr were unable to attend this week due to sick leave and will be attending Minyerri next week. 01.02.2017 Marc Gardner has contacted Territory Housing and has requested that Roper Gulf Regional Council be informed of all contractors plans to visit Hodgson Downs so that the Community can be informed. There are plans to install a direct phone line at the ALAWA office to make communication between residents and Roper Gulf Housing Maintenance staff easier.
11.08.2016	7.7 Alcohol Management Plan	Request update from Barry Clarke, GEC, for November Local Authority meeting	CEO ALAWA	Ongoing	16.11.16 ALAWA CEO to contact GEC. Jo to contact Office of Alcohol Policy re: AMP and grants for community projects.
11.08.2016	8.1 New Housing	Contact Big Rivers Region Waste Management Consultant to advise on the Dump.	Trevor Troy	Ongoing	01.02.2017 Liam Heart has been in contact with Ken Muggeridge and has informed that he has plans to visit the community.
14.05.2015		Kewulyi Outstation Cemetery needs to be fenced to	CDP Regional Manager	Ongoing	24.06.2015: Pending Cemetery ACT Review. 13.08.15: Marc to follow up 01.03.2016: Marc to follow up for next LA meeting

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		protect the integrity of the Grave sited and markers erected.			12.05.16: Application to SPG for mesh fence. 07.07.16: Funding received, Outstations to complete fencing soon 16.11.16-Materials have been purchased but due to sandy site other options for fence are being explored.
15.10.2015		Ask PMC for a formal statement for Council outlining both Federal and NT Governments positions on AMPs.	DCCS	Ongoing	
16.11.2016	11.2 Services Report	Write to RGRC CEO and Mayor to ask that Minyerri roads be considered as part of RGRC for any future funding opportunities.	Ken Muggeridge	Ongoing	01.02.2017 letter not sent yet.
16.11.2016	9.1 Incoming correspondence	Follow up with Greg Arnott Re: Night Patrol Memorandum Of Understanding , to see if it can be presented at the ALAWA Board Meeting Wednesday 7th December 2016.	Greg Arnott	Ongoing	MOU to be resented to ALAWA Board at next meeting by DCS.
16.11.2016	11.7 Regional Plan 2016-2017 Quarterly	Request quote fro Greg Arnott, Director of	Greg Arnott	Ongoing	01.02.2017 Ken Muggeridge has written to Ken Orwell. An application has been completed and a quote from Delloite Private

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
	Report	Governance, for RGRC work with Alawa on their Business plan.			has been sent through from Suzan Archibald.
16.11.2016	11.4 Governance Report - Policy Update	Follow up on how the Animal Management and Rubbish Collection Fee can be incorporated into the Minyerri Rates Schedule for 2017/2018	Marc Gardner / Greg Arnott	Ongoing	01.02.2017 Fees for rubbish collection and animal management have been incorporated into the Borroloola and Mataranka rates program. Marc to report on their progress at next Local Authority Meeting
9.11.2015		Local Authority Members recommend Nathanael Knapp find out the current Lease Status at Minyerri	NLC & Federal Govt.	Ongoing	Lease Agreement delivered at Cattle Management Meeting by NLC & Federal Government- More information has been requested. 01.02.2017 Marc Gardner to follow up with Nat Knapp.
01.02.2017	12.2 Other Business - Pests and Vermin	Marc Gardner to contact Territory Housing and report back to next Local Authority Meeting.	Marc Gardner		
01.02.2017	12.2 Other Business - Pests and Vermin	Samuel Daylight to raise issue with Sunrise Health and report back to next Local Authority Meeting.	Samuel Daylight		
01.02.2017	12.3 Other Business - Hodgson Downs Sport	Ken Muggeridge and Sharon Hillen to look	Sharon Hillen / Ken Muggerid		

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
	and Recreation Program	into who is responsible for Sport and Recreation in Hodgson Downs	ge		
JILKMINGGAN					
02.08.20 16	7.5 CDP Update	Invite CDP representative to the next Local Authority meeting.	Area Manager	Ongoing	31.01.2017 Nathan McIvor to resend invitation to CDP, as they did not attend the Jilkmिंगgan Local Authority Meeting after last invitation.
31.01.20 17	12.1 Local Authority Funding	Jilkmिंगgan Local Authority have agreed to purchase new playground equipment with Local Authority Funding. Quotes for three different designs to be sourced and Local Authority Members to be consulted on their preferences before next Local Authority Meeting.	Area Manager/ CSC		
MATARANKA					
01.02.16	8.6 Repairs to Statues & Termite Mound	Investigate and bring options back to next LA meeting.	Area Manager	Ongoing	05.04.16: Tourism Grant investigated. 07.06.16: On list for 2017 round of Applications. 11.10.16 Photos taken of the statues last week and show a lot of corrosion in the statues. 02.12.20 16 A grant application was submitted to the Community Benefit Fund requesting \$10K on 30.11.2016 09/02/17 Ongoing
02.08.16	8.7 Removal	DCS and Area	Area	Ongoing	11.10.16 Sign under flags still says

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
	of Tourist Information from Council Office	Manager to come back to the October meeting with suitable options to rehouse the Tourist Information centre service.	Manager / DCS	g	Shire. Council seeking funding to get a Master Plan for the Service Centre. Signage to be installed to direct tourists. 02.12.2016 Area Manager; Nathan McIvor to look into getting new sign - ongoing 09/02/17 Ongoing Commenced
05.05.16		Seek to fund equipment upgrade for catering shed facilities	Local Authority	Ongoing	01.02.16: LA moved a motion that funding be sought for this through Community Benefit Fund Grant. RGRC to Auspice 05.04.16: All information currently with Grants Officer Application done awaiting submission date. 07.06.16: grant submitted 02.07.16: unsuccessful 02.08.16 Resubmitted Grant Application 31.08.16: Unsuccessful 02.08.16 Resubmitted Grant Application. 31.08.16: unsuccessful 02.12.16 International Women's Day application seeking funds to purchase some of the catering shed equipment, will be submitted the week of 05.12.16 09/02/17 Ongoing
07.06.2016	7.2 Area Managers Report	Sharon Hillen to follow up if staff are available for rubbish pick up on weekends in Tourist Season	DCCS	Ongoing	11.10.16 DCCS is looking at the service plan and will make adjustments for the tourist season. 02.12.2016 Ongoing 09/02/17 Nathan to report to Kym a plan to go to Council asking for more money to budget to cover this cost. Commenced

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
07.06.20 16		Sharon Hillen to provide scope and costing of Stage 1 Multipurpose Centre, bring back to next LA Meeting	DCCS	Ongoing	02.08.16: Scope of works \$300,000, funding is \$175,000 of the \$250,000 which was applied for. 11.10.16 Stage 1 full cost \$261,000, Seeking funds for the balance. 02.12.2016 RGRC committed remaining \$110,000 to complete the project. Consultation with all Sport and Rec Ground users will commence to confirm location and service plan approvals from PWC. 09/02/17 this project is going to tender 10/02/17
09.03.20 15		Obtain more Post Boxes	Area Manager	Ongoing	05.05.15: Post office boxes have been requested as part of an office upgrade under the 15/16 budget for the SDC 25.08.15: Office upgrade has been declined this year. Further opportunities may arise through Council project list. 05.04.16: Post office boxes have been requested as part of an office upgrade under the 16/17 budget for the SDC. 07.06.16 Scope & Cost installing a bank of PO boxes. ALSO Motion: Investigate September 1st Quarter Capital Expenditure opportunities. 06.07.16: Assets & Projects have met and will investigate further to bring this project to completion. Cost will be minimal. 11.10.16 The Project Manager has assessed the best way to fit as many post boxes as possible and is getting a manufactures quote. LA request the quote to be

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					provided at the 6 Dec meeting. 12.12.16 42 new mail boxes to be installed waiting for new locks and keys for them. 09/02/17 Awaiting for locks to be install and box number plaques to be made & installed Commenced will be completed by MUNS
11.08.2016	12.8 Presentation Tourism from Wendy Pockock, Roadhouse	Painting of the public toilets in Stain Martin Park to be included as a CDP project.	Area Manager / CDP Manager	Ongoing	12.12.16 CDP project 09/02/17 Ongoing to be completed before 2017 Never Never Festival.
Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
11.08.2016		Report back to LA at next meeting 6 Dec 2016 if the painting and overhaul of Toilet 2 at the Sport & Rec Grounds can be a CDP Project.	Area Manager / DCS	Ongoing	12.12.16 Am spoke with CDP, project is to be completed by CDP. 09/02/17 Ongoing Cubicles also need repairs, commenced initial scope of what is required for the cubicles.
11.08.2016	12.4 RGRC Community Grant for Play Equipment	Letter to be sent to be the Better Half Club and the School Council seeking financial support from both organisations to contribute to purchasing play equipment for Stan Martin Park.		Ongoing	02.12.2016 Letters sent to the Better Half Club and the Mataranka School requesting financial support. – letters passed at OCM in October 12.12.16 Mataranka School & Mataranka Fishing, Sporting & Recreation Club agreed to support the project with \$1000 each. Better Half Club declined. Play equipment quoted at \$4340 with free freight from Imagination play Adelaide. Action: Letter of thanks to be sent - Letter of thanks sent to Better Half Club and Mataranka Fishing Sporting and Recreation Club.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					09/02/17 Completed and the equipment is still being manufactured.
12.12.2016	9.1 Incoming correspondence	Letter to be sent to the Northern Territory Defence requesting that the Mataranka water source be tested.	CEO	Ongoing	09/02/17 Completed Letter sent
12.12.2016	9.1 Incoming correspondence	Letter to be sent to the Mataranka Primary School and the Mataranka Fishing, Sporting and Recreation club; thanking them for their support of the play equipment in Stan Martin Park.	CEO	Ongoing	09/02/17 Completed letter sent
12.12.2016	11.9 Regional Plan 2016-2017 Quarterly Report	Letter to be sent to the owner of Green Park in Larrimah, requesting to have the premises cleaned up.	CEO	Ongoing	09/02/17 Ongoing
12.12.2016	Presentation: Mataranka Tourism, Wendy Tralaggan	Photos of Never Never festivals or similar Mataranka events to be located, so that they may be used on tourism signs.	DCCS	Ongoing	09/02/17 Ongoing

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		Sharon Hillen, to look in Governance archives.			
12.12.2016	11.13 Council Services Report - Town Priority Project	Local Authority Members to meet at 5:30pm at the Sport and Rec Grounds to determine the new location of the playground.	LA Coordinator	Complete	09/02/17 Completed
12.12.2016	11.3 Carew Road Cemetery	Nathan McIvor to have the faded flowers removed from the graves and to seek headstone moulds from Barunga.	Area Manager	Complete	09/02/17 Completed
25.08.2015		Dump Point	Area Manager/ Michael Somers	Ongoing	<p>25.08.15: CSM to meet with Michael Somers to establish if there may be a better way of setting up the dump point.</p> <p>01.02.2016: still negotiating.</p> <p>05.04.2016: ongoing</p> <p>07.06.16: Look into Tourism NT Quick Response Grants and Traffic Management Plan needed. Needs to be done in the Dry Season.</p> <p>26.09.16 Obtaining quotes.</p> <p>02.12.2016 CSC working with projects manager on this and collecting quotes</p> <p>09/02/17 Ongoing</p>
07/02/17	7 Barunga CPD Presentation	Nathan McIvor to have unified headstone placed on all unmarked	Area Manager	Ongoing	

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		graves at the Mataranka Cemetery			
07/02/17	9.1 Incoming Correspondence	CEO to invite NLC to attend Mataranka LA meeting 4 th April	CEO	Ongoing	
07/02/17	11.4 Governance Report	Finance to provide the actual figure for the LA funding for 2016-17	Finance Manager	Ongoing	
07/02/17	12.2 Goal Post for Cricket oval	Nathan McIvor to have goal post install on the cricket oval and the to complete the project of having the oval top dressed.	Area Manager	Ongoing	09/02/2017 Need to investigate what occurred to this action previously some years ago.
07/02/17	12.3 Museum	Nathan McIvor to have the museum demountable moved into the museum yard before the Never Never Festival 2017	Area manager	Ongoing	
07/02/17	12.4 Play ground, Sport & Recreational grounds	Nathan McIvor to have the current playground fence extended to include new play equipment	Area Manager	Ongoing	09.02.2017 Commenced measurement of area and scoping it out
07/02/17	12.5 Larrimah & Daly Waters Dump maintenance	Nathan McIvor to have the maintenance of the Larrimah and Daly Waters dump	Area Manager	Ongoing	09.02.2017 Commenced will be submitted for Council consideration at the Mataranka meeting.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		incorporated into the quote for tender			
07/02/17	12.6 Tennis Court Lights at Daly Waters	Nathan McIvor to have the lights installed at the tennis courts in Daly Waters before the end of the financial year.	Area Manager	Ongoing	
07/02/17	12.7 Homestead Road gates	Council to advocate on behalf of Mataranka residents to have the Little Roper bridge upgraded	CEO	Ongoing	

WARD REPORT

ITEM NUMBER	13.2
TITLE	Numbulwar Numbirindi Ward
REFERENCE	685675
AUTHOR	Darcie Boon, Acting Local Authority Support Coordinator

RECOMMENDATION

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

BACKGROUND**Local Authority Update**

The Numbulwar Local Authority includes: Mayor Tony Jack, Councillor Kathy-Anne Numamurdirdi, David Murrungun, Ella Geia, Felicity Kym Rami, Douglas Wunungmurra, Roland Nundhirribala, Timothy Wurramara and Virginia Nundhirribala.

David Murrungun is the Chairperson of the Numbulwar Local Authority.

Angela Pattison from LGANT visited Numbulwar and ran a training session with the Local Authority Members on 7th February 2017; the training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The next Numbulwar Local Authority meeting is scheduled for Wednesday 15th February.

COMMUNITY UPDATE:**1. Visitors**

Since the last meeting we have had visits from Centrelink, RGRC Animal Management
- RGRC Housing, Puma, Primary Health Care Top end health, Mental Health and Alcohol, NAAJA, CDP Katherine and Ryan's Survey.

2. Work Health and Safety

WHS checks are conducted regularly
Hazard and Incident reports are being completed.

3. Events/Activities

Celebration of Australia day with the raising of the flag followed by BBQ, presentation of the Australian Awards and then a competition with the biggest fish and prizes.

4. CSC Meetings

CSC Forum in March

5. Community Issues

To have a permanent police in community
Housing

6. Staffing/Vacancies

None at present

7. Projects

Environmental activities with CDP participants ongoing during the wet season.

8. **Core / Infrastructure Services:**

Services are continuing, road repairs, looking after waste facility, airport rubbish collection, parks and gardens. The Mechanical Workshop is kept busy servicing vehicles plant and machinery.

9. **Council Services**

- **Public & Street Lighting**

- There are couple of Street lights that needs repairing.
- Monthly street light reports

- **Local Emergency Management**

- Meeting was held early December with the Police and Stakeholders

- **Maintenance, Buildings & Fixed Assets**

- Our HMO's have been undertaking repairs to NT Housing stock, minor repairs have been completed on RGRC assets.

- **Cemetery**

- Two Funerals held since last LA

10. **Animal Welfare**

Contracted Vet visited early December and mentioned that it is their last visit

11. **Traffic Management**

Going well

12. **Waste management & Litter Control**

Waste Facility site is worked on weekly.
Rubbish collection 3 times per week

13. **Plant & Equipment**

Plant and Equipment is used daily to keep the community clean and roads graded.

14. **Airport maintenance**

- After hours medivac call outs have been attended by staff.
- Regular safety checks conducted as required.
- New ARO on board Miguel Zohran

15. **Numbulwar Fuel**

Ongoing - Fuel Bowser not functioning

16. **Power, Water & Sewage**

Power and Water had contractors doing maintenance and upgrades to their infrastructure.

Action list

Date	Agenda Item #	Item Description	Responsible Person	Status	Update
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Date	Agenda Item #	Item Description	Responsible Person	Status	Update
10.11.2015		Current status of the RGRC Dog By Laws for Numbulwar for next LA Meeting.	DCCS	Ongoing	16.02.16 Still progressing, RGRC is looking at Dog By-Laws in other NT Councils to develop By-Laws for RGRC. To discuss at next LA meeting. 26.05.2016 In Progress 12.07.16 By-Laws are being drafted by DLGCS 15.11.16 Currently with NT Parliamentary Secretary; Dog, noise, waste management, litter. Action: Give Vet Notices to all LA members and Stakeholders. 15.11.16 Currently with NT Parliamentary Secretary; Dog, noise, waste management, litter. Action: Give Vet Notices to all LA members and Stakeholders.
10.11.2015		Decide at next LA meeting if LA Funding should be made available for the Old Cemetery Memorial Project. Cost and Scope to provided.	CDP Coordinator	Ongoing	16.02.16 RGRC seeking funding to beautify the area. Update at next meeting. 26.05.16 Discuss with LA members, Maps distributed prior to 12.07.16 Meeting. 12.07.16 LA requested CDP Coordinator present project plan and scopes for the old and new cemetery plans at next LA Meeting 12.10.16 CDP Coordinator will present this action at next LA as she is still waiting on quotes from suppliers – to be presented with accurate quotes.
16.02.2016	7.2 Area Managers Report	Seek funding for more speed bumps	CSC/DCCS	Ongoing	12.07.16 CSC to slap map the location of the needed speed bumps. DCCS to seek funding.
16.02.2016	7.4 Policy Updates	Local Authority members to invite NT Housing to the Community Meeting once date has been set	CSC	Ongoing	26.05.16 Invite NT Housing to meeting 12.07.16 Invites sent to NT Housing – were not present- Invite for next meeting 12.10.16 Territory Housing – were not present. LA request for them to attend and hold a HRG

Date	Agenda Item #	Item Description	Responsible Person	Status	Update
12.10.2016	8.1 Incoming Corro	Follow-up on the Numbulwar morgue as per the letter from Bess Price. Members are asking where will the morgue be located.	Rose Peckham	Ongoing	15.11.16- Nil update
12.10.2016	10.10 Community Services Report	Signs to be displayed across the RGRC delivery programs and building to enforce that – 'Violence is not accepted in the RGRC Work Place'. Possibly look into workshops regarding education and impact on violence.	Area Manager	Ongoing	15.11.16- Nil update
12.10.2016	11.5 Local Authority Project Funding Update	Email to the LA Members Basketball Court Upgrade Project Information.			
12.10.2016	12.2 New Clinic	Request feedback from the Health Department on the Service Delivery Model that will be used to run Clinic and Dialysis Unit.			
12.10.2016	12.3 Housing	Area Manager to coordinate with Department of Housing to organise Community Meeting to discuss rules of tenancy agreements.	Area Manager		
12.10.2016	12.4 Safe House	GEC to provide statistics on Domestic Violence in Numbulwar to			

Date	Agenda Item #	Item Description	Responsible Person	Status	Update
		support a Safe House.			

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

WARD REPORT

ITEM NUMBER	13.3
TITLE	Nyirranggulung Ward Report
REFERENCE	685676
AUTHOR	Darcie Boon, Acting Local Authority Support Coordinator

RECOMMENDATION

- a) That Council receive and note the Nyirranggulung Ward Report.
- b) That Council accept the Nomination of Kenneth Bununja to the Bulman Local Authority.

BACKGROUND

Local Authority Meetings were scheduled for the following Communities:

- Beswick (30.01.2017)
- Barunga (30.01.2017) Postponed until 13.02.2017
- Bulman (09.02.2017) Postponed until 09.03.2017
- Manyallaluk (06.02.2017) Cancelled

BARUNGA**Local Authority Update**

The Barunga Local Authority includes; Mayor Tony Jack, Cr Anne-Marie Lee, Cr John Dalywater, Cr Selina Ashley, Anita Painter, Helen Lee, David Oenpelli, Nell Brown, Tony Walla, Esther Bulumbara, Amanda Ngalmi and Antony Groves.

Helen Lee is the Chairperson of the Barunga Local Authority.

Angela Pattison from LGANT visited Barunga and ran a training session with the Local Authority Members on 30th January 2017, the training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The next Barunga Local Authority meeting is scheduled for Monday 13th February 2017.

BESWICK**Local Authority Update**

The Beswick Local Authority includes; Mayor Tony Jack, Cr Selina Ashley, Cr Anne-Marie Lee, Cr John Dalywater, Trepina Bush, Deanna Kennedy, Lorraine Bennett, Raelene Bulumbara, Joseph Brown, Savonne Scrubby and Kathleen Lane.

Angela Pattison from LGANT visited Beswick and ran a training session with the Local Authority Members on 30th January 2017, which was followed by the Local Authority Meeting. The training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The next Beswick Local Authority meeting is Monday 8th May 2017.

Community Update:

BACKGROUND

Council Services have been operating over the holiday period. Even though many staff were taking leave over this period we were able to maintain service delivery. Our main focus at this time of the year is rubbish and long grass. Weeds are an ongoing battle and Council is working hard at fighting yellow flower.

ISSUES/OPTIONS/SWOT

- Grass is growing faster than we can cut it, but we are trying to keep it under control, mowing as much as we possibly can.
- We will get a new ride on mower in early February, so that should help with the mowing.
- Spraying weeds is continuing, when it is not wet.
- The Heritage Trail is 75% finished and will be completed when it is dry enough to get the machinery back in there.
- Gravel has been ordered for the new Bus Stop and will be here when they go back to work.
- CDP will be planting some shade trees near the bus stop.
- Bollards are being ordered to replace the rocks around parks.
- Machinery is being maintained.
- Garbage truck has been welcomed in Beswick. Tom and Jerry are out and about twice a week doing the rubbish.
- Solar light at the stage has been repaired.
- Recruiting for a Team Leader in MUNS, this position will help the team considerably and we will be able to have two teams working outside in Beswick.
- The Council office has been broken into five times over a two week period in early January, causing considerable damage and expense to Council to repair and increase security for the office. Police have indicated they may have enough evidence to find the offenders.

BULMAN

Local Authority Update

Local Authority Membership includes; Mayor Tony Jack, Cr Selina Ashley, Cr Anne Marie Lee, Cr John Dalywater, Easu Martin, Garret Lofty, Darilyn Martin, Margaret Lindsay, Maggie Chikappa and Jerry Martin.

Margaret Lindsay is the Chairperson of the Bulman Local Authority.

Nomination: Kenneth Bununjoa has nominated to become a Local Authority Member.

Cancellations: Bulman's Local Authority Meeting which was to include Training from LGANT, scheduled 9th February 2017 was cancelled due to road conditions.

The next Bulman Local Authority Meeting is scheduled for Thursday 9th March 2017.

MANYALLALUK

Local Authority Update

The Manyallaluk Local Authority Members are; Mayor Tony Jack, Cr Anne-Marie Lee, Cr Selina Ashley, Cr John Dalywater, Eileen Lawrence, Darryl Kalakala, Shaunette Mumbin, Andrew Hood, Robert Williri, Sherese Dooley, Ben Kleing and Rachael Kendino.

Cancellations: Manyallaluk Local Authority Meeting which was to include Training from LGANT, scheduled 6th February 2017 was cancelled due to road conditions.

Ward Action List

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
BARUNGA					
16/04/2013		Signs and Identify graves at Cemetery	Area Manager & 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 Governmentt to pass legislation. 14.1.2015: Still waiting on LA to decide on what they would like RGRC. NT legislation has been passed. To be discussed at next LA Meeting. 24.06.2015: Pending Cemetery ACT Review 23.08.16: Handout Review to LA Member before the next Meeting 22.11.2016 more graves need to be identify by NLC
26/10/2015		Come back to next meeting with input into Night Patrol Schedule.	Local Authority	Ongoing	22.03.2016, NP to attend Community Safety meeting 23.08.16 New Roster to start in 2 weeks
23/02/2016	7.4 Town Priorities	Check where Rubbish bin Stands need replacing	Area Manager	Ongoing	22.03.16: Rex to order new bins and holding devices 23.08.16: CDP and Muns to coordinate. 22.11.16 Ben ordered 50 binspring for a trial to see if it will work in Barunga

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					and other community
23/02/2016	7.2 Area Manager Report	Sharon Hillen to find out about repairs to street lights by P&W	DCCS	Ongoing	14.06.2016: RGRC is working with PWC announcements in Budget about funds for streetlights 23.08.2016: Ben to get Key ASAP 22.11.16 No key to access the panel
23/08/2016	7.5 CDP-Community Development Programme	Check if some of the LA Funding can be used on the Church upgrade project.	Area Manager	Ongoing	
23/08/2016	8. Other Business	Area Manager to get Quotes for Shade Cloth at Children's Playground	Area Manager	Ongoing	
BESWICK					
16.05.2015		Request Council raise Drinking Area with NLC	Area Manager	Completed	22.02.16: Awaiting a reply from NLC 23.08.16: Emailing NLC for a response 30/01/17 No drinking area
16.11.2015		Follow up and present Fencing options for lot 57 & 58 with quotes at next LA Meeting. Scoping the project with Project Manager.	Area Manager	Ongoing	23.08.2016: New quotes to be presented to LA. 21.11.2016 Looking at Bollard option 20.12.16 LA agreed to bollard option, quotes are being obtained. LA have agreed to use some of the LA funds, \$2K
16.11.2015		Follow up and present Speed Hump pricing and options at next meeting	Area Manager	Ongoing	23.08.16: new quotes to be presented to LA. 30.01.2017 Speed humps will be put to Finance for next financial year planning.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
21.11.20 16	10.1 Outgoing Correspon dence.	SASO to publish website link for RGRC Auction, to LA Members and Notice boards.	SASO	Completed	
21.11.20 16	11.2 Council Services Report	Request DoI to seal the 7 km of road from Beswick to Rubbish Dump so that it can be accessed in the Wet Season			30.01.2017 DoI will not be sealing road in the foreseeable future.
21.11.20 16	11.2 Council Services Report.	Local Authority would like the play equipment moved from Lot 137 to Lot 58 for safety reasons.			30.01.2017 LA have decided to dismantle the play equipment and try and source funding for new equipment to put near Stage area.
21.11.20 16	11.7 Governan ce Report- Local Authority Project Funding Update	Obtain quotes for bollards on the 2 road frontages of Lot 57 and park.		Completed	
21.11.20 16	11.7 Governan ce Report- Local Authority Project Funding Update	Obtain a quote to install a drinking fountain at Lot 57			30.01.2017 LA decided to purchase wall mounted drinking fountain.
21.11.20 16	11.7 Governan ce Report- Local Authority Project Funding Update	Obtain a quote to have a solar light installed in the Cemetery.	Area Manager/ CSC	Ongoing	
21.11.20 16	11.7 Governan ce Report- Local Authority	Obtain a quote for the installation of a small skate park.	Area Manager/ CSC	Ongoing	

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
	Project Funding Update				
21.11.2016	11.7 Governance Report-Local Authority Project Funding Update	Obtain a quote for a large portable shade for cemetery.			30.01.2017 LA decided to purchase 2 shades, which will be kept at the Municipal yard and will be erected and dismantled by Municipal workers as needed.
23.08.2016	CDP	Headstone Frames and Revitalizing Cemetery	Area Manager	Ongoing	CDP has commenced a tidy up at the cemetery.
23.08.2016		Area Manager to follow up on the following: - Street Signs ordered for Beswick - AM to follow up on Headstone Frames for CDP to revitalise Cemetery. - Follow up and repair dangerous road verges	Area Manager		30.01.2017 – No update on street signs, Headstone frames are still ongoing. DoI are doing the CA Highway corner this financial year
23.08.2016	7.4 Governance Update - Local Authority Project Funding Update	1. AM to find out where Landscaping is being done old or new basketball Court. 2. LA request clarification on the Footpath Project	Area Manager	Ongoing	30.01.2017 Landscaping and Footpath is at the new basketball courts.
23.08.2016	7.7 Community Services Program Update	Area Manager to investigate caretaker option and report back to Local Authority at next LA meeting.	Area Manager	Completed.	30.01.2017 It is not a fully accredited aged care facility, so no caretaker is required or needed.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
BULMAN					
28.08.2015		Follow up with RGRC Contracts Manager and find out about procedure for 24 hour access to landing at the airstrip at Bulman and report it to Next Local Authority Meeting	Area Manager	Ongoing	28.08.2015: CSM to work with Sunrise Health to collate data to present to DOI and CASA. 18.05.2016: Waiting for feedback from DOI and CASA
20.11.2015		Consider names for the streets and parks in Bulman and Weemol	LA	Ongoing	18.05.16: Report to Local Authority for confirmation. Recommendations to go to NT Place Name Committee.
02.03.2016		Review Night Patrol after 3 months of the new Schedule.	Area Manager/LA	Ongoing	18.05.16: Due to staffing unable to commence a trial of 6 day week. Proposed to trial Tues to Sat for 3 months.
18.05.2016	8.1 Territory Housing	1. Andrew Smith, to identify what lots are serviceable in both Bulman and Weemol 2. Nic Sarah and Rose Peckham, to provide an update on the Weemol Sewerage system	1. Andrew Smith_Territory Housing 2. DLGCS, Nic Sarah and Rose Peckham	Ongoing	25.08.16: 1. No update was scheduled for the LA meeting in the agenda 2. Request to Attend LA meeting DLGCS-Remote Program Office Presentation on the Weemol Sewage and options for improvements. Moria Skinner - presented at last meeting
18.05.2016	8.3 Naming of Streets and Park areas	Follow up with NT Place Names Committee	Area Manager	Ongoing	18.05.16: The CSM presented the list and location of proposed new street names. These largely reflect significant previous residents and common usage names. There was discussion and general agreement on the proposed names. Motion Moved.
18.05.2016	8.4 Local Authority Member	Advertise for nominations to the Bulman Local Authority	Area Manager	Ongoing	10.08.16: LA Coordinator sent information to SASO & Area Manager

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
MANYALLALUK					
16.03.2015		Robert Williri to decide position of two new solar lights in Central Park	Robert Williri	Ongoing	Robert Williri to decide position of two new solar lights in Central Park 16.05.16: - Robert Williri to show CSM spots chosen : 1. Middle near playground/concrete and 2. Church: 2 streetlights are not working near aged Care & Creche. 15.08.2016: Repairs being organised for existing lights, new lights to be installed when manufacturer has rectified faults. Positions identified.
17.08.2015		Install speed humps as soon as quotes have been processed	Area Manager	Ongoing	16.05.16: can't be installed until signs are purchased; waiting for signs; then install signs & speed humps; 1 near clinic, & 1 each side in middle 15.08.2016: Speed Bumps in Manyallaluk, AM organising delivery of signs from Katherine
17.08.2015		Contact NT Royal Life Saving	Area Manager/ DCCS	Ongoing	16.05.16: training for lifeguards; CSM to follow up 15.08.2016 In negotiations with Stephen Gazzola, Royal Life Saving, for Training & Learn to Swim Classes, to work with School
17.08.2015		Write to Jawyon-ask short and long term plan for tourist huts and child-proof fencing.	Local Authority/ Area Manager	Ongoing	16.05.16: Area Manager follow up
22.02.2016		Follow up and report back to LA on what is being done re: Buffalo Issue	Area Manager	Ongoing	16.05.16 – Mayor reported unsuccessful ABA funding, media release Friday 13/05/16; mustering 5kms around community but contractor waiting on NLC permit; Mayor will follow up 15.08.2016 Community has a Petition circulating. September 21st there is a

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					meeting at Barunga with Jawyon, Ben Ulamari and Rachael Kendino to attend and report back to LA
22.02.2016		Find out status of Manyallaluk Road and report back to next LA mgt	Area Manager	Ongoing	16.05.16 – bitumen request but unlikely due to cost; trees a safety issue & drains; grade in near future; immediate close area works with backhoe & chainsaw to occur 15.08.2016 Road recently graded, seeking funding/budget for full maintenance grade including clearing saplings. Scope of works, design drawings & specifications being drawn up for Town roads including bitumen, fixing drainage, installing drainage swales-still subject to external funding once scope is completed. The road will be used for Grader Training=ongoing upkeep
16.05.2016	7.7 Community Services Update	The SNP menu to be renegotiated in consultation with the School Principal Ben Kleing DoE	Community Services	Ongoing	15.08.2016 Letter from Manyallaluk School Update at next meeting re: weekly Hot Meal
16.05.2016	8.2 Road Near Creche	Robert and Nathan to come back to LA with a proposal on blocking the road near the crèche	Area Manager	Ongoing	15.08.2016 Initially Area Manager will block road with filled 44 gallon drums until bollards or other item can be erected.
15.08.2016	7.2 Area Manager Report	Area Manager to follow up on Street Signs	Area Manager	Ongoing	
15.08.2016	7.2 Area Manager Report	AM to investigate closing off sides of Stage so there is no climbing and padlock container.	Area Manger	Ongoing	
15.08.2016	7.3 Council Financial Reports	Local Authority members noted \$20,000 worth of Creche Funding	Finance manager	Ongoing	

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		was handed back to Government and requested to know the reason.			
15.08.2016	7.6 Alcohol Management Plan	Area manager to get Blue Sign taken down and given to the School as painting project for sign that is more community appropriate.	Area Manager	Ongoing	
15.08.2016	8.1 Housing	NT Housing to contact Area Manager & CSC prior to Special HRG Meeting to ensure LA Members are notified.		Ongoing	
15.08.2016	8.2 Snack Truck	Area Manager to bring information back to next meeting including; the vendors proposal and recent Council Report delivered to Council re: Barunga that includes more in-depth analysis.	Area Manager	Ongoing	

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 BES_30012017_MIN.pdf



MINUTES OF THE BESWICK PROVISIONAL LOCAL AUTHORITY MEETING
HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE,
BESWICK ON MONDAY, 30 JANUARY 2017 AT 10:00AM

1. PRESENT/STAFF/GUESTS

Elected Members

Trephina Bush
Savonne Scrubby
Raelene Bulumbara
Deanna Kennedy (Chair)

Staff

Martin Cooke – Night Patrol Coordinator
Darcie Boon – Acting: Local Authority Support Coordinator
Nathan McIvor – Area Manager Central Arnhem
Amanda Haigh – Manager Governance and Corporate Planning
Brenda Donges – Council Services Manager
Rodwynne King – Beswick SASO (Minute Taker)

Guests

Moira McCreesh – HARM Administration
Angela Pattison – LGANT
Leigh Ware – Dept. Education

2. MEETING OPENED

The Provisional Meeting opened at 1:00pm

3. WELCOME TO COUNTRY

Chair Deanna Kennedy welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

Councillor Selina Ashley submitted her apologies for not being able to attend the Beswick Local Authority Meeting due to being ill.

20/2017 **RESOLVED** (Raelene Bulumbara/Trephina Bush)

- (a) That the Beswick Local Authority accept apologies

5. CONFIRMATION OF PREVIOUS MINUTES**5.1 PREVIOUS MINUTES**

Minutes of the previous Beswick Local Authority Meeting are to be approved at the next Beswick Local Authority Meeting.

6. CALL FOR ITEMS OF OTHER BUSINESS

- Alcohol Management Plan – Moira McCreesh

7. DISCLOSURES OF INTEREST

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

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

21/2017 **RESOLVED** (Raelene Bulumbara/Trephina Bush)

(a) That the Beswick Local Authority receive, and note the Action List.

Date	Agenda Item#	Description	Responsible Person	Status	Comments
16.05.20 15		Request Council raise Drinking Area with NLC	Area Manager	Completed	22.02.16: Awaiting a reply from NLC 23.08.16: Emailing NLC for a response 30/01/17 No drinking area
16.11.20 15		Follow up and present Fencing options for lot 57 & 58 with quotes at next LA Meeting. Scoping the project with Project Manager.	Area Manager	Ongoing	23.08.2016: New quotes to be presented to LA. 21.11.2016 Looking at Bollard option 20.12.16 LA agreed to bollard option, quotes are being obtained. LA have agreed to use some of the LA funds, \$2K
16.11.20 15		Follow up and present Speed Hump pricing and options at next meeting	Area Manager	Ongoing	23.08.16: new quotes to be presented to LA. 30.01.2017 Speed humps will be put to Finance for next financial year planning.
21.11.20 16	10.1 Outgoing Correspon dence.	SASO to publish website link for RGRC Auction, to LA Members and Notice boards.	SASO	Completed	

Date	Agenda Item#	Description	Responsible Person	Status	Comments
21.11.2016	11.2 Council Services Report	Request DoI to seal the 7 km of road from Beswick to Rubbish Dump so that it can be accessed in the Wet Season			30.01.2017 DoI will not be sealing road in the foreseeable future.
21.11.2016	11.2 Council Services Report.	Local Authority would like the play equipment moved from Lot 137 to Lot 58 for safety reasons.			30.01.2017 LA have decided to dismantle the play equipment and try and source funding for new equipment to put near Stage area.
21.11.2016	11.7 Governance Report-Local Authority Project Funding Update	Obtain quotes for bollards on the 2 road frontages of Lot 57 and park.		Completed	
21.11.2016	11.7 Governance Report-Local Authority Project Funding Update	Obtain a quote to install a drinking fountain at Lot 57			30.01.2017 LA decided to purchase wall mounted drinking fountain.
21.11.2016	11.7 Governance Report-Local Authority Project Funding Update	Obtain a quote to have a solar light installed in the Cemetery.	Area Manager/ CSC	Ongoing	
21.11.2016	11.7 Governance Report-Local Authority Project Funding Update	Obtain a quote for the installation of a small skate park.	Area Manager/ CSC	Ongoing	
21.11.2016	11.7 Governance Report-Local Authority	Obtain a quote for a large portable shade for cemetery.			30.01.2017 LA decided to purchase 2 shades, which will be kept at the Municipal yard and will be erected and dismantled

Date	Agenda Item#	Description	Responsible Person	Status	Comments
	Project Funding Update				by Municipal workers as needed.
23.08.20 16	CDP	Headstone Frames and Revitalizing Cemetery	Area Manager	Ongoing	CDP has commenced a tidy up cemetery.
23.08.20 16		<p>1. Area Manager to follow up on Street Signs ordered for Beswick</p> <p>2. AM to follow up on Headstone Frames for CDP to revitalise Cemetery.</p> <p>3. Follow up and repair dangerous road verges</p> <p>4. Area Manager to bring quotes for Bollards back to the next LA Meeting for consideration</p>	Area Manager		<p>1. no update</p> <p>2. Ongoing</p> <p>3. Dol are doing the CA Highway corner this financial year</p> <p>4. See above</p>
23.08.20 16	7.4 Governance Update - Local Authority Project Funding Update	<p>1. AM to find out where Landscaping is being done old or new basketball Court.</p> <p>2. LA request clarification on the Footpath Project</p>	Area Manager	Ongoing	30.01.2017 Landscaping and Footpath is at the new basketball courts.
23.08.20 16	7.7 Community Services Program Update	Area Manager to investigate caretaker option and report back to Local Authority at next LA meeting.	Area Manager	Completed.	30.01.2017 It is not a fully accredited aged care facility, so no caretaker is required or needed.

9. INCOMING CORRESPONDENCE

Nil

10. OUTGOING CORRESPONDENCE

Nil

11. GENERAL BUSINESS

11.1 ELECTED MEMBER REPORT

No Elected Members attended the Meeting.

11.2 GOVERNANCE REPORT - POLICY UPDATE –

22/2017 **RESOLVED** (Savonne Scrubby/Raelene Bulumbara)

- (a) That the Beswick Local Authority receive and note the reviewed HR011 Leave Policy.

11.3 COUNCIL SERVICES REPORT

23/2017 **RESOLVED** (Savonne Scrubby/Raelene Bulumbara)

- (a) That Council receive and note the Council Service Report for Beswick at the LA meeting of 30 January 2017.

11.4 ALCOHOL MANAGEMENT PLAN

Moira McCreesh has obtained funding for different programmes commencing on 1st July 2016. These include Woman's and Men's Camps, Exercise equipment for parks, Driver Education instructions, Craft workshops, Talk Fest attendance and Skinny Fish short film "Beating the Grog"

24/2017 **RESOLVED** (Savonne Scrubby/Trephina Bush)

- (a) That Beswick Local Authority accept the AMP Report.

11.5 COUNCIL FINANCIAL REPORT

25/2017 **RESOLVED** (Raelene Bulumbara/Savonne Scrubby)

- (a) That the Beswick Local Authority receive and note the Beswick financial report for the Second quarter of 2016-17.

11.6 COMMUNITY SERVICES REPORT

26/2017 **RESOLVED** (Trephina Bush/Savonne Scrubby)

- (a) Beswick Local Authority Receive and note update on Community Services

LA member Trephina Bush left the meeting, the time being 01:05 PM

LA Member Trephina Bush returned to the meeting, the time being 01:10 PM

11.7 BESWICK COMMUNITY SAFETY PATROL

The local authority would like to say thankyou and commend Beswick night patrol for their

intervention, which stopped a serious incident from occurring.

There will be additional training from NAAJA for night patrol employees.

27/2017 RESOLVED (Trepina Bush/Savonne Scrubby)

- (a) That Council receive and notes the update on the Beswick Community Safety Patrol

OTHER BUSINESS

- Local Authority members have agreed to purchase replacement swings for playground equipment at new basketball courts. The cost is \$479.60.
- Leigh Ware from Wugularr School, has explained to Council that school is not going back until Monday 6th February. Wugularr School is a Direct Instruction school which is a different teaching method, so the Teachers have special training in Katherine.
- Brenda Donges – RGRC CSC Beswick, explained that RGRC Beswick will be holding a Clean Up Australia Day in March. “Big Bag Swap” She will be asking participants to bring a bag of rubbish to swap for a bag of goodies. Further information to come.

28/2017 RESOLVED (Raelene Bulumbara/Trepina Bush)

- (a) That Council receive and notes Other Business

CLOSE OF MEETING

The meeting terminated at 2:25pm.

THIS PAGE AND THE PRECEEDING 38 PAGES ARE THE MINUTES OF THE Beswick Local Authority Meeting HELD ON Monday, 30 January 2017 AND CONFIRMED Monday, 8 May 2017.

LA Member Deanna Kennedy
Chairperson

WARD REPORT

ITEM NUMBER	13.4
TITLE	South West Gulf Ward Report
REFERENCE	685977
AUTHOR	Darcie Boon, Acting Local Authority Support Coordinator

RECOMMENDATION

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

BACKGROUND

The following meetings were held in the South West Gulf Ward:

- Borroloola (02.02.2017)

The Borroloola Local Authority includes; Mayor Tony Jack, Cr Don Garner, Cr Daniel Mulholland, Lizzie Hogan, Trish Elmy, Mike Longton, Maria Pyro, Marleen Karkadoo, Raymond Mawson, Rebecca Gentle, Stan Allen and Jonathon Sauer.

Maria Pyro is the designated Chair of the Borroloola Local Authority, with the Local Authority recommending in the meeting 2nd February 2017 to have a rotating Chairperson at each meeting.

Angela Pattison from LGANT visited Borroloola and ran a training session with the Local Authority Members on the 2nd February 2017, which was followed by the Local Authority Meeting. The training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The next Borroloola Local Authority meeting is scheduled for Thursday 8th March 2017.

Community Update:**BACKGROUND****Visitors**

Roper Gulf Night Patrol on site for team leader interviews.

Overview of Council Services

Operational services are running as required, the wet season limits a number of tasks.

Work Health and Safety

WHS, Hazard and Incident reports are being discussed in team meetings.

Events/Activities

Barra Cup
Borroloola kids Christmas party

Area Manager Meetings

N/A

Staffing/Vacancies

1 x Muns Supervisor
1 x Swimming Pool Attendant

Projects

Rubbish Dump up grade
Various Local Authority Projects

Core / Infrastructure Services

General maintenance of all parks and gardens.
Maintenance and continual monitoring of the swimming pool.
Cutting of overgrown trees, shrubs and burning of waste tree debris.
Waste management - included the dump being tidied up.
Cemetery.
Sports ground maintenance.

Council Services

Public & Street Lighting

Street light audit is still to be done.

Local Emergency Management

No meeting has been held.

Maintenance, Buildings & Fixed Assets

Some maintenance and repairs to RGRC assets.

Cemetery

Five funerals occurred in the last quarter.

Swimming Pool

Pool has been going well with good numbers attending.

Animal Welfare

We have removed several horses, captured and destroyed several dogs and have two in the pound awaiting destruction or rehousing.

Local Road maintenance

Several road side drains have been cleaned and weeds sprayed.
Pot holes identified, these will be repaired in the dry season.
Storm water drain covers have been identified for replacement or repair.

Traffic Management

New school zone signs are ordered and will be installed as soon as possible on arrival.

Waste management & Litter Control

We are picking up rubbish as and when required. The rubbish bin pick up is going well.

Plant & Equipment

Maintenance and pre-starts completed.

Airport maintenance

Works are up to date.
After hours medivacs call outs have been attended by staff.
Training has been completed for staff.
Weed spraying of the airport fencing will be done weather permitting.

Power, Water & Sewage

Nothing to report.

ISSUES/OPTIONS/SWOT

Community Issues

Litter throughout town.
Housing
Alcohol
Continual vandalism through the Town.

FINANCIAL CONSIDERATIONS

Swimming pool vacuum clean has failed estimated cost to replace \$7000.00

Ward Action List

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
04.08.16	8.2 Power and Water_ LA members have had complaints from community members regarding the current quality of town water.	1. Invite local Power and Water representative to next Borroloola Local Authority Meeting 2. Write to Power and Water requesting the results of water quality testing undertaken in Borroloola	Area Manager / Council	Ongoing	2/2/17 Local Power and water representative attended the LA meeting 6/10/16 which did not go ahead due to numbers and was more of a general discussion. He will be invited to our next meeting. Power and Water have supplied water tests results for June 2016 - January 2017
04.08.16	8.1 Sports Grounds/Show Ground	Write a letter on behalf of the Show Committee thanking the Muns crew for the help with the rubbish and maintaining the show grounds.	President of Show Committee	Ongoing	
04.08.16	7.4 Governance updates	Projects 18 & 19: Purchase, delivery and installation of the new scoreboard for the Sports Ground. The Borroloola LA agreed to proceed with the Solar Powered scoreboard mounted on a trailer for \$31,647. Borroloola Local Authority request to purchase an alternate power charging method for when the scoreboard is stored.	Projects Manager	Ongoing	04.08.16 Quotes tabled for 2 scoreboards both solar powered. \$29,117 for fixed scoreboard. \$31,647 for scoreboard on a trailer. LA want trailer option including the ability to have it charged when it is stored in the shed at the Council yard. Council to get updated quote and report back to LA. 17.11.16 In Report 02.02.2017 scoreboard has been ordered, awaiting delivery
04.08.16	7.4 Governance updates	Project 22: The Borroloola Local Authority would like to go with the suggested quote for 6 extra standard aluminium park benches from Felton	Projects Manager	Ongoing	29.09.2016 Procurement commenced 02.02.2017 seats have been purchased, awaiting delivery

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
04.08.16	7.4 Governance updates	Project 23, Pool shade cloth. The small pool already has a shade structure. The Borroloola Local Authority would like to look at options for shade for possibly half of the large pool and some seating areas. Council to obtain quotes	Projects Manager	Ongoing	29.09.2016 Quotes
06.08.15		Seek quotes on trees for swimming pool and a pool shade cloth, with a vent through the middle for the wade pool. Present quotes at next meeting. Arrange quotes for park benches for Tamarind Park, Rocky Park and Show Grounds, to the value of \$20,000-30,000.	Area Manager	Ongoing	<p>Landscaping & Planning with DCSI 07.04.16, join both Actions. LA prefers using Local suppliers where possible</p> <p>09.06.2016 Shade is up at the pool & new benches have arrived. 19.06.16. One new bench has been delivered to the pool. Need to decide on where it is going to go and install it. Still seeking quotes on extra seating for the swimming pool.</p> <p>04.08.16 Shade: it has been agreed that trees are not a shade option for the pool area. Need to scope and quote shade to cover some of / perhaps half of the large pool to keep temperatures down in Summer. Seating: still need to get quotes on seating for parklands and send out to LA to review before next meeting.</p> <p>17.11.2016 LA want to proceed with purchasing the seats quoted from Felton Industries that were sent out to the LA after August meeting. These seats are to be placed around town. Quotes for more seating options to be obtained and provided to the LA, including investigating the option of having some seating made from local businesses or the trade centre.</p> <p>02.02.2017 seats have been ordered. Still need to scope out getting local suppliers to quote and supply more</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					seating options
07.04.2016	6.2 Incoming Correspondence	<p>1. Sharon to follow up with Power and Water re: moving the Dump Point immediately; Corner of Robinson Road and the road to the P&W Pump Station - see map</p> <p>2. Update the Information Points in Town re: New Dump Point</p>	DCCS	Ongoing	<p>07.04.16: At the initial contact stage. Sharon to contact P&W & Tonkin..</p> <p>09.06.16 P&W are not responding. Engineers are creating drawings. Plans will be tabled when complete. New signage will also be required.</p> <p>04.08.16 plans expected to be ready for review by the end of the month.</p> <p>LA request that Power and Water Representative Graham be invited to these meetings. LA through the council would like to get the Chief Minister involved to speed this process up as the old dump point is not keeping up. Signs need to be designed and ready to go when new dump site is up and running.</p> <p>17.11.2016- Plans shown by Sharon of Office with Dump point. Office possible combined business centre. Consultant to scope works</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
07.04.2016	8.3 Tamarind Park	Mike Longton to send Story Board information to Sharon Hillen for them designed then bring back to Borroloola Local Authority for approval	DCSI	Ongoing	Mike working on this item/to update. Photos sent to Sharon. This project is moving forward. 09.06.16 information has been sent to a designer to be drafted up. Will come back to LA to review 04.08.16 Mike to collate the information and get it to Cath Dunn by end of August. 04.0.2016 Sharon Hillen met with Mike Longton and discussed the story boards and signage requirements once the design and layout is drafted it will be tabled at the LA meeting. 02.02.2017 Mike Longton, Trish Elmy met with Lyndon Keane in January
09.06.2016	6.2 Incoming Correspondence	Request an application for a special lease so licence is not required every 12 months. Licence-01042016-Occupation Licence No.3799- Borroloola	Area Manager / DCG	Ongoing	04.08.16 RGRC have requested a longer lease over the Tamarind Park area. 17.11.16 Have 12 month special purpose lease with 12 month renewal. Vehicle bollards completed instead of fencing
09.06.2016	8.2 Cemetery	DCCS to send out Cemetery proposal to all LA members	DCCS	Ongoing	04.08.16 Not sent, to be sent out.
09.06.2016	8.8. Borroloola Swimming Pool	Greg Shanahan, Community Champion, NTG will follow up on Borroloola Pool land tenure application and report back at next LA Meeting.	Greg, Shanahan	Ongoing	04.08.2016 Lot 920, #305 Robinson Road 04.08.16 need to follow up with Louise Beilby or Greg Shanahan before next LA meeting 27.09.2016 Email received from Louise Beilby advising update – Community Land Grant needs to lodged to finalise the land tenure.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
11.02.2016	8.4 Cemetery Fencing	Get quotes on Cemetery fencing	Area Manager	Ongoing	<p>09.06.2016 Quotes to be presented at the next LA meeting. 22.07.16 Liaise with LA what type of fencing and where. 04.08.16 The Cemetery Trust to be consulted. Council determined at the OCM in August that it would approach the LA to fund the mobile shade as a higher priority to fencing. Report in the agenda.</p> <p>17.11.2016- The Borroloola LA do not want to proceed with the permanent movable shade structure for the cemetery. Quotes to be presented to next LA meeting for Portable shade structures that could be set up before each funeral and removed afterwards. 02.02.2017 LA Project funding for the cemetery has been spent on portable gazebos, portable bench seats and refurbishing the sign</p>
17.11.2016	11.3 Council Services Report- Project Update	Fred to go down to the Oval and softball diamond with LA members to discuss were the water has previously gone and options to stop it from washing away this year.	Council Services Coordinator		02.02.2017 this was done immediately after the LA Meeting 17.11.2016
17.11.2016	11.8 Governance Report-Local Authority Project Funding Update	LA to have an out of Session Meeting Friday 18 November to discuss and allocate remaining LA Project funds.	Council Services Coordinator / DCCS		02.02.2017 remaining funds were allocated at out of session meeting and update has been provided to the LA as a part of General business 12.5
17.11.2016	11.5 Alcohol Management Plan	Response from Surinda Chrichton regarding Alcohol Management Plan and how they want the LA involved to be passed back onto the Local Authority			
17.11.2016	12.6 Buckle up Borroloola and other information from MRM	RGRC Youth, Sport and Rec program to put forward ideas / planned activities that require extra funding for school holiday periods for			

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		next year.			
17.11.2016	11.3 Council Services Report- Project Update	Council to seek advice from Power & Water regarding Toilets still hooked up to septic system at the Sport & Rec Centre.	DCCS		
5.06.2014		LA recommends a Waste Management Strategy is drawn up for the Borroloola region, including recycling capability and planning for future	DCCS	Ongoing	<p>Action incorporated into RGRC Waste Management Strategy. A newly formed Waste Management Strategy Committee is driving this Action.</p> <p>07.04.16 Funding application in for a Consultant</p> <p>09.06.16: Grant Unsuccessful Working with EPA for Licence for Borroloola, Ngukurr and Numbulwar.</p> <p>Waste Management will be rolled out through other RGRC areas, however due to the extended distance to Borroloola it has been difficult getting a contractor involved.</p> <p>04.08.16: Incorrect information provided. DCCS will provide LA with an update at the next meeting.</p> <p>17.11.16 BRWMC re-design and develop strategy: \$100K Capex; Land Tenure 2030 Special Purpose Lease, Queries of LA - Asbestos registered, waste oil, grease trap, Letter to MRM</p> <p>02.02.2017 ACTION: Plans to be presented at next LA Meeting by Sharon Hillen.</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
5.11.2015		Strategic Plan for the Swimming Pool	Area Manager	Ongoing	<p>09.06.16 still needs extra funding if pool is to stay open. Advise council if the community want the pool to stay in operation. Pool is closed for maintenance from 1st June through to 31st August 2016.</p> <p>04.08.16 At the last OCM, Council agreed to keep the pool open and continues to fund on the provision that look at ways to subsidise funding. RGRC Grants putting together a proposal to the MRM Community Benefits Trust for some Sports funding. LA want itemised breakdown of Pool budget sent out to before next LA meeting.</p> <p>17.11.2016- Council are committed to funding the Pool for this financial year and it has been included in the Sportsground Master Plan strategy. Council are looking into a user –pays system to offset cost.</p>
8.10.2015		Provide LA members with more Information about the engineered stand for the Score Board.	Area Manager	Ongoing	<p>09.06.16 Need to finalise location for scoreboard and whether or not it can be hard wired in electrically in that location</p> <p>22.07.16 Quotes to be tabled at next LA meeting</p> <p>04.08.16 Quotes tabled for 2 scoreboards both solar powered. \$29,117 for fixed scoreboard. \$31,647 for scoreboard on a trailer. LA want trailer option including the ability to have it charged when it is stored in the shed at the Council yard. Council to get updated quote and report back to group.</p> <p>17.11.16- Council still getting quotes on the charging system. LA have committed \$35000 to this and would like the scoreboard and charging system ordered.</p> <p>02.02.2017 – Scoreboard has been ordered. Still to order separate charging system for when stored in the shed.</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
02.02.2017	11.4 Council Financial Report	Local Authority want to see a draft design/plan for the Borroloola CBD/Searcy St at the next meeting			
02.02.2017	12.8 Sand Mine	Need to write a letter to local businesses and the Town to advise that the sand mine area is no authorised access area. Signage and fencing for to sourced and erected			02.02.2017 ACTION: Fred Graham to give an update on the sand mine and access at the next LA meeting. Letters to be sent out to local businesses and to the town to advise the Sand mine is a restricted access area.
02.02.2017	12.2 MANGE & PARASITES IN DOGS WITHIN TOWN	Bring up issue at next Heads of Agency Meeting. Report back the fees a and charges associated with bring a vet to town, possibly user pays system			02.02.2017 ACTION: Bring up issue at next Heads of Agency Meeting. ACTION: report back to LA the fees and charges associated with bring a vet to Borroloola, with a user pays system in place

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 Borroloola Local Authority 2017-02-02 [685667].DOCX



MINUTES OF THE BORROLOOLA LOCAL AUTHORITY MEETING HELD AT THE
CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BORROLOOLA
ON THURSDAY, 2 FEBRUARY 2017

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor Tony Jack
Councillor Don Garner

1.2 Local Authority Members

Maria Pyro (Chairperson)
Mike Longton
Jon Sauer
Trish Elmy
Marlene Karkadoo
Lizzy Hogan
Raymond Mawson

1.3 Staff

Janeen Bulseley – Area Manager Roper
Darcie Boon – Acting Local Authority Support Coordinator
Fred Graham – Senior Council Services Coordinator
Cindy Morgan – Senior Administration Support Officer (Minute Taker)

1.4 Guests

Rose Peckham – Department Housing and Community Development
Angela Pattison – LGANT
Max Magee – NT Police (CEPO)

2. MEETING OPENED

Meeting opened at 12:27pm

3. WELCOME TO COUNTRY

Marlene Karkadoo welcomed all members, staff and guests to the meeting and the Roper Gulf Regional Council pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE

26/2017 RESOLVED (Tony Jack/Donald Garner)

Carried

- (a) The Borrooloola Local Authority accept the apologies from Rebecca Gentle, Stan Allan and Dennis Braun .

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 PREVIOUS MINUTES

27/2017 RESOLVED (Jonathon Sauer/Mike Longton)

Carried

- (a) That the Borrooloola Local Authority approve the minutes as a true and accurate record of the Borrooloola Local Authority Meeting held on Thursday 9th June 2016, Provisional Meeting held on Thursday 4th August 2016 and Provisional Meeting held Thursday 17th November 2016.

6. CALL FOR ITEMS OF GENERAL BUSINESS

1. Community Benefits Trust - Community Meeting
2. Rotation of Chair for LA Meetings
3. Local Authority Project updates
4. Local Authority Member Vacancy

7. DISCLOSURES OF INTEREST

There were no declarations of interest at this Borrooloola Local Authority.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

28/2017 RESOLVED (Tony Jack/Donald Garner)

Carried

- (a) That the Borrooloola Local Authority receive and note the Action List.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
04.08.16	8.2 Power and Water_ LA members have had complaints from community members regarding the current quality of town water.	1. Invite local Power and Water representative to next Borrooloola Local Authority Meeting 2. Write to Power and Water requesting the results of water quality testing undertaken in Borrooloola	Area Manager / Council	Ongoing	2/2/17 Local Power and water representative attended the LA meeting 6/10/16 which did not go ahead due to numbers and was more of a general discussion. He will be invited to our next meeting. Power and Water have supplied water tests results for June 2016 - January

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					2017
04.08.16	8.1 Sports Grounds/Show Ground	Write a letter on behalf of the Show Committee thanking the Muns crew for the help with the rubbish and maintaining the show grounds.	President of Show Committee	Ongoing	
04.08.16	7.4 Governance updates	Projects 18 & 19: Purchase, delivery and installation of the new scoreboard for the Sports Ground. The Borroloola LA agreed to proceed with the Solar Powered scoreboard mounted on a trailer for \$31,647. Borroloola Local Authority request to purchase an alternate power charging method for when the scoreboard is stored.	Projects Manager	Ongoing	04.08.16 Quotes tabled for 2 scoreboards both solar powered. \$29,117 for fixed scoreboard. \$31,647 for scoreboard on a trailer. LA want trailer option including the ability to have it charged when it is stored in the shed at the Council yard. Council to get updated quote and report back to LA. 17.11.16 In Report 02.02.2017 scoreboard has been ordered, awaiting delivery
04.08.16	7.4 Governance updates	Project 22: The Borroloola Local Authority would	Projects Manager	Ongoing	29.09.2016 Procurement commenced 02.02.2017 seats have

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		like to go with the suggested quote for 6 extra standard aluminium park benches from Felton			been purchased, awaiting delivery
04.08.16	7.4 Governance updates	Project 23, Pool shade cloth. The small pool already has a shade structure. The Borroloola Local Authority would like to look at options for shade for possibly half of the large pool and some seating areas. Council to obtain quotes	Projects Manager	Ongoing	29.09.2016 Quotes
06.08.15		Seek quotes on trees for swimming pool and a pool shade cloth, with a vent through the middle for the wade pool. Present quotes at next meeting. Arrange quotes for park benches for Tamarind Park, Rocky Park and Show Grounds, to the value of \$20,000-30,000.	Area Manager	Ongoing	Landscaping & Planning with DCSI 07.04.16, join both Actions. LA prefers using Local suppliers where possible 09.06.2016 Shade is up at the pool & new benches have arrived. 19.06.16. One new bench has been delivered to the pool. Need to decide on where it is going to go and install it. Still seeking quotes on extra seating for the swimming pool. 04.08.16 Shade: it has been agreed that trees are not a shade option for the pool area. Need to scope and quote shade to cover some of / perhaps half of the large pool to keep

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					<p>temperatures down in Summer. Seating: still need to get quotes on seating for parklands and send out to LA to review before next meeting.</p> <p>17.11.2016 LA want to proceed with purchasing the seats quoted from Felton Industries that were sent out to the LA after August meeting. These seats are to be placed around town. Quotes for more seating options to be obtained and provided to the LA, including investigating the option of having some seating made from local businesses or the trade centre.</p> <p>02.02.2017 seats have been ordered. Still need to scope out getting local suppliers to quote and supply more seating options</p>
07.04.2016	6.2 Incoming Correspondence	<p>1. Sharon to follow up with Power and Water re: moving the Dump Point immediately; Corner of Robinson Road and the road to the P&W Pump Station - see map</p> <p>2. Update the Information Points in Town re: New Dump Point</p>	DCCS	Ongoing	<p>07.04.16: At the initial contact stage. Sharon to contact P&W & Tonkin..</p> <p>09.06.16 P&W are not responding. Engineers are creating drawings. Plans will be tabled when complete. New signage will also be required.</p> <p>04.08.16 plans expected to be ready for review by the end of the month. LA request that Power and Water Representative Graham be invited to these meetings. LA through the council would like to get</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					<p>the Chief Minister involved to speed this process up as the old dump point is not keeping up. Signs need to be designed and ready to go when new dump site is up and running.</p> <p>17.11.2016- Plans shown by Sharon of Office with Dump point. Office possible combined business centre. Consultant to scope works</p>
07.04.2016	8.3 Tamarind Park	Mike Longton to send Story Board information to Sharon Hillen for them designed then bring back to Borroloola Local Authority for approval	DCSI	Ongoing	<p>Mike working on this item/to update. Photos sent to Sharon. This project is moving forward.</p> <p>09.06.16 information has been sent to a designer to be drafted up. Will come back to LA to review</p> <p>04.08.16 Mike to collate the information and get it to Cath Dunn by end of August.</p> <p>04.0.2016 Sharon Hillen met with Mike Longton and discussed the story boards and signage requirements once the design and layout is drafted it will be tabled at the LA meeting.</p> <p>02.02.2017 Mike Longton, Trish Elmy met with Lyndon Keane in January</p>
09.06.2016	6.2 Incoming Correspondence	Request an application for a special lease so licence is not required every 12 months. Licence-	Area Manager / DCG	Ongoing	<p>04.08.16 RGRC have requested a longer lease over the Tamarind Park area.</p> <p>17.11.16 Have 12 month special purpose lease</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		01042016-Occupation Licence No.3799-Borroloola			with 12 month renewal. Vehicle bollards completed instead of fencing
09.06.2016	8.2 Cemetery	DCCS to send out Cemetery proposal to all LA members	DCCS	Ongoing	04.08.16 Not sent, to be sent out.
09.06.2016	8.8. Borroloola Swimming Pool	Greg Shanahan, Community Champion, NTG will follow up on Borroloola Pool land tenure application and report back at next LA Meeting.	Greg, Shanahan	Ongoing	04.08.2016 Lot 920, #305 Robinson Road 04.08.16 need to follow up with Louise Beilby or Greg Shanahan before next LA meeting 27.09.2016 Email received from Louise Beilby advising update – Community Land Grant needs to lodged to finalise the land tenure.
11.02.2016	8.4 Cemetery Fencing	Get quotes on Cemetery fencing	Area Manager	Ongoing	09.06.2016 Quotes to be presented at the next LA meeting. 22.07.16 Liaise with LA what type of fencing and where. 04.08.16 The Cemetery Trust to be consulted. Council determined at the OCM in August that it would approach the LA to fund the mobile shade as a higher priority to fencing. Report in the agenda. 17.11.2016- The Borroloola LA do not want to proceed with the permanent movable shade structure for the cemetery. Quotes to be presented to next LA meeting for Portable shade structures that could be set up before each funeral and removed

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					afterwards. 02.02.2017 LA Project funding for the cemetery has been spent on portable gazebos, portable bench seats and refurbishing the sign
17.11.2016	11.3 Council Services Report-Project Update	Fred to go down to the Oval and softball diamond with LA members to discuss were the water has previously gone and options to stop it from washing away this year.	Council Services Coordinator		02.02.2017 this was done immediately after the LA Meeting 17.11.2016
17.11.2016	11.8 Governance Report-Local Authority Project Funding Update	LA to have an out of Session Meeting Friday 18 November to discuss and allocate remaining LA Project funds.	Council Services Coordinator / DCCS		02.02.2017 remaining funds were allocated at out of session meeting and update has been provided to the LA as a part of General business 12.5
17.11.2016	11.5 Alcohol Management Plan	Response from Surinda Chrichton regarding Alcohol Management Plan and how they want the LA involved to be passed back onto the Local			

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		Authority			
17.11.2016	12.6 Buckle up Borroloola and other information from MRM	RGRC Youth, Sport and Rec program to put forward ideas / planned activities that require extra funding for school holiday periods for next year.			
17.11.2016	11.3 Council Services Report-Project Update	Council to seek advice from Power & Water regarding Toilets still hooked up to septic system at the Sport & Rec Centre.	DCCS		
5.06.2014		LA recommends a Waste Management Strategy is drawn up for the Borroloola region, including recycling capability and planning for future	DCCS	Ongoing	Action incorporated into RGRC Waste Management Strategy. A newly formed Waste Management Strategy Committee is driving this Action. 07.04.16 Funding application in for a Consultant 09.06.16: Grant Unsuccessful Working with EPA for Licence for Borroloola, Ngukurr and Numbulwar. Waste Management will be rolled out through other RGRC areas, however due to the extended distance to Borroloola it has been difficult getting a contractor involved. 04.08.16: Incorrect information provided. DCCS will provide LA with an update at the

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					<p>next meeting. 17.11.16 BRWMC re-design and develop strategy: \$100K Capex; Land Tenure 2030 Special Purpose Lease, Queries of LA - Asbestos registered, waste oil, grease trap, Letter to MRM 02.02.2017 ACTION: Plans to be presented at next LA Meeting by Sharon Hillen.</p>
5.11.2015		Strategic Plan for the Swimming Pool	Area Manager	Ongoing	<p>09.06.16 still needs extra funding if pool is to stay open. Advise council if the community want the pool to stay in operation. Pool is closed for maintenance from 1st June through to 31st August 2016. 04.08.16 At the last OCM, Council agreed to keep the pool open and continues to fund on the provision that look at ways to subsidise funding. RGRC Grants putting together a proposal to the MRM Community Benefits Trust for some Sports funding. LA want itemised breakdown of Pool budget sent out to before next LA meeting. 17.11.2016- Council are</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					committed to funding the Pool for this financial year and it has been included in the Sportsground Master Plan strategy. Council are looking into a user – pays system to offset cost.
8.10.2015		Provide LA members with more Information about the engineered stand for the Score Board.	Area Manager	Ongoing	<p>09.06.16 Need to finalise location for scoreboard and whether or not it can be hard wired in electrically in that location</p> <p>22.07.16 Quotes to be tabled at next LA meeting</p> <p>04.08.16 Quotes tabled for 2 scoreboards both solar powered. \$29,117 for fixed scoreboard. \$31,647 for scoreboard on a trailer. LA want trailer option including the ability to have it charged when it is stored in the shed at the Council yard. Council to get updated quote and report back to group.</p> <p>17.11.16- Council still getting quotes on the charging system. LA have committed \$35000 to this and would like the scoreboard and charging system ordered.</p> <p>02.02.2017 –</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					Scoreboard has been ordered. Still to order separate charging system for when stored in the shed.
02.02.2017	12.8 Sand Mine	Need to write a letter to local businesses and the Town to advise that the sand mine area is no authorised access area. Signage and fencing for to sourced and erected			02.02.2017 ACTION: Fred Graham to give an update on the sand mine and access at the next LA meeting. Letters to be sent out to local businesses and to the town to advise the Sand mine is a restricted access area.
02.02.2017	11.4 Council Financial Report	Local Authority want to see draft design/plan for the Borroloola CBD/Searcy Street at the next meeting.			
02.02.2017	12.2 MANGE & PARASITES IN DOGS WITHIN TOWN	Bring up issue at next Heads of Agency Meeting. Report back the fees a and charges associated with bring a vet to town, possibly user pays system			02.02.2017 ACTION: Bring up issue at next Heads of Agency Meeting. ACTION: report back to LA the fees and charges associated with bring a vet to Borroloola, with a user pays system in place

9. INCOMING CORRESPONDENCE

9.1 INCOMING CORRESPONDENCE

1. Email from NT Cricket regarding Successful Barra Cup Competition
2. Email regarding Mine Management Plan for Sand Mine requires updating
3. Thankyou letter from Minister for Housing and Community Development – Gerry McCarthy. Response from letter of Congratulations from RGRC
4. Email regarding Territory Natural Resource Management (TNRM) Community Grants project applications for 2017

29/2017 **RESOLVED** (Donald Garner/Trish Elmy)

Carried

- (a) That the Borrooloola Local Authority accept the Incoming Correspondence.

10. OUTGOING CORRESPONDENCE

10.1 OUTGOING CORRESPONDENCE

1. Invitation to Chief Minister, Hon Michael Gunner MLA to attend the Australian Citizenship Ceremony in Borrooloola
2. Invitation to Hon Gerry McCarthy MLA to attend the Australian Citizenship Ceremony in Borrooloola
3. Invitation to Mr Mark Wakeling to attend the Australian Citizenship Ceremony in Borrooloola
4. Invitation to Mrs Lesley Wakeling to attend the Australian Citizenship Ceremony in Borrooloola

30/2017 RESOLVED (Donald Garner/Tony Jack)

Carried

- (a) That the Borrooloola Local Authority receive and note the Outgoing Correspondence.

11. GENERAL BUSINESS

11.1 ELECTED MEMBER REPORT

- Council is getting into the swing of the New year with most people back on deck.
- Recently had our 1st finance meeting of the year. Council has been working hard with the finance team and we are starting to show results. We are showing that revenue is being collected and coming in which is reducing our outstanding debts owing. Cash Management and running the business is going well.
- Compliance is a focus for Council this year and we have an audit committee meeting coming up
- Next OCM 22nd February
- Borrooloola Mining Sand lease MMP has been signed off on. It is important to council to hold onto this lease, but we need to ensure we are managing properly.
- Items from the out of session meeting in regards to LA project allocations were approved in the Dec OCM, which is partly why things are moving forward
- Come see your councillors or the Mayor if there is anything you think that Borrooloola needs, we can take it to our next meetings and fight for Borrooloola

31/2017 RESOLVED (Tony Jack/Mike Longton)

Carried

- (a) That the Borrooloola Local Authority receive and note the verbal Elected Members Report.

11.2 COUNCIL SERVICES REPORT

- Tyres are still being burnt at the dump, we are possibly looking at placing a camera out there to catch the person/s in the act and prosecute.
- Mowing the main road is a concern for all and we are doing the best we can with the available machinery and manpower.
- We are looking at setting up a host agreement with Gulf Savannah to assist with the manpower required and give the guys and girls some experience with the local council where possible.

32/2017 RESOLVED (Donald Garner/Mike Longton) Carried

- (a) That the Borrooloola Local Authority receive and note the written and verbal report on current Council Services for Borrooloola

11.3 GOVERNANCE REPORT - POLICY UPDATE

33/2017 RESOLVED (Tony Jack/Donald Garner) Carried

- (a) That the Borrooloola Local Authority receive and note the reviewed HR011 Leave Policy.

11.4 COUNCIL FINANCIAL REPORT

34/2017 RESOLVED (Donald Garner/Jonathon Sauer) Carried

- (a) That the Borrooloola Local Authority receive and note the Borrooloola financial report for the Second quarter of 2016-17.

ACTION: Local Authority want to see a draft design/ plan for the Borrooloola CBD/ Searcy st at the next meeting

11.5 COMMUNITY SERVICES REPORT – NIGHT PATROL

Night Patrol Manager Peter Hayes will be in town next week to sign up the successful applicant for night patrol team leader.

35/2017 RESOLVED (Mike Longton/Tony Jack) Carried

- (a) That the Borrooloola Local Authority receive and note the update on Community Night patrol.

11.6 COMMUNITY SERVICES REPORT – YOUTH, SPORT AND REC

ITEM	QUANTITY	UNIT PRICE	TOTAL
Regent fast Fold soccer goal	2	153.64	307.28
AFL Goal post	1	149.00	149.00
Frozen Flurry makeup Pouches	1	13.49	13.49
Frozen makeup perfect beauty case	4	24.29	97.16
Donut tube chocolate	1	17.09	17.09
Wahu nightball basketball	4	49.49	197.96
Basketball Molten rubber	4	31.49	125.96
Basketball Molten rubber Libertria size 6	4	31.49	125.96
Nike Baskball kids size 7	4	31.49	125.96
Nike soccerballs Mercurial fade	4	22.49	89.96
Nike Ball soccer pitch	4	26.99	107.96
Nike soccerballs Mercurial fade asst	4	26.99	107.96

Soccer goal 215 x 150x76	1	125.98	125.98
Sherrin splat AFT team ball	4	12.49	49.96
Urban Rituelle Perfum	3	15.29	45.87
Urban Rituelle Perfum blossom	1	24.29	24.29
Crabtree & Eelyn west indian	1	53.99	53.99
Crabtree & Eelyn MYRRh cologne	2	27.00	54.00
TCL UHD Smart Led TV 60 inch	1	1100.00	1100.00
Samsung Bluray DVD	1	99.00	99.00
Remin Hair Styler	2	20.00	40.00
H/ Phones	10	49.00	490.00
Lead audio 3.5 mm STE Model	2	10.00	20.00
DVD's and transport	1	431.17	431.17
			4000.00

36/2017 **RESOLVED** (Mike Longton/Donald Garner)

Carried

- (a) That the Borrooloola Local Authority receive and note the update on Community Services.
- (b) That the Borrooloola Local Authority approve the list of items within the report to be purchased from the allocated \$4,000 Local Authority Project Funding.

OTHER BUSINESS

12.1 TOWN WATER QUALITY

Power and Water have provided test results for water testing around town from June 2016 through to January 2017. All tests have come back as PASSED. If there are any more reports of issues with water quality, please provide more information, ie. Location, date, time. We can pass these onto the representative on the ground to check out.

The Following reports were presented to the LA

Title	Infoxpert ID
47607 Water BOR JUN	686169
47943 Water BOR JUL	686168
48242 Water BOR AUG	686167
48613 Water BOR SEPT	686166
48953 Water BOR OCT	686165
49239 Water BOR NOV	686164
49625 Water BOR DEC	686163
49890 Water BOR JAN	686162

37/2017 **RESOLVED** (Tony Jack/Donald Garner)

Carried

- (a) That the Borrooloola Local Authority receive and note the issue of water quality in Borrooloola.

12.2 MANGE & PARASITES IN DOGS WITHIN TOWN

Discussion regarding the condition of dogs in and around town. Ivermectin has been

used in the past to treat dogs with mange, however it is not something that the Council are running. Could be an opportunity for another organisation in town to take up again. Dog owners are being advised that they can purchase tick and flea medication in town from the local shop.

38/2017 RESOLVED (Donald Garner/Mike Longton) Carried

- (a) That the Borrooloola Local Authority receive and note the discussion of local concern for mange and parasites in local dogs.

ACTION: Bring up issue at next Heads of Agency Meeting.

ACTION: Report back to LA the fees and charges associated with bringing a vet to Borrooloola, with a user pays system in place.

12.3 MRM COMMUNITY BENEFITS TRUST COMMUNITY MEETING

39/2017 RESOLVED (Jonathon Sauer/Donald Garner) Carried

- (a) That the Borrooloola Local Authority receive and note the CBT are looking to have a community meeting later in February to discuss what the community wants the money spent on in regards to upgrading existing infrastructure. Date and time to be distributed once details are confirmed.

12.4 ROTATING THE CHAIR

40/2017 RESOLVED (Donald Garner/Maria Pyro) Carried

- (a) That the Borrooloola Local Authority receive and note the position of Chair will be shared around at each meeting. If someone declines to take their turn then it will fall back to an Elected Member to chair the meeting.

12.5 LA PROJECT UPDATE

41/2017 RESOLVED (Jonathon Sauer/Donald Garner) Carried

- (a) That the Borrooloola Local Authority receive and note the updated information on the progress of Local Authority projects as discussed and handed out.

12.6 VACANCY ON LA BOARD

42/2017 RESOLVED (Mike Longton/Jonathon Sauer) Carried

- (a) That the Borrooloola Local Authority receive update on current Local Authority membership status and approve to hold off from accepting nominations until after the Elections in August.

12.7 INTRODUCTION OF COMMUNITY ENGAGEMENT POLICE OFFICER (CEPO)

Our new regional CEPO Max Magee from NT Police introduced himself to the Local Authority and explained his role in our town.

12.8 SAND MINE

Discussion regarding Sand Mine and that it looks like topsoil has been removed from the area. Local Authority have been advised that RGRC has submitted its Mine Management Plan and they have indicated that we will not be taking any sand from the pit. Need to write a letter to local businesses and to advise that the sand mine is a restricted access area. Signage and fencing for the area to be sourced and erected.

ACTION: Fred Graham to give an update on the sand mine and access at the next LA meeting. Letters to be sent out to local businesses and to the town to advise the Sand mine is a restricted access area.

CLOSE OF MEETING

The meeting terminated at 3:00pm.

THIS PAGE AND THE PRECEEDING **15** PAGES ARE THE MINUTES OF THE Borrooloola Local Authority Meeting HELD ON Thursday, 2 February 2017 AND CONFIRMED Wednesday, 8 March 2017.

Chairperson

WARD REPORT

ITEM NUMBER	13.5
TITLE	Yugul Mangi Ward
REFERENCE	685989
AUTHOR	Darcie Boon, Acting Local Authority Support Coordinator

RECOMMENDATION

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

BACKGROUND

The Ngukurr Local Authority Meeting was held on Wednesday 16th November 2016.

Local Authority Update

The Local Authority Membership includes; Mayor Tony Jack, Cr Daphne Daniels, Cr Eric Roberts, Walter Rogers, Jerry Ashley, Robin Rogers, Ian Gumbula, Bobby Nungumajbarr and Renelle Rogers.

Councillor Daphne Daniels Chairs the Ngukurr Local Authority Meetings.

The next Ngukurr Local Authority Meeting was scheduled for Wednesday 8th February 2017, and included training from LGANT.

The training consisted of the following topics:

- Local Authority Roles
- Government Roles
- Meeting Procedures
- Code of Conduct
- Elections

The training was presented but due to time constraints the meeting was postponed until the 14th February 2017.

Community Visitors:

Plumbers
Electrician
Centrelink
CDU – Chainsaw Course
Royal Life Saving Service Australia
The Honorable John Hardy OAM, Administrator of the Northern Territory
Warren Snowden, Member for Lingiari.
Selena Uibo, Member for Arnhem.
Tyrone Taylors Carnivals
CASA
RGRC various Staff members

Community Update:**Overview:**

Experiencing above normal wet season affecting access to the Community. Improvements continue in providing a high level of safety standards in the workplace. Pre-starts are carried out regularly and fleet serviced and maintained.

Pool maintained and operational.

Park Ovals and garden areas mowed and maintained regularly.

Incidents are occurring with break-ins and vandalism to RGRC and Community property.

Training:

On job training daily with staff and CDP participants on correct procedures and use of vehicles and machinery.

Meetings:

Daily discussions with Area Manager.

Daily meetings with works supervisor and staff on work plans.

CDP is to provide information on participants working with Municipal Services.

Events:

Australia Day

WHS:

Pre-starts carried out.

Safety inspections carried out.

Hazard and Incident reporting carried out.

Staff:

High levels of absenteeism.

Sorry Days and Funerals affect attendances.

Only 2 staff with current drivers licenses.

PAWA:

Issues with water shortage due to Community wastage.

Ten street lights are not working.

Community Issues:

Illegal burning at waste facility.

Ongoing anti-social behaviors.

Community Fighting.

Breaking and entering into Staff and Community houses and property.

Traffic Management:

Safety signs continually get damaged.

Bollards continually vandalized.

Rubbish bins continually thrown around Community.

Fleet:

All vehicles and machinery serviced and maintained regularly.

Odometer readings sent in monthly.

Muns vehicle temporarily used to support Night Patrol Program.

Waste Management:

Household rubbish collection carried out on Monday and Fridays.

Household and rubbish collection carried out at Urapunga on Thursday through support by CDP Program while unable to access Community due to road closure.

Ngukurr waste facility cleared weekly.

Roadside rubbish collected weekly.

Aerodrome:

Inspections carried out twice weekly.

Maintenance report carried out twice weekly.

Medivac service carried out as required.

Works currently approved to slash grass and weed spray around furniture and along fence line – completion hampered due to wet weather.

Outstations:

Unable to gain access to Outstations due to road closed due to wet season rains.

Ward Action List

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
06.04.2016	6.2 Incoming correspondence Victims of Crime Solar Light Quote	Form a Community Safety Committee and update Community Safety Action Plan.	Area Manager/LA	Ongoing	11.05.2016: No Action. LA members and Police to work together to make a meeting date. 07.09.16: Community Safety Action Plan was presented; no Community Safety Committee is in place-discuss at upcoming Stakeholder Meeting.
11.05.2016	7.3 Council Financial Reports	Provide Yugul Mangi and Milwarpara Representatives complete breakdown of Pool costs after all saving measures have been factored in as soon as possible also table at next LA meeting.	Area Manager	Ongoing	07.09.2016: Sharon will email requested groups. 16.11.16 Give Sharon a date for meeting of representatives.
07.09.2016	6.2 Incoming Correspondence	Area Manger to find out status of the Morgue promised to Ngukurr Community as per letter and will funding be honoured by new Government.	Area Manager	Ongoing	16.11.16 Agenda Item 9.1 Consent to construct application is with NLC. Contact Chris Hammond for further queries
07.09.2016	8.3 Presentation Water Supply and Demand Issues	Call a Community Meeting to discuss Water Supply & Demand Issues ask P&W to attend.	Area Manager	Ongoing	16.11.16 Not held yet. water awareness campaign will be coming soon as the current water usage is 14.8 ltrs/sec and the preferred usage is 8 ltrs/sec.
16.11.2016	11.11 Community Services Report Night Patrol	LA request Night Patrol Statistics of nightly reports and the Sat Nav. to the next meeting			
16.11.2016	12.5 Stakeholder Meeting	Council to help promote the next meeting via BRACS for 7th December 2016			

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

EXECUTIVE DIRECTORATE REPORT

ITEM NUMBER	14.1
TITLE	Mayor's Report
REFERENCE	683541
AUTHOR	Stewart Innes, 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 meetings and appointments on behalf of Council:

14 December 2016	Ordinary Meeting of Council
24 January 2017	Finance Committee Meeting
26 January 2017	Australia Day Ceremony Borroloola
2 February 2017	Borroloola Local Authority Meeting

Upcoming meetings:

27 February 2017	Territory Economic Summits (NT Government) - Katherine session
6 March 2017	Mataranka Local Authority Meeting
7 March 2017	CEO Review
8 March 2017	Borroloola Local Authority Meeting
14 March 2017	Numbulwar Local Authority Meeting
15 March 2017	Ngukurr Local Authority Meeting
16 March 2017	Hodgson Downs Local Authority meeting
29 March 2017	Ordinary Meeting of Council

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

EXECUTIVE DIRECTORATE REPORT



ITEM NUMBER	14.2
TITLE	CEO Report
REFERENCE	686199
AUTHOR	Michael Berto, Chief Executive Officer

RECOMMENDATION

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

BACKGROUND

Period: 5th December 2016 to 22nd February 2017

Key Meetings and Visits Attended

Meeting/visit: CDP Meeting
Date: 12 December 2016
Venue: Darwin BJ House
Key issues: Attend APONT Forum re CDP

Meeting/visit: OCM
Date: 13 & 14 December 2016
Venue: 2 Crawford street
Key Issues: Per OCM Agenda

Meeting/visit: FCM
Date: 24th January 2017
Venue: 2 Crawford street
Key Issues: Per FCM Agenda

Meeting/visit: SLT
Date: 6th February 2017
Venue: 2 Crawford street
Key Issues: Per SLT agenda

Meeting/visit: Audit Committee
Date: 8th February 2017
Venue: HQ
Key Issues: Per ACM Agenda

Meeting/Visit: DLG
Date: 14 February 2017
Venue: HQ
Key Issues: General catch up

Meeting/Visit: OCM
Date: 21 & 22 February 2017
Venue: Mataranka
Key Issues: Per OCM Agenda

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORTS

ITEM NUMBER	15.1
TITLE	New and Reviewed Policies
REFERENCE	685323
AUTHOR	Cristian Coman, Compliance Coordinator

RECOMMENDATION

- (a) **That Council approve the following new policies:**
- i. HR027 Staff Criminal Offences Policy
 - ii. CL010 Register of Interests Policy
- (b) **That Council approve the following reviewed policies:**
- i. HR006 Working with Children Policy
 - ii. ADM003 Complaints Policy

BACKGROUND

The following draft and reviewed policies have been reviewed against applicable legislation.

SLT endorsed the policies on the 6 February 2017.

ISSUES/OPTIONS/SWOTNEWHR027 Staff Criminal Offences Policy

This policy will fulfill the requirements of relevant sections of the *Local Government Act* and provide a framework for which paid and voluntary staff member are dealt with if imprisoned whilst employed by Roper Gulf Regional Council. The policy provides clarity in support of the relevant legislation and guidelines.

CL010 Register of Interests Policy

The purpose of this Policy is to provide direction to Roper Gulf Regional Council (RGRC) Members with regard to compliance with the Register of Interest requirements of the *Local Government Act 2008* (NT).

Council must maintain a publically available Register of Interest and this policy provides guidance on this requirement.

REVIEWEDHR006 Working with Children Policy

Changes include:

- Policy name from Working with Children Certificate Policy to Working with Children Policy.
- Corrected reference to the appropriate regulations to abide by.
- Inclusion of definitions for Exemption and a negative notice or interim negative notice.
- Clearer and more explanatory principles of the policy.
- Inclusion of list Council positions requiring a Working with Children Clearance.
- Clearer recruitment requirements.
- Removal of the need for CDP participants participating in activities requiring a clearance.
- Removal of 1.5 Transitional arrangements for new employees and 1.6 Notification of refusal or cancellation of a Working with Children Clearance as these subjects are covered in the Principles.

ADM003 Complaints Policy

Changes include:

- Revised definition of Natural Justice
- Correct the legislation referencing
- Inclusion of 6.1.9 Third Party Complaints
- Clearer explanation of 6.2.2 Lodging/Receiving a Complaint
- Addition of 2 reasons why a complaint should not be investigated
 - i. The complaint does not allege misconduct, or offences, or involvement by RGRC staff or members.
 - ii. The allegations raised in the complaint are not the responsibility of RGRC.
- 6.2.4 clarification regarding who is assigned complaints and where complaints are to be submitted
- 6.2.6 extensive addition of information under formal complaint investigation and assessment process for staff complaints

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 DRAFT_HR006 - Working with Children Policy.doc
- 2 DRAFT_HR027 Staff Criminal Offences Policy.doc
- 3 REVISION - ADM003 - Complaints policy (1).doc
- 4 DRAFT_CL010 Register of Interests Policy.docx

POLICY CERTIFICATION

Policy title:	Working with Children Policy
Policy number:	HR006
Category:	Policy
Classification:	HR
Status:	Approved

PURPOSE

A Working with Children Clearance screening is a criminal and employment record check which ensures there is nothing in the candidate's history which may constitute a serious risk of harm to children.

The intention of this document is to define clearly the obligations of Roper Gulf Regional Council (RGRC) employees with regards to the *Care and Protection of Children Act* (the Act), and *Care and Protection of Children (Screening) Regulations* specifically, the Working with Children Clearance and associated Ochre Card.

ORGANISATIONAL SCOPE

This policy applies to all RGRC employees, volunteers, and contractors engaged to perform child-related work. Participants of the CDP are not to be considered to be volunteers for RGRC under the scope of this policy.

POLICY STATEMENT

Roper Gulf Regional Council takes seriously its obligation to ensure that all staff who work, or volunteer with children, comply with current Northern Territory Government legislation, specifically the *Care and Protection of Children Act* and the *Care and Protection of Children (Screening) Regulations*.

It is an offence under Section 187(1),(3) of the *Care and Protection of Children Act* for a person to continue to undertake 'child-related work' unless they hold a valid Ochre Card or Working with Children Clearance Certificate.

DEFINITIONS

Child	(as defined by the <i>Care and Protection of Children Act</i>) means a person less than 18 years of age or a person apparently less than 18 years of age if the person's age cannot be proved.
Child-related work	means the usual duties of the work involves, or may potentially involve, contact with a child aged less than 18 years as per s185(2) of the <i>Care and Protection of Children Act</i> .
Exemption	is a period of exemption granted by the Chief Executive Officer of the Department of Children and Families in accordance with the s187(4),(5),(6) provisions of the Act to a person exempting them from the requirement to hold a current Ochre Card whilst their application is processed.

A Negative Notice or Interim Negative Notice	A “ Negative Notice ” or an “ Interim Negative Notice ” as issued by the WWC Screening Unit, indicates that the person to whom the notice issued is to be deemed unsuitable to undertake work in, and should not be offered work in, a child-related area at that time.
Identified Position	means a position which has been identified as being involved in child-related employment and as such is required by law to hold a valid Ochre Card. Roper Gulf Regional Council (RGRC) has determined that these identified positions are those positions defined as such in the <i>Care and Protection of Children Act</i> .
Staff	means anyone employed by, or associated with, RGRC on a permanent, casual, voluntary or contractual basis, whether full-time or part-time engaged with child related work.
Employee	means paid or voluntary staff member engaged by RGRC.
Review	for the purpose of this policy, means in internal appeal, against a decision, or an external appeal, to a court, against a decision.

PRINCIPLES

The Working with Children Clearance offers certification to engage in ‘child-related’ work for a period of time, and offers ongoing monitoring of a candidate’s suitability that is valid for two years from the date of issue (unless revoked).

Employees, contractors and volunteers (including students) in relevant child-related work who are issued with a Negative Notice Check by the WWC Screening Unit are to be deemed unsuitable to undertake work with RGRC and, if already commenced, their employment should be reassessed.

To avoid inadvertent breaches of the *Care and Protection of Children Act*, RGRC shall conduct regular checks with SAFE NT to ascertain the outcome of pending WWC applications.

The decision not to issue a Working with Children Clearance is a reviewable decision. If an employee is issued with an Interim Negative Notice Check by the WWC Screening Unit they are to immediately notify RGRC. Should the employee fail to notify council of the Interim Negative Notice, RGRC shall investigate this failure to notify, to ascertain whether or not it was deliberate, negligent, or if it was inadvertent. If the employee is found to have deliberately or negligently failed to notify RCRG of the Interim Negative Notice, the failure to notify shall be regarded as employee misconduct.

Upon discovery and/or notification of an Interim Negative Notice Check, RGRC shall immediately remove the employee from child-related work. RGRC shall meet with the employee as soon as practicable to discuss the matter, and ascertain a subsequent course of action.

The purpose of the meeting is to ascertain whether or not the employee will choose to have the Interim Negative Notice decision reviewed, and the likelihood of that review being successful. In light of this, RGRC must either stand down the employee until the matter is resolved, or, depending on the employee’s position, impose restrictions so as to not allow the employee to engage in child-related work.

For example, if child-related work forms part of the employee's core duties such as youth work or crèche, RGRC may have no alternative but to stand the employee down pending the outcome of the review process. If the employee is engaged in a position which does not have child-related work as part of its core duties, such as workshop or maintenance, the employee is to be prevented from engaging in child-related work, or having close proximity to such activities, pending the outcome of the review process.

If the employee is unable to fulfil their position's requirements without a WWC clearance, then the employee shall be stood down pending the outcome of the review process. If an employee receiving an Interim Negative Notice is stood down, they will be on leave without pay.

RGRC shall make a decision pertaining to the continuation of the employee's appointment upon the completion of that review process. If the employee has the Interim Negative Notice decision overturned, and is issued with suitable clearance (Ochre Card), the restrictions upon that employee shall be removed, and the employee shall be allowed to resume their duties.

If the original decision not to issue the employee with a clearance is upheld by the reviewer, RGRC shall, upon the completion and exhaustion of appeal processes, deem that employee to be unsuitable to their position's requirements, and subsequently terminate their employment on those grounds.

Employees are required to notify RGRC where a Clearance Notice is refused or cancelled. Upon cancellation of a *Working with Children Clearance* certification, employment with RGRC will be terminated.

Notification of *Working with Children Clearance* certification and date of expiry will be recorded on a data base managed by HR in accordance with the RGRC Confidentiality and Privacy Policy.

Categories of "child-related" work as defined under the *Care and Protection of Children Act*

Under the Northern Territory's *Care and Protection of Children Act* (the Act), a person is engaged in child-related work and requires a Working With Children Clearance only if the usual duties of the work involve, or are likely to involve, contact with a child aged under 18 years. Child-related work is prescribed by Section 185(2) of the Act as the following:

"Section 185 Child-related employment"

- (2) *Child-related work is any work that involves or may potentially involve contact with children in connection with any of the following:*
- (a) *child protection services provided by or for the Department;*
 - (b) *an education and care service operated under the Education and Care Services Law (NT);*
 - (c) *an educational facility for children, including a government school established under the Education Act and a school registered under Part 7 of that Act, other than a facility prescribed by regulation;*
 - (d) *juvenile detention centres;*
 - (e) *refuges or other residential facilities used by children;*
 - (f) *wards of hospitals or any other facilities for health services in which children are ordinarily patients;*
 - (g) *clubs, associations or movements (including those that are of a cultural, recreational or sporting nature) with significant child membership or involvement;*
 - (h) *religious organisations;*
 - (i) *babysitting or childminding services;*

- (j) *fostering of children;*
- (k) *transportation services for children;*
- (l) *private tuition services for children;*
- (m) *counselling or other support services for children;*
- (n) *overnight camps for children;*
- (o) *road crossing services for school children;*
- (p) *any of the following services, activities or facilities that are provided or arranged for children:*
 - (i) *gym or play facilities;*
 - (ii) *photographic services;*
 - (iii) *talent or beauty competitions;*
 - (iv) *entertainment or party services;*
- (q) *any other services, activities or facilities prescribed by regulation.”*

Other services requiring a Working with Children Clearance

Members of boards, management committees and partners in businesses that perform work with children also need a Clearance e.g. members of school councils or basketball associations.

Staff employed in the following RGRC program areas will be required to hold a valid Ochre Card at all times whilst employed by Council:

- Night Patrol
- Aged Care
- Youth Services
- Municipal Officers
- Media/Bracs
- Library
- Centrelink
- Sport & Rec
- SNP
- Child Care
- Pool Attendants
- Community Services
- RSAS
- Area Managers/Council Services Coordinators
- Community Administration Staff
- Governance Staff
- Directors/Managers/CEO

1.1 Police Criminal History Check is not an alternative to a Working with Children Clearance.

A Police Criminal History Check examines a person's criminal history at a fixed point in time. The Working with Children Clearance offers certification to engage in 'child-related' work for a period of time, and offers ongoing monitoring of a candidate's suitability. This means if a relevant criminal offence is committed during the period of certification, SAFE NT can inform employers, impose conditions on the clearance notice or withdraw the certification. A Police Criminal History Check is not a substitute for a Working with Children Clearance and employees in identified positions are required to hold a valid Working with Children Clearance even if they have had a police check.

1.2 Certain Offences will Disqualify

Only certain offences will disqualify a person from engaging in 'child-related' work. SAFE NT will advise persons that they will not have a Clearance Notice issued and will not be able to work in 'child-related' employment. If a person does not agree with the decision, they can ask for it to be reviewed in the Local Court of the Northern Territory. SAFE NT provides information on how to lodge an appeal with the Local Court. Other types of criminal histories will be considered in the context of the likelihood of risk of harm to children and will be up to the discretion of the CEO.

1.3 Recruitment

Recruitment advertisements will advise potential applicants that a *Working with Children Clearance* certification will be required for certain positions; for an applicant to be considered for appointment.

On accepting an offer of employment with RGRC, the new employee is required to:

- Provide a color copy of a current Ochre Card;
- Provide an approved 90 day Exemption Certificate from SAFE NT and a copy of the receipt to prove they have applied for an Ochre Card.

In liaising with new employees, HR are to ensure the appropriate paperwork is completed prior to the agreed start date.

Employees with current exemption certificates awaiting Working with Children Clearance certification must work under the direct supervision of a staff member holding a current Ochre Card..

The *Working with Children Clearance* certifications are valid for a period of two (2) years and it is the staff member's responsibility to ensure that they have a current *Working with Children Clearance* certification with support provided by the relevant Manager and HR department.

1.4 CDP Participants

Participants of CDP or equivalent are jobseekers and are not to be considered to be volunteers for Roper Gulf Regional Council under the scope of this policy.

1.5 Cost of Working with Children Clearance

All new employees are responsible for the cost of their *Working with Children Clearance and exemption certificate*.. (Please refer to SAFE NT website for updated fee schedule).

Replacement costs of lost cards will be at the employee's own expense. However Ochre Card renewals will be paid by RGRC whilst employed by RGRC.

REFERENCES

Related Forms	<ul style="list-style-type: none"> • <i>OCHRE Card Waiver Form for the Commencement of an New Employee in a Low Risk Position</i> • <i>WWCC Exemption Form</i>
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Related Policies	<ul style="list-style-type: none"> • Employee Code of Conduct • Employee Formal Discipline Policy • Recruitment and Selection Policy • Volunteer Policy
Related Publications	<ul style="list-style-type: none"> • <i>Anti-Discrimination Act</i> • <i>Care and Protection of Children Act</i> • <i>Care and Protection of Children (Screening) Regulations</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i>

DOCUMENT CONTROL

Policy number	HR006
Policy Owner	Manager, Human Resources
Endorsed by	OCM
Date approved	27/6/2012 OCM
Revisions	16/11/2016
Amendments	<ul style="list-style-type: none"> • 01/05/2013 OCM • 30/09/2015 OCM
Next revision due	

CONTACT PERSON

Position **Manager Governance, Corporate Planning and Compliance**

Contact number **(08) 8972 9000**

1. POLICY CERTIFICATION

Policy title:	Staff Criminal Offences Policy
Policy number:	HR027
Category:	Policy
Classification:	Human Resources
Status:	INITIAL DRAFT

2. PURPOSE

This policy will fulfill the requirements of relevant sections of the *Local Government Act* and provide a framework for which paid and voluntary staff member are dealt with if imprisoned whilst employed by Roper Gulf Regional Council. The policy provides clarity in support of the relevant legislation, regulations, and guidelines.

This policy is a compliment for, and is to be interpreted in conjunction with the HR001 *Staff Member and Contractor Code of Conduct Policy*, HR002 *Bullying and Harassment Policy*, HR003 *Staff Member Discipline Policy*, HR005 *Confidentiality and Privacy Policy*, HR006 *Working With Children Policy*, and HR023 *Criminal History Check Policy*.

3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council paid and voluntary staff members.

4. POLICY STATEMENT

Roper Gulf Regional Council (RGRC) staff are required by Section 106 of the *Local Government Act* (LGA) to maintain proper standards of integrity, diligence, and concern for the public interest. So as to maintain public and ministerial confidence, RGRC and the Minister must be able to attest that a staff member employed by RGRC is a 'fit and proper' person, who is able to discharge their duties without fear or favour, according to law, as well as RGRC policies.

If a staff member commits, and is convicted of a summary or indictable offence, and subsequently gaoled for that offence whilst a staff member of RGRC, the actions of that staff member will adversely affect the reputation and public image of RGRC. Furthermore, RGRC may no longer be able to attest that the staff member is a 'fit and proper' person, who is able to maintain proper standards of integrity, diligence, and concern for the public interest, and may itself be in breach of Section 106 of the *Local Government Act*.

5. DEFINITIONS

The Act	<i>Local Government Act</i>
Adheres	Follows or 'complies with'.
Shall	Will
Staff Member	A person engaged by Roper Gulf Regional Council to provide any service, or carry out any task, in either a paid or voluntary capacity.
Imprisonment	Incarceration due to a conviction and/or order by a court for breach of a provision under an act, or statutory instrument. Inclusive of juvenile detention and adult gaol. Is not synonymous with arrest.
Remand	Detention, "in custody", for an <i>alleged</i> offence, which is punishable by a term of imprisonment. The remandee is remanded into custody, without the grant of bail, under provision of the <i>Bail Act</i> , as part of the judicial process prior to a finding of guilt and/or conviction by a court. Applies to juvenile detention and adult gaol. Is not synonymous with arrest.
Gaol	A place of imprisonment. Synonymous with imprisonment.
Anti-Discrimination legislation	<i>Anti-Discrimination Act</i> , <i>Anti-Discrimination Regulations</i> , any other applicable Territory and Commonwealth Act(s) or statutory instrument(s).

Offence	Breach or contravention of any act or statutory instrument, which is punishable by a financial penalty, or term of imprisonment, or both.
Arrest	Temporary loss of freedom and detention by police, or any other authorised person(s), for an alleged offence. An arrest is temporary and does not mean imprisonment.
Frustration of Employment Contract	A situation where a contractual obligation has become incapable of being fulfilled. For the purposes of this policy, frustration is a situation where a staff member is no longer able to carry out the duties required of them.
Self-Induced Frustration	The frustration of a contract that occurs because of the act, or omission to act of a party.
Summary Offence	As per the Section 3, <i>Criminal Code</i> definition, an offence is a <i>summary offence</i> if an Act states that it is a summary offence, or the offence is not an indictable offence, or, a charge of the offence must be heard and determined summarily, or the offence is not an indictable offence.
Indictable Offence	As per the Section 3, <i>Criminal Code</i> definition, an offence is an <i>indictable offence</i> if an Act states that the offence is an indictable offence, or, subject to subsection (3)(a), the penalty that may be imposed on an individual for the offence includes imprisonment for a period of more than two (2) years.
Natural Justice	The right to be given a fair hearing, and the opportunity to present one's case, and the right to have a decision made by an unbiased, or disinterested decision-maker, and the right to have that decision based on logically probative evidence (<i>Salemi vs MacKellar (No 2) (1977) 137 CLR 396; 14 ALR 1</i>). The denial of natural justice is a ground for a review as per ss 5(1)(a), 6(a) of the <i>Administrative Decisions (Judicial Review) Act 1977 (Cth)</i> .

6. PRINCIPLES

6.1 Legislative Requirements

RGRC, pursuant to Section 106 of the *Local Government Act*, is required to ensure that staff members maintain proper standards of integrity, diligence, and concern for the public interest.

RGRC must also comply with the Section 104 provisions of the Act which state:

“104 Principles of human resource management

A council must ensure that its policies on human resource management give effect to the following principles:

(c) staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions;

(f) there must be:

(i) no unlawful discrimination against a member, or potential member of staff on the grounds of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground;

(ii) no other form of unreasonable or otherwise unjustifiable discrimination against a member or potential member of staff.”

6.2 Commission of Offences by Staff Members

All RGRC staff members are required by Clause 6.4 of the HR023 *Criminal History Check* policy, as well as by their Contract of Employment, to immediately inform RGRC of any criminal charge or commencement of proceedings, or convictions against them, which occur whilst employed with RGRC. A failure to disclose a charge or conviction which occurs whilst employed with RGRC shall be treated as a serious misconduct matter.

6.3 Criminal Offences

Criminal offences carry penalties of imprisonment. If a RGRC staff member, or any other person, is charged with a criminal offence, they may be arrested during the commission of that offence, or afterwards, and may either be granted or refused bail depending on various circumstances such as antecedents, the nature of the offence, the *Bail Act* provisions etc.

A charge of an offence does not mean that the accused committed or is in any other way guilty of an alleged offence unless the offence is proven. The accused is presumed to be innocent against the charge, unless the charge is proven against the accused. The *Burden of Proof* in criminal matters rests on the prosecution which is required to prove the charges against the accused *beyond reasonable doubt* (s43BR, s43BS *Criminal Code*).

RGRC shall not intervene, or in any other way pass judgement on matters which are yet to be determined, however, RGRC is required to ensure that staff maintain proper standards of integrity, diligence, and concerns for the public interest (s106 LGA).

Should a RGRC staff member be charged with a criminal offence and be granted bail, the staff member shall declare the charge immediately to their supervisor, who will subsequently inform the Director and/or the CEO. The staff member may be stood down with or without pay depending on the circumstances, for the duration of the proceedings. The matter will be reviewed by the HR Manager, relevant Director, and the CEO, and be considered on an individual case by case basis.

Should a RGRC staff member be refused bail, and remanded in custody for a criminal offence, the staff member shall immediately be stood down without pay whilst they are on remand. Should the staff member subsequently be granted bail, the staff member may request his or her stand down to be reviewed.

RGRC must ensure that public confidence and interest are put first, and the review of a stood down staff member forms part of the concept of natural justice. It is to be treated a *show cause* matter where the staff member is given the opportunity to provide reasons to RGRC as to why their stand down should be lifted. The review is to be conducted by the HR Manager, Director, Corporate Governance (DCG) and the CEO.

Any submissions by the staff member must be considered within the context of s106 of the *Local Government Act* – the maintenance of proper standards of integrity, diligence, and concern for the public interest.

A staff member's position is to be reviewed upon the resolution of their legal proceedings. Should the staff member be found *not guilty*, their position will be reviewed within the context of s106 of the Act, and the concepts of natural justice and the presumption of innocence.

6.3.1 Criminal Convictions

If a RGRC staff member is convicted of, and gaoled for an offence, the staff member shall immediately be stood down without pay. The HR Manager, DCG and CEO shall review the circumstances of the individual matter, and consider whether or not they are able to attest that the staff member, despite their conviction and imprisonment whilst employed by RGRC, is still a 'fit and proper' person. If the HR Manager, DCG and CEO are no longer able to attest to the staff member's fitness and propriety, the staff member's subsequent employment by RGRC is to be terminated.

RGRC acknowledges that s19(1)(q) of the *Anti-Discrimination Act* (NT) prohibits discrimination against a person on the basis of *irrelevant criminal record*. A conviction acquired by a RGRC staff member whilst employed by RGRC may be considered to be a *relevant criminal record* for the purposes of the *Anti-Discrimination Act* within the context of s106 of the *Local Government Act*, and thus the dismissal of the staff member does not contravene the s19(1)(q) provision of the *Anti-Discrimination Act*.

Furthermore, if a RGRC staff member who is employed in a position which involves the care, instruction or supervision of vulnerable persons, is convicted, and gaoled for an offence whilst an staff member of RGRC, Council is exempt from the anti-discrimination provisions of any Act so long as the discrimination is

reasonably necessary to protect the physical, psychological, or emotional wellbeing of those vulnerable persons, having regard to all the relevant circumstances of the case including the person's actions (s37(1)(b) *Anti-Discrimination Act*).

6.3.2 Self-Induced Frustration of Employment Contract

If a RGRC staff member is convicted and gaoled for an offence whilst employed with RGRC, they are unable to carry out their duties resulting in the self-induced frustration of their employment contract. If a staff member is no longer able to carry out the duties for which they are contracted, their employment will be reviewed by the HR Manager, Director of Corporate Governance, and CEO. These matters will be considered on an individual, case-by-case basis taking into account various considerations such as the reason for the frustration, antecedents, and circumstances, which will be weighed up against the needs of the organisation.

7. REFERENCES AND RELATED DOCUMENTS

Legislation	<i>Local Government Act</i>
	<i>Anti-Discrimination Act</i>
	<i>Anti-Discrimination Regulations</i>
	<i>Criminal Code Act</i>
	<i>Fair Work Act 2009 (Cth)</i>
	<i>Aged Care Act 1997 (Cth)</i>
	<i>Northern Territory Civil and Administrative Tribunal Act</i>
	<i>Administrative Decisions (Judicial Review) Act 1977 (Cth)</i>
Roper Gulf Regional Council	<ul style="list-style-type: none"> • HR001 <i>Staff member and Contractor Code of Conduct policy</i>, • HR002 <i>Bullying and Harassment Policy</i> • HR003 <i>Staff member Discipline Policy</i> • HR005 <i>Confidentiality and Privacy Policy</i> • HR006 <i>Working With Children Policy</i> • HR023 <i>Criminal History Check Policy</i>

8. DOCUMENT CONTROL

Policy number	HR027
Policy Owner	Human Resources
Endorsed by	SLT 06 February 2017
Date approved	
Revisions	
Amendments	
Next revision due	

9. CONTACT PERSON

Position

Manager, Governance, Corporate Planning and Compliance

Contact number

(08) 8972 9000

1. POLICY CERTIFICATION

Policy title:	Complaints Policy
Policy number:	ADM003
Category:	Policy
Classification:	Administration
Status:	REVISION

2. PURPOSE

The purpose of this policy is to ensure fairness and impartiality in dealing with complaints, to improve service delivery at the organisational level, to improve customer service at the individual level, to provide a framework to support the resolution of complaints, to reduce the need for complainants to approach external bodies to achieve satisfaction and to record and report on complaints so that the organisation can learn from them.

3. ORGANISATIONAL SCOPE

This Council Policy provides guidance for submitting, receiving, handling, investigating, resolving and recording complaints. It covers internal and external complaints against staff, Elected Members, Local Authority Members or the organisation generally. It is directly applicable to all Roper Gulf Regional Council (RGRC) Elected Members, Local Authority Members, employees and Roper Gulf Region residents. Disciplinary proceedings for staff or elected members are not covered in this policy.

This policy does not cover reports of faults, damage or hazards, requests for service, requests for information or explanations of policy, procedures or decisions, reports about neighbours or other community members, or appeals against Council policy, procedures or decisions.

4. POLICY STATEMENT

Complaints received by Roper Gulf Regional Council will be dealt with fairly and promptly and the lessons learnt from complaints shall be used constructively to improve the quality of services provided by the organisation to the people of the Region.

5. DEFINITIONS

Complaint	Any dissatisfaction expressed by an interested party about Council decisions, staff conduct, procedures, charges, contractors or quality of service.
Informal complaint	A complaint that can readily be resolved by the Customer Service Officer or local Manager through informal processes and one that the complainant does not wish to be taken further if it is resolved quickly. Complaints about breaches of the Code of Conduct, improper or corrupt behaviour or criminal behaviour must never be treated as informal complaints.
Formal complaint	A complaint that: <ul style="list-style-type: none"> • cannot readily be resolved through informal processes, and/or • is received at HQ or an SDC and is in writing • is made at or about a Service Delivery Centre by a complainant who wishes the complaint to be dealt with at HQ rather than by the SDC staff. A formal complaint must be in writing.
Natural justice	The person who is the subject of a complaint is entitled to know the allegations made against them, and be given the opportunity to

	respond to those allegations. The person who is subject of a complaint is further entitled to have a decision made about the allegations raised in the complaint, by an unbiased or disinterested decision maker, and to have that decision made on logically probative evidence. Denial of natural justice is a ground for review of an administrative decision where that decision might affect a person's rights, interests, or legitimate expectations.
Protected disclosure	Part 2 of the <i>Public Interest Disclosure Act</i> (PIDA) makes provisions for 'whistleblowers' to make protected disclosures about improper conduct of NT public bodies (s6(1)(b)) such as Roper Gulf Regional Council (including improper conduct by either staff, Elected Members or Local Authority Members (s7(1)(b)). This act gives responsibilities to the CEO to process disclosures, ensure confidentiality of disclosures and protect the whistleblower. A person can disclose improper conduct under PIDA outside the 'normal' complaints process and even if the same complaint is already being dealt with through the 'normal' complaints process. A staff member can legally disclose improper conduct under PIDA without going through the usual chain of command and can breach organisational confidentiality obligations to do so.
RGRC	Roper Gulf Regional Council
The region	The region of Roper Gulf
Council	Roper Gulf Regional Council
Staff	Any person, whether in a paid and voluntary capacity, engaged by RGRC to provide a service or carry out a task.
SDC	Service Delivery Centre
PIDA	<i>Public Interest Disclosure Act 2008</i> (NT)
EA to CEO	Executive Assistant to the CEO
CEO	Chief Executive Officer
CSM	Council Service Manager
DLGR	Department of Local Government and Regions
Shall	Will
Complainant	The person making the complaint
G&CP	Governance, Corporate Planning and Compliance Business Unit
HR	Human resources

6. PRINCIPLES

6.1 During all complaint handing, **Roper Gulf Regional Council shall ensure:**

- 6.1.1 Compliance:** The handling of complaints must comply with all relevant legislation including, but not limited to *Local Government Act*, *Public Interest Disclosure Act*, *Ombudsman Act*, and *Information Act* as well as the Roper Gulf Regional 'Council Code of Conduct' and relevant policies and procedures including but not limited to 'Complaints policy', 'Disciplinary Procedures', and 'Council Disciplinary Policy'
- 6.1.2 Impartiality:** Complaints will be dealt with on their merit regardless of the person making the complaint or the person against whom the complaint is made. An impartial person, who is not connected to, and disinterested in the issues raised in the allegation(s), will be assigned to investigate each formal complaint.
- 6.1.3 Natural Justice:** The right to be given a fair hearing and the opportunity to present one's case. The right to have a decision made by an unbiased or disinterested decision maker, and the right to have that decision based on logically probative evidence.

- 6.1.4 Accountability:** The actions taken to investigate and resolve formal complaints must be recorded and be available for scrutiny should the complaint escalate to the Ombudsman, the Commissioner for Public Interest Disclosures or an external mediator.
- 6.1.5 Transparency:** A summary of complaints by type, number and outcome will be published in the RGRC Annual Report
- 6.1.6 Responsiveness:** Complaints will be dealt with at the lowest level in the organisation compatible with a satisfactory outcome to those involved. Complaints will be dealt with promptly, however if the timelines set in this policy can not be met, an explanation will be provided to the person making the complaint and, if relevant, to the person against whom the complaint was made.
- 6.1.7 Accessibility:** RGRC will strive to make the complaints process accessible to all residents and staff, regardless of location, language and/or education.
- 6.1.8 Confidentiality:** RGRC will aim for a level of confidentiality consistent with maintaining the privacy and dignity of both complainant, and the person to which the complaint pertains, whilst still allowing any necessary investigations to take place. That is, details of the people involved, the complaint and the investigation will be revealed on a 'need to know' basis only, unless the people involved consent to wider distribution. The principle of confidentiality will be more strictly applied in relations to protected disclosures made under Part 2 of the *Public Interest Disclosures Act*. In such cases, only staff from the Commissioner of Public Interest Disclosures' office can legally authorise the release of any information about the complainant (whistleblower) or the complaint (protected disclosure).
- 6.1.9 Third Party Complaints:** A complainant may lodge a complaint on behalf of another person or party who may be affected by an issue, but may be unable, or unwilling to lodge a complaint themselves. Third party complaints shall be handled as other complaints and may be classified as formal or informal. The same complaint handling processes shall apply when investigating and handling third party complaints.
- 6.2 All formal complaint handling** in RGRC shall follow the following process:
- 6.2.1 Prior to lodging a complaint:**
- RGRC expects RGRC staff will attempt to resolve issues with other RGRC staff between themselves and their supervisor/s prior to lodging a formal complaint if the circumstances are possible and suitable to do so.
- 6.2.2 Lodging/receiving the complaint:**
- Roper Gulf Regional Council will accept formal complaints made in any form including in person, by telephone, fax, letter, email, video or text message.
- Formal complaints must be lodged in writing or transcribed on behalf of the complainant. Use of complaint forms is the recommended to lodge a complaint however this is not compulsory. A complainant making a formal complaint is encouraged, at the minimum, to address the questions included on the complaint forms if they do not wish to use the form.
- If a person wishes to make a formal complaint but is unable to, for whatever reason, lodge it in writing themselves, an RGRC staff member shall assist by completing a Complaint Form on the complainant's behalf. Once the form has been completed, the RGRC staff member shall read the complaint back to the complainant and make alterations, if any, as requested. The complainant shall sign or mark the form and their signature shall be witnessed.
- If a person wishes to lodge a complaint out of concern for another party who itself is unwilling to lodge a complaint, they may do so in writing as per the normal processes. When lodging a complaint on behalf of an affected third party, the complainant is to indicate whether or not the

third party is willing or unwilling to lodge to have a complaint lodged on its behalf. Should the third party be unwilling to lodge a complaint, the complainant is to be encouraged to provide reasons as to why they feel it necessary to lodge a complaint on behalf of another party who does not wish, for whatever reason, to pursue the matter. The complainant is required to indicate whether or not the party on behalf of whom they are lodging the complaint, is aware of, and/or consents to the complaint is being lodged.

Third party complaints may be formal, or informal, and shall be handled as any other complaint received by RGRC.

Anonymity is discouraged for all complaints as it makes the investigation process far more difficult to the point where the investigating officer might not be able to ascertain the veracity of the complaint, and whether the complaint is made vexatiously or in good faith.

Anonymous formal complaints shall be investigated if the issues raised in the complaint are of a serious nature and sufficient information is provided in the allegation to carry out an investigation.. Complaints may be lodged at any Roper Gulf Regional Council Service Delivery Centre or at Roper Gulf Regional Council Katherine Headquarters.

6.2.3 *Determining if a complaint will be investigated:*

RGRC holds the ability to determine that a complaint will not be investigated. The reasons a complaint shall not be investigated may include but are not limited to:

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

6.2.4 *Formal Complaint delegations:*

Complaints received by RGRC shall be forwarded to the Governance, Corporate Planning and Compliance Unit for assessment. The Manager, Corporate Governance, reviews the complaint and assigns it to the relevant director. The relevant director reviews the complaint and delegates the matter to a manager and/or investigating officer for investigation.

The Director, Corporate Governance handles all complaints pertaining to staff members. All other complaints are assigned to the relevant director based on the directorate to which the complaint pertains.

The investigating officer has ten (10) days to investigate the matter, and a further three (3) days to provide a response to the relevant director. The investigation of the matter may require more time to complete. This is to be reviewed on an individual case by case basis at the discretion of the relevant director. Should the matter require more time to investigate, the director, or delegates thereof, shall inform the complainant, and the accused, of the status of the investigation, the estimated time required for the completion of the investigation, and the reasons for the delay.

6.2.5 Formal complaint investigation and assessment process for non-staff member complaints:

The complaint will be investigated and assessed by interviewing the complainant, witnesses and other relevant stakeholders.

Throughout the investigation and assessment process, relevant procedures shall be observed and facts discovered shall be summarised into findings. The findings of the process form the base for which recommendations are made. This written report must be submitted to the relevant departmental manager (if the departmental manager is not personally carrying-out the investigation) and the relevant director within ten (10) working days of the lodgement of the complaint, then the departmental manager or director have a further three (3) working days to respond to the complainant regarding the outcome of their complaint. Should the investigation require more time than the aforementioned 13 working days, the departmental manager or director, or delegates thereof, shall inform the complainant, and the accused, of the status of the investigation, the estimated time required for the completion of the investigation, and the reasons for the delay. The accuracy, integrity, and fairness of the investigation must not be compromised by an administrative deadline.

6.2.6 Formal complaint investigation and assessment process for staff complaints:

The investigating officer shall carry out their investigation by gathering logically probative evidence from the complainant, witnesses, relevant stakeholders, records, and any other evidence which is pertinent to the allegation.

The investigating officer shall be required to consider the veracity of the available evidence, before determining how much weight it carries.

The investigating officer shall keep a formal *Record of Investigation* (ROI) which shall record the investigation's process from start to finish.

During the investigation process, procedural fairness will be ensured by all RGRC members of staff involved in, or otherwise connected with the investigation. Procedural fairness will ensure:

- The investigation will be carried out in a manner consistent with the principle of Natural Justice.
- The investigation will be carried out with the *presumption of innocence* in favour of the accused.
- The investigation will be carried out to determine whether a complaint is *justified* or *not justified*.
- The *burden of proof* shall rest with the complainant and the investigating officer.
- A complaint shall be determined to be justified if proved on the *balance of probabilities*, unless it is serious in nature, in which case it will have to be proved *beyond reasonable doubt*.
- Due consideration shall be given to the nature of any evidence pertaining to the allegation(s). Third party, or hearsay evidence shall not carry any weight except for when discerning patterns of behaviour.
- All parties, including the accused, shall have a right to silence, which if exercised, must not be taken as an admission of guilt, but rather, merely as not being a source of evidence.
- The investigating officer shall inform a party of their right to silence prior to taking any evidence from them.

- The investigating officer shall ensure that any evidence given by a party is made by their own volition, and not due to any threat, inducement, or promise.
- Statements shall be adopted by both the person giving the statement, and the person taking it.
- The investigating officer shall not ask leading questions.
- When an interview is being conducted, the interviewers shall, at the conclusion of the interview, leave the interview room, and a senior officer, not connected to the investigation will give the interviewee the opportunity to raise any concerns or complaints about the manner in which the interview was conducted, and make enquiries as to whether the answers which the interviewee has given the interviewers was given of their own free will, rather than as a result of any threat, inducement, or promise.
- The interviewee is to be provided with a copy of the transcript and/or statement which they have given when interviewed as soon as practicable. This applies to all parties including the complainant, witnesses, and the accused.
- The accused shall be given the as much information as possible pertaining to the complaint in order to discuss it fully and defend themselves against the complaint if necessary. The information provided to the accused will not contain details of the complainant, or, information of a nature which would allow a reasonable person to deduce the identity of the complainant.
- The accused shall be given an opportunity to present to the investigator any evidence or information that they think relevant to the inquiry.
- Both the accused and the complainant may have a support person of their choice present when being interviewed.
- Both the accused and the complainant may have an interpreter/translator present if they wish.
- The person carrying out the investigation will listen to everyone involved in the matter and read all the interview reports or other evidence before coming to a conclusion or making recommendations.
- All investigating officers will act fairly and without prejudice or bias.
- The investigating officer will make their decision as to the veracity of the allegation(s) based on logically probative evidence.
- The investigating officer *may* take into account previous allegations if a pattern of behaviour emerges.
- The handling of the complaint will be conducted without undue delay. If a person against whom a complaint has been made, fails to come to two (2) scheduled meetings with the person carrying out the investigations, the complaint may be determined in their absence on the basis of other evidence available.

At the conclusion of the investigation, the investigating officer shall complete an investigation report which contains the allegation(s), antecedents, the investigation itself, comments, a determination of whether the allegation is *justified* or *not justified*, recommendations, and an evidential appendix.

The investigation report shall be presented to the relevant Director, who will then make the final decision as to the outcome of the complaint based on the report.

The investigating officer does not determine the outcome of the matter, but rather, gathers the evidence, or lack thereof, and presents it to the decision maker.

Recommendations are also to be discussed with the HR Manager to ensure they are in line with Disciplinary Procedures. The investigation report must be submitted to the HR Manager and the Director of Corporate Governance within ten (10) working days then the HR Manager has a further three (3) working days to respond to the complainant, the staff member involved, the staff member's supervisor and to gain commitment to begin the implementation of the recommendations. Should there be any delay in the investigative process, the complainant and the accused shall be informed. The accuracy, integrity, and fairness of the investigation must not be compromised by an administrative deadline.

HR department shall complete any further correspondence including but not limited to letters of apology to the complainant.

Should a RGRC staff member be subject to a serious allegation pertaining to a criminal or serious WHS offence, or serious misconduct matter, they *may* be stood down with or without pay for the duration of the investigation, depending on the circumstances of the matter. This is to be determined by the HR Manager, and the relevant director.

6.2.7 *Expectation of RGRC staff members involved in the formal complaint process:*

Complainants, whether RGRG staff members or members of the public, are encouraged to discuss grievances with the person with whom they feel aggrieved. If the complainant feels that they are unable to resolve their issue directly, or, does not feel comfortable approaching the person which has caused them the grievance, then they ought to lodge the complaint formally.

A RGRC staff member with an active complaint against them is expected to continue to deliver quality service and to work in a professional manner with all Roper Gulf Region residents and all RGRC staff members. Should this not be achievable, the HR Manager shall be contacted.

6.2.8 *Making reparation; acknowledging that RGRC's service was not to standard and RGRC's regret.*

Making reparation shall occur should the findings of the complaint investigation declare the complaint to be true.

Reparation can be made by, but not limited to, apologising verbally or in writing by the staff member complained about, a senior staff member or Elected Member on behalf of RGRC. The apology correspondence shall include information on RGRC's intent to ensure a similar situation does not occur again. In rare cases, the CEO can determine to have the apology published.

RGRC may make an offer to 'make good' any damage that RGRC has caused or pay money to a complainant for pain, suffering and/pr loss of income caused by negligence from an RGRC staff member.

6.2.9 *Complaint record management and quality improvement:*

In the first instance of a complaint being submitted to RGRC, the complaint shall be sent to the Governance, Corporate Planning and Compliance Business Unit (G&CP) to be recorded. G&CP will forward the complaint to the relevant manager and director with a complaint reference number. G&CP shall create a file in InfoXpert for each individual complaint where any relevant correspondence can be saved.

Managers and directors shall inform G&CP once the complaint has been resolved and will forward through any relevant correspondence to be added to the complaint's file. At this time the complaint will be marked as 'closed'.

Should the complaint be against a staff member, the complaint will be recorded in the HR personnel files.

G&CP shall analyse statistics and report to Local Authority Meetings and Managers meetings with trends and spikes in data to ensure continuous quality improvement is occurring. Furthermore, complaint data shall be published in the Annual Report.

6.3 All informal complaint handling shall follow the following process:

6.3.1 Prior to lodging a complaint:

RGRC expects RGRC staff will attempt to resolve issues with other RGRC staff between themselves and their supervisor/s prior to lodging a complaint if the circumstances are possible to do so.

6.3.2 Lodging/receiving the complaint:

Roper Gulf Regional Council will accept informal complaints made in any form including in person, via telephone, fax, letter, email, video or text message.

Informal complaints may be lodged verbally or in writing. An authorised member of RGRC staff does not need to receive the complaint in writing before they are able to respond to the complainant.

Anonymous informal complaints shall be investigated if the issues raised in the complaint are of a serious nature and there is sufficient information provided in order to carry out an investigation. Anonymous complaints should however be discouraged as it affects the ability of the investigating officer to ascertain the veracity of the complaint, and whether it is made in good faith, or is vexatious in nature..

Complaints may be lodged at any Roper Gulf Regional Council Service Delivery Centre or at Roper Gulf Regional Council Katherine Headquarters.

6.3.3 Handling the complaint:

A complaint may be dealt with by the RGRC staff member who receives it, depending on its nature. If the complaint pertains to a staff member, is serious in nature, or involves an issue which the receiving officer has an interest in, or is connected to, the officer shall raise the complaint with their manager or director, who shall assign a disinterested investigating officer who is not connected to the issues raised in the complaint.

Complaint handling shall be responsive and as quick and efficient as possible.

Should a resolution be agreed to and the complainant is satisfied, the informal complaint does not need to be reported to the HR manager.

Should a resolution not be agreed to and the complainant is dissatisfied with the result, the complainant should be encouraged to lodge a formal complaint.

Should a Director, Manager or Supervisor notice there have been a number of informal complaints made against the same staff member, HR should be advised however no staff member shall be disciplined on the basis of an informal complaint.

6.4 All protected disclosures under *Public Interest Disclosures Act* (also known as "Whistleblowers Legislation") shall follow the following process:

6.4.1 Determining whether the complaint is a protected disclosure:

The complainant shall contact the Commissioner of Public Interest Disclosure on 1800 250 918 for free advice and assistance with determining whether their complaint is a protected disclosure. Information on the rights and responsibilities of staff and the investigation processes can also be found at www.blowthewhistle.nt.gov.au .

6.4.2 Lodging/receiving the protected disclosure:

Protected disclosures do not have to be submitted in writing.

Protected disclosures may be made anonymously.

Complainants wishing to make a protected disclosure can call the Commissioner of Public Interest Disclosures directly on 1800 250 918 or contact the CEO of Roper Gulf Regional Council on 0427 799 621

In the event the complainant has chosen to lodge the protected disclosure in person with the CEO, the CEO must be informed immediately that there is a person who must see them regarding an urgent and confidential matter. Should there be any delay in meeting with the CEO, the complainant shall be taken to wait outside of the public office area and given option of phoning the Commissioner of Public Interest Disclosures in a private area.

In the event the complainant has chosen to lodge the protected disclosure with the CEO in writing, it should be mailed to the CEO marker 'Urgent and Confidential'. It should not be scanned into InfoXpert nor should it be photocopied.

Any member of RGRC staff involved in the process of delivering the protected disclosure directly to the CEO must not discuss the matter with any staff member including their manager or director other than the CEO nor shall they reveal the identity of the of the complainant.

6.4.3 Handling the disclosure of interest:

Protected disclosures shall not go through any Manager or Director.

The CEO shall not delegate the processing or investigating of a protected interest to anyone else.

6.5 Complaints received by Elected Members or Local Authority Members shall follow the following process:**6.5.1 Handling the complaint:**

Whether the complaint is formal, informal, written or verbal, Elected Members and Local Authority Members are encouraged to pass the complaint onto the relevant CSM (if informal), the HR Manager or the CEO (if formal) to avoid the delay of waiting until the next meeting of Council for action.

Elected Members and Local Authority Members are asked to encourage the complainant to fill in Complaint Form themselves or to go to an SDC or HQ to complete such form. If neither of these options are appropriate, the Elected Member or Local Authority Member is encouraged to use the Complaint Form as reference in order to gather sufficient information for an investigation and to provide feedback to the complainant.

6.6 Complaints against Elected Members or Local Authority Members shall follow the following process:**6.6.1 Lodging/receiving the complaint:**

A complaint against an Elected Member or Local Authority Member must be lodged within six (6) months of the alleged misconduct unless exceptional circumstances exist.

Staff members of RGRC wishing to make a complaint against the Mayor, Deputy Mayor, a Councillor and/or Local Authority Members shall do so through the CEO.

General public wishing to make a complaint against the Mayor, Deputy Mayor, a Councillor or Local Authority Member may do so through the Mayor, Deputy Mayor or the CEO. LGANT and/or DLGR may be contacted by the Mayor, Deputy Mayor or CEO for assistance and/or assistance. Alternatively, should the member of the public have a complaint about a serious breach of the 'Code of Conduct' they may choose to take the complaint directly to DLGR instead of to the CEO.

6.7 Complaints **against the CEO** shall follow the following process:

6.7.1 Lodging/receiving the complaint:

Any complaint made against the CEO will be coordinated by the Mayor or Deputy Mayor who can request advice or assistance from LGANT.

6.8 Complaints against the **HR Manager** shall follow the following process:

6.8.1 Lodging/receiving the complaint

Any complaint made against the HR Manager will be coordinated by the Director of Corporate Governance.

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	Council Code of Conduct Disciplinary Procedures Council Disciplinary Policy
Related Publications	<i>Local Government Act</i> <i>Public Interest Disclosure Act</i> <i>Public Interest Disclosure Regulations</i> <i>Ombudsman Act</i> <i>Information Act</i>
Relevant Forms	381-001 Animal Complaint Form 103-008 Complaint Form

8. DOCUMENT CONTROL

Policy number	ADM003
Policy Owner	Governance
Endorsed by	OCM
Date approved	January 2008
Revisions	January 2008 February 2010 September 2010 February 2014

	February 2017
Amendments	Replaces Complaints Policy prior to 26 March 2014.
Next revision due	November 2018

9. CONTACT PERSON

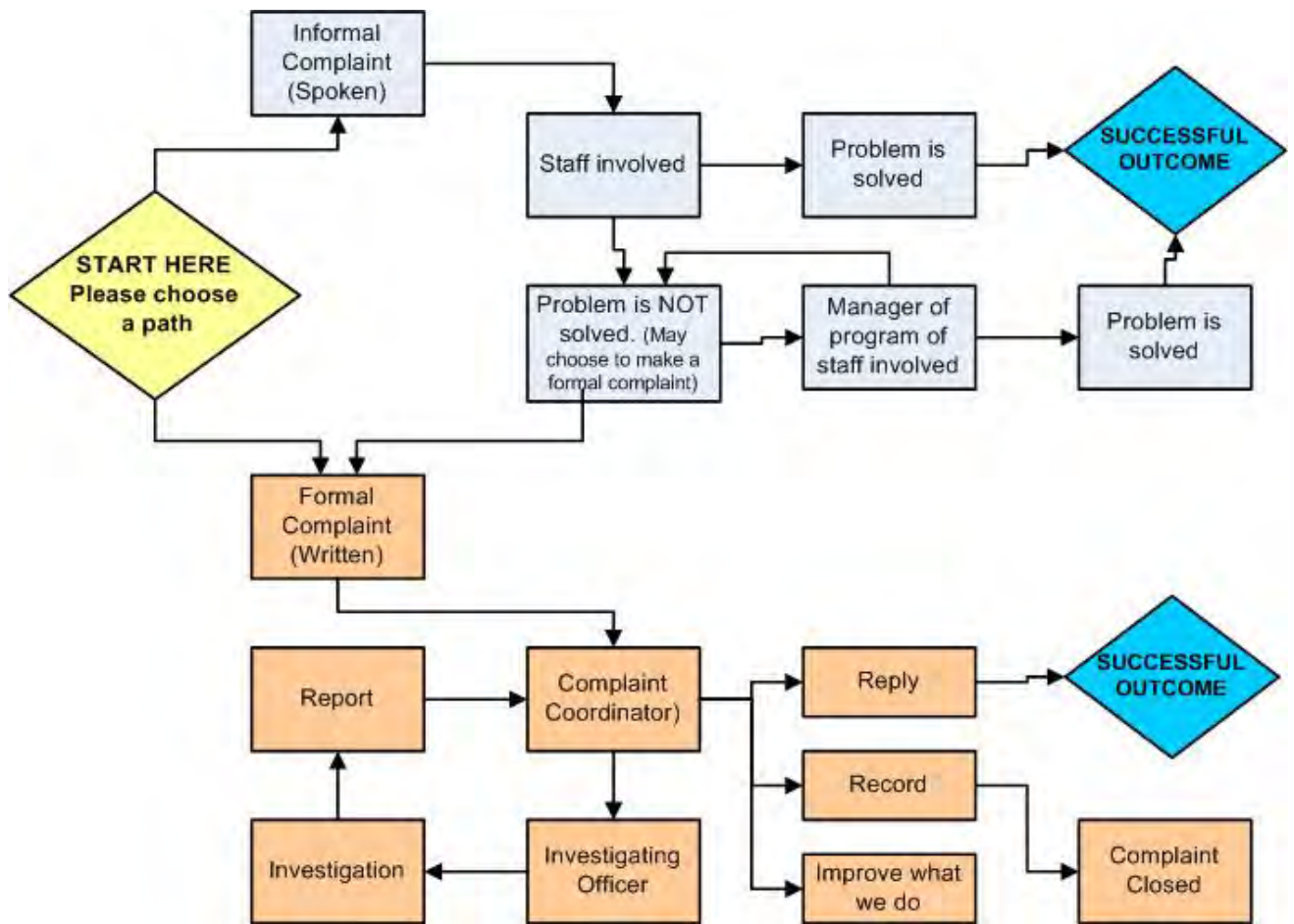
Contact person

**Manager Governance & Corporate Planning
& Compliance**

Contact number

08 8972 9000

'How to make a complaint' Flow Chart



1. POLICY CERTIFICATION

Policy title:	Register of Interest Policy
Policy number:	CL010
Category:	Policy
Classification:	Council
Status:	DRAFT

2. PURPOSE

The purpose of this Policy is to provide direction to Roper Gulf Regional Council (RGRC) Members with regard to compliance with the Register of Interest requirements of the *Local Government Act*.

This Policy is to be used in conjunction with, and as a supplement for the RGRC *Conflict of Interest Policy* (ADM011).

3. ORGANISATIONAL SCOPE

This Policy applies to all Members as per the Section 3 Definitions of the *Local Government Act* which includes Members of RGRC, local authorities, and Council committees. This Policy does not apply to RGRC employees as RGRC employees are disqualified from holding office as Members of RGRC whilst employees of RGRC (s37(1)(d) LGA). It should be noted that on certain occasions RGRC employees may be appointed as Members of Council committees (s54(3) LGA), in which case this policy applies to applies to them whilst they are committee Members.

4. POLICY STATEMENT

Members of RGRC are required by Section 74(1) of the *Local Government Act* (the Act) to disclose personal or financial interest (*relevant interest*) as soon as practicable after an actual or potential conflict of interest has been identified. The Act further requires the Chief Executive Officer (CEO) of RGRC to maintain a Register of Members' Interests (the Register) (s74(2)) which must be made publicly available (s200(g)).

5. DEFINITIONS

RGRC	Roper Gulf Regional Council
Council	Roper Gulf Regional Council
Member	For the purpose of this policy the definition of Member shall be the definition prescribed by Section 3 of the Act, to include Members of RGRC, local authorities, and Council committees.

LGA	<i>Local Government Act</i>
The Act	<i>Local Government Act</i>
Register	Register of Members' Interests which RGRC is required to maintain as per s74(2) of the Act.
CEO	Chief Executive Officer of Roper Gulf Regional Council.
Interest	Personal or Financial Interest (<i>Relevant Interest</i> as per s74(1) of the Act).
Conflict of Interest	For the purpose of this Policy, a Conflict of Interest shall have the definition prescribed by Section 73(1) of the Act. A member has a Conflict of Interest in question arising for decision by the council, or local authority, committee if the member or an associate of the member has a personal or financial interest in how the question is decided.
Associate of a Member	For the purpose of this Policy, the definition of an Associate of a Member shall be the definition prescribed by Section 4 of the Act. A person is an associate of another if: they are in a close family relationship; or they are in a partnership; or one is a company and the other is a director or manager of the company; or they are related companies; or one is a private company and the other is a shareholder in the company; or a chain of relationships can be traced between them under one or more of the aforementioned situations.
Staff	Any person, whether in a paid and voluntary capacity, engaged by RGRC to provide a service or carry out a task.
Shall	Will
Website	Roper Gulf Regional Council's website.

6. PRINCIPLES

Roper Gulf Regional Council is committed to the highest standards of integrity, fairness, transparency, and ethical conduct. RGRC shall, maintain and regularly update, a Register of Members' Interests to ensure compliance with Part 7.2 of the *Local Government Act*, and to promote public confidence in Council, and its Members, staff, services, and activities.

7. POLICY

Roper Gulf Regional Council has a statutory obligation to maintain a Register of Members' Interests. The purpose of the Register is to record actual and potential Conflicts of Interest of Members so as to comply with legislative requirements and good governance principles.

7.1 Roper Gulf Regional Council shall keep a Register of Members' Interests, and this Register shall be publicly available through various methods including the Website so as to comply with Section 200(g) of the *Local Government Act* .

7.2 So as to comply with the Section 74(1) of the Act, Members shall, as soon as practicable after the Member becomes aware of an actual or potential Conflict of

Interest, disclose that Interest to the CEO, or delegate of the CEO. Failure to disclose an Interest is an offence (s74(5)(a) LGA) which carries a maximum penalty of 100 penalty units (\$15,400 as of F.Y. 2016/17) or imprisonment for six (6) months. Failing to disclose an Interest shall be treated as a serious misconduct matter, and dealt with accordingly. Depending on the nature of the matter(s), Members who fail to disclose Interests may have their matter(s) referred onto other agencies such as the Department of Housing and Community Development (s208 LGA) or police.

- 7.3 So as to comply with Section 74(2) of the Act, the CEO, or a delegate of the CEO, shall, upon being notified of an Interest by a Member, record the Interest in the Register. This to be done as soon as practicable.
- 7.4 Given the role of Local Government, and the ties which Members have to the local community, it is not unreasonable for Members to on occasion, have an Interest in the matters being discussed, or otherwise dealt with by RGRC. Upon identifying and disclosing an Interest, a Member must not, without Ministerial approval, attend, or otherwise participate in, a meeting of Council, local authority, or Council committee while a question in which the Member has a Conflict of Interest is under consideration, or being decided (s74(3) LGA).
- 7.5 If a Member who has an Interest in a matter being considered or decided by Council, a local authority, or a Council committee, attends the meeting, or participates in the decision pertaining that matter, the Civil and Administrative Tribunal (NTCAT) may, on application by an elector or ratepayer, declare the decision void (s74(6) LGA). Attendance or input in the decision making process by Members who have an Interest in the subject matter, shall be treated by RGRC as serious misconduct carried out by that Member and dealt with accordingly.
- 7.6 The onus of disclosure of Interests lies with individual Members, however, RGRC shall be proactive in identifying potential Conflicts of Interests which its Members may have, and, upon discovery, shall discuss these potential Conflicts of Interests with relevant Members to ascertain whether or not they are indeed actual, and thus enable both RGRC and Members to comply with the Part 7.2 of the *Local Government Act*.

8. REFERENCES

Related Policies	<ul style="list-style-type: none"> • ADM011 – Conflict of Interest Policy. • ADM014 – Good Governance Policy. • ADM015 – Legislative and Regulatory Compliance Policy. • CL001 – Code of Conduct Policy. • CL002 – Members’ Disciplinary Policy. • CL003 – Elected Member Gift Policy. • CL005 – Council Meeting Procedures Policy. • LA001 – Local Authority Policy. • LA002 – Local Authority Meeting Policy.
Related Forms	Conflict of Interests Register
Related	<i>Local Government Act</i>

Publications	
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9. DOCUMENT CONTROL

Policy Number	CL010
Policy Owner	Council
Endorsed by	SLT 06 February 2017
Date Approved	
InfoXpert ID	
Amendments	
Next Revision Due	

10. CONTACT PERSON

Position **Manager Governance, Corporate Planning and Compliance**

Contact number **(08) 8972 9000**

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.2
TITLE	New and Reveiwed HR Policies
REFERENCE	685595
AUTHOR	Cristian Coman, Compliance Coordiantor

RECOMMENDATION

- (a) **That Council approve the following new policies:**
- i. HR031 Performance Management Policy
 - ii. HR024 Special Measures Recruitment Policy
- (b) **That Council approve the following reviewed policy:**
- i. HR004 Recruitment and Selection Policy

BACKGROUND

RGRC is required to have policies which cover certain HR principles (s105(2) *Local Government Act*).

SLT endorsed the policies within this report on the 6 February 2017.

ISSUES/OPTIONS/SWOTHR031 Performance Management Policy

The HR031 Performance Management Policy covers the ss 105(a)(ii)-(iv) *Local Government Act* requirements.

The objectives of Roper Gulf Regional Council ('RGRC')'s Performance Management Policy ('Policy') are to:

- a) improve the standard of an employee's performance and/or correct an employee's conduct where RGRC deems this appropriate or necessary; and
- b) provide employees with an opportunity to improve their performance or correct their conduct (other than in situations where summary dismissal is appropriate).

HR024 Special Measures Recruitment Policy

The HR024 Special Measures Recruitment Policy outlines the recruitment of specific groups whilst complying with the *Anti-Discrimination Act* and *Racial Discrimination Act 1975* (Cth).

A special measure is a plan designed to promote equality of opportunity. Special measures are a form of lawful discrimination in favor of groups, such as Aboriginal and Torres Strait Islander persons, who have not yet achieved equality in employment (s57 *Anti-Discrimination Act*).

These guidelines are developed and implemented according to the Australian Human Rights Commission's '*Targeted Recruitment of Aboriginal and Torres Strait Islander People*' guidelines.

All appointments under Special Measures Recruitment will be based on requirements under the followed business needs:

- Designated Positions

A program specifically designates a vacancy for a person from an Equal Employment Opportunity (EEO) group and it cannot be filled by any person from outside that group.

- **Priority Consideration and Preference**
Applicants from the EEO target group will be considered first before all other applicants, and given preference in selection if they meet all the criteria and are at the suitable level.

HR004 Recruitment and Selection Policy

The policy has been reviewed with the following changes:

- Correct reference to legislation
- Inclusion of reference to Special Measures and the new HR024 Special Measures Policy

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 DRAFT - HR024 - Special Measures Recruitment Policy.doc
- 2 HR004 - Recruitment and Selection Policy_Reviewed 01.11.2016.doc
- 3 HR031 - Performance Management Policy.doc

1. POLICY CERTIFICATION

Policy title:	Special Measures Recruitment Policy
Policy number:	HR0024
Category:	Policy
Classification:	Human Resources
Status:	Draft

2. PURPOSE

A special measure is a plan designed to promote equality of opportunity. Special measures are a form of lawful discrimination in favor of groups, such as Aboriginal and Torres Strait Islander persons, who have not yet achieved equality in employment (s57 *Anti-Discrimination Act*).

These guidelines are developed and implemented according to the Australian Human Rights Commission's '*Targeted Recruitment of Aboriginal and Torres Strait Islander People*' guidelines.

All appointments under Special Measures Recruitment will be based on requirements under the followed business needs:

- **Designated Positions**
A program specifically designates a vacancy for a person from an Equal Employment Opportunity (EEO) group and it cannot be filled by any person from outside that group.
- **Priority Consideration and Preference**
Applicants from the EEO target group will be considered first before all other applicants, and given preference in selection if they meet all the criteria and are at the suitable level.

3. ORGANISATIONAL SCOPE

This applies to all prospective RGRC staff who apply for positions which are *specially targeted* towards certain groups.

4. POLICY STATEMENT

At council's discretion, priority plans can apply to specific vacancies or to all vacancies ("blanket plans"). Under priority plans applicants who belong to the plan's EEO group will be considered for employment before other applicants, and, if suitable at the level required, will be selected, and the selection process finalised at that stage without assessment of other applicants being required.

5. PRINCIPLES

5.1 Advertising

Special Measures must be advertised in Advance

The intention to fill a vacancy under Special Measures must be decided in advance and clearly stated when advertising. The wording to be used in advertising vacancies under this policy is to be the following:

- **For Specifically Designated Positions:**
Roper Gulf Regional Council values diversity in the workplace. Therefore under an approved Special Measures plan, this position is designated only for a person from

Aboriginal and Torre Strait Islander nationality who meets all essential selection criteria and is suitable at the level of the position.

- For Priority Consideration and Preference:
Roper Gulf Regional Council values diversity in the workplace. Therefore under an approved Special Measures plan, Aboriginal and Torre Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the level of the position

5.2 Selection Panel

A selection panel shall be set up for all appointments comprised of three members who:

- Understand the requirements of the job.
- Have the skills necessary to make an assessment.
- Reflect the diversity of the Region workforce or general population.
- Have no conflict of interest, real or apparent, arising from the selection process.
- Understand the principles of Equal Employment Opportunity.
- Include an experienced chairperson who has completed Staff Selection training

5.3 Applications and Assessments

- No applicant will be considered for employment unless they have submitted a written application that complies with the position description guidelines for the position.
- It is a requirement that anyone selected for interview under the Special Measures Plan must meet all the essential selection criteria, and be suitable to perform the job at the level of the position.
- If there are more applicants from the EEO target group than advertised vacancies, then the applicants in the EEO group must be assessed against each other to select the one or ones most suitable for the position based on the merit principle.
- Where there are EEO target group applicants but the selection panel finds none suitable, the panel is not to progress the selection process to consider or assess non-EEO applications until the finding of unsuitability has been reviewed and approved by the CEO. If unsuitability has been approved by the CEO, the panel can proceed with assessment of other non-EEO applicants.

5.4 Appointments

- All applicants selected under a Special Measures Plan must provide, at or before time of accepting a job, a statement under oath (or another form of proof such as a statement from an appropriate Aboriginal body), declaring their Aboriginal and Torres Strait Islander status. A Statutory Declaration form for this purpose is available from the Human Resources department.
- Appointments will only be made after Chief Executive Officer approval.
- All recruitment details are strictly confidential.
- The authority to sign contracts shall be restricted to Chief Executive Officer or his delegate.
- Post selection feedback in line with natural justice shall be offered by the chairperson of the selection panel in liaison with the HR Manager to all applicants with reference to the assessment against the position description, strengths and areas for improvement and gaps identified in comparison with the selected applicant.

6. DEFINITIONS

Merit	Is defined in the <i>Public Sector Employment and Management Act</i> as “the capacity of the person to perform particular duties, having regard to the person’s knowledge, skills, qualifications and experience and the potential for future development of the person in employment in the public sector.”
Special Measure	Is defined as a plan, program or arrangement designed to promote equal employment opportunity (EEO) for a group of people who have not yet achieved employment equality. Also known as “affirmative action”, essentially, a special measure is a form of more favourable treatment of certain EEO groups, such as Aboriginal and Torres Strait Islander persons.
EEO	Equal Employment Opportunity

7. REFERENCES

Related Policies	<ul style="list-style-type: none"> • <i>HR004 Recruitment and Selection Policy</i> • <i>HR001 Employee and Contractor Code of Conduct</i> • <i>HR005 Confidentiality and Privacy Policy</i> • <i>HR006 Working with Children Certificate Policy</i>
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Anti-Discrimination Act</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Australian Human Rights Commission Act 1986 (Cth)</i> • <i>Targeted Recruitment of Aboriginal and Torres Strait Islander People – A Guideline for Employers 2015</i> • <i>Public Sector Employment and Management Act 2011</i>

8. DOCUMENT CONTROL

Policy number	HR024
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	
Revisions	Nil
Amendments	Nil
Next revision due	

9. CONTACT PERSON

Position **Senior HR Coordinator**
Contact number **89 729 006**

1. POLICY CERTIFICATION

Policy title:	Recruitment and Selection Policy
Policy number:	HR004
Category:	Policy
Classification:	Human Resources
Status:	Approved 12/4/2012

2. PURPOSE

The purpose of this policy is to affirm Roper Gulf Regional Council's commitment to ensuring compliance with s104(a) of the *Local Government Act* requirement for a standard approach to be adopted for the recruitment and selection process that is carried out for all vacant positions.

Roper Gulf Regional Council is committed to attracting and recruiting the best possible candidates for available positions. Roper Gulf Regional Council is further committed to providing equality in employment for all people employed or seeking employment.

These guidelines are developed and implemented according to Equal Employment Opportunity (EEO) guidelines. All appointments are strictly merit based and all recruitment and selection procedures are carried out in such a manner to minimise financial impact on Roper Gulf Regional Council.

3. ORGANISATIONAL SCOPE

This policy applies to the recruitment of all prospective RGRC staff.

4. POLICY STATEMENT

All recruitment and selection procedures and decisions will reflect Roper Gulf Regional Council's commitment to providing equal opportunity by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities in accordance with s104(a) of the *Local Government Act*.

Regard will not be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

Unless recruitment requirements are based on a special measures. Special measures are a form of lawful discrimination in favour of certain groups, for example, Aboriginal and Torres Strait Islander 'identified' positions ,

Please refer to the Special Measures Recruitment Policy and Procedure for further detailed instruction.

- The Position Description for each position is to be approved by the Chief Executive Officer before selection takes place.

5. PRINCIPLES

- Before a person is appointed to a position the terms and conditions required of an appointee are to be approved by the Chief Executive Officer.
- Appointees are to sign a letter of offer or contract accepting the terms and conditions of appointment before commencing their employment with Roper Gulf Regional Council.
- All new staff appointments at Roper Gulf Regional Council are subject to appropriate Criminal History Check Clearances and Working with Children Clearances as outlined in their respective policies.

1.1 Selection Panel

A selection panel shall be set up for all appointments comprised of three (3) members who:

- Understand the requirements of the job;
- Have the skills necessary to make an assessment;
- Reflect the diversity of the Region workforce or general population;
- Have no conflict of interest, real or apparent, arising from the selection process;
- Understand the principles of Equal Employment Opportunity and natural justice;
- Include an experienced chairperson who has completed Staff Selection training.

The Interview Panel will consist of one Panel Chairperson and two Panel Members.

They will be made up of:

- Departmental Manager or their delegate;
- Representation of Indigenous and Non-Indigenous people;
- Representation of both sexes – male and female;
- Hold positions equal to or higher than the vacancy

1.2 Applications and Assessments

- No applicant will be considered for employment unless they have submitted a written application that addresses the selection criteria and which complies with the position description for the position.
- Each panel member is required to read the resume and assess the claims in the written statements individually before coming together to determine which applicants appear to meet the essential job requirements.
- The Selection Panel shall conduct a systematic assessment of the strengths of the applicants' claims (Short-listing) against the selection criteria.

1.3 Interviews

Interviews will only be conducted for candidates that have been short-listed through the assessment process.

1.4 References

6. No offer of employment will be made before reference checking has been conducted. Permission must be sought from the applicant before checking with their current employer.
7. At least two (2) reference checks must be completed and at least one (1) must be from the candidate's current employer.
8. If a candidate's referee is a panel member, then the reference check must be completed before the interview takes place, otherwise another referee must be nominated.

1.5 Appointments

- No unofficial undertakings shall be given to candidates, prospective candidates, or anyone else in relation to their prospects of obtaining employment, other than those whose applications have been assessed as successful through the correct recruitment and selection process.

All interview documents need to be completed and filled out correctly. The chairperson is ultimately responsible for making sure all documents are completed correctly and returned to HR within a suitable timeframe for approval by the CEO.

- All recruitment details are strictly confidential.
- The authority to sign contracts shall be restricted to Chief Executive Officer or his delegate.
- Post selection feedback in line with principle of transparency shall be offered by the chairperson of the selection panel in liaison with the HR Manager to all applicants with reference to the assessment against the position description, strengths and areas for improvement and gaps identified in comparison with the selected applicant.
- An appointee's electronic and paper personnel file shall be set up and kept for the prescribed period.

6. Direct Appointments

- The Chief Executive Officer may from time to time directly appoint a person to a position within Roper Gulf Regional Council.
- This will be at the discretion of the Chief Executive Officer, Directors, Human Resources Manager and Program Manager.
- Upon making a decision to directly appoint a person to a position the Chief Executive Officer will base their decision on prior knowledge of the person, their working history and qualifications applicable to the position.

7. Internal Staff Transfers

- If a position within Roper Gulf Regional Council becomes vacant and it has been identified that an existing staff member is suitable for that position then the Chief Executive Officer may approve an internal staff transfer.

- The Chief Executive Officer will make this decision based on the recommendation from the Director and Program Manager and their knowledge of the employees working history, qualifications, performance and capability to perform in the role.
- If the position the employee is transferring into is of a higher level than the employee will be paid at that level.
- A new Letter of Offer will be prepared and formally offered to the employee to accept.
- If the employee has previously successfully completed a probationary period then they will not be required to complete another probation period.

8. Responsibilities

It is the responsibility of the departmental manager / supervisor to ensure that:

- They are familiar with all policies that relate to recruitment and selection; and, that they follow them accordingly;
- Staffing levels for their department have been determined, appropriately budgeted for and authorized.
- All roles have current position descriptions, which specify role requirements and selection criteria. Position descriptions for vacancies have been reviewed prior to advertising for recruitment.

It is the responsibility of the Human Resources Department to ensure that;

- A Recruitment and Selection Policy is developed and maintained to support and enhance Roper Gulf Regional Council's objectives and requirements;
- Recruitment and selection guidelines and procedures are developed and maintained;
- All managers / supervisors are given continuous support and guidance in regards to recruitment and selection issues.

9. DEFINITIONS

Merit	Merit is defined as: The capacity of the person to perform particular duties, having regard to the persons; <ul style="list-style-type: none"> · Knowledge · Skills · Qualifications · Experience · Potential for future development of the person in the job
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10. REFERENCES

Related Policies	<ul style="list-style-type: none"> • <i>HR001 - Employee and Contractor Code of</i>
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	<p><i>Conduct</i></p> <ul style="list-style-type: none"> • <i>HR005 - Confidentiality and Privacy Policy</i> • <i>HR006 - Working with Children Certificate</i> • <i>HR023 – Criminal History Check Policy</i> • <i>HR024 – Special Measures Recruitment Policy</i>
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i> • <i>Anti-Discrimination Act</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Local Government Industry Award (LGIA) 2010</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Disability Discrimination Act 2004 (Cth)</i> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i> •

11. DOCUMENT CONTROL

Policy number	HR004
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	12/4/2012
Revisions	Nil
Amendments	Nil
Next revision due	

12. CONTACT PERSON

Position **Manager, Human Resources**
Contact number **89 729 012**

1. POLICY CERTIFICATION

Policy title:	Performance Management Policy
Policy number:	HR0031
Category:	Policy
Classification:	Human Resources
Status:	Draft

2. PURPOSE

The objectives of Roper Gulf Regional Council ('RGRC')'s Performance Management Policy ('Policy') are to:

- a) improve the standard of an employee's performance and/or correct an employee's conduct where RGRC deems this appropriate or necessary; and
- b) provide employees with an opportunity to improve their performance or correct their conduct (other than in situations where summary dismissal is appropriate).

3. ORGANISATIONAL SCOPE

This Policy applies to all current RGRC staff.

4. POLICY STATEMENT

Employees are bound by the Roper Gulf Regional Council Code of Conduct, contracts of employment, duty statements, policies and procedures which clearly state how employees are to perform and conduct themselves during their course of employment.

This policy should be read in conjunction with the Employee and Contractor Code of Conduct, the *Local Government Industry Award 2010*, Duty Statements and employment contracts.

5. PRINCIPLES

Performance Management is the holistic process of creating a work environment or setting in which people are enabled to perform to the best of their abilities. It is not merely a focus on current performance but is a wider system that supports the employment cycle.

6. PROBATIONARY PERIOD

- a) All new employees are required to complete a period of probationary employment to assess the suitability of new employees before ongoing employment is confirmed.
- b) New employees of RGRC will be employed for a probationary period of six (6) months.
- c) RGRC will assess an employee's performance and conduct throughout the probationary period and provide feedback about these issues. The continued employment of the employee is dependent upon their successful completion of the probationary period.

- d) Where the employee's performance and/or conduct does not meet the standard required for the job, RGRC may elect to terminate the employee's employment with the requisite period of notice or payment in lieu of notice.

PERFORMANCE ASSESSMENT

The performance assessment/review is an opportunity for the manager and staff member to reflect on the achievements and challenges, and to plan for the future in line with organisational requirements.

This is also a critical opportunity to review the current position description and the alignment between the position description and actual performance expectations.

This process may also identify any training or professional development opportunities that the staff member may require to assist them in achieving their work goals.

The performance assessment of employees is a continuous, ongoing process, and is done at regular intervals not exceeding twelve (12) months duration.

EXEMPLARY PERFORMANCE AND CONDUCT

Various incentives are in place to encourage and reward exemplary performance and conduct including promotion.

An employee may be promoted due to exemplary performance and conduct. Promotion is subject to operational considerations and availability, and may be in the form of the employee being promoted to a more senior position, *or*, the employee having the level of their current position raised.

This is to be determined by the CEO, based on various factors including directorial and managerial input and recommendations.

UNDER-PERFORMANCE

Underperformance is when an employee is not meeting the specific performance requirements identified during their employment, or the general standards of performance and behaviour expected of an employee, despite having received reasonable support, development and training to enable them to perform effectively.

Underperformance may be identified at any time during a staff member's employment and commencement of the process to manage the underperformance may occur either:

- As a result of a formal assessment of "*has not met the standard required*" in the employee's annual performance assessment, or
- During the course of the performance cycle, when a manager identifies an issue/issues of underperformance and despite reasonable efforts to address the underperformance informally, the underperformance continues.

While an underperformance process is underway, the employee ceases to be involved in the annual Performance and Development cycle. Where the underperformance issue is successfully resolved, the employee returns to the normal annual Performance and Development cycle.

PERFORMANCE IMPROVEMENT PLAN

A Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his or her supervisor and to clarify the specific aspects of work performance to be improved. This is usually used when there are significant underperformance issues and a structured approach is required to address concerns.

MISCONDUCT

RGRC expects employees to observe acceptable standards of behavior.

Employees must not engage in behavior that amounts to misconduct (including serious misconduct) at the workplace. This includes where employees are working on site or off-site, attending a work-related conference or function, or attending a client or other work-related event, including retreats and social events.

Misconduct

Where an employee engages in misconduct or alleged misconduct, the processes in this policy will be followed.

Behavior amounting to misconduct includes, but is not limited to, the following:

- failing to obey lawful and reasonable instructions of RGRC;
- failing to follow defined policies, procedures and rules;
- failing to share relevant information with RGRC;
- unacceptable disruptive behavior;
- unauthorised absence from the workplace; and
- Repeatedly being late for work without lawful excuse.

When proven, misconduct may provide a valid reason for termination of an employee's employment with notice.

Serious misconduct

Whether misconduct amounts to serious misconduct depends on the particular circumstances of a given case. Supervisors/managers should consider the circumstances fully as they apply to the particular employee when determining whether or not the employee has engaged in conduct that could be considered serious misconduct.

Behavior amounting to serious misconduct includes, but is not limited to:

- willful or deliberate behavior that is inconsistent with the employee's contract of employment;
- theft;
- fraud;
- assault;
- intoxication at work;
- use of derogatory, violent or abusive language;
- fighting;
- failure to observe safety rules;
- concealment of a material fact on engagement;
- obscenity;

- dishonesty in the course of the employment; and
- Criminal conduct including conduct that, if proven, renders the employee completely unfit for work.

GROUNDINGS FOR DISCIPLINARY ACTION

Disciplinary action may be taken in response to any:

- a) unsatisfactory performance;
- b) unacceptable conduct; and
- c) wilful or serious misconduct.

DISCIPLINARY PROCEDURE

The procedures outlined below are intended as a guide only to the disciplinary procedures which may be implemented by RGRC. In every case, RGRC will determine the actual disciplinary procedure to be adopted at its discretion and in consideration of the circumstances of the case as a whole.

Nothing in this Policy prevents RGRC from issuing a final warning at any stage of the process. Similarly, nothing in this Policy prevents RGRC from dismissing an employee at any stage of the procedure set out in this Policy if RGRC deems this action is warranted, for example in circumstances involving an employee committing serious or wilful misconduct.

INVESTIGATION

Depending on the circumstances, it may be necessary to conduct an investigation into certain incidents and/or allegations that have been raised. This may involve collecting relevant data/information and interviewing the relevant employee as well as any witnesses (such as the employee's co-workers or supervisors, or even customers and suppliers with whom the employee has had contact). Third-hand or hearsay evidence must not be given any weight when determining the outcome of an investigation.

When determining the outcome of an investigation pertaining to a performance issue, the *standard of proof* required to determine whether or not allegations are justified, will be the balance of probabilities.

The investigation will be carried out in a manner consistent with the principle of Natural Justice, and s104(c) of the *Local Government Act*.

An employee may be suspended from duty on ordinary pay pending the completion of an investigation.

DISCIPLINARY INTERVIEW

If on the basis of the investigation, RGRC is satisfied that there is a case to be answered by the employee, the employee may be asked to attend a formal interview meeting to address the area(s) of concern.

An example of a procedure that may be adopted by RGRC in these circumstances may involve:

- a) the employee being given notice of the meeting and what will be discussed at the meeting;
- b) the employee being given a reasonable opportunity to have a support person present at the meeting.
- c) putting the issue(s) of concern or allegations to the employee;
- d) giving the employee an opportunity to respond to the concerns or allegations;
- e) RGRC considering the employee's response and making any further enquires or investigations (if necessary);
- f) RGRC determining whether the concern(s) or allegations have been substantiated on the balance of probabilities; and
- g) if it is determined that all or some of the concerns or allegations are substantiated, RGRC will make a decision about what, if any, disciplinary action is appropriate in the circumstances.

DISCIPLINARY ACTION

Any disciplinary action taken by RGRC against an employee will vary from case to case. This may include a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Examples of disciplinary action which may be taken by RGRC include, but are not limited to, the following:

- a) training;
- b) verbal warning;
- c) written warning;
- d) demotion; and
- e) dismissal, including summary dismissal in circumstances of serious or wilful misconduct.

7. DOCUMENT CONTROL

Policy number	HR031
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	
Revisions	
Amendments	
Next revision due	

8. CONTACT PERSON

Position **Human Resources Manager**
 Contact number **89 729 006**

CORPORATE GOVERNANCE DIRECTORATE REPORTS



ITEM NUMBER 15.3
TITLE Regional Plan 2016-2017 Quarterly Report
REFERENCE 686222
AUTHOR Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council receive and note the 2nd Quarter Report of the Regional Plan 2016-2017**

BACKGROUND

According to the Planning Framework in The Regional Plan that is facilitated by the Governance Unit, a quarterly report of the 2016-2017 Regional Plan was presented to Council at the Ordinary Meeting of Council in October 2016.

The Quarterly Reports will be distributed as a separate document to this report.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER 15.4
TITLE Regional Plan 2017-2018
REFERENCE 686234
AUTHOR Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

(a) That Council receive and note the Regional Plan 2017-2018 preparation timeline.

BACKGROUND

Every year Council must develop a Regional Plan based on the structure as required under the Local Government Act.

The attached provides the preparation timeline for Council to meet the adoption by the 31 July 2017.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 Regional Plan and Budget Timetable.docx

Regional Plan and Budget Timetable

A local government regional council must adopt its Regional Plan between 1 April and 31 July in each year and this draft timetable has been provided as a guide for regional councils to produce the required annual Regional Plan and to comply with the *Local Government Act* and associated legislation.

Task		Requirement	Start Date
1	LA Agenda is to include a review of council's community and/or LA plan	Guideline 8 clause 16.3.2	07/02/17
2	Regional Plan Working Day - Managers are to meet to review council's Regional Plan relevant to their roles		03/03/17
3	OCM Agenda is to include a review of council's community and/or LA plans and LA feedback		29/03/17
4	CEO is to prepare the draft Regional Plan to reflect the feedback from tasks 1,2 and 3 – Report in SLT		07/04/17
5	Draft Regional Plan is to be reviewed by Executive Management to reflect the feedback – Report in SLT		15/05/17
6	OCM Agenda is to include a review of the draft Regional Plan and draft budget		30/05/17
7	LA Agenda is to include a review of the draft Regional Plan	<i>Local Government Act</i> section 53D(e) Guideline 8 clause 16.3.4	02/05/17
10	LA Agenda is to include a review of the draft budget priorities for the LA	<i>Local Government Act</i> section 53D(f) Guideline 8 clause 16.3.5	02/05/17
11	Mayor and CEO message is to be finalised		15/05/17
12	CEO is to finalise the draft Regional Plan and draft budget		19/05/17
13	OCM Agenda is to include the finalised draft Regional Plan and draft budget before beginning the public consultation period		31/05/17
14	Advertise and make accessible, on council's website and available at council's public office, the draft Regional Plan with draft budget and invite submissions for at least 21-days from the date the plan and budget become available	<i>Local Government Act</i> sections 24(2) and 200(c)	19/06/17
15	CEO, following a minimum 21-day public consultation period, is to finalise the Regional Plan and budget for council consideration		19/07/17
16	CEO is to check council's records to ensure all rateable land is recorded in the council's assessment record and certify accordingly	<i>Local Government (Accounting) Regulations</i> regulation 24(1)	By 31/07/17 before adoption of budget
17	OCM Agenda is to include final consideration and resolution to adopt the Regional Plan	<i>Local Government Act</i> sections 23 and 24(1)	22/07/17

Task		Requirement	Start Date
18	OCM Agenda is to include final consideration and resolution to adopt the budget accompanying the Regional Plan NOTE the adopted budget must include separate budgets for each local authority area detailing expenditure by program and account category	<i>Local Government Act</i> section 128(1) Guideline 8 clause 20.3	22/07/17
19	OCM Agenda is to include consideration and resolution to adopt Elected Member and LA Member Allowances and expense payments or reimbursements	<i>Local Government Act</i> sections 71, 72 and 127(2)(f) Guidelines 2 and 8	22/07/17
20	OCM Agenda is to include consideration and resolution to declare rates	<i>Local Government Act</i> section 155	22/07/17
21	CEO is to notify the Agency in writing of the adopted budget and provide a copy of the Regional Plan including the long-term financial plan NOTE the adopted budget notification and a copy of the Regional plan is to be sent to lg.compliance@nt.gov.au	<i>Local Government Act</i> sections 24, 126(5) and 128(3)(b)	By 31/07/17 following adoption
22	CEO is to ensure council's Regional Plan is accessible on council's website and available at council's public office	<i>Local Government Act</i> sections 22 and 200(c) and (f)	By 01/08/17 following adoption
23	CEO is to ensure council's adopted budget is accessible on council's website, available at council's public office and publish the budget availability details in a newspaper circulated in the area	<i>Local Government Act</i> sections 128(3)(a) and (c), and 200(ha)	By 01/08/17 following adoption
24	CEO is to ensure the notice of rates is accessible on council's website, available at council's public office and published in a newspaper circulated in the area within 21-days of declaration of rates	<i>Local Government Act</i> sections 158 and 200(j)	By 21/08/17 within 21-days of declaration

Note

- This timetable includes a Council Planning Day which is not a legislative requirement.
- This timetable includes a Draft Regional Plan and budget being put before council twice (at tasks 8 and 13) which is not a legislative requirement before resolutions are passed.
- Councils may consider incorporating a Briefing Day prior to adoption of the Regional Plan and budget.
- The dates highlighted in colour are merely suggestions and they should be set in accordance with council's own schedule.
- The Regional Plan must contain:
 - a service delivery plan and council budget
 - a long-term community or strategic plan
 - a long-term financial plan which relates to a period of at least four financial years (*Local Government Act* sections 23 and 126).

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.5
TITLE	FINANCE - BUDGET PREPARATION TIMELINE 2017-18
REFERENCE	686001
AUTHOR	Lokesh Anand, Finance Manager

RECOMMENDATION

- (a) **That Council accepts and receive a note on Budget Preparation Timeline for 2017-18.**

BACKGROUND

As per the Local Government Act, a Council must adopt the Annual Budget before 31 July every year. The budget preparatory schedule is attached for the preparation of the 2017-18 Annual Budget.

The below timeline was also presented to the Audit Committee Meeting and they were happy with the timing of the events leading to the preparation of the 2017-18 budget.

ISSUES/OPTIONS/SWOT

Roper Gulf Regional Council
Budget Preparation Schedule
Financial Year 2017-18

ID	Task Name	Start Date	End Date	Duration (Days)
1	Carried Forward and Budget Rollover Processes - Preparatory Work	31/01/2017	10/02/2017	10
2	Budget Reviews - HQ based managers	13/02/2017	3/03/2017	18
3	Budget Reviews - community based managers (Area managers)	20/02/2017	17/03/2017	25
4	Entering & Verifying Budgets in the system	20/03/2017	9/04/2017	20
5	2017/18 1st draft budget review - SLT Sessions	10/04/2017	10/04/2017	0
6	1st round budget amendments	11/04/2017	26/04/2017	15
7	Present 1st draft budget to FCM	27/04/2017	27/04/2017	0
8	2017-18 Negotiation process	26/04/2017	5/05/2017	9
9	Making the changes in the system as per discussions	8/05/2017	12/05/2017	4
10	2017-18 2nd Draft Review - SLT	15/05/2017	15/05/2017	0
ID	Task Name	Start Date	End Date	Duration (Days)
11	Upload budget to OCM agenda	16/05/2017	20/05/2017	4
12	Present 2nd draft budget to OCM	31/05/2017	31/05/2017	0
13	Changes if needed to be made	31/05/2017	13/06/2017	13

14	Briefing Day Presentation	14/06/2017	14/06/2017	0
15	Adoption of Budget	15/06/2017	15/06/2017	0
16	Up for Consultation	15/06/2017	6/07/2017	21
17	Changes if needed to be made	6/07/2017	11/07/2017	5
18	Final Adoption of Budget	12/07/2017	12/07/2017	0

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER 15.6
TITLE FINANCE - RGRC FINANCIAL REPORT AS AT 31 JANUARY 2017
REFERENCE 686019
AUTHOR Lokesh Anand, Finance Manager

RECOMMENDATION

(a) **That Council receive and note financial reports as at 31st January 2017**

BACKGROUND

Attached are the financial reports for Roper Gulf Regional Council as at 31st January 2017, including:

- Balance Sheet
- Income and expenditure report by service group
- Income and expenditure report by account category
- Cash-at-bank Statement & 12-month graph on cash balances
- Expenditure reports for all communities

Balance sheet has been prepared as per prevailing accounting standard, practice and in compliance with the applicable Local Government Act. Revenue and expenditure statement as of end of January 2017 shows a surplus of \$ 10.8 M. The surplus also includes the carry forwards from previous year of \$5.4 M. Our bank balance as at 31st January is \$ 18.7 M.

As instructed by the Finance Committee, we have invested 8M more in term deposits. The deposits were set up in early February and the details will be presented in the next meeting. The budget preparation work for 2017-18 has started and is on track.

ISSUES/OPTIONS/SWOT

Interpretation of Debtors and Creditors

Debtors

The summary below shows the amount of debtors outstanding for the current and the prior month.

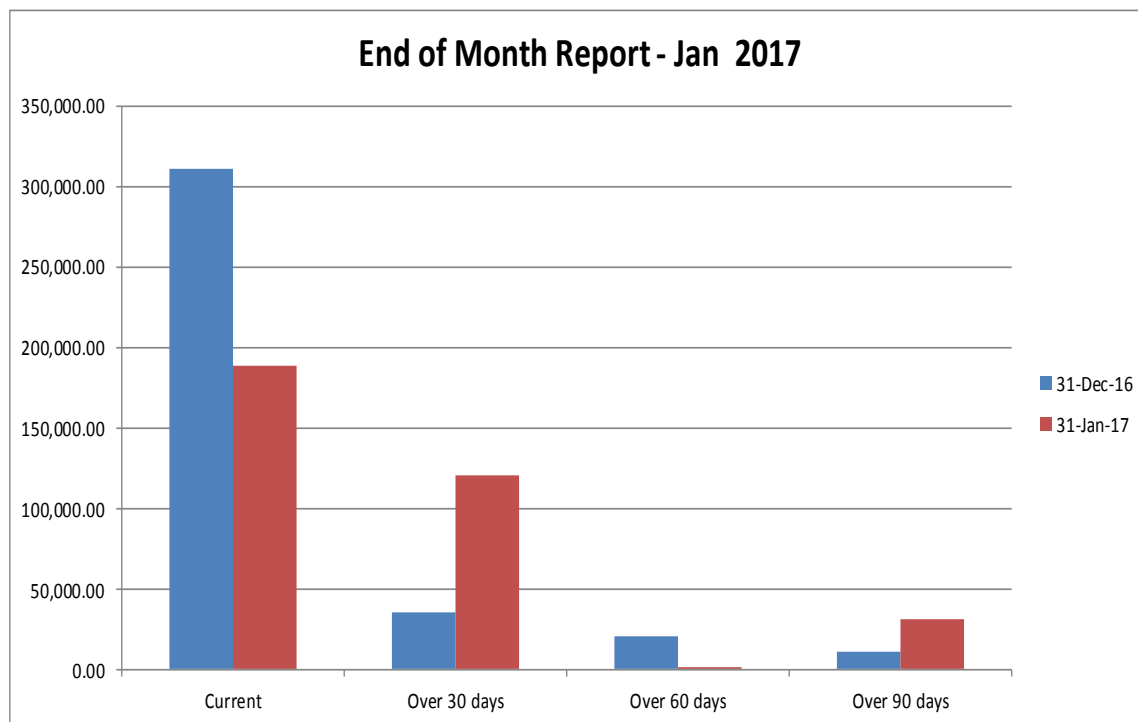
See attached: Aged Analysis – Detailed Report – Accounts Receivable 31st January 2017.

As at 31st Jan 2017, \$ 341,635.64 is outstanding. Comparatively, at 31st Dec 2016, the total debt outstanding was \$ 379,039.78. During this month, debtors have shown an overall decrease from Dec 2016 to Jan 2017 by \$ 37,404.14.

AR Age Analysis

Debtors	Dec-16		Jan-17	
Current	311,123.85	82.08%	188,768.73	55.25%

Over 30 days	35,846.96	9.46%	120,783.34	35.35%
Over 60 days	21,100.80	5.57%	1,191.76	0.35%
Over 90 days	10,968.17	2.89%	30,891.81	9.04%
	379,039.78		341,635.64	
Less: Unapplied Credits	14,524.97		14,524.97	
Total Actual Outstanding	364,514.81		327,110.67	



Top 10 AR Debtors – Jan 2017

A/C	Description	Balances	Status	Reason
00114	Dept. Of Housing – Tenancy Management	136,134.19	Current	Tenancy Management Services Jan-17
00981	Alawa Aboriginal Corporation	105,314.04	Over 60 Days	Admin Cost CDP July-Dec, Follow up in progress
00121	Dept. Of Infrastructure	21,768.21	Current	Airstrip Maintenance Contract
00584	Dept. of Housing- R & M Contract	20,150.01	Over 60 & 30 days	HMO Invoices-Follow up in progress
00303	Numbulwar Homelands	19,169.50	Over 90 Days & Current	Equipment Hire & Vehicle Repairs – Follow up in progress
00868	Dept. Of Infrastructure – Borroloola	12,321.05	Current	Airstrip Maintenance
00262	Mawa Corporation	2,743.40	Over 90 Days	Cemetery Services-follow up in progress
01016	All Regions Electricals	2,080.00	Over 90 & 30 days	Accommodation Invoices-Follow up in progress
01218	Renee Stubbs	2,004.90	Over 90 Days	Accommodation – Ngukurr (Payment agreement in place)

A/C	Description	Balances	Status	Reason
01229	Kungfu Enterprises	1,650.00	Over 30 Days	Rental Lease at Ngukurr-Follow up in progress

Rates & Refuse Outstanding– Jan 2017

Financial Year	Financial Year Balance	Percentage of total Owing
2008/2009	\$35,393.02	6.19 %
2009/2010	\$13,729.62	2.40 %
2010/2011	\$16,711.90	2.92 %
2011/2012	\$15,055.42	2.63 %
2012/2013	\$19,760.35	3.46 %
2013/2014	\$ 40,494.70	7.08 %
2014/2015	\$124,562.45	21.79 %
2015/2016	\$74,467.91	13.03 %
2016/2017	\$231,424.14	40.49 %
Total	\$ 571,599.51	100.00 %

The rates department is working in recovering the outstanding rates and charges. Last month the outstanding for rates were \$ 605,077.10

Creditors

The summary below shows the amount of creditors outstanding for the current month.

See attached: Aged Analysis Report – Detailed Report – Accounts Payable 31st January 2017.

As at 31st January 2017, \$110,203.03 in creditors is outstanding.

The Accounts Payable age analysis report depicts the following:

Creditors	Amount	
Current	\$96,955.46	50.01%
Over 30 days	\$32,685.59	16.86%
Over 60 days	\$12,863.97	6.63%
Over 90 days	\$51,380.83	26.50%
Total outstanding amount (Including Overdue)	\$193,885.85	
Less: Unapplied Credits	-\$83,682.82	
TOTAL ACTUAL OUTSTANDING	\$110,203.03	

Unapplied items appearing as a result of time difference and have no effect in the financial statement.

Following are the details of suppliers from whom invoices over \$10,000 were received and entered during the month of January 2017:

Acc. #	Description	Amount	Transaction
--------	-------------	--------	-------------

10507	ALAWA	121,245.36	CDP Nov 2016
12450	BINJARI	33,104.04	Extension lot 17 Mataranka progress Claim 1
10244	POWER WATER	10,940.80	Lot 297, Ngukurr rd, water and sewerage
10244	POWER WATER	12,588.15	Lot 381, Ngukurr rd, water and sewerage
10244	POWER WATER	12,130.48	Lot 381, Ngukurr electricity
11855	DPET OF HEALTH AND AGEING	22,801.90	Grant refund- AOD 15-16
10330	FELTON INDUSTRIES	12,903.00	3x eco-trend sheltered setting pack deal
10054	PUMA ENERGY	12,240.16	ULS diesel
11264	JARDINE LLOYD THOMPSON	85,347.60	Workers' compensation 30/06/16 - 30/06/17
11264	JARDINE LLOYD THOMPSON	12,158.69	Public liability - Professional indemnity 30/06/16 - 30/06/17
11264	JARDINE LLOYD THOMPSON	50,837.02	Industrial special risks 30/06/16 - 30/06/17
10280	TELSTRA	35,225.23	Consolidated Account
12781	WRIGHT EXPRESS	15,680.84	December 2016 puma cards wright express
12990	IED TRUST	12,146.48	Leased vehicles December 2016
		\$449,349.75	

All entered amount has already been paid and settled.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 RGRC Finance Report- Jan 2017.pdf

Roper Gulf Regional Council

Balance Sheet as at 31 January 2017



ASSETS		LIABILITIES	
Current Assets		Current Liabilities	
Cash	14,902,545	Accounts payable	110,204
Accounts receivable	327,111	Taxes payable	153,431
(less doubtful accounts)	-136,239	Accrued Expenses	0
Rates & Waste Charges Receivable	571,600	Provisions	1,435,989
Inventory	265,134	Other Current Liabilities	73,655
Investments	3,750,000	Suspense accounts	
Other current assets	169,453		
Total Current Assets	19,849,603	Total Current Liabilities	1,773,279
Less: Unexpended Tied Grants	6,039,308		
Available Untied Current Assets	13,810,295		
Non-current Assets		Long-term Liabilities	
Land	4,101,715	Other long-term liabilities	625,058
Buildings	78,740,093		625,058
(less accumulated depreciation)	-40,776,697		
Fleet, Plant, Infrastructure and Equip	32,465,080	Total Liabilities	2,398,337
(less accumulated depreciation)	-21,020,079		
Furniture and fixtures	135,898		
(less accumulated depreciation)	-131,771	EQUITY	
Work in Progress assets	179,374	Retained earnings	71,144,878
Other non-current assets	0	Total Shareholders' Equity	71,144,878
Total Non-current Assets	53,693,612		
TOTAL ASSETS	73,543,216	TOTAL LIABILITIES & EQUITY	73,543,216

Working Capital
\$18,076,324
\$12,037,016

Balance Sheet Check **OK**

RATIOS	
Current Ratio	11.19
Quick Ratio	11.04
Cash Ratio	10.52
Effective	7.79

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Income Statement by Nat Acc by Account

Roper Gulf Regional Council

Income & Expenditure Report as at
31-January-2017
for the year 2016-2017



17GLACT	17GLBUD2		17GLBUD2
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

Income

11 - Income Rates	1,669,367	968,307	701,061	1,659,954
12 - Income Council Fees and Charges	448,836	481,814	-32,977	825,966
13 - Income Operating Grants Subsidies	11,539,574	13,754,286	-2,214,712	18,339,048
14 - Income Investments	64,259	128,333	-64,074	220,000
15 - Income Contributions Donations	2,000	0	2,000	0
16 - Income Reimbursements	235,380	71,058	164,322	121,814
17 - Income Agency and Commercial Servi	8,294,344	8,646,914	-352,571	14,823,281
18 - Income Capital Grants	98,886	164,428	-65,542	281,876
19 - Other Income	361,172	190,756	170,416	327,010
Total Income	22,713,818	24,405,896	-1,692,077	36,598,950

Expenditure

21 - Employee Expenses	9,200,530	11,857,000	2,656,470	20,326,287
22 - Contract and Material Expenses	3,607,582	8,186,447	4,578,864	14,033,908
23 - Fleet, Plant & Equipment	535,082	629,848	94,766	1,079,739
24 - Asset Expense	2,232,859	2,773,620	540,760	4,754,777
25 - Other Operating Expenses	1,742,651	2,139,565	396,915	3,667,825
27 - Finance Expenses	7,132	7,059	-73	12,100
Total Expenditure	17,325,837	25,593,539	8,267,702	43,874,636

Carried Forwards

81 - Accumulated Surplus Deficit	5,402,223	3,151,297	2,250,926	5,402,223
Total Carried Forwards	5,402,223	3,151,297	2,250,926	5,402,223

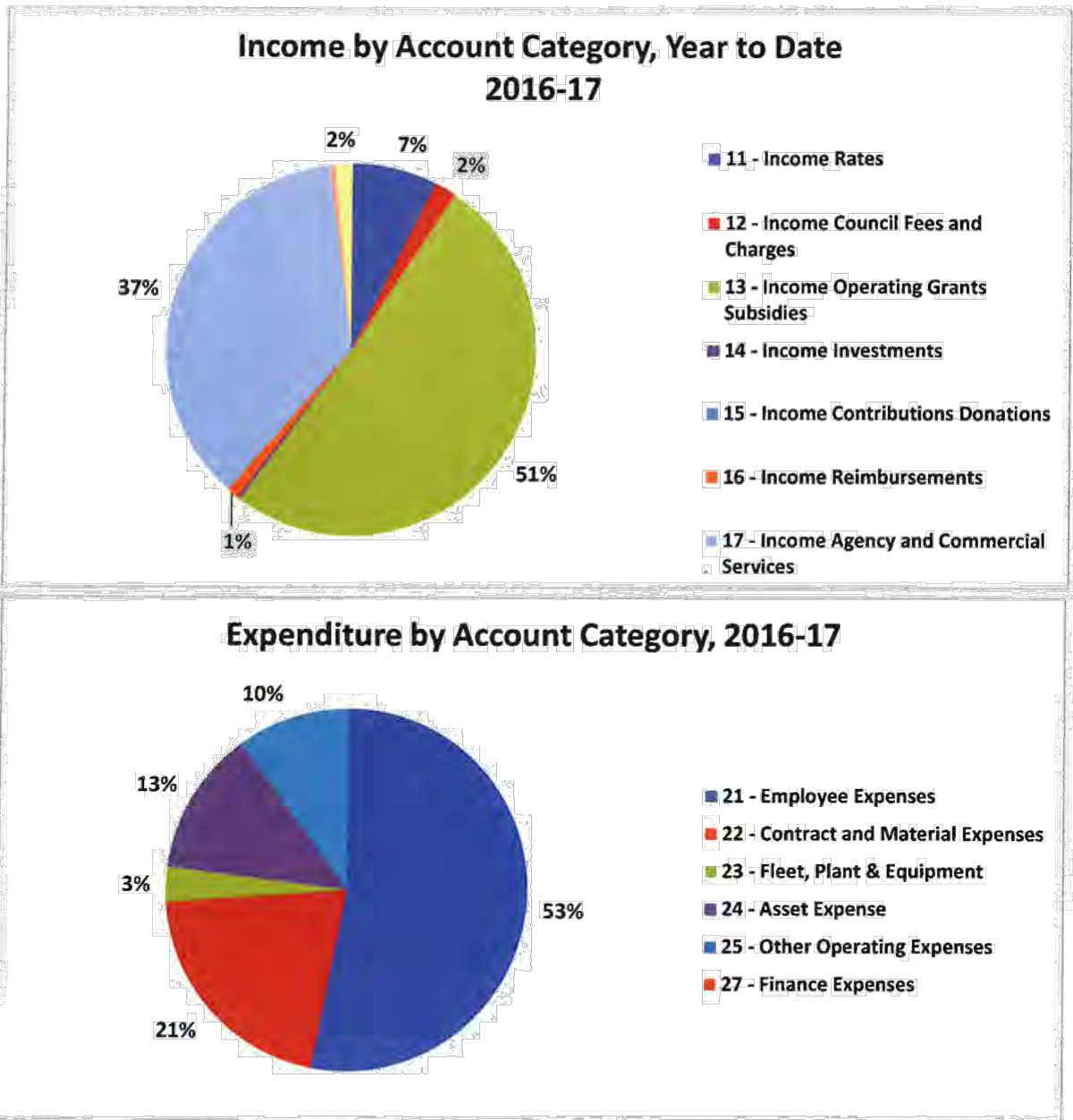
Surplus/(Deficit)

	10,790,205	1,963,654	8,826,551	-1,873,463
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Capital Expenditure

53 - WIP Assets	473,072	1,428,653	955,581	2,449,120
Total Capital Expenditure	473,072	1,428,653	955,581	2,449,120

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Income Statement by Nat Acc by Account



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Income Statement by Service Group

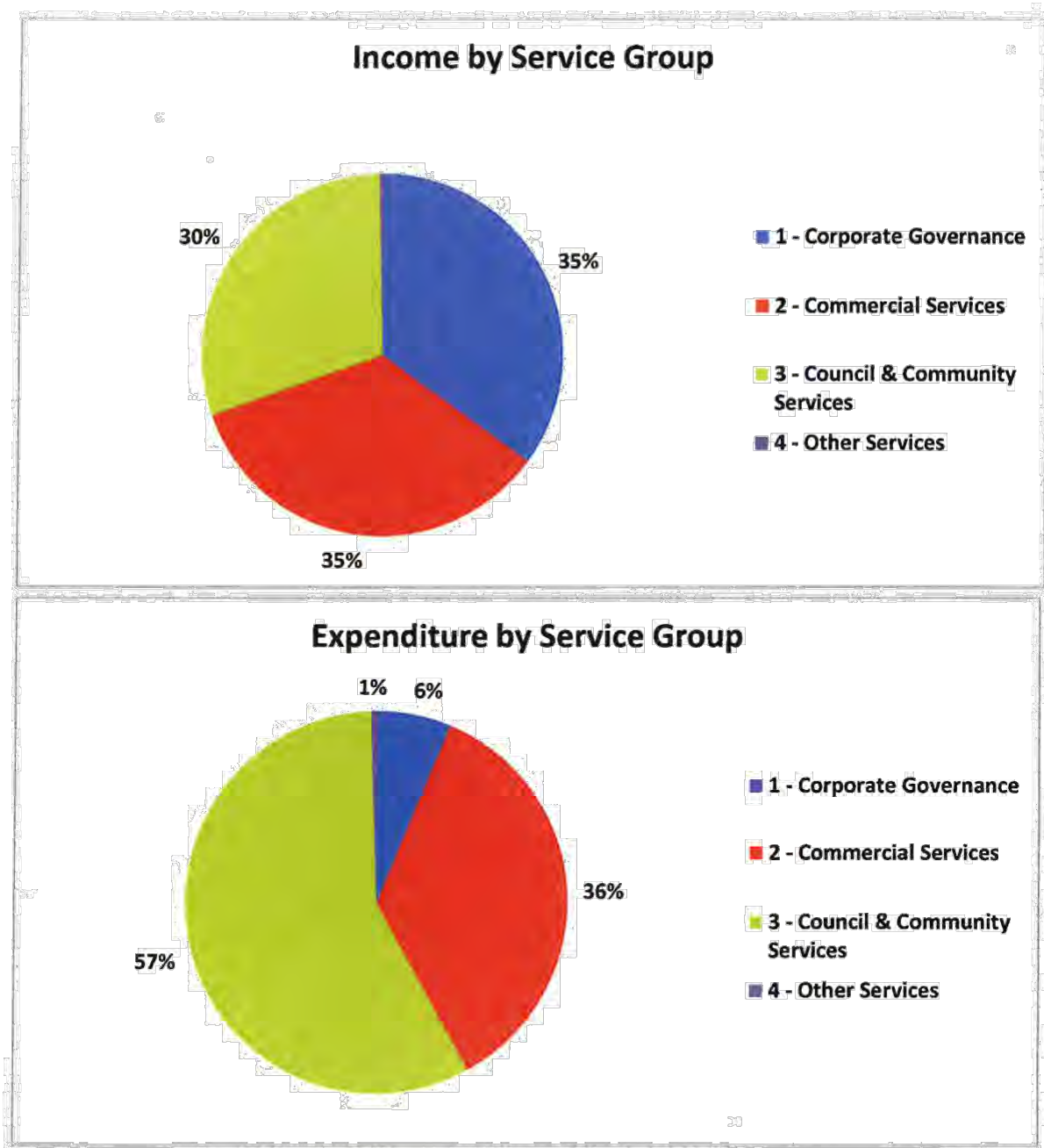
Roper Gulf Regional Council

Income & Expenditure Report as at
31-January-2017
for the year 2016-2017



	17GLACT	17GLBUD2		17GLBUD2
	Year to Date	Year to Date		Full Year Budget
	Actual (\$)	Budget (\$)	Variance (\$)	(\$)
Income				
1 - Corporate Governance	7,936,142	7,190,122	746,019	10,137,804
2 - Commercial Services	7,867,809	8,393,634	-525,825	14,141,651
3 - Council & Community Services	6,827,153	8,808,251	-1,981,098	12,300,978
4 - Other Services	82,715	13,889	68,827	18,518
Total Income	22,713,818	24,405,896	-1,692,077	36,598,950
Expenditure				
1 - Corporate Governance	1,080,687	3,262,348	2,181,661	5,592,596
2 - Commercial Services	6,184,737	8,681,556	2,496,819	14,882,668
3 - Council & Community Services	9,963,841	13,033,195	3,069,354	22,342,617
4 - Other Services	96,572	616,440	519,868	1,056,755
Total Expenditure	17,325,837	25,593,539	8,267,702	43,874,636
Carried Forwards				
1 - Corporate Governance	1,014,349	591,703	422,645	1,014,349
2 - Commercial Services	1,747,178	1,019,187	727,991	1,747,178
3 - Council & Community Services	1,602,459	934,768	667,691	1,602,459
4 - Other Services	1,038,237	605,638	432,599	1,038,237
Total Carried Forwards	5,402,223	3,151,297	2,250,926	5,402,223
Surplus/(Deficit)	10,790,205	1,963,654	8,826,551	-1,873,463
Capital Expenditure				
1 - Corporate Governance	312,264	1,345,591	1,033,328	2,306,728
2 - Commercial Services	108,612	70,357	-38,255	120,612
3 - Council & Community Services	52,196	12,705	-39,491	21,780
Total Capital Expenditure	473,072	1,428,653	955,581	2,449,120

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Income Statement by Service Group

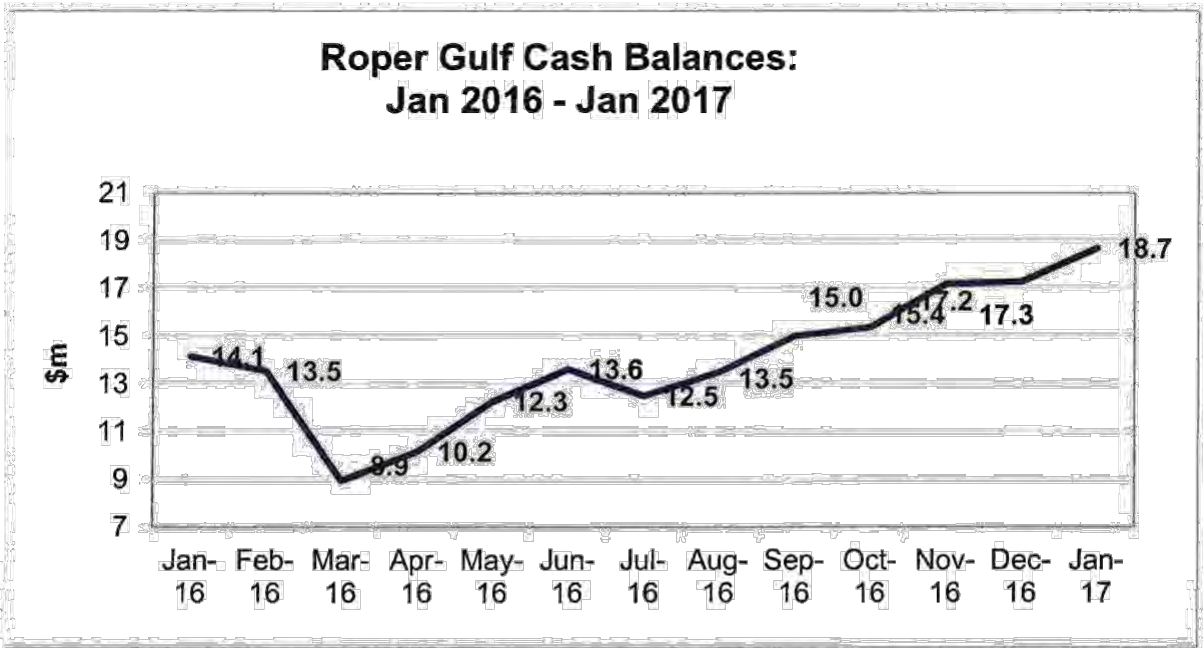


Roper Gulf Regional Council

Actual cash at bank as at 31 January 2017



<u>Bank:</u>	<u>Closing balance as at 31st January 2017</u>
Commonwealth - Business 10313307	\$13,350,797.74 CR
Monthly interest earned	\$7,454.24
Commonwealth - Operating 10313294	\$31,275.87 CR
Monthly interest earned	\$111.27
Commonwealth - Trust 103133315	\$1,454.41 CR
Monthly interest earned	\$19.67
Commonwealth - Numbulwar Fuel- 590210381211	\$1,538,494.77 CR
Monthly interest earned	\$911.96
ME Bank - Term deposit	\$1,000,000.00
Monthly interest earned	\$0.00
Bank of Queensland	\$750,000.00
Monthly interest earned	\$0.00
MyState Bank - Term deposit	\$1,000,000.00
Monthly interest earned	\$0.00
Beyond Bank - Term Deposit	\$1,000,000.00
Monthly interest earned	\$0.00
Total Cash at Bank	<u>\$18,672,022.79</u>
Total Interest Earned	\$8,497.14

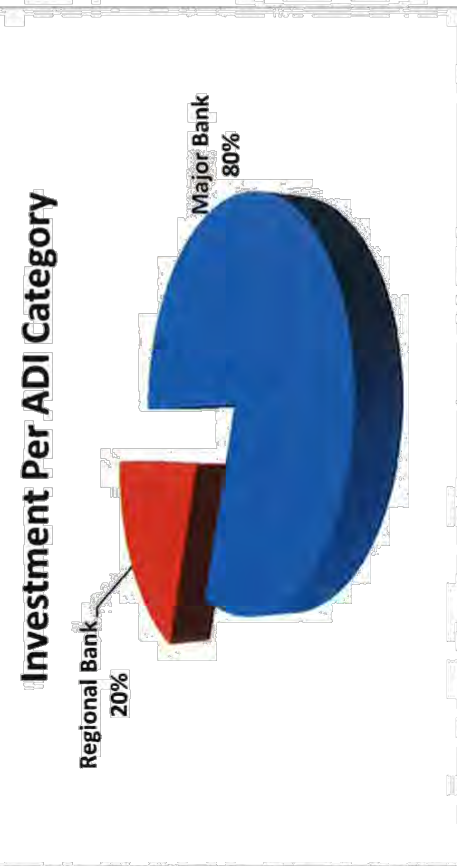
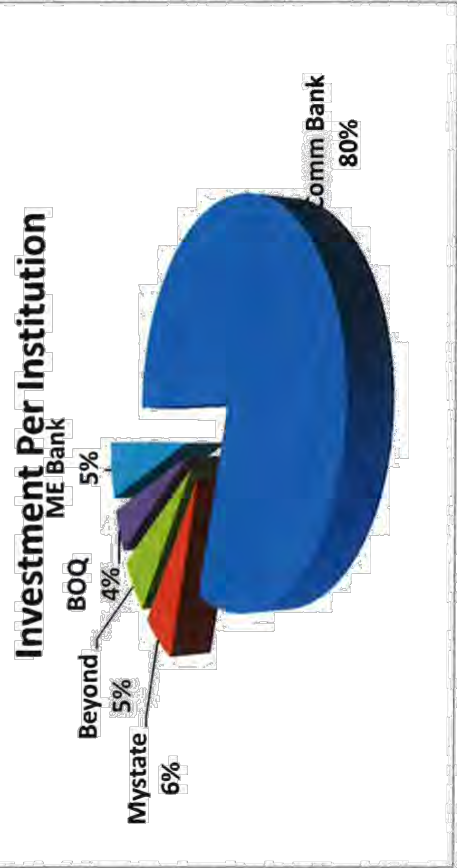


Note: The "Total Cash as Bank" is the actual Money in the Bank at 31st January .It varies with Book Balance due to Unpresented Cheques and Outstanding Deposits

Roper Gulf Regional Council Investment Report as at 31 January 2017



Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	% of Exposure	Rating	Within Diversification Limits
Major Bank	Commonwealth Bank - Working capital		79.92%	A1+/AA-	
Regional Bank	Investments (Deposits)				
Regional Bank	My State Bank	\$1,000,000	5.36%	A2/BBB+	
Regional Bank	Beyond Bank	\$1,000,000	5.36%	A2/BBB+	
Regional Bank	Bank Of Queensland	\$750,000	4.02%	A2/A-	
Regional Bank	ME Bank	\$1,000,000	5.36%	A2/BBB+	
Total cash and investments held		\$18,672,023	100.00%		



Communitywise Expenditure Summary as at 31 -January -2017

Location	HQ			Barunga			Beswick		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Govern	313,652	1,434,070	22%	23,502	53,101	44%	126,131	168,021	75%
Commercial Servic	751,854	971,777	77%	474,558	559,735	85%	642,716	894,496	72%
Council & Commu	1,187,944	1,857,250	64%	653,277	812,856	80%	854,742	1,032,819	83%
Other Services	42,738	292,851	0%	588	583	101%	-	-	0%
Total	2,296,188	4,555,948	50%	1,151,925	1,426,275	81%	1,623,589	2,095,336	77%

Location	Borroloola			Bulman			Eva valley		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Govern	33,370	246,496	14%	30,148	92,620	33%	69,006	40,010	172%
Commercial Servic	47,993	42,000	114%	347,518	423,357	82%	128,964	169,067	76%
Council & Commu	978,607	1,569,247	62%	701,301	855,295	82%	438,496	546,376	80%
Other Services	1,427	14,583	-10%	58,333	58,333	0%	293	583	50%
Total	1,058,543	1,872,326	57%	1,078,967	1,429,605	75%	636,759	756,036	84%

Location	Jilkminggan			Mataranka			Minyerri		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
Corporate Govern	5,591	76,841	7%	1,989	17,882	11%	88,871	259,576	34%
Commercial Servic	411,218	565,543	73%	202,429	300,748	67%	486,504	839,785	58%
Council & Commu	660,514	811,159	81%	889,117	1,142,540	78%	99,360	103,609	96%
Other Services	-	-	0%	1,304	3,735	0%	-	-	0%
Total	1,077,323	1,453,543	74%	1,094,839	1,464,905	75%	674,735	1,202,970	56%

Location	Ngukurr			Other Locations		
	Actual	Budget	%	Actual	Budget	%
Corporate Govern	211,374	305,860	69%	-	1,418	0%
Commercial Servic	1,278,546	1,686,436	76%	373,774	828,202	45%
Council & Commu	2,063,826	2,769,235	75%	107,063	71,167	150%
Other Services	13,000	5,303	245%	18,056	17,811	101%
Total	3,566,746	4,766,834	75%	497,475	917,181	54%

Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

HQ

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	313,652	1,434,070	1,120,418	2,458,406
2 - Commercial Services	751,854	971,777	219,923	1,665,903
3 - Council & Community Services	1,187,944	1,857,250	669,306	3,183,858
4 - Other Services	42,738	292,851	250,113	502,031
Total Expenditure	2,296,189	4,555,949	2,259,760	7,810,197

Expenditure by Account Category

21 - Employee Expenses	3,255,639	4,002,213	746,574	6,860,936
22 - Contract and Material Expenses	878,428	2,197,433	1,319,005	3,767,027
23 - Fleet, Plant & Equipment	136,575	152,522	15,947	261,467
24 - Asset Expense	2,232,859	2,773,620	540,760	4,754,777
25 - Other Operating Expenses	1,175,419	1,405,098	229,679	2,408,739
27 - Finance Expenses	7,012	6,825	-187	11,700
31 - Internal Cost Allocations	-5,389,743	-5,981,762	-592,019	-10,254,449
Total Expenditure	2,296,189	4,555,949	2,259,760	7,810,197

Expenditure by Activity

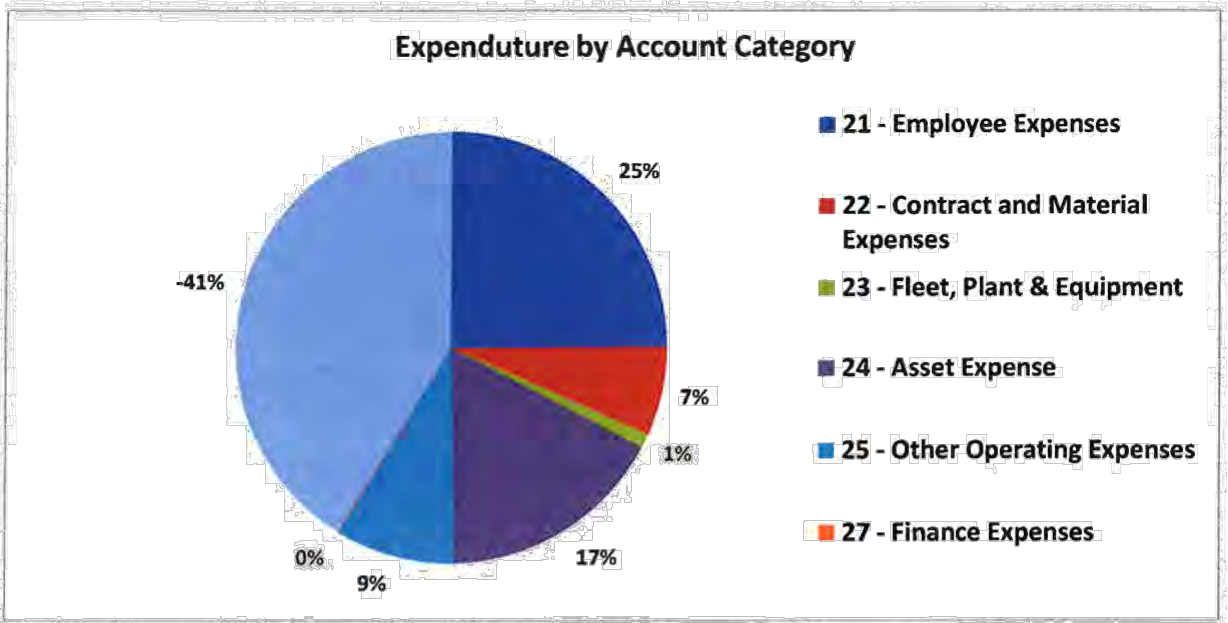
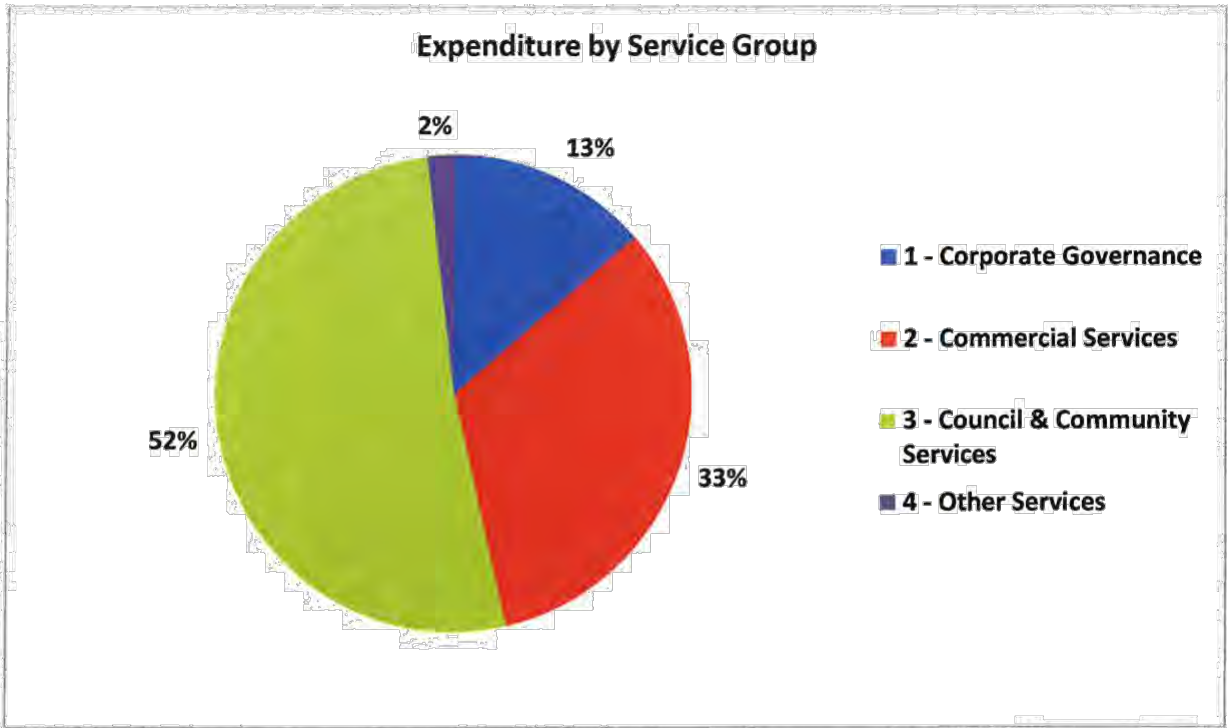
101 - Chief Executive	225,184	248,791	23,607	426,499
102 - Corporate Services Directorate and Admi	143,674	187,402	43,728	321,261
103 - Infrastructure and Technical Services Dir	103,603	85,852	-17,751	147,176
104 - Community Services Directorate and Adr	2,079	-20,737	-22,816	-35,549
105 - Financial Management	456,858	555,251	98,393	951,860
106 - General Council Operations	-1,156,597	-1,565,821	-409,224	-2,684,265
107 - Human Resources	370,543	578,696	208,153	992,051
108 - IT services	-35,451	40,642	76,092	69,671
109 - Asset Department	-27,609	45,963	73,572	78,794
110 - Assets Management - Fixed Assets	-163,292	432,608	595,900	741,613
113 - Project Management	154,390	233,851	79,460	400,887
114 - Work Health and Safety	160,074	191,587	31,513	328,435
115 - Asset Management - Mobile Fleet & Equi	-433,696	-320,809	112,887	-549,958
130 - Governance	337,308	370,514	33,206	635,167
131 - Council and Elected Members	271,461	388,811	117,349	666,533
132 - Local Authority	-1,373	6,008	7,381	10,300
133 - Local Elections	0	2,917	2,917	5,000
134 - Community Grants	6,741	18,667	11,926	32,000
136 - Establishment of Local Authorities	5,435	3,637	-1,798	6,235
137 - Strengthening Local Authorities	0	12,438	12,438	21,323
161 - Waste management	1,101	7,192	6,091	12,328
200 - Local roads maintenance	31,194	31,194	0	53,475

**Income & Expenditure Report as at
31-January-2017**

HQ

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
201 - Street lighting	0	8,070	8,070	13,834
202 - Staff Housing	0	2,917	2,917	5,000
220 - Territory Housing Repairs and Maintenanc	237,964	212,678	-25,286	364,591
221 - Territory Housing Tenancy Management	81,317	68,351	-12,966	117,172
240 - Commercial Operations admin	259,662	217,767	-41,895	373,315
241 - Airstrip maintenance Contracts	3,282	5,452	2,170	9,345
244 - Power Water contract	-18	0	18	0
246 - Commercial Australia Post	2,522	2,525	3	4,328
275 - Mechanical Workshop	110,035	-17,907	-127,942	-30,698
313 - CDP Central Administration	-452,134	58	452,192	99
314 - Service Fee - CDP	1,727	0	-1,727	0
318 - Outcome Payments - CDP	67,500	39,375	-28,125	67,500
320 - Outstation Services Admin	62,542	45,850	-16,692	78,600
322 - Outstations Housing Maintenance	107,545	117,828	10,282	201,990
323 - Outstations municipal services	267,833	291,407	23,574	499,555
325 - HEA (Homelands Extra Allowance)	0	9,132	9,132	15,655
326 - NDRRA (Natural Disaster Relief & Recov	0	9,608	9,608	16,470
340 - Community Services admin	-58,548	24,245	82,792	41,563
341 - Commonwealth Aged Care Package	38,973	145,580	106,606	249,565
342 - Indigenous Aged Care Employment	34,009	48,133	14,124	82,514
344 - Commonwealth Home Support Program	34,305	-33,308	-67,613	-57,100
346 - Indigenous Broadcasting	17,909	18,019	110	30,890
348 - Library	10,807	10,017	-790	17,173
350 - Centrelink	162,812	163,332	520	279,997
352 - Disability in Home Support	20,893	20,666	-227	35,428
381 - Animal Control	42,749	113,033	70,284	193,771
401 - Night Patrol	368,383	469,196	100,812	804,335
404 - Indigenous Sports and Rec Program	100,547	101,599	1,052	174,169
407 - Remote Sports and Recreation	31,578	55,425	23,847	95,014
414 - Drug and Volatile Substances	39,408	42,828	3,420	73,419
415 - Indigenous Youth Reconnect	208,101	246,676	38,575	422,874
462 - 2014-19 Roads to Recovery	0	7,837	7,837	13,434
463 - S&R Minor Upgrade Grant	2,398	2,273	-125	3,897
467 - Remote Aboriginal Economic Developme	0	943	943	1,617
481 - Right Path Project	120	0	-120	0
483 - Office of Women's Policy	633	0	-633	0
485 - Ngukurr and Numbulwar Fright Hub	0	291,667	291,667	500,000
486 - Ngukurr, Numbulwar & Borroloola Feasib	39,708	109,579	69,871	187,850
487 - Improving Strategic Local Roads Infrastru	0	170,448	170,448	292,197
Total Expenditure	2,296,189	4,555,949	2,259,760	7,810,197

HQ



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Barunga (Bamyili)

17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
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Expenditure by Service

1 - Corporate Governance	23,502	53,101	29,599	91,030
2 - Commercial Services	474,558	559,735	85,176	959,545
3 - Council & Community Services	653,277	812,856	159,580	1,393,467
4 - Other Services	588	583	-5	1,000
Total Expenditure	1,151,925	1,426,275	274,350	2,445,043

Expenditure by Account Category

21 - Employee Expenses	442,704	575,719	133,014	986,946
22 - Contract and Material Expenses	106,621	186,269	79,648	319,318
23 - Fleet, Plant & Equipment	36,465	52,774	16,308	90,469
25 - Other Operating Expenses	20,719	37,506	16,787	64,296
27 - Finance Expenses	0	29	29	50
31 - Internal Cost Allocations	545,416	573,978	28,563	983,963
Total Expenditure	1,151,925	1,426,275	274,350	2,445,043

Expenditure by Activity

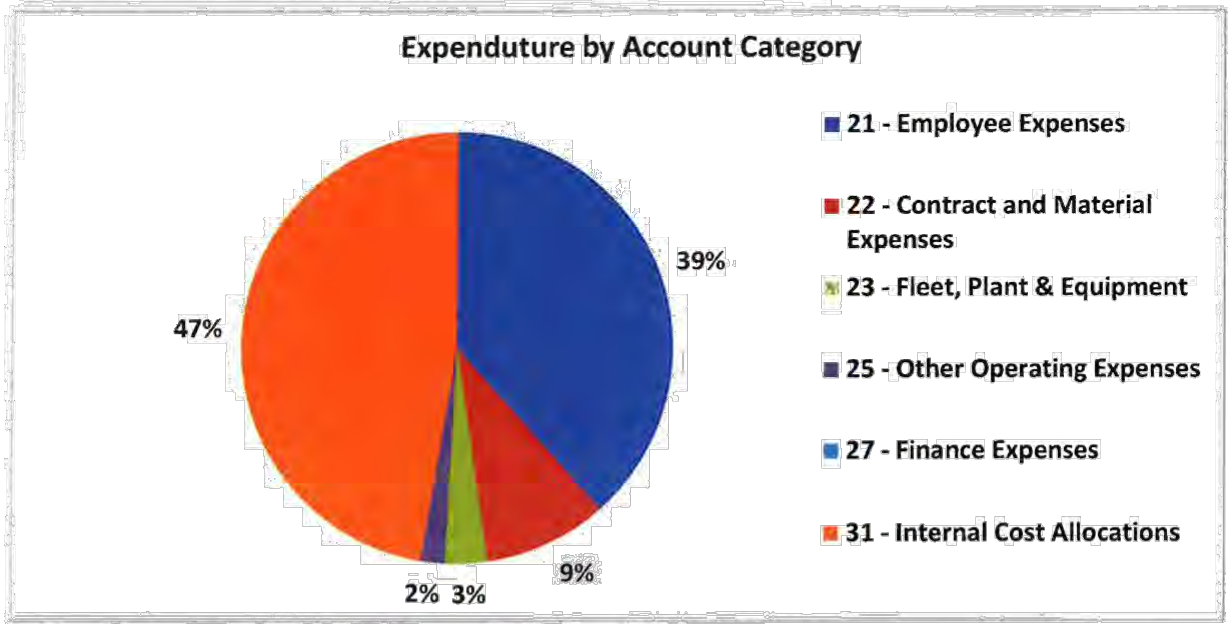
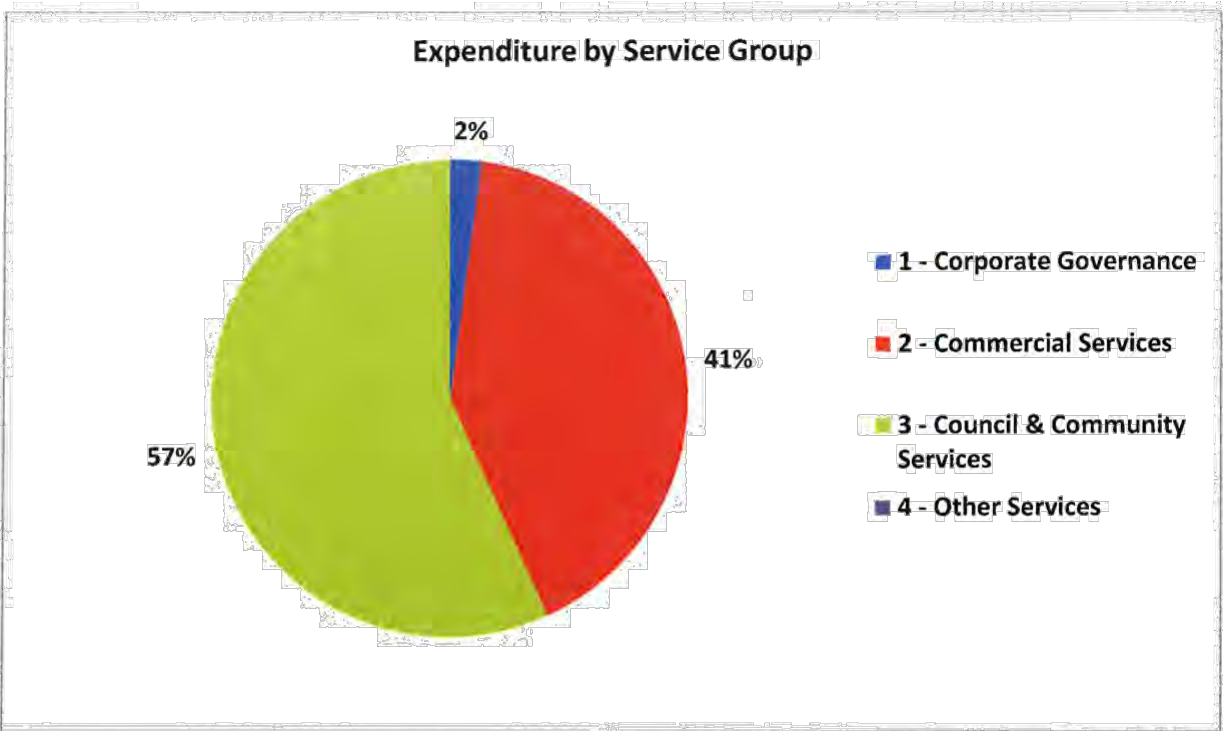
111 - Council Services General	166,668	215,760	49,092	369,873
132 - Local Authority	788	3,452	2,664	5,918
138 - Local Authority Project	21,490	47,072	25,582	80,694
160 - Municipal Services	226,437	272,644	46,208	467,390
161 - Waste management	31,537	37,427	5,890	64,160
164 - Local Emergency Management	1,558	613	-946	1,050
169 - Civic Events	0	292	292	500
170 - Australia Day	0	175	175	300
200 - Local roads maintenance	800	5,717	4,917	9,800
201 - Street lighting	9,384	6,400	-2,983	10,972
202 - Staff Housing	-2,002	2,415	4,417	4,140
220 - Territory Housing Repairs and Maintenance	0	292	292	500
221 - Territory Housing Tenancy Management	60,756	71,489	10,734	122,553
241 - Airstrip maintenance Contracts	8,741	8,750	9	15,000
242 - Litter Collection and Slashing External C	14,925	14,941	16	25,612
245 - Visitor Accommodation and External Fac	3,227	162	-3,064	279
246 - Commercial Australia Post	6,631	6,638	7	11,379
314 - Service Fee - CDP	360,951	384,709	23,757	659,501
318 - Outcome Payments - CDP	22,500	72,917	50,417	125,000
322 - Outstations Housing Maintenance	55	0	-55	0
344 - Commonwealth Home Support Program	3,349	3,250	-98	5,572
346 - Indigenous Broadcasting	24,592	25,381	789	43,510
348 - Library	9,922	18,310	8,388	31,388
350 - Centrelink	20,578	31,464	10,887	53,939
381 - Animal Control	5,293	0	-5,293	0

Income & Expenditure Report as at

31-January-2017

Barunga (Bamyili)

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
401 - Night Patrol	104,065	119,145	15,080	204,249
404 - Indigenous Sports and Rec Program	28,975	26,758	-2,217	45,871
407 - Remote Sports and Recreation	297	0	-297	0
409 - Sport and Rec Facilities	18,849	18,849	0	32,313
416 - Youth Vibe Grant	973	149	-824	255
462 - 2014-19 Roads to Recovery	0	30,523	30,523	52,325
483 - Office of Women's Policy	588	583	-5	1,000
Total Expenditure	1,151,925	1,426,275	274,350	2,445,043
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	52,261	32,083	-20,177	55,000
5341 - Capital Purchases Plant & Equipment	0	23,333	23,333	40,000
Total Capital Expenditure	52,261	55,417	3,156	95,000



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Beswick (Wugularr)

17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
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Expenditure by Service

1 - Corporate Governance	126,131	168,021	41,890	288,037
2 - Commercial Services	642,716	894,496	251,780	1,533,423
3 - Council & Community Services	854,742	1,032,819	178,077	1,770,546
Total Expenditure	1,623,589	2,095,337	471,747	3,592,005

Expenditure by Account Category

21 - Employee Expenses	659,973	979,113	319,140	1,678,480
22 - Contract and Material Expenses	167,362	273,880	106,519	469,509
23 - Fleet, Plant & Equipment	30,399	45,121	14,722	77,350
25 - Other Operating Expenses	93,587	59,542	-34,044	102,072
27 - Finance Expenses	0	29	29	50
31 - Internal Cost Allocations	672,269	737,651	65,381	1,264,544
Total Expenditure	1,623,589	2,095,337	471,747	3,592,005

Expenditure by Activity

110 - Assets Management - Fixed Assets	36,645	0	-36,645	0
111 - Council Services General	202,067	216,594	14,526	371,303
132 - Local Authority	1,664	2,399	734	4,112
135 - Shire to Regional Transition	16	0	-16	0
138 - Local Authority Project	-1,193	90,385	91,578	154,946
160 - Municipal Services	184,066	247,716	63,650	424,656
161 - Waste management	33,938	46,791	12,853	80,213
164 - Local Emergency Management	1,226	1,190	-35	2,041
169 - Civic Events	0	292	292	500
170 - Australia Day	0	175	175	300
171 - Naidoc Week	1,005	586	-419	1,005
200 - Local roads maintenance	697	3,208	2,511	5,500
201 - Street lighting	11,862	12,363	501	21,194
202 - Staff Housing	15,367	-2,426	-17,792	-4,158
220 - Territory Housing Repairs and Maintainer	41,390	56,223	14,833	96,382
221 - Territory Housing Tenancy Managememe	77	324	247	555
245 - Visitor Accommodation and External F	73,632	77,663	4,031	133,136
246 - Commercial Australia Post	6,693	6,700	7	11,486
313 - CDP Central Administration	18,618	0	-18,618	0
314 - Service Fee - CDP	553,439	735,000	181,561	1,260,000
318 - Outcome Payments - CDP	22,500	96,250	73,750	165,000
340 - Community Services admin	42	0	-42	0
341 - Commonwealth Aged Care Package	1,818	0	-1,818	0

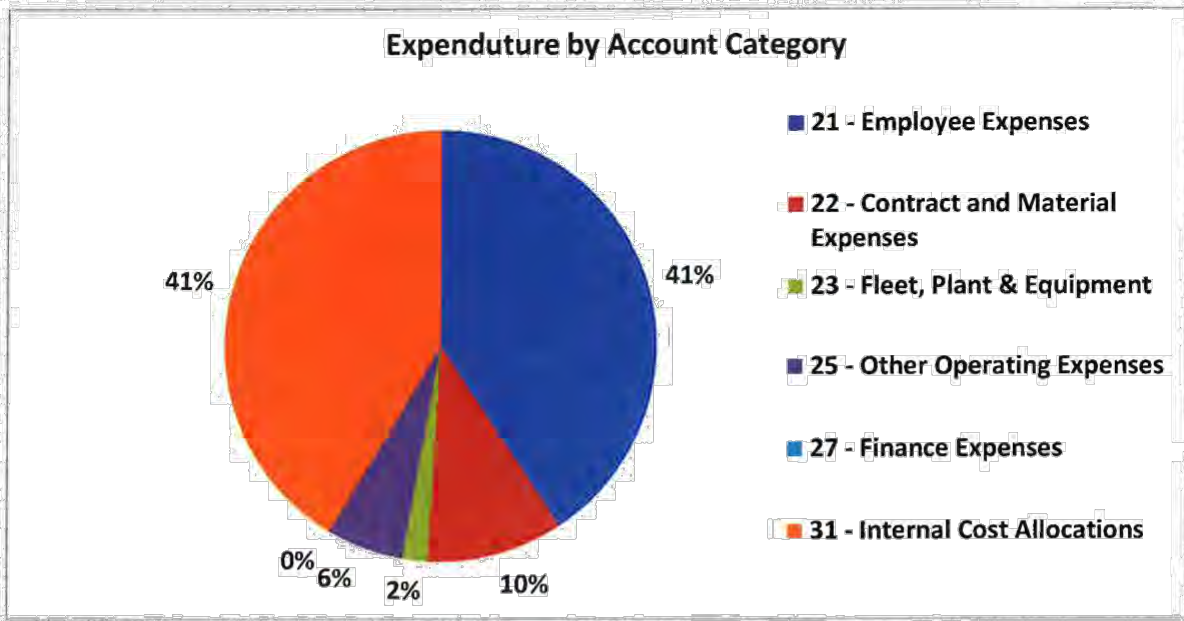
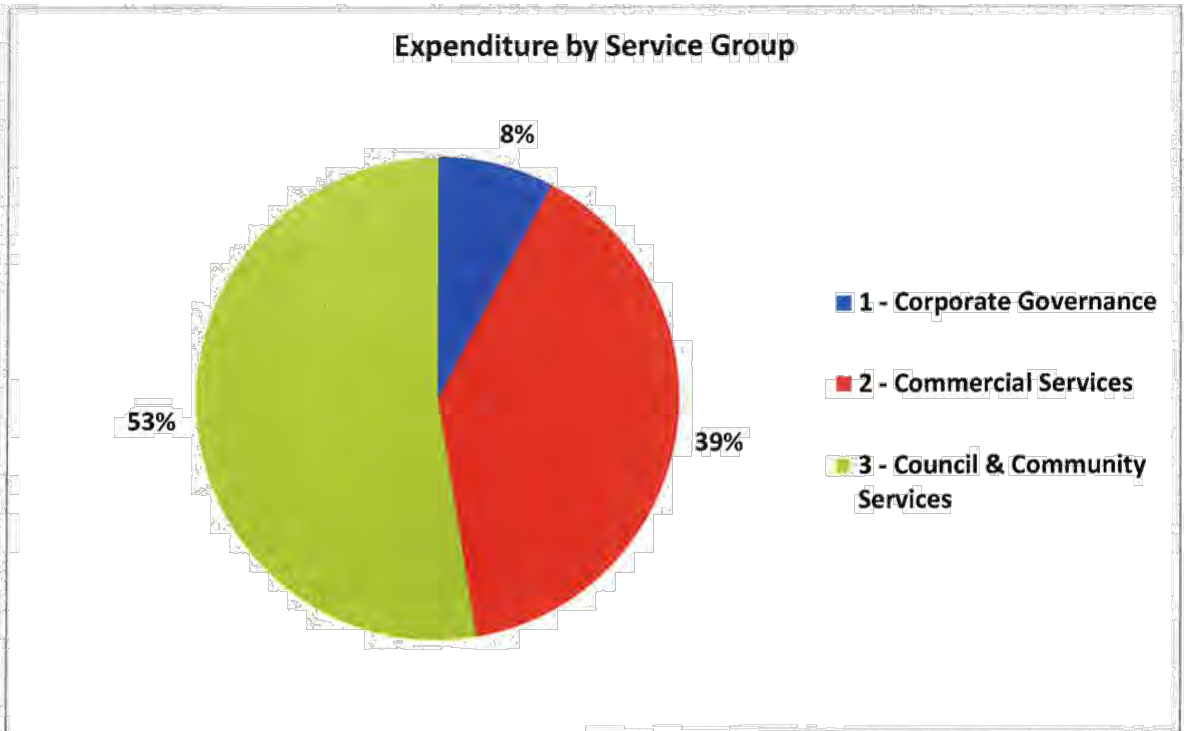
Income & Expenditure Report as at

31-January-2017

Beswick (Wugularr)

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
342 - Indigenous Aged Care Employment	69,198	92,319	23,121	158,261
344 - Commonwealth Home Support Progra	19,312	24,161	4,848	41,418
346 - Indigenous Broadcasting	21,956	22,923	968	39,297
347 - Creche	70,278	96,953	26,675	166,206
350 - Centrelink	18,220	55,613	37,392	95,336
353 - Budget Based Funding	4,198	2,853	-1,345	4,890
381 - Animal Control	8,106	0	-8,106	0
401 - Night Patrol	180,990	168,440	-12,550	288,754
404 - Indigenous Sports and Rec Program	21,440	37,406	15,966	64,125
407 - Remote Sports and Recreation	638	0	-638	0
416 - Youth Vibe Grant	662	0	-662	0
481 - Right Path Project	3,024	3,237	213	5,549
Total Expenditure	1,623,589	2,095,337	471,747	3,592,005
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	0	46,667	46,667	80,000
5341 - Capital Purchases Plant & Equipmen	0	20,417	20,417	35,000
Total Capital Expenditure	0	67,083	67,083	115,000

Beswick (Wugularr)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Borrooloola

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	33,370	246,496	213,126	422,566
2 - Commercial Services	47,993	42,000	-5,993	72,000
3 - Council & Community Services	978,607	1,569,247	590,640	2,690,138
4 - Other Services	-1,427	14,583	16,011	25,000
Total Expenditure	1,058,543	1,872,327	813,784	3,209,704

Expenditure by Account Category

21 - Employee Expenses	457,339	632,685	175,346	1,084,603
22 - Contract and Material Expenses	141,655	739,955	598,301	1,268,495
23 - Fleet, Plant & Equipment	48,910	49,089	180	84,153
25 - Other Operating Expenses	47,115	74,536	27,421	127,776
27 - Finance Expenses	0	29	29	50
31 - Internal Cost Allocations	363,525	376,033	12,507	644,627
Total Expenditure	1,058,543	1,872,327	813,784	3,209,704

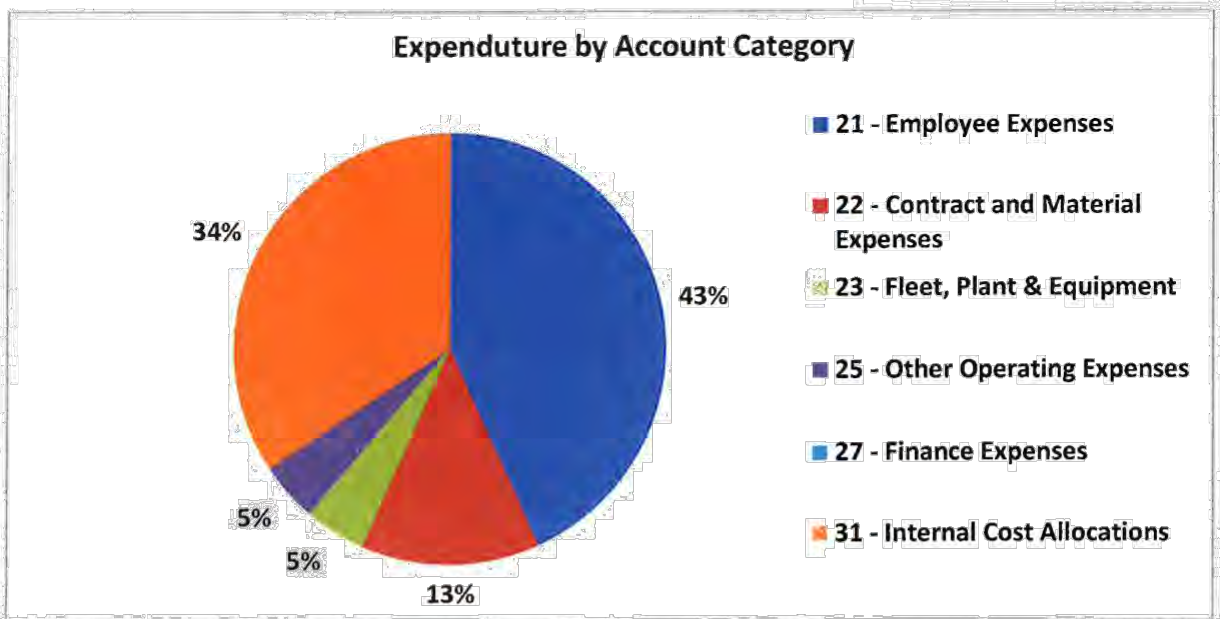
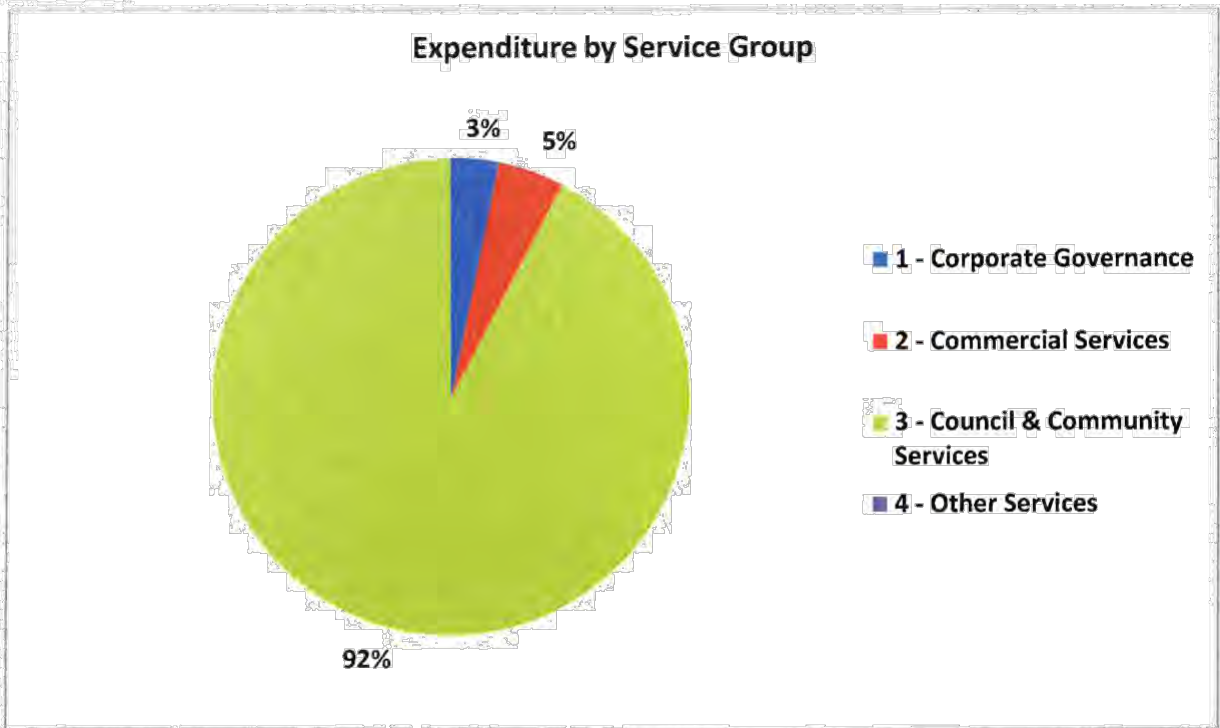
Expenditure by Activity

103 - Infrastructure and Technical Services Di	292	0	-292	0
106 - General Council Operations	0	-37,099	-37,099	-63,598
110 - Assets Management - Fixed Assets	0	1,750	1,750	3,000
111 - Council Services General	196,972	248,361	51,388	425,761
116 - WorkComp Settlement	0	32,268	32,268	55,316
132 - Local Authority	10,772	12,525	1,752	21,471
133 - Local Elections	851	0	-851	0
138 - Local Authority Project	4,869	210,298	205,429	360,510
160 - Municipal Services	206,488	256,978	50,489	440,533
161 - Waste management	53,325	51,398	-1,928	88,110
162 - Cemeteries Management	1,213	1,455	241	2,494
169 - Civic Events	0	292	292	500
170 - Australia Day	387	233	-154	400
200 - Local roads maintenance	4,324	153,037	148,713	262,349
201 - Street lighting	11,025	14,000	2,975	24,000
202 - Staff Housing	-7,979	-1,558	6,421	-2,670
241 - Airstrip maintenance Contracts	47,728	42,000	-5,728	72,000
245 - Visitor Accommodation and External Fa	24,858	28,313	3,455	48,537
275 - Mechanical Workshop	265	0	-265	0
348 - Library	31,134	37,358	6,224	64,042
381 - Animal Control	14,289	2,360	-11,929	4,045
401 - Night Patrol	130,240	138,685	8,445	237,745

Income & Expenditure Report as at
31-January-2017
Borroloola

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
404 - Indigenous Sports and Rec Program	25,479	42,343	16,864	72,588
407 - Remote Sports and Recreation	25,021	33,518	8,497	57,459
409 - Sport and Rec Facilities	280	0	-280	0
410 - National Youth Week	187	0	-187	0
415 - Indigenous Youth Reconnect	90,297	102,547	12,250	175,795
416 - Youth Vibe Grant	1,015	56	-959	96
462 - 2014-19 Roads to Recovery	0	247,325	247,325	423,985
468 - Auspice Grant Management	-1,427	0	1,427	0
480 - McArthur River Mine	0	14,583	14,583	25,000
550 - Swimming Pool	186,640	239,304	52,665	410,236
Total Expenditure	1,058,543	1,872,327	813,784	3,209,704
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	0	37,917	37,917	65,000
5331 - Capital Construct Infrastructure	0	58,333	58,333	100,000
5341 - Capital Purchases Plant & Equipment	19,967	13,036	-6,931	22,347
Total Capital Expenditure	19,967	109,286	89,319	187,347

Borroloola



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Bulman (Gulin Gulin)

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	30,148	92,620	62,471	158,777
2 - Commercial Services	347,518	423,357	75,840	725,756
3 - Council & Community Services	701,301	855,295	153,994	1,466,220
4 - Other Services	0	58,333	58,333	100,000
Total Expenditure	1,078,967	1,429,606	350,638	2,450,753

Expenditure by Account Category

21 - Employee Expenses	475,329	675,171	199,842	1,157,436
22 - Contract and Material Expenses	124,547	260,629	136,081	446,792
23 - Fleet, Plant & Equipment	32,903	35,545	2,642	60,935
25 - Other Operating Expenses	52,667	72,702	20,035	124,632
27 - Finance Expenses	40	29	-11	50
31 - Internal Cost Allocations	393,481	385,529	-7,952	660,908
Total Expenditure	1,078,967	1,429,606	350,638	2,450,753

Expenditure by Activity

111 - Council Services General	139,995	189,445	49,450	324,763
132 - Local Authority	1,866	8,155	6,289	13,979
135 - Shire to Regional Transition	87	0	-87	0
138 - Local Authority Project	6,240	63,025	56,786	108,043
160 - Municipal Services	166,279	203,526	37,247	348,901
161 - Waste management	29,068	36,009	6,940	61,729
169 - Civic Events	0	292	292	500
170 - Australia Day	0	175	175	300
171 - Naidoc Week	105	601	497	1,030
200 - Local roads maintenance	0	2,917	2,917	5,000
201 - Street lighting	740	3,208	2,468	5,500
202 - Staff Housing	287	-1,351	-1,638	-2,316
220 - Territory Housing Repairs and Maintenance	29,321	38,601	9,280	66,173
221 - Territory Housing Tenancy Management	24,308	26,268	1,960	45,031
241 - Airstrip maintenance Contracts	8,859	8,750	-109	15,000
245 - Visitor Accommodation and External Facilities	21,669	22,791	1,122	39,070
246 - Commercial Australia Post	2,031	2,033	2	3,486
313 - CDP Central Administration	134	0	-134	0
314 - Service Fee - CDP	260,383	273,000	12,617	468,000
318 - Outcome Payments - CDP	11,250	67,083	55,833	115,000
320 - Outstation Services Admin	1,064	0	-1,064	0
323 - Outstations municipal services	2,101	2,917	816	5,000

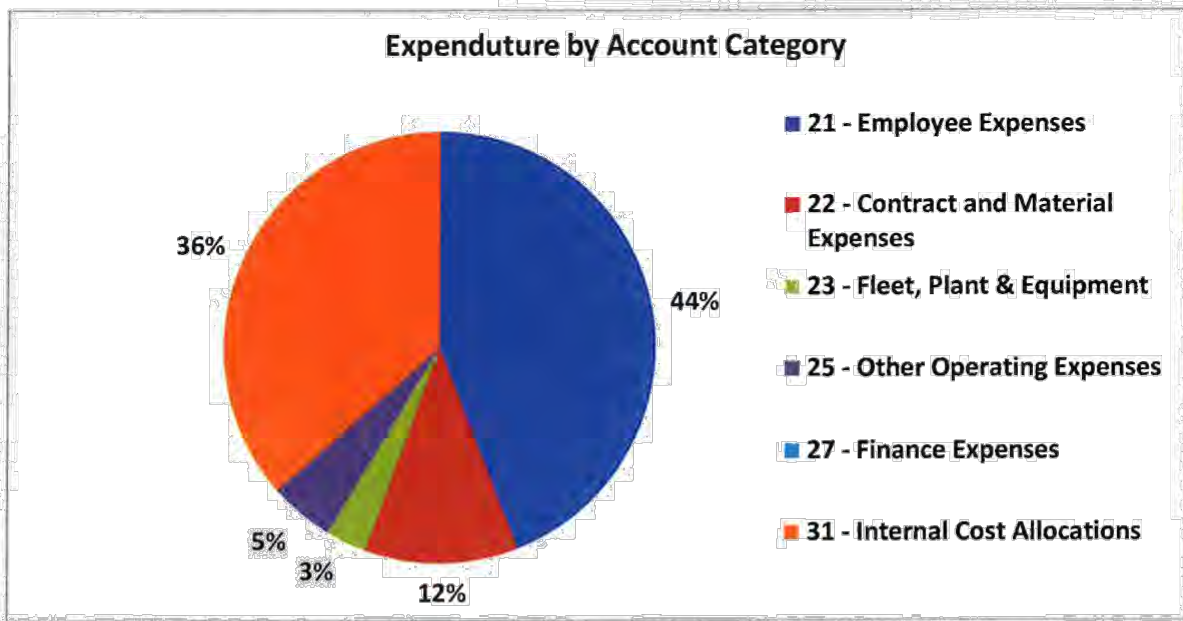
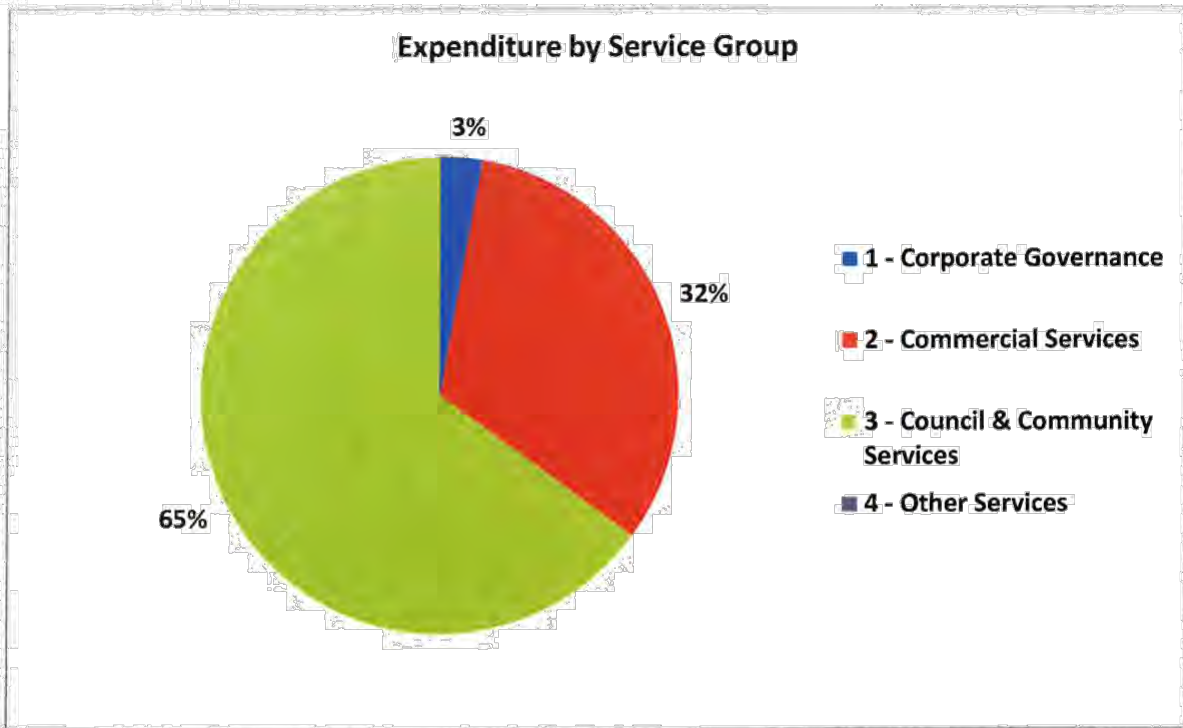
Income & Expenditure Report as at

31-January-2017

Bulman (Gulin Gulin)

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
340 - Community Services admin	107	0	-107	0
341 - Commonwealth Aged Care Package	3,377	0	-3,377	0
342 - Indigenous Aged Care Employment	47,428	67,075	19,648	114,987
344 - Commonwealth Home Support Program	15,499	17,426	1,927	29,873
346 - Indigenous Broadcasting	19,279	24,069	4,789	41,261
347 - Creche	176	0	-176	0
349 - School Nutrition Program	62,014	91,885	29,870	157,517
350 - Centrelink	30,413	33,305	2,892	57,094
381 - Animal Control	7,091	0	-7,091	0
401 - Night Patrol	118,065	123,173	5,107	211,153
404 - Indigenous Sports and Rec Program	59,626	61,242	1,615	104,985
416 - Youth Vibe Grant	1,253	127	-1,127	217
464 - NT Govt Special Purpose Grants	0	58,333	58,333	100,000
475 - CDP CDF	8,067	4,705	-3,361	8,066
479 - Territory Day Celebration	785	822	37	1,409
Total Expenditure	1,078,967	1,429,606	350,638	2,450,753
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	0	50,167	50,167	86,000
5341 - Capital Purchases Plant & Equipment	0	58,333	58,333	100,000
Total Capital Expenditure	0	108,500	108,500	186,000

Bulman (Gulin Gulin)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Eva Valley (Manyallaluk)

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	69,006	40,010	-28,996	68,589
2 - Commercial Services	128,964	169,067	40,103	289,829
3 - Council & Community Services	438,496	546,376	107,881	936,644
4 - Other Services	293	583	290	1,000
Total Expenditure	636,759	756,037	119,278	1,296,062

Expenditure by Account Category

21 - Employee Expenses	234,257	292,836	58,579	502,005
22 - Contract and Material Expenses	70,886	157,120	86,234	269,348
23 - Fleet, Plant & Equipment	20,559	21,137	578	36,235
25 - Other Operating Expenses	71,101	44,258	-26,842	75,871
31 - Internal Cost Allocations	239,956	240,686	729	412,604
Total Expenditure	636,759	756,037	119,278	1,296,062

Expenditure by Activity

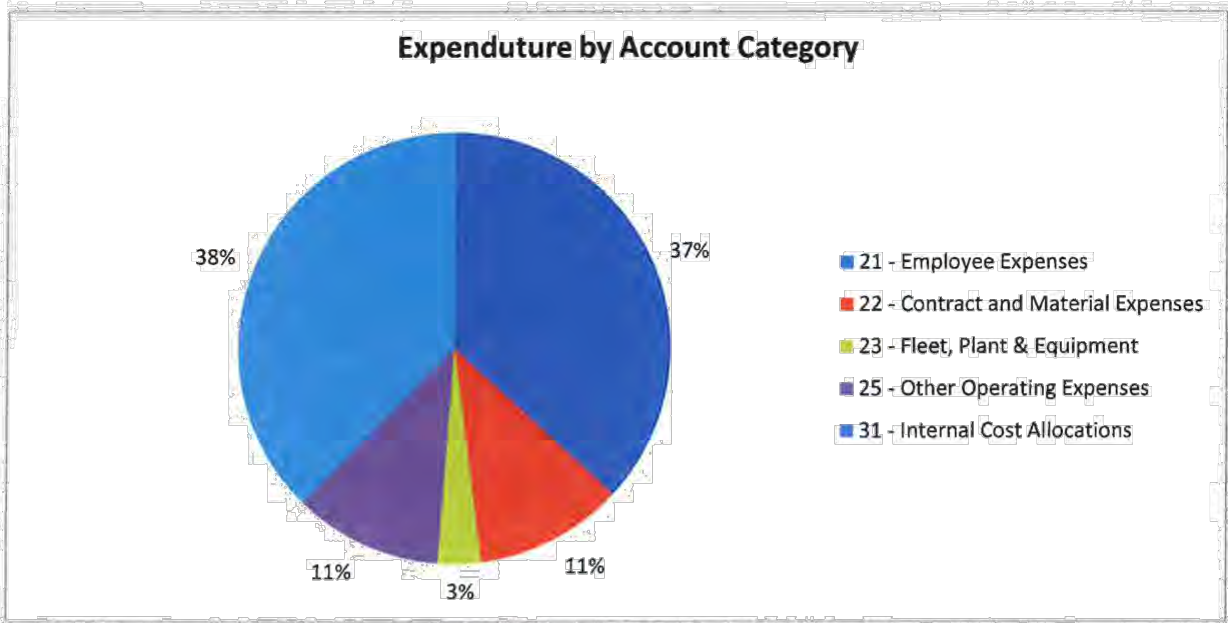
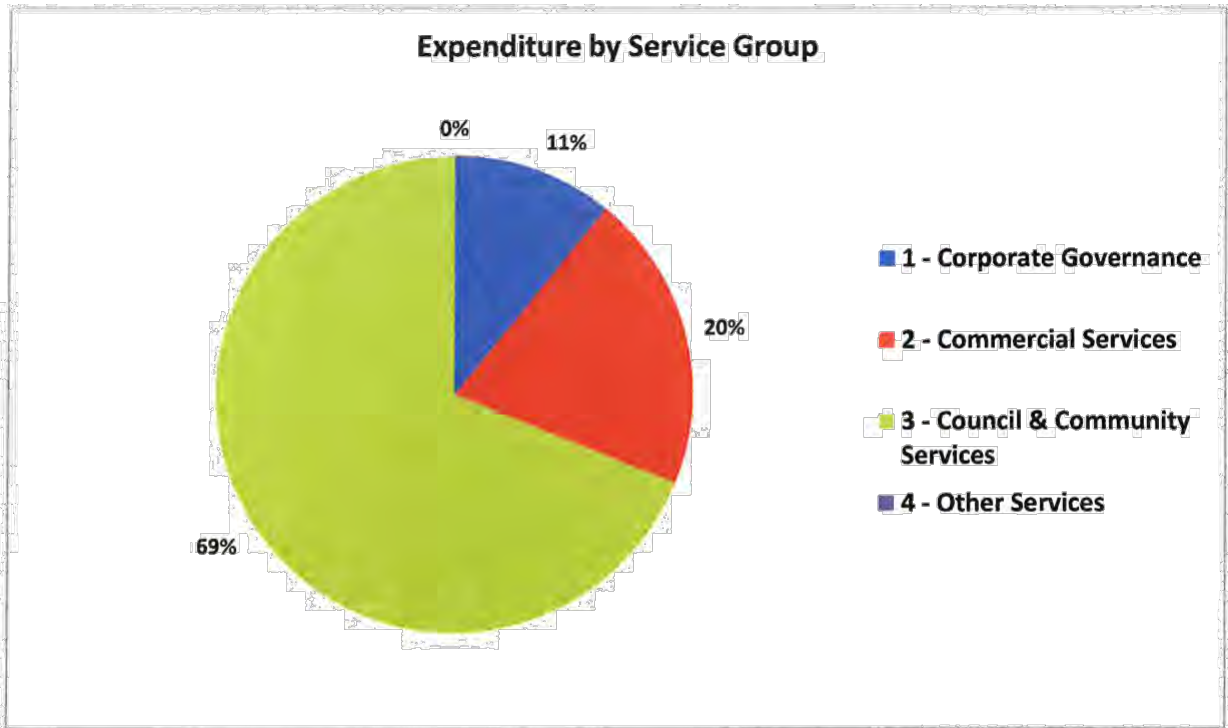
110 - Assets Management - Fixed Assets	54,944	0	-54,944	0
111 - Council Services General	33,691	26,569	-7,121	45,547
132 - Local Authority	657	2,224	1,567	3,812
138 - Local Authority Project	0	15,945	15,945	27,335
160 - Municipal Services	140,361	153,683	13,323	263,458
161 - Waste management	23,172	30,889	7,717	52,953
164 - Local Emergency Management	976	613	-363	1,050
169 - Civic Events	0	292	292	500
170 - Australia Day	0	175	175	300
200 - Local roads maintenance	22,164	61,133	38,970	104,800
201 - Street lighting	370	583	213	1,000
202 - Staff Housing	-2,075	-614	1,461	-1,053
220 - Territory Housing Repairs and Maintenance	0	117	117	200
241 - Airstrip maintenance Contracts	5,827	5,833	6	10,000
244 - Power Water contract	64,771	59,072	-5,699	101,267
245 - Visitor Accommodation and External Faci	15,481	22,456	6,975	38,496
246 - Commercial Australia Post	4,640	4,645	5	7,962
314 - Service Fee - CDP	53,725	81,900	28,175	140,400
318 - Outcome Payments - CDP	0	17,500	17,500	30,000
340 - Community Services admin	93	0	-93	0
342 - Indigenous Aged Care Employment	15,809	175	-15,634	300
344 - Commonwealth Home Support Program	10,934	26,682	15,748	45,740
347 - Creche	43,640	87,605	43,965	150,180
349 - School Nutrition Program	44,861	67,619	22,758	115,918

**Income & Expenditure Report as at
31-January-2017**

Eva Valley (Manyallaluk)

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
350 - Centrelink	2,725	3,016	292	5,171
353 - Budget Based Funding	5,459	2,853	-2,606	4,890
381 - Animal Control	1,711	0	-1,711	0
401 - Night Patrol	85,500	65,819	-19,682	112,832
404 - Indigenous Sports and Rec Program	1,076	13,642	12,565	23,385
409 - Sport and Rec Facilities	5,029	5,029	0	8,621
416 - Youth Vibe Grant	928	0	-928	0
483 - Office of Women's Policy	293	583	290	1,000
Total Expenditure	636,759	756,037	119,278	1,296,062
Capital Expenditure				
5331 - Capital Construct Infrastructure	0	17,500	17,500	30,000
Total Capital Expenditure	0	17,500	17,500	30,000

Eva Valley (Manyallaluk)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Jilkminggan (Duck Creek)

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
Expenditure by Service				
1 - Corporate Governance	5,591	76,841	71,251	131,728
2 - Commercial Services	411,218	565,543	154,326	969,503
3 - Council & Community Services	660,514	811,159	150,645	1,390,557
Total Expenditure	1,077,322	1,453,543	376,221	2,491,787

Expenditure by Account Category

21 - Employee Expenses	493,460	665,856	172,396	1,141,468
22 - Contract and Material Expenses	68,149	157,099	88,950	269,313
23 - Fleet, Plant & Equipment	19,942	27,428	7,487	47,020
25 - Other Operating Expenses	29,351	46,643	17,291	79,958
27 - Finance Expenses	40	29	-11	50
31 - Internal Cost Allocations	466,380	556,487	90,108	953,978
Total Expenditure	1,077,322	1,453,543	376,221	2,491,787

Expenditure by Activity

109 - Asset Department	228	0	-228	0
110 - Assets Management - Fixed Assets	0	1,167	1,167	2,000
111 - Council Services General	57,918	78,496	20,578	134,565
132 - Local Authority	560	2,111	1,551	3,620
138 - Local Authority Project	0	69,907	69,907	119,841
160 - Municipal Services	188,152	141,688	-46,464	242,894
161 - Waste management	39,545	41,417	1,872	71,000
164 - Local Emergency Management	2,352	1,214	-1,138	2,081
169 - Civic Events	0	292	292	500
170 - Australia Day	0	175	175	300
200 - Local roads maintenance	0	1,458	1,458	2,500
201 - Street lighting	582	1,458	877	2,500
202 - Staff Housing	4,802	3,656	-1,146	6,267
220 - Territory Housing Repairs and Maintenance	13,203	21,481	8,278	36,825
221 - Territory Housing Tenancy Management	18,341	22,543	4,201	38,645
244 - Power Water contract	56,118	60,000	3,882	102,857
246 - Commercial Australia Post	4,182	4,187	4	7,177
314 - Service Fee - CDP	311,873	399,000	87,126	684,000
318 - Outcome Payments - CDP	7,500	58,333	50,833	100,000
340 - Community Services admin	100	0	-100	0
344 - Commonwealth Home Support Program	145	296	151	507
347 - Creche	127,204	203,558	76,354	348,957
350 - Centrelink	6,678	22,728	16,050	38,961
353 - Budget Based Funding	7,455	5,769	-1,685	9,890
381 - Animal Control	4,391	0	-4,391	0
401 - Night Patrol	117,676	144,953	27,278	248,491
403 - Outside School Hours Care	61,318	74,486	13,168	127,689

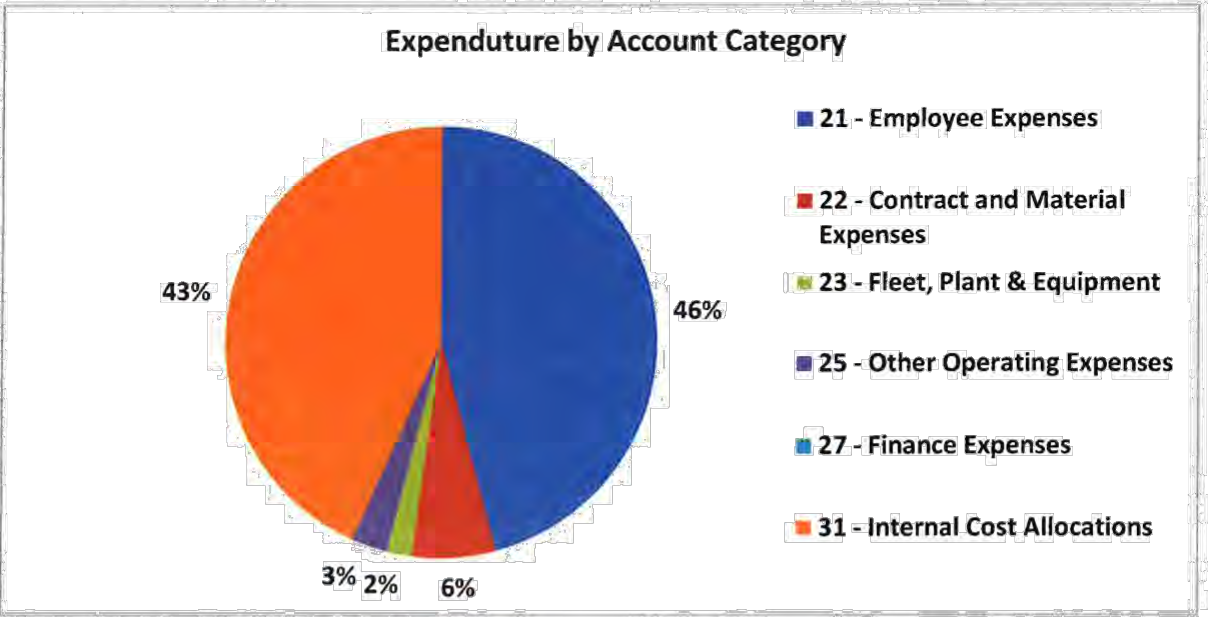
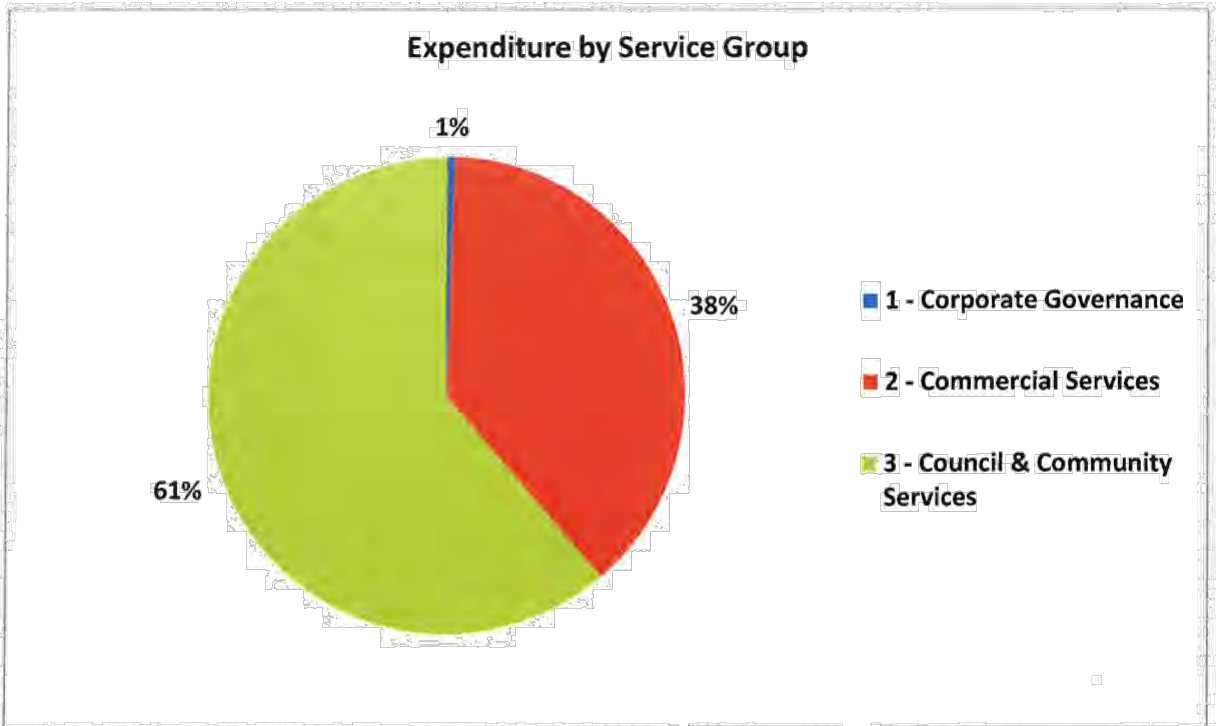
Income & Expenditure Report as at

31-January-2017

Jilkinggan (Duck Creek)

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
404 - Indigenous Sports and Rec Program	15,484	38,563	23,079	66,108
407 - Remote Sports and Recreation	10,181	29,219	19,038	50,090
409 - Sport and Rec Facilities	19,800	25,288	5,488	43,352
414 - Drug and Volatile Substances	509	0	-509	0
415 - Indigenous Youth Reconnect	4	0	-4	0
416 - Youth Vibe Grant	1,022	100	-922	172
Total Expenditure	1,077,322	1,453,543	376,221	2,491,787
Capital Expenditure				
5331 - Capital Construct Infrastructure	0	35,000	35,000	60,000
Total Capital Expenditure	0	35,000	35,000	60,000

Jilkminggan (Duck Creek)



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Mataranka

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	1,989	17,882	15,892	30,655
2 - Commercial Services	202,429	300,748	98,319	515,569
3 - Council & Community Services	889,117	1,142,540	253,423	1,958,640
4 - Other Services	1,304	3,735	2,431	6,403
Total Expenditure	1,094,839	1,464,905	370,066	2,511,267

Expenditure by Account Category

21 - Employee Expenses	563,988	659,297	95,309	1,130,223
22 - Contract and Material Expenses	113,476	277,001	163,525	474,859
23 - Fleet, Plant & Equipment	43,082	56,339	13,257	96,581
25 - Other Operating Expenses	33,148	44,877	11,729	76,932
27 - Finance Expenses	0	29	29	50
31 - Internal Cost Allocations	341,146	427,362	86,217	732,621
Total Expenditure	1,094,839	1,464,905	370,066	2,511,267

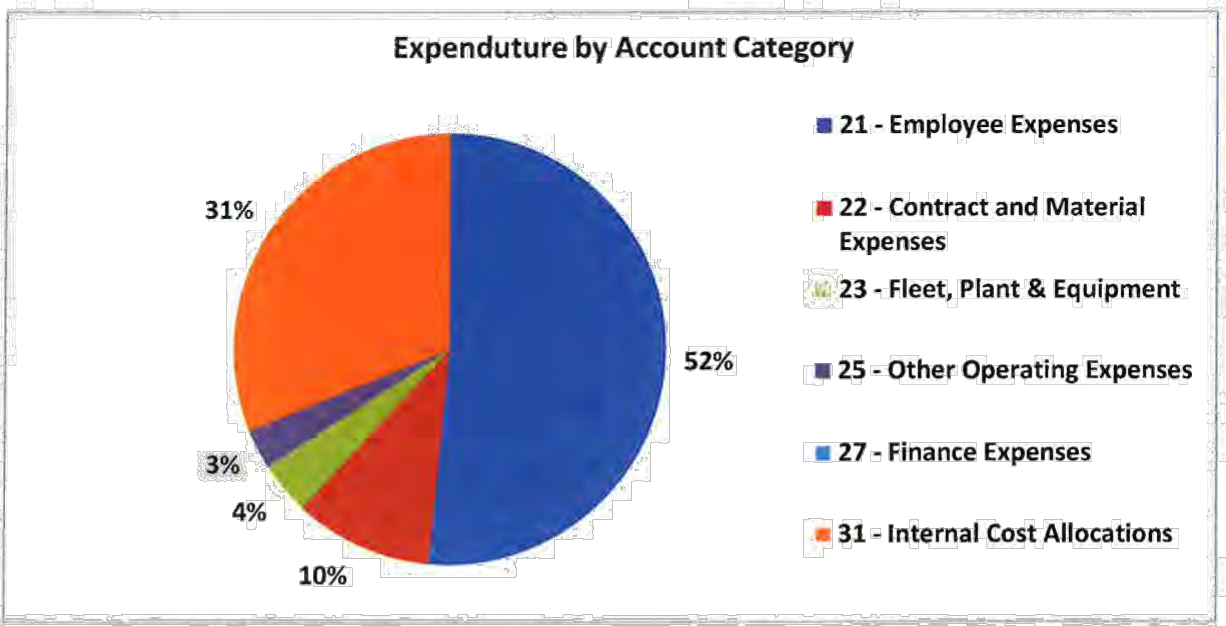
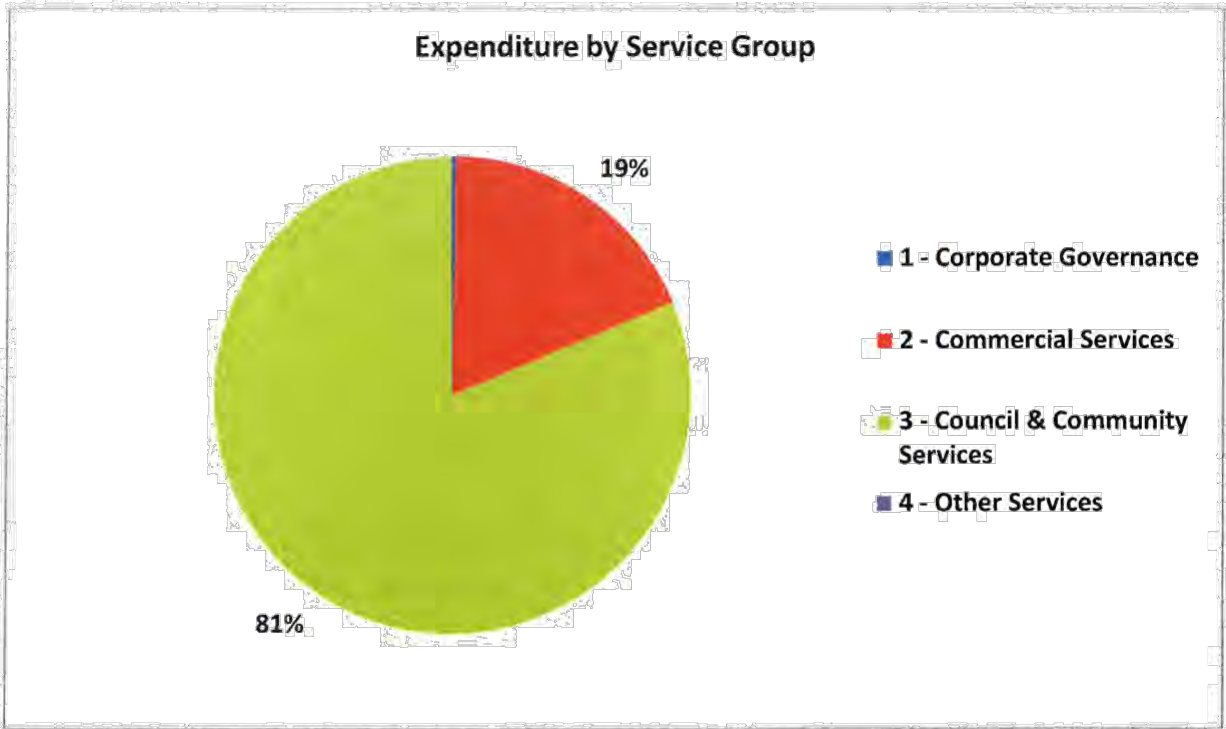
Expenditure by Activity

110 - Assets Management - Fixed Assets	135	79	-56	135
111 - Council Services General	280,887	319,723	38,836	548,096
132 - Local Authority	2,780	3,645	864	6,248
134 - Community Grants	9,181	0	-9,181	0
138 - Local Authority Project	89	19,791	19,702	33,928
160 - Municipal Services	294,327	342,374	48,047	586,927
161 - Waste management	7,187	11,085	3,898	19,003
162 - Cemeteries Management	1,167	1,167	0	2,000
164 - Local Emergency Management	571	613	42	1,050
166 - Rural Transaction Centre	12,378	19,250	6,872	33,000
169 - Civic Events	0	292	292	500
170 - Australia Day	85	175	90	300
200 - Local roads maintenance	0	2,042	2,042	3,500
201 - Street lighting	1,639	2,625	986	4,500
202 - Staff Housing	-11,447	-6,363	5,084	-10,908
242 - Litter Collection and Slashing External C	19,878	19,899	21	34,113
245 - Visitor Accommodation and External Fac	1,252	730	-521	1,252
246 - Commercial Australia Post	5,861	4,349	-1,512	7,456
313 - CDP Central Administration	245	0	-245	0
314 - Service Fee - CDP	176,444	259,000	82,556	444,000
318 - Outcome Payments - CDP	0	17,500	17,500	30,000
341 - Commonwealth Aged Care Package	3,343	0	-3,343	0
342 - Indigenous Aged Care Employment	44,827	44,593	-234	76,444

Income & Expenditure Report as at**31-January-2017****Mataranka**

	17GLACT Year to Date Actual (\$)	17GLBUD2 Year to Date Budget (\$)	Variance (\$)	17GLBUD2 Annual Budget (\$)
344 - Commonwealth Home Support Program	28,430	38,125	9,695	65,357
348 - Library	28,610	31,139	2,529	53,381
350 - Centrelink	29,019	32,549	3,530	55,799
381 - Animal Control	1,253	1,879	626	3,220
401 - Night Patrol	120,835	155,346	34,511	266,307
404 - Indigenous Sports and Rec Program	18,604	25,990	7,386	44,555
407 - Remote Sports and Recreation	15,120	11,492	-3,628	19,700
416 - Youth Vibe Grant	836	0	-836	0
473 - Community Benefit Fund	0	102,083	102,083	175,000
488 - NTEPA Environment Grant	1,304	3,735	2,431	6,403
Total Expenditure	1,094,839	1,464,905	370,066	2,511,267
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	176,607	99,167	-77,440	170,000
5331 - Capital Construct Infrastructure	7,750	78,750	71,000	135,000
Total Capital Expenditure	184,357	177,917	-6,440	305,000

Mataranka



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Minyerri

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	88,871	259,576	170,705	444,988
2 - Commercial Services	486,504	839,785	353,282	1,439,632
3 - Council & Community Services	99,360	103,609	4,249	177,615
Total Expenditure	674,734	1,202,971	528,236	2,062,235

Expenditure by Account Category

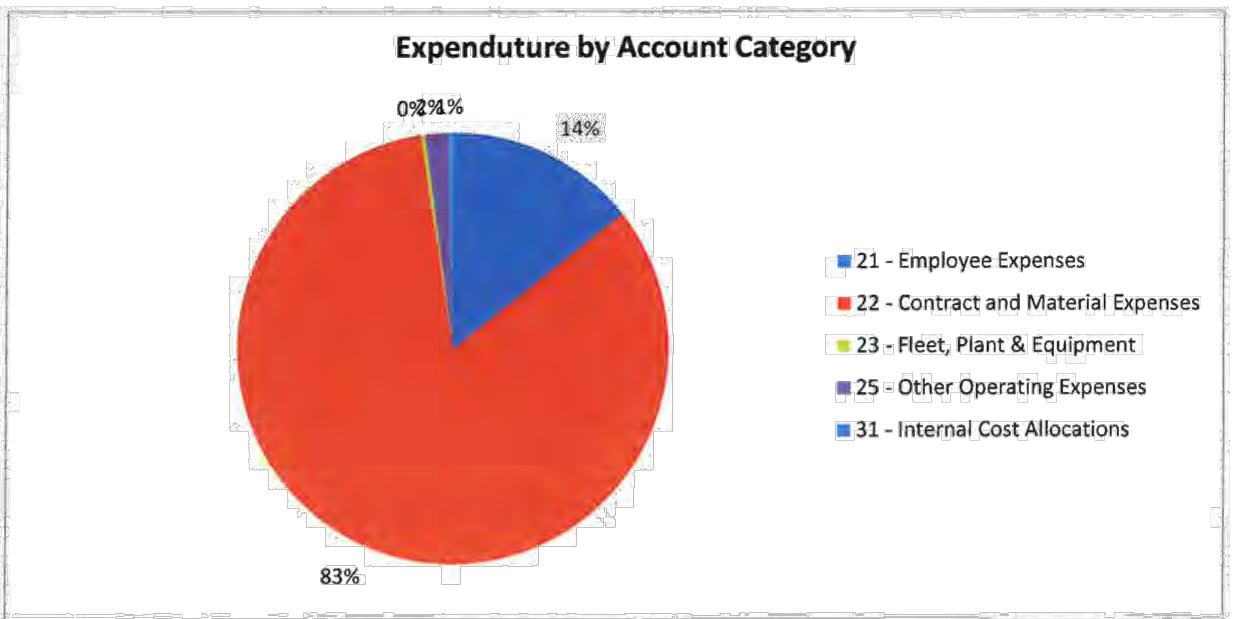
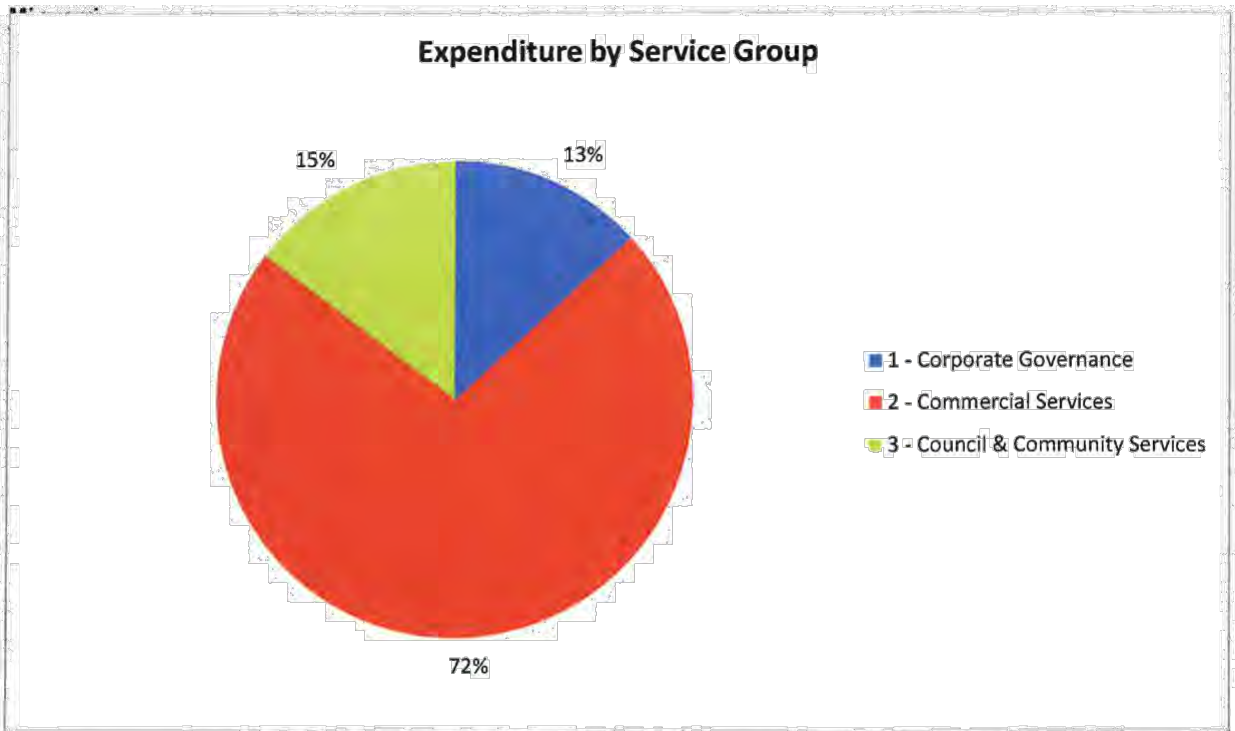
21 - Employee Expenses	96,337	94,802	-1,535	162,518
22 - Contract and Material Expenses	561,956	975,905	413,949	1,672,980
23 - Fleet, Plant & Equipment	2,093	3,558	1,465	6,100
25 - Other Operating Expenses	11,675	10,447	-1,228	17,909
31 - Internal Cost Allocations	2,672	118,258	115,586	202,728
Total Expenditure	674,734	1,202,971	528,236	2,062,235

Expenditure by Activity

106 - General Council Operations	85,402	213,296	127,893	365,650
132 - Local Authority	1,468	1,995	526	3,420
134 - Community Grants	2,000	0	-2,000	0
138 - Local Authority Project	0	44,286	44,286	75,918
220 - Territory Housing Repairs and Maintenance	4,400	5,477	1,077	9,389
221 - Territory Housing Tenancy Management	2,117	5,592	3,474	9,586
314 - Service Fee - CDP	479,986	828,717	348,731	1,420,657
401 - Night Patrol	99,360	103,609	4,249	177,615
Total Expenditure	674,734	1,202,971	528,236	2,062,235

Capital Expenditure

Total Capital Expenditure	0	0	0	0
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Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Ngukurr

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	211,374	305,860	94,486	524,331
2 - Commercial Services	1,278,546	1,686,436	407,889	2,891,032
3 - Council & Community Services	2,063,826	2,769,235	705,409	4,747,260
4 - Other Services	13,000	5,303	-7,697	9,091
Total Expenditure	3,566,746	4,766,834	1,200,087	8,171,715

Expenditure by Account Category

21 - Employee Expenses	1,255,012	1,667,824	412,812	2,859,126
22 - Contract and Material Expenses	854,966	1,470,545	615,578	2,520,934
23 - Fleet, Plant & Equipment	67,479	88,901	21,422	152,403
25 - Other Operating Expenses	96,474	162,556	66,082	278,667
27 - Finance Expenses	40	29	-11	50
31 - Internal Cost Allocations	1,292,775	1,376,979	84,204	2,360,535
Total Expenditure	3,566,746	4,766,834	1,200,087	8,171,715

Expenditure by Activity

106 - General Council Operations	0	-68,906	-68,906	-118,125
111 - Council Services General	350,860	386,432	35,572	662,455
113 - Project Management	518	0	-518	0
132 - Local Authority	6,038	9,786	3,748	16,776
134 - Community Grants	5,000	0	-5,000	0
138 - Local Authority Project	4,403	202,298	197,896	346,797
160 - Municipal Services	273,693	346,668	72,975	594,289
161 - Waste management	48,274	71,999	23,725	123,427
164 - Local Emergency Management	1,240	613	-627	1,050
169 - Civic Events	0	467	467	800
170 - Australia Day	0	233	233	400
171 - Naidoc Week	1,445	843	-602	1,445
200 - Local roads maintenance	4,860	331,840	326,981	568,869
201 - Street lighting	53	4,667	4,614	8,000
202 - Staff Housing	57,044	29,932	-27,112	51,312
220 - Territory Housing Repairs and Maintena	154,704	188,416	33,712	322,999
221 - Territory Housing Tenancy Managemen	64,026	70,449	6,423	120,769
241 - Airstrip maintenance Contracts	67,831	88,783	20,953	152,200
245 - Visitor Accommodation and External Fa	138,371	132,750	-5,621	227,571
246 - Commercial Australia Post	4,530	4,535	5	7,773
275 - Mechanical Workshop	809	0	-809	0
313 - CDP Central Administration	78	0	-78	0

Income & Expenditure Report as at

31-January-2017

Ngukurr

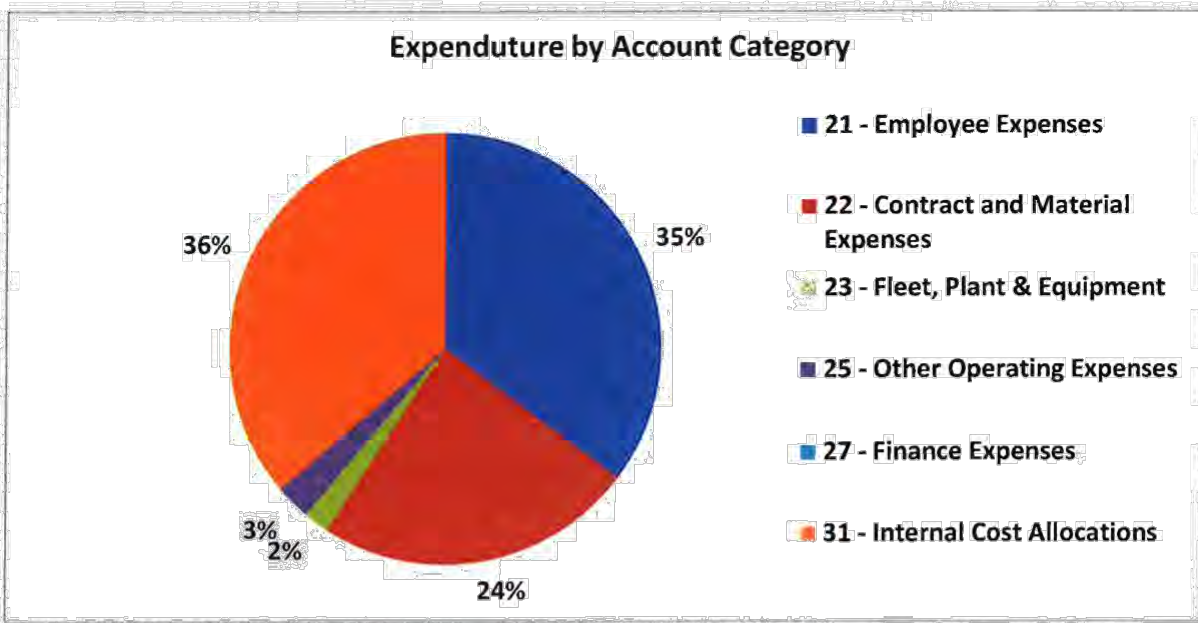
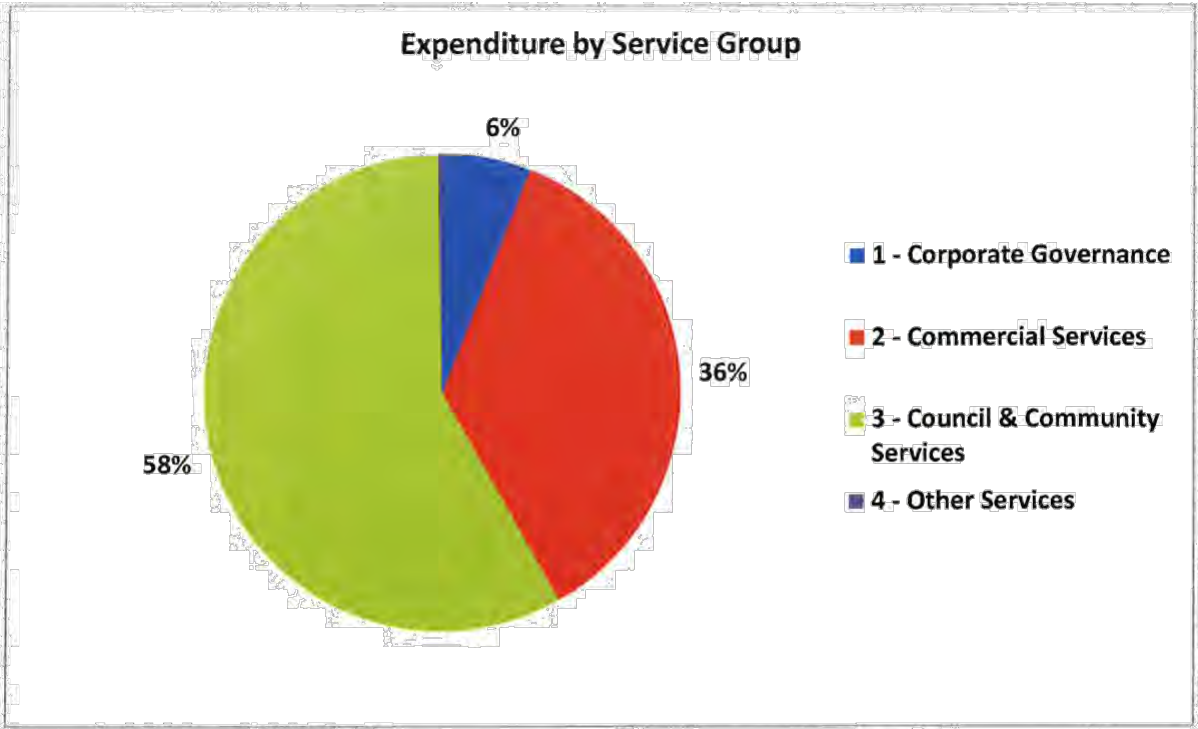
17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

314 - Service Fee - CDP	953,059	1,183,000	229,941	2,028,000
318 - Outcome Payments - CDP	26,250	131,250	105,000	225,000
320 - Outstation Services Admin	909	0	-909	0
323 - Outstations municipal services	6,351	20,003	13,652	34,291
341 - Commonwealth Aged Care Package	21,207	26,570	5,364	45,549
342 - Indigenous Aged Care Employment	76,188	92,097	15,909	157,881
344 - Commonwealth Home Support Program	88,675	96,828	8,153	165,990
346 - Indigenous Broadcasting	12,813	21,905	9,092	37,552
347 - Creche	95	0	-95	0
348 - Library	0	15,006	15,006	25,725
350 - Centrelink	44,931	29,789	-15,142	51,067
352 - Disability in Home Support	6,288	6,288	0	10,779
353 - Budget Based Funding	4,979	2,853	-2,126	4,890
381 - Animal Control	10,592	0	-10,592	0
401 - Night Patrol	216,268	259,419	43,151	444,718
403 - Outside School Hours Care	57,439	98,022	40,583	168,039
404 - Indigenous Sports and Rec Program	39,850	47,857	8,006	82,040
407 - Remote Sports and Recreation	1,752	62	-1,689	106
409 - Sport and Rec Facilities	55,457	53,194	-2,263	91,190
414 - Drug and Volatile Substances	1,201	0	-1,201	0
415 - Indigenous Youth Reconnect	114,966	150,863	35,898	258,623
416 - Youth Vibe Grant	350	0	-350	0
461 - Sporting Equipment - Ngukurr	0	5,303	5,303	9,091
462 - 2014-19 Roads to Recovery	439,197	459,375	20,178	787,500
479 - Territory Day Celebration	1,318	769	-549	1,318
484 - Blackspot Funding	0	58,333	58,333	100,000
486 - Ngukurr, Numbulwar & Borroloola Feas	13,000	0	-13,000	0
550 - Swimming Pool	189,838	206,243	16,405	353,560
Total Expenditure	3,566,746	4,766,834	1,200,087	8,171,715

Capital Expenditure

5321 - Capital Purchase/Construct Buildings	0	95,083	95,083	163,000
5331 - Capital Construct Infrastructure	0	87,500	87,500	150,000
5341 - Capital Purchases Plant & Equipment	7,086	23,442	16,356	40,186
Total Capital Expenditure	7,086	206,025	198,939	353,186

Ngukurr



Roper Gulf Regional Council



Income & Expenditure Report as at

31-January-2017

Numbulwar

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

Expenditure by Service

1 - Corporate Governance	178,471	567,870	389,399	973,491
2 - Commercial Services	1,038,663	1,400,410	361,747	2,400,702
3 - Council & Community Services	1,329,594	1,461,642	132,047	2,505,671
4 - Other Services	22,020	222,658	200,638	381,700
Total Expenditure	2,568,748	3,652,579	1,083,831	6,261,564

Expenditure by Account Category

21 - Employee Expenses	1,098,235	1,401,293	303,058	2,402,217
22 - Contract and Material Expenses	363,412	973,103	609,691	1,668,176
23 - Fleet, Plant & Equipment	83,897	85,642	1,745	146,815
25 - Other Operating Expenses	73,105	139,641	66,536	239,384
27 - Finance Expenses	0	29	29	50
31 - Internal Cost Allocations	950,098	1,052,871	102,773	1,804,922
Total Expenditure	2,568,748	3,652,579	1,083,831	6,261,564

Expenditure by Activity

103 - Infrastructure and Technical Services Di	153	0	-153	0
111 - Council Services General	250,624	268,103	17,479	459,605
113 - Project Management	473	0	-473	0
132 - Local Authority	9,447	10,780	1,332	18,479
134 - Community Grants	5,289	0	-5,289	0
138 - Local Authority Project	0	242,664	242,664	415,995
160 - Municipal Services	184,147	267,178	83,032	458,020
161 - Waste management	52,573	59,624	7,051	102,213
164 - Local Emergency Management	805	613	-193	1,050
169 - Civic Events	0	292	292	500
170 - Australia Day	0	233	233	400
171 - Naidoc Week	394	230	-164	394
172 - Numbulwar Fuel	100,351	239,167	138,815	410,000
200 - Local roads maintenance	0	6,417	6,417	11,000
201 - Street lighting	2,009	4,083	2,074	7,000
202 - Staff Housing	9,440	9,581	141	16,425
220 - Territory Housing Repairs and Maintena	50,820	69,716	18,896	119,514
221 - Territory Housing Tenancy Management	35,768	56,797	21,029	97,367
241 - Airstrip maintenance Contracts	85,277	78,750	-6,527	135,000
245 - Visitor Accommodation and External Fa	53,470	65,678	12,208	112,591
246 - Commercial Australia Post	9,277	4,298	-4,979	7,368
275 - Mechanical Workshop	89,913	98,622	8,708	169,065

Income & Expenditure Report as at

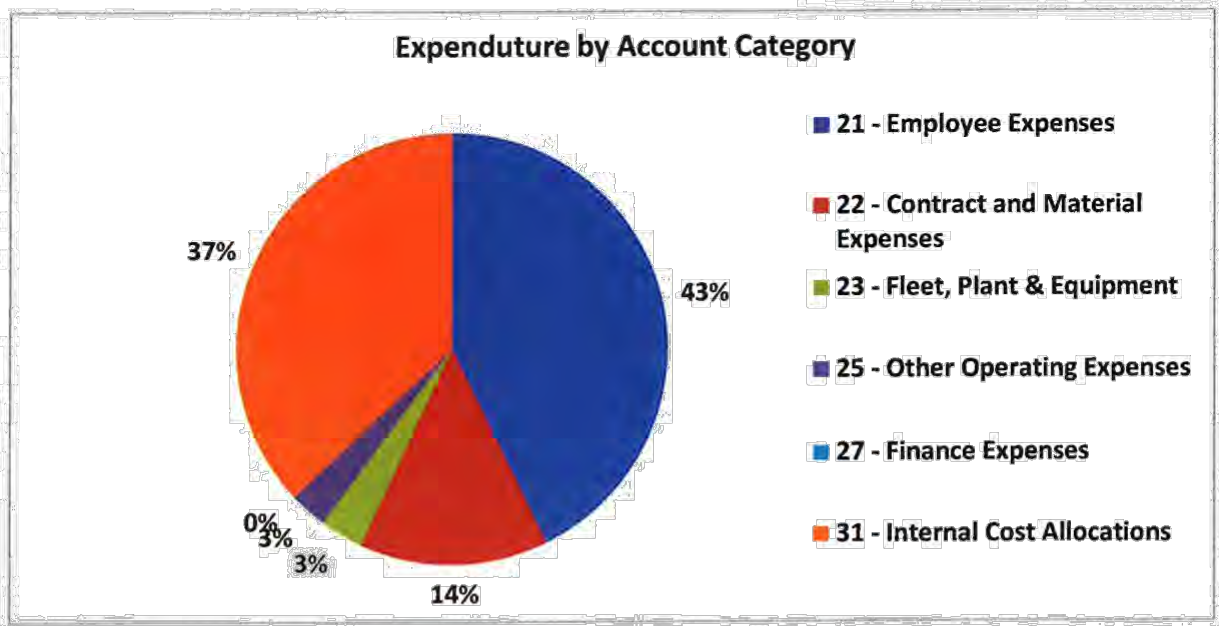
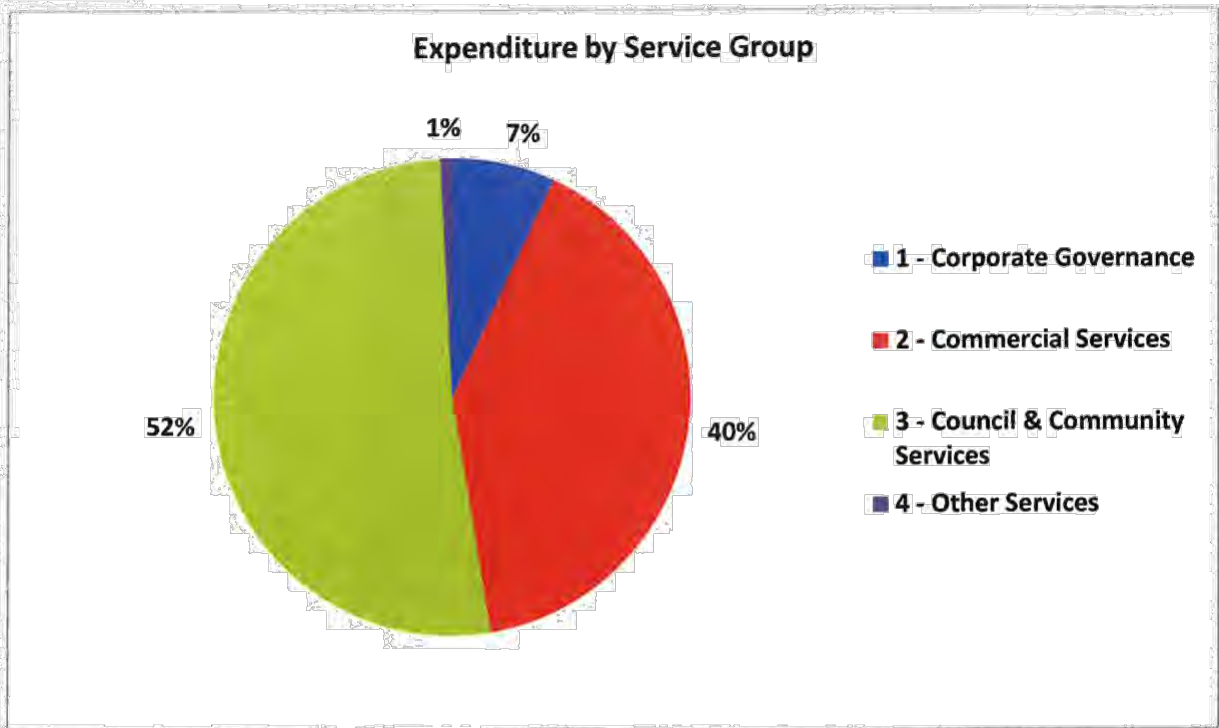
31-January-2017

Numbulwar

17GLACT	17GLBUD2	Variance	17GLBUD2
Year to Date	Year to Date		Annual Budget
Actual (\$)	Budget (\$)	(\$)	(\$)

314 - Service Fee - CDP	751,220	1,036,000	284,780	1,776,000
318 - Outcome Payments - CDP	0	46,667	46,667	80,000
340 - Community Services admin	3,503	1,540	-1,963	2,640
341 - Commonwealth Aged Care Package	26,358	26,568	210	45,545
342 - Indigenous Aged Care Employment	80,876	92,097	11,221	157,881
344 - Commonwealth Home Support Program	74,784	110,051	35,267	188,659
346 - Indigenous Broadcasting	34,672	41,304	6,632	70,807
350 - Centrelink	36,038	55,104	19,067	94,465
370 - Remote School Attendance Strategy	156,110	125,368	-30,742	214,917
381 - Animal Control	15,996	0	-15,996	0
401 - Night Patrol	164,758	160,856	-3,902	275,753
404 - Indigenous Sports and Rec Program	47,146	58,148	11,003	99,683
407 - Remote Sports and Recreation	12,489	19,307	6,817	33,097
409 - Sport and Rec Facilities	0	3,675	3,675	6,300
415 - Indigenous Youth Reconnect	101,335	111,658	10,323	191,413
416 - Youth Vibe Grant	1,157	385	-772	659
462 - 2014-19 Roads to Recovery	83,670	48,808	-34,862	83,670
475 - CDP CDF	16,388	9,560	-6,828	16,388
476 - CBF - Numbulwar Sporting Equipment	2,773	2,599	-175	4,455
478 - Indigenous Remote Service Delivery	5,083	0	-5,083	0
483 - Office of Women's Policy	1,164	1,750	586	3,000
486 - Ngukurr, Numbulwar & Borrooloola Feasil	13,000	0	-13,000	0
490 - Numbulwar Waste Management Facility	0	218,310	218,310	374,245
Total Expenditure	2,568,748	3,652,579	1,083,831	6,261,564
Capital Expenditure				
5321 - Capital Purchase/Construct Buildings	195,657	148,890	-46,767	255,240
5341 - Capital Purchases Plant & Equipment	7,347	24,702	17,355	42,347
Total Capital Expenditure	203,004	173,592	-29,411	297,587

Numbulwar



CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.7
TITLE	Capital Expenditure - Fleet
REFERENCE	685731
AUTHOR	Virginya Boon, Asset Manager

RECOMMENDATION

- (a) That Council approve the request to use unspent capex funds to purchase the trailer required for transporting the Skid Steer at Borroloola.
- (b) That Council approve the request to use unspent capex funds to purchase a suitable road sweeper attachment for a tractor in Numbulwar.

BACKGROUND

Back in 2015 the Caterpillar Backhoe that Council was leasing based in Borroloola was purchased outright and relocated to Numbulwar and a Caterpillar Skid Steer was purchased to fill the gap that the Backhoe left in Borroloola. There were multiple purposes intended for the Skid Steer and after its arrival in Borroloola it was determined that the trailer flagged to freight the Skid Steer from job to job was not going to be strong enough to carry the weight of the machine that was purchased.

Council then budgeted in the current 16/17 financial year for the purchase of a larger trailer. After investigations and many emails and phone calls it was determined that the safest trailer to carry this machine on would be a 6 ton or 8 ton plant trailer as the next level down from that is a 4 ton plant trailer. There has only been one company I can find so far that will make the 6 ton which will be a less expensive option than an 8ton trailer.

Numbulwar have budgeted \$10,000 for a road sweeper attachment but the cheapest and most durable option is going to cost approx. \$25,000 so we will need to look at using unspent capex funding for this purchase as well.

ISSUES/OPTIONS/SWOT

The budget allocated to purchase a trailer for Ngukurr and one for Borroloola was \$15,000 for each one. The \$15,000 will not cover the cost of the larger trailer required for Borroloola so I am requesting to use the funds I have saved so far on purchases to cover the cost of the larger trailer required. Savings to date so far are as follows:

1. Barunga - \$15,881.29 (supplied with an Outstations John Deere Mower with Catcher so only needed to purchase one zero turn mower instead of two)
2. Beswick - \$3,879.20 (savings on mower purchase)

Total Savings on Capex to date = \$19,760.49

FINANCIAL CONSIDERATIONS

Location	Item Description	16/17 Budget	Maximum Purchase Amount	Extra Funds Required
Borroloola	Plant Trailer	\$ 15,000	\$ 25,000	\$ 10,000
Numbulwar	Road Sweeper Attachment	\$ 10,000	\$ 25,000	\$ 15,000
	Total	\$ 25,000	\$ 50,000	\$ 25,000

ATTACHMENTS:

There are no attachments for this report.

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.8
TITLE	Disposal of Lot 297A Ngukurr
REFERENCE	686082
AUTHOR	Virginya Boon, Asset Manager

RECOMMENDATION

- (a) **That Council approve the disposal of the transportable buildings on site at Lot 297A Ngukurr and write to NLC advising them of this decision.**
- (b) **That Council approve the disposal of all of the contents inside the buildings at Lot 297A Ngukurr by a local on site sale.**

BACKGROUND

Over the past couple of years Council has looked at options for resurrecting the building known as Lot 297A in Ngukurr but it has been determined that it really is not a viable project to undertake. There is a lot of work needed to restore these old buildings and a purpose for this hasn't really been identified so it has been suggested that Council would be better off having the building disposed of.

ISSUES/OPTIONS/SWOT

The property sits on a Lot 297 which contains two other buildings:

1. 297B – Current RGRC VOQ Accommodation
2. 297C – Old RGRC Crèche building currently leased to Sunrise Health Service

Although this hasn't been identified there may also be the possibility of the building containing materials with asbestos in them.

As per Section 7 – Improvements, in the NLC Section 19 lease agreement (see excerpt below) Council will need to write to NLC advising them of its recommendation to dispose of the property due to the unfeasible expense of having the property repaired to a safe and equitable standard.

7. Improvements

- 7.1. All buildings, infrastructure and other improvements which are on the Land at the Commencement Date are the property of the Land Trust.
- 7.2. The Lessee must not construct, place, extend, make external additions to, replace or remove any buildings, infrastructure or other structures on the Land without the express written approval of the Land Council, which approval must not be unreasonably withheld or delayed. For the avoidance of doubt, it would be unreasonable to refuse consent under this clause if the construction is consistent with the Purpose and Permitted Use and the Lessee has complied with the Planning Scheme, the terms of this Lease, and all applicable laws.
- 7.3. Having regard to the condition of the buildings, infrastructure and other improvements and the Land at the Commencement Date, the Lessee is responsible for the maintenance and repair of any buildings, infrastructure and other improvements it constructs or places on the Land in accordance with clause 7.2 and of all buildings, infrastructure and other improvements referred to in clause 7.1 during the Term subject to its normal policies as to maintenance, repair and replacement of remote infrastructure.
- 7.4. Any reference to infrastructure in this clause 6 does not include infrastructure that is owned by or is the responsibility of a third party service provider and which is listed in Item 15.

FINANCIAL CONSIDERATIONS

There should be no effect on Council's lease agreement with NLC for its Ngukurr properties as this issue only deals with the building and not the land as such.

ATTACHMENTS:

There are no attachments for this report.

**COUNCIL & COMMUNITY SERVICES DIRECTORATE
REPORT**



ITEM NUMBER	16.1
TITLE	Director of Council & Community Services Quarterly Report
REFERENCE	684082
AUTHOR	Sharon Hillen, Director of Council and Community Services

RECOMMENDATION

- (a) **That Council receive and note the Director of Council and Community Services quarterly report.**

BACKGROUND

Director Report

Employee Updates:

New Employees:

- Kym Henderson (EA to DCCS)
- Donna Donzow (Senior Admin Support for Night Patrol)
- Peter Hayes (Regional Manager for Night Patrol – Returned after 3 Months Leave)
- Janeen Bulsey (Area Manager – Roper)
- Samantha Phelan (Veterinarian)

Director Movements:

Council Meetings:

- Attended October OCM (Katherine)
- Attended November FCM
- Attended December OCM

LA Meetings:

- Attended LA Meetings in October, November and December

General Meetings:

- CSC Forum
- Managers Meeting
- Directors Forum

External Meetings:

- Environment Transport and Infrastructure Reference Group (ETIRG) Meeting in Alice Springs (12/10/2016 – 14/10/2016)
- Big Rivers Regional Waste Management Working Group (BRRWMWG) Meeting in Katherine (18/11/2016)
- Katherine Regional Economic Development Committee (KREDC) Meeting in Katherine (1/12/2016)
- Attended Australia Day and Tidy Towns Forum (20/10/2016 – 21/10/2016)

Training:

- Emergency Management Training (Katherine Police Station) 24/11/2016

Regional Manager Reports:**Area Manager – Central Arnhem**

- **Barunga:** Resources have been shared with Beswick to assist with burials, removal of bollards and maintenance of council parks and gardens. This is a full time job all year round. Barunga won the 4 Star Territory Tidy Town award. CDP activities link closely with all aspects of Barunga works. Speed humps and associated signs have been installed. Barunga and Eva Valley staff worked together on Eva Valley maintenance. Works yard area cleaned in conjunction with improved machinery maintenance and updating of related procedures.
- **Beswick:** Bus Stop has been constructed. Bollards have been removed and replaced with painted rocks. Speed humps have been installed. Street signs have been erected. Pot holes have been filled in. Works yard has been cleaned up significantly. Machinery is being properly maintained. Training courses have been run on the maintenance of small engines. Resources have been shared with Barunga, Mataranka, and Manyallaluk. Yellow flower has been tackled hard, but there is still a lot to be done.
- **Bulman:** Construction on the half court has commenced at Weemol. Shed, BBQ pit, picnic tables and chairs have been purchased and are awaiting delivery to the site for installation. The Bulman irrigation system has been repaired and is now working. The oval now has a working irrigator. The town area will now look green in the dry season. A lot of work has been done around the Council Office area by making delineated areas for parking to help keep vehicles off the gardens.
- **Jilkminggan:** Parks, gardens and ovals have been maintained and watered. Old cars have been removed from community and road leading into community. Over 100 cars were removed from the tip. Pot holes were filled in and the irrigation system repaired. Jilkminggan MUNS is working closely with CDP on the construction of a caged area for tools etc. Course held for maintenance of small engines and chain saw operation. ESO training for some MUNS workers.
- **Manyallaluk:**
Staff continued with maintenance of parks and open spaces. Draft MOU with Jawoyn developed to assist with weed and animal control (Buffalo). Preliminary discussions held with Jawoyn about historical sites and their deterioration. This will be part of the MOU with Jawoyn management. Pot holes have been filled in. Speed humps and street signs have been installed. The road in front of the crèche has been closed off. Building of the Manyallaluk church in partnership with CDP Barunga/Manyallaluk. Trees have been cleared from the side of the Eva Valley Road. Road has been recapped and formed. Drains have been cleared out ready for the wet season. Solar lights have been repaired. Interim works have changed the natural flow of water creating large washouts near the Council Office. We are still working on this.
- **Mataranka:** Parks, gardens and ovals maintained. The toilets at the showground have been repaired to stop the back flow of effluent. Illegal campers were moved on with assistance from MUNS and CDP. Taps were installed for new residents of Mulgan Camp. Rubbish removed from crown land and signs installed. Clean up commenced at the Mataranka airfield. Reports will be provided later in the year on the maintenance of this area. Machinery maintained appropriately. Assisted with rubbish run at Jilkminggan and with machinery maintenance. Drains and storm water channels cleared of debris.

Area Manager – Roper**Brief Overview****Borrooloola**

Street signs erected. Pot holes filled. Works yard has been cleaned up significantly. Machinery maintained. Airstrip maintained. Swimming Pool operational with employment of a fulltime Municipal Services Supervisor for the Pool based in Borrooloola. Mowing and whipper

snipper to all parks areas, verges and sporting fields. Picnic tables and chairs have been purchased for swimming pool and parks areas. Drains and stormwater cleared of debris.

Ngukurr

Drains and stormwater cleared of debris. Continued maintenance of parks and open spaces including weed control. Swimming Pool operational with recruitment commenced for a fulltime Municipal Services Supervisor for the Pool based in Ngukurr. Recruitment commenced for SASO, CSO and Cleaner for Council Services. Make safe of several houses due to break-ins by Municipal Services team, some after hours. Rubbish pick-up and emu bob on daily basis. Machinery maintained. Ongoing airstrip maintenance.

Urapunga

Drains and stormwater cleared of debris. Ongoing maintenance of parks and open spaces including weed control. Twice weekly rubbish pick-up. Ongoing airstrip maintenance.

Numbulwar

Drains and storm water cleared of debris. Continued maintenance of parks and open spaces including weed control. Machinery maintained. Ongoing airstrip maintenance.

Regional Manager – Community Services

Katherine Team:

Charles Mbouti – Regional Sport and Rec Coordinator
Rosalind Fulwood - Sport and Rec Administration
Maria Gumban – Aged Care and Disability Coordinator
Lorraine May – Aged Care Mentor
Munish Singla – Operations Coordinator
Yagya Timalsina – Admin

Regional Manager has been working with the Procurement Coordinator looking into further way to reduce invoices, investigate freight charges, using buying power to benefit and allow potential monetary savings to the business unit.

Sport and Recreation:

Training:

Suicide Intervention Awareness Program

Sudha Coutinho Program Coordinator Top End Suicide Intervention Awareness Training Program (TESIAT). Delivered safeTALK to staff in Ngukurr, Beswick, Barunga, Manyallaluk and Mataranka. Remote ASIST training was also held in Ngukurr. A total of 79 people made up of staff and community members completed this training. The impact and ripple effect to help keep people safe when they have thoughts of suicide has resulted in a positive outcome.

All participants took on board the aims for safeTALK which enabled individuals awareness in suicide alertness. The basic TALK steps (Tell, Ask, Listen and Keep Safe), and how to identify people who might be having thoughts of suicide and how to connect them with suicide first aid resources was reinforced by role play.

Feedback from all involved has been positive and was well received.

Ngkurr

The development of some exciting programs which include: leadership, Football development in Katherine, StrongBela, Triathlons, fishing, at risk behavior program, picking up rubbish in community, participating in fitness, healthy eating and mentoring.

Youth Engagement Grant 416 will allow participants to access two new treadmills which have been ordered for community.

Swimming program will be held on Saturday mornings 10-1pm.

Numbulwar

Our coordinator continues to provide safe and unique ways for the Youth to keep physically active and build their confidence.

Numerous activities were run over the school holiday period including movies, discos, cooking, arts and crafts, sports, pool table, inflatable boxing ring, mats and jumps, hair and beauty, bike riding, bush tucker trips, fishing, water slide.

Sporting Competitions held on community: Volleyball, soccer and a hockey, Junior and senior pool comp.

Beswick

Youth Diversion activity 'say not to Drugs' which allowed 15 youth to come into Katherine under the supervision of 3 staff. Youth attended a movie, lunch and an information session regarding the effects of drugs and other substances.

Borrooloola

Currently available to participants on community the following youth activities have been available: Physical fitness and sport, excursions, fishing, bush walks, connecting with culture, water sports and swimming, creative writing, movie nights, pool competitions, discos, gym programs, cultural cooking, fit for life, dancing etc.

A successful 'Save our Children' event was held seeing around 280 participants involved in the night. The AOD unit from the Health Clinic gave a speech and provided gift packs for everyone. Event supported by the Night Patrol team.

Australia Day

Sport and Rec Staff in all communities participated and held sporting activities on Australia day. Positive participation by youth in all communities.

RSAS

Numbulwar

In December the Remote School Attendance Strategy Program has now come to an end and has been handed over to the Numbulwar school.

Training sessions were held in community throughout 2016 giving individuals the opportunity to undertake new learning skills and experiences.

We thank these staff for their dedication to this program

Centrelink:

Flooding has hindered the return of some staff to Community. The assistance of staff on community has allowed the offices to be opened everyday in order to meet funding agreement requirements.

Broadcasting:

The Indigenous Broadcasting Programs have been utilized and successfully spreads cultural information, engage with community member, provide music, and advertise community events.

Library

All reports are submitted to the department in accordance to our funding contract.

Ngukurr

New staff member being employed in Ngukurr and will be based at the school running the program in conjunction with their existing library.

Aged Care

RGRC was successful in passing the Aged Care Quality Review in 2016 and now have successfully secured the services from Communio who will travel to each community throughout 2017 and will conduct site visits to monitor their progress.

Training:

- CDU is delivering Aged Care training in all communities giving staff the opportunity to complete a Certificate III in Individual Support (Home and Community Care)
- Training Matrix is being delivered by RGRC staff to all communities
- Staff participating in Certificate 3

The Aged Care staff support participants to access assistance with personal care, social support, domestic assistance, transport and meals.

Numbulwar:

Proposal currently being investigated, in relation to an all Terrain mini bus - with wheelchair access. This opportunity will give rise to the provision of transport not only around the community but for social outings outside the community to engage in cultural and recreational opportunities.

Crèche

RGRC continues to work with Good Beginning supporting the staff and monitoring training in community.

The three Crèche's have seen an improvement in numbers participating in the program. Positive response in Jilkminggan with the new coordinator who's numbers have rapidly increased due to her arrival.

School Nutrition Program

Menu plans have been developed for Manyallaluk and Bulman.

Numbers of participants have increased and a good working relationship has been developed with the schools

Regional Manager – Night Patrol (Please Also See Attached)

KPI No. 1.2

- 11 staff members commenced Cert III in Community Night Patrol training in February 2016
- 12 started Cert III in Community Night Patrol Training in March 2016.
- As at second quarter reporting date (31/12/2016), a further 4 qualified members had left the program and resigned from Night Patrol
- 13 Staff members graduated from Cert III Community Night patrol on November 29th 2016.

KPI No 1.3

- Community Night Patrols are being provided on at least **85%** of rostered hours, an excellent achievement.

KPI No. 1.4

- Sorry days, ceremony, statutory holidays and non attendance all impact on service delivery. Change to rosters and coordinators over-seeing community teams on a monthly

basis will support delivery. Second quarter figures were down 25% due to the early onset of the Christmas break, the wet season and with staff on leave and unauthorized absences.

KPI No. 2.2

- “Refused Services” These are the clients who did not agree to be taken to their home, a relatives home, clinic or safe house. This includes children who did not agree to be taken home. There is no legislative backing to do this activity. Night Patrol relies on their community standing and local respect for their roles when seeking a positive response to a request to transport people found at risk.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

COUNCIL & COMMUNITY SERVICES DIRECTORATE REPORT



ITEM NUMBER	16.2
TITLE	Animal Management Update
REFERENCE	684085
AUTHOR	Sharon Hillen, Director of Council and Community Services

RECOMMENDATION

- (a) **That Council receive and note the Animal Management update.**

BACKGROUND

Animal Management Update

Council's animal management program has two streams of activity:

1. RGRC Animal Health Program
2. Animal Management

The RGRC Animal Management Program has changed this financial year with the end of the three year contract with NT Vet Services finishing formally on the 30th of September 2017. Council introduced a special rate to help subsidise the service and indirectly commence the culture of user pays. The following information is in the Regional Plan.

SPECIAL RATE - ANIMAL HEALTH MANAGEMENT: *With respect to every allotment of rateable land within the localities of Barunga, Beswick, Bulman, Jilkminggan, Eva Valley, Ngukurr, Numbulwar, Weemol that is used for residential purposes in the council assessment record, and for which the rural classification is not applicable, Council declared a Special rate "Animal Health Management" to assist with the implementation of Animal Management in the area, a flat rate of \$125.00 for each allotment. The total of \$62,000.00 will be collected with special rates and will solely be used for Animal Management.*

Council will deliver the following services under the Animal Health Management program:

DOGS

- *Ivomec Injections*
- *Tick Sprays*
- *Contraceptive Injections*
- *Vaccinations*
- *Speys*
- *Castrates*
- *Euthanasia's*

Local Authorities were consulted as to whether the Vet services were valued. Borroloola and Mataranka local authorities determined they did not want the service or have the special fee applied in their town, stating that pet owners should be responsible for their pet's health and that the by-laws would provide the control and management of dogs and other animals. All other remote housing areas such as Borroloola town camps and Outstations of Jodetluk, Werenbun and Mulgan camp may access the program for a fee for service.

The In-house Veterinarian - Samantha Phelan BVSc has commenced duties and has developed the proposed schedule for the vet visits in 2017. Samantha is also working with various agencies to introduce a specific agreement for Outstations and Homelands i.e. Werenbun, Jodetluk and Mulgan Camp; Mabunji town Camps and Outstation; Robinson River and Minyerri. Proposals for a user pays service will be developed and there may be opportunities for local residents to access a vet service in remote locations.

ISSUES/OPTIONS/SWOT

Complaints and requests have come through from localities where the service has ceased. Council Vet and Director of Council and Community Services is working with various agencies and NGO's to introduce a specific agreement for a paid service for Outstations and Homelands i.e. Werenbun, Jodetluk and Mulgan Camp; Mabunji town Camps and Outstation; Robinson River and Minyerri. Proposals for a user pays service will be developed and there may be opportunities for local residents to access a vet service in remote locations whilst these services are being delivered.

A letter and fact sheet will be distributed to all residents reminding people of the changes in the services.

FINANCIAL CONSIDERATIONS

The Special Rate raised for the Vet Service is \$62,000. This equates to 30% of the overall budget.

ATTACHMENTS:

1 2017 Calender of Services.pdf



Roper Gulf Regional Council Veterinary Services Calendar 2017

	January	February	March	April	May	June	July	August	September	October	November	December
Sunday	1 New Year Day 2 (New Year Holiday)			1	1 Labor Day		1		1			
Monday	3			2	2		2		2			
Tuesday	4	1 Barunga Vet Visit		3	3		3		3			
Wednesday	5	2 Barwick Vet Visit		4	4		4		4			
Thursday	6	3		5	5		5		5			
Friday	7	4		6	6		6		6			
Saturday	8	5		7	7		7		7			
Sunday	9	6		8	8		8		8			
Monday	10	7 Barunga Vet Visit		9	9		9		9			
Tuesday	11	8 Barwick Vet Visit		10	10		10		10			
Wednesday	12	9		11	11		11		11			
Thursday	13	10		12	12		12		12			
Friday	14	11		13	13		13		13			
Saturday	15	12		14	14		14		14			
Sunday	16	13		15	15		15		15			
Monday	17	14		16	16		16		16			
Tuesday	18	15		17	17		17		17			
Wednesday	19	16		18	18		18		18			
Thursday	20	17		19	19		19		19			
Friday	21	18		20	20		20		20			
Saturday	22	19		21	21		21		21			
Sunday	23	20		22	22		22		22			
Monday	24	21		23	23		23		23			
Tuesday	25	22		24	24		24		24			
Wednesday	26	23		25	25		25		25			
Thursday	27	24		26	26		26		26			
Friday	28	25		27	27		27		27			
Saturday	29	26		28	28		28		28			
Sunday	30	27		29	29		29		29			
Monday	31	28		30	30		30		30			
Tuesday		29		31	31		31		31			
Wednesday		30										
Thursday		31										
Friday												
Saturday												
Sunday												

- Barunga
- Barwick
- Berridale
- Berron
- Jillerington
- Kanyalalik
- Kempsey
- Mumbulbar
- Pulse Innes
- SCHEDULE IS SUBJECT TO CHANGE

COUNCIL & COMMUNITY SERVICES DIRECTORATE REPORT



ITEM NUMBER	16.3
TITLE	Council & Community Services Directorate Restructure
REFERENCE	684086
AUTHOR	Sharon Hillen, Director of Council and Community Services

RECOMMENDATION

- (a) **That Council receive and note the Council & Community Services Directorate Restructure report.**

BACKGROUND

Since 1 July 2017 the new Directorate restructure of RGRC has been realised. Having addressed the budgetary constraints of the organisation the establishment of the new directorate of Council and Community Services has been implemented commencing with the delivery of the new Council Services Coordination Delivery Model as described in Roper Gulf Regional Council Regional Plan 2016/17.

In the last quarter, the Director has been reviewing the existing service delivery model for Community Services. There are several outstanding actions yet to be implemented from the previous review put forward in February 2016 by the then Acting Director Marion Smith, notably, the alignment of Centrelink, Libraries and Regional Indigenous Broadcasting to Council Services.

These services mostly reside in our Council offices and are underutilised in Councils Communication Strategy. Placing these program staff under the supervision of Council's Senior Administration Support Officers will enhance Councils service delivery standard and provide the necessary back up when staff are absent. RIBS and Library services will be enhanced by incorporating these communication opportunities into Councils Communication Strategy.

ISSUES/OPTIONS/SWOT

Barunga:

1. Customer Service Officer will upgrade to a Senior Administration Support Officer (level 4) as agreed in the Councils Services Restructure.
2. SASO will have an increase in duties including supervision of: Library, Media and Centrelink.
3. SASO will require training and registration for Centrelink.
4. All Community Services staff will undertake an orientation session, outlining the new service delivery model.

Beswick:

1. SASO will have an increase in duties including the direct supervision of Media and Centrelink.
2. SASO will require training and registration for Centrelink.
3. All Community Services staff will undertake an orientation session, outlining the new service delivery model.

Bulman:

1. Currently under review.

Manyallaluk:

1. Under review and will be support by Barunga SASO in the mean time.

Jilkminggan:

1. Under review.

Mataranka:

1. Under review.

Borrooloola:

1. SASO will have increased duties to include the direct supervision of the Library Officer.
2. All Community Services staff will undertake an orientation session, outlining the new service delivery model.

Numbulwar:

1. SASO will have an increase in duties including management of Media and Centrelink.
2. SASO will require training and registration for Centrelink.
3. All Community Services staff will undertake an orientation session, outlining the new service delivery model.

Ngukurr:

1. SASO will have an increase of duties to include the supervision of Media, Centrelink and the Library.
2. SASO will require training and registration for Centrelink.
3. All Community Services staff will undertake an orientation session, outlining the new service delivery model.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

There are no attachments for this report.

COMMERCIAL SERVICES DIRECTORATE REPORT

ITEM NUMBER	18.1
TITLE	CDP Quarterly Performance Report
REFERENCE	685426
AUTHOR	Marc Gardner, Director Commercial Services

RECOMMENDATION

- (a) **That Council receive and note the quarterly report for the Commercial Services Directorate.**

BACKGROUND

Council has been operating the Community Development Programme since 2013 (formerly the Remote Jobs and Community Programme). Changes to the program were experienced from July 2015. Outlined below is a report on activities in each community where Council is the provider for the programme.

The programme continues to operate well – both on the ground and on a financial basis. It continues to be under the spotlight, particularly with the Australian Government Minister for Indigenous Affairs due to the relevant activities we provide.

The month of December was by far the best performing in the history of operating the program, particularly from a financial aspect and our highest ever income achieving month. Other than the month of July, all other months this financial year have achieved above targeted income for Council.

The other financial aspect that isn't reported below is in relation to outcome payments. Our budgeted income is greater than \$1,500,000 for the financial year and achieving 150% of the annual budgeted income already which represents how well the program is operating, but also how sustainable Council jobs have been with getting people off CDP and into Council and other employment.

The programme is subject to one "Performance Improvement Plan" requirement from the Department of Prime Minister and Cabinet primarily due to reporting of workplans, which is largely internal and which we are keeping close attention on achieving.

ISSUES/OPTIONS/SWOT**Beswick**

Current activities:

- Flooding and wet weather has disrupted attendance and services provided. Kept Dept Prime Minister and Cabinet in the loop.
- Domestic violence workshops and Drivesafe Training held with good participation.
- New garden beds being made in town and market garden operating well, particularly during wet.
- Right pathway project – paths through town – on hold during wet season
- Women continuing sewing are making quilts, bags, skirts and tops.
- Women activities also looking at wooden crafts.

Operational:

- Beswick is Central Arnhem largest site with 154 participants
- Beswick CDP site was closed from 19/12/16 reopened 3/1/17.

Bulman

Current activities:

- Weemol half basket ball court underway first pour 25/11/16 and went really well – now on hold due to wet.
- Sewing – Quilt making and gardening at women's centre.
- Community wet season clean up ongoing
- Started pallet furniture making and also small bbqs to place around the community
- New mail pigeon holes for the Council office also being made.
- Community is looking great due to Municipal team and CDP activities

Up coming activities:

- Investigating Right path projects from the Sport and Rec Hall to the shop.
- Batchelor Institute will be offering various courses in both Bulman and Weemol this year with a dedicated liaison officer (Karen Kahn).
- Investigating potential for Mimal Rangers – host agreements, activities and assistance.
- CDU have agreed to run a unit of Automotive course this year towards a trade qualification, 4 men have nominated for this training and will be attending Darwin to do blocks of training.
- This year art teacher is planned to attend Bulman to work specifically with the women designing new activities.

Operational:

- Senior Employment Supervisor has been employed – Justin Fuller
- Bulman caseload is 48 (dropped since last quarter)
- Bulman CDP site was closed from 19/12/16 and reopened 16/1/17.

Binjari

Current activities:

- Binjari attended open day for Tindal employment in landscaping, cleaning, hospitality – 12 people have been short-listed.
- Work at ablution blocks at Bottom Camp is near completion with repainting and retiling.
- Tyre seats are completed and to be donated to the Katherine Town Council to be put at Hot Springs – great display for participants.
- Pallet furniture with skull chairs and working on a sword seat.
- Gardening throughout the town.
- Women are doing woodwork craft and weaving, plus continuing sewing, gardens and wanting to commence pallet furniture.

Operational:

- Binjari is operating with 1 supervisors.
- Binjari current case load is 65
- Binjari CDP site was closed from 19/12/16 and reopened 16/1/17.

Barunga:

Current activities:

- Barrel furniture making continuing
- Pallet furniture and grave moulds
- Nursery
- Painting, crafts, cooking
- Christmas parade was great success and won first prize – first out of town float ever in the parade

Operational:

- Barunga current case load is 85 participants.
- CEO held BBQ on 7 December to congratulate CDP teams on the Christmas Parade outcomes.
- Barunga CDP site was closed from 19/12/16 and reopened on 16/01/17.

Manyallaluk

Current activities:

- Community wet season clean up is primary activity.

- Women song books & music / songs cd.
- Market garden and church refurbishment.
- Looking at host agreement with school.

Operational:

- Manyallaluk caseload is 17 participants
- Manyallaluk CDP site was closed 19/12/16 and reopened 16/01/17.

Ngukurr

Current activities:

- Community unrest has had major impact on activities and we have set up working with Night Patrol to provide assistance.
- Cementing in CDP work area
- School equestrian fencing
- Cages for CDP vehicles for security due to recent break in.
- Gardening at CDP depot
- Cleaning up and set up woman's area

Operational:

- Lot 394 (Youth centre) is now being used by CDP to run training, women's and undercover activities.
- Ngukurr Caseload is 256
- Ngukurr site was closed from 19/12/16 and reopened 3/1/17.

Numbulwar

Current activities:

- In November there was a NESA (National Employment Services Association) and Dept Prime Minister and Cabinet program commencing in Numbulwar which will include Mental Health First Aid Program, involving CDP, Night Patrol and the Remote School Attendance Program.
- Wet season and cyclone clean/preparedness is occurring.
- Driver training has occurred in January.
- Looking at doing civil works training to help out MUNs team and also be able to utilise large grader based there in preparation for the transport hub project and grading works on the Numbulwar/Ngukurr Road.
- Community unrest has also impacted on activities.
- Community beautification is continuing.

Operational:

- Numbulwar case load is 173 participants
- Numbulwar CDP site was closed 19/12/17 and reopened 3/01/17.

Jilkminggan

Current activities:

- Assisting JCAC with repairs to silver bullet roof and also waiting on JCAC approval with the Bough Shelter.
- Assisting JCAC with installing barriers around the lawn area to stop large animals and vehicles.
- Assisting Mangarrayi Rangers with spraying Neem trees and caltrop.
- Women reorganising the op shop.
- Participants are producing some great art at the art centre.
- Looking at doing a Cert III in Civil Construction (machine operations) for some participants.

Operational:

- Jilkminggan caseload is 70
- Jilkminggan CDP site was closed 19/12/16 and reopened 16/01/17.

Mataranka

Current activities:

- Nursery behind aged care re-established to support MUN work.
- Looking at running a horticulture course in conjunction with the re-establishment.
- Recent Mulgan camp move and approval from PMC to deliver services in Mulgan camp.
- R& M around the community with municipal services.
- Aged care support.
- Exploring activities and host agreement with Tropical Forestry Services at Stylo Station.

Operational:

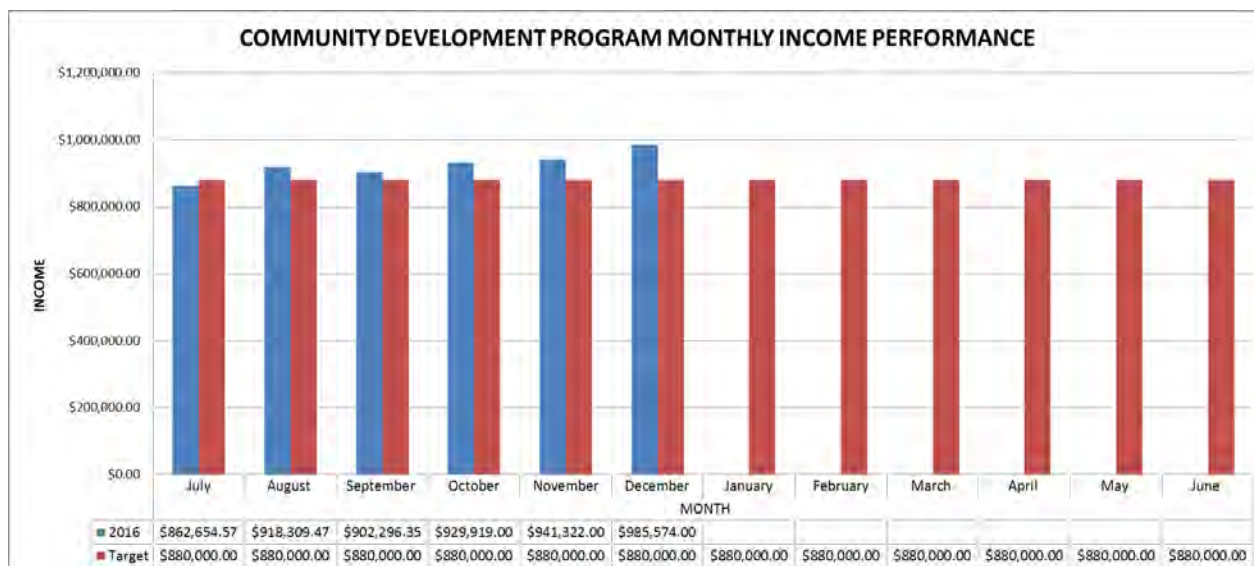
- Attendance is excellent with proposal to increase staff levels at this site.
- Mataranka caseload is 60 participants
- Mataranka CDP site was closed 19/12/16 and reopened 16/01/17.

FINANCIAL CONSIDERATIONS

Financial performance of the programme is improving significantly with monthly income consistently bettering the targets set in Council’s budget throughout the financial year (except July). The targets are not the break even point for the program but what we must achieve to provide satisfactory revenue to Council.

The achievement of target results below is a good indication that the programme is working well and that Council has the staffing on the ground that are also performing very well to ensure that participants (jobseekers) are attending and undertaking meaningful activities.

Below is the performance to date:



ATTACHMENTS:

There are no attachments for this report.

COMMERCIAL SERVICES DIRECTORATE REPORT

ITEM NUMBER	18.2
TITLE	Council Workshops Quarterly Performance Report
REFERENCE	685664
AUTHOR	Marc Gardner, Director Commercial Services

RECOMMENDATION

- (a) **That Council receive and note the quarterly performance report of Council's workshops.**

BACKGROUND

This report outlines the major activities of Council's workshop operations and their performance of the past quarter (till December 2016) as well as up coming activities and issues that Council needs to be aware of.

ISSUES/OPTIONS/SWOT**Workshops Performance**

- HQ workshop is generating more external income 'private/employees'.
- Both employees Keerthi and Felemeno have won employee of the month awards for outstanding customer service.
- Workshop has taken on vehicle detailing to provide better care of our assets and an extra service for customers.
- Repairs to small engines are now undertaken in house instead of being contracted out. This also generates more income.
- Workshop is now in charge of fleet hire vehicles.
- Numbulwar Workshop had a slight increase in work during the second half of last year due to the construction of the Numbulwar Clinic and contractor's vehicles/machinery requiring attention.

Workshop Plans (next few months)

- Planning to move to new location (yet to be decided).
- Meetings with other business to discuss services available at Roper Gulf Mechanical.
- Travel schedule for this year see's us in the communities a lot more to check the condition and serviceability of Roper Gulf Fleet. Also carry out repairs on return trips if needed as a lot of vehicles/machines are just not making it in to keep up with the maintenance requirements. The main target of these trips is our communities that don't have the comfort of mechanical back up close by i.e. Manyallaluk, Bulman, Beswick and Barunga.

Workshop issues:

- Due to a large staff turn over and a restructure in management/supervisors across the board, we are having problems keeping up with vehicles/machinery maintenance (being over due or not being done). Solution - Seeking help from Directorate to reinforce these maintenance requirements to management and provision of more community visits to assist with this issue.
- Department Managers and Community Service Coordinators are not following workshop protocol when purchasing parts for vehicles/machinery, causing incorrect record keeping. Undertaking or attempting to undertake repairs in most cases only escalates the problem. Solution - Seeking help from Directorate to reinforce this issue, also ordering of parts for fleet and repairs is to be carried out by Workshop.

- Numbulwar workshop has been identified as never being likely to run at a profit nor get close to it. We need to start considering how we are going to operate it prior to budget considerations. Our fleet numbers and customers are not high enough in Numbulwar to support operations and we also don't pick up enough community work. Proposed possible options that management needs to consider:
 - Option 1: Numbulwar Municipal take over workshop and employee Philip, HQ supply parts as needed and keep the fleet records. Numbulwar Municipal then receives no labor rate on fleet repairs and make their income off local repair jobs.
 - Option 2: Workshop runs field service ute out every 4 months to do repairs and maintenance as we do in other communities.
 - Option 3: Setup workshop at Ngukurr to service Ngukurr and Numbulwar. But could only do this in dry season due to road access. Unsure of the cost implications.
 - Option 4 – Do nothing and Council continues to cover shortfalls in income for the Numbulwar mechanics operations (income from fuel sales not considered though).

FINANCIAL CONSIDERATIONS

Since the restructure of the workshop at the start of the financial year, Katherine workshop operations has reached income and processing targets of 100% or greater for the months of August, September, October and November. However in the quieter months as predicted, we achieved 65% in December and 60% in January. The major impact on financial performance is the Numbulwar workshop operations; if this however included fuel sales then this would make it break even.

ATTACHMENTS:

There are no attachments for this report.