



AGENDA

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 27 JULY 2016

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

- Wednesday, 27 July 2016 at
- At 2 Crawford Street
- Katherine
- Commencing at 8:30 am

Your attendance at the meeting will be appreciated.

Tony Jack
MAYOR

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20.1	Confirmation of Previous Closed Session Ordinary Meeting of Council Minutes <i>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.</i>	
20.2	Audit Committee Meeting Minutes <i>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.</i>	
20.3	TCU Lease Agreement Lot 93 Numbulwar <i>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.</i>	
20.4	TCU Lease Agreement Lot 293 Ngukurr <i>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.</i>	
201	CLOSE OF MEETING	

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.1
TITLE Confirmation of Previous Ordinary Meeting of Council Minutes
REFERENCE 654419
AUTHOR Rashmi Sharma, Governance Officer

RECOMMENDATION

- (a) **That Council approve the minutes as a true and accurate record of the Ordinary Meeting of Council held on Wednesday 16 June 2016.**

BACKGROUND

The Council met in Katherine on Wednesday 16 June 2016 for its Ordinary Meeting. Attached are the minutes from the meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 OCM_16062016_MIN Unconfirmed.pdf



**MINUTES OF THE ORDINARY MEETING OF THE ROPER GULF REGIONAL
COUNCIL MEETING HELD AT THE KATHERINE ON THURSDAY, 16 JUNE 2016
AT 8:30 AM**

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor Tony Jack
Councillor Anne Marie Lee
Councillor Don Garner
Councillor Daniel Mulholland
Councillor Eric Roberts
Councillor John Dalywater
Councillor Kathy-Anne Numamurdirdi
Councillor Timothy Baker Jnr.
Councillor Selina Ashley
Councillor Daphne Daniels

1.2 Staff

Michael Berto, Chief Executive Officer (CEO)
Greg Amott, Director Corporate Governance (DCG)
Marc Gardner, Director Contracts and Technical Services (DCTS)
Sharon Hillen, Director Council Services and Infrastructure (DCSI)
Catherine Proctor, Director Community Services (DCS)
Lokesh Anand, Manager Finance
Amanda Haigh, Manager Governance and Corporate Planning
Jo Nicol, Local Authority Coordination Officer
Rashmi Sharma, Governance Officer (Minute Taker)

1.3 Guests

Rose Peckham, Department of Local Government and Community Services
Bobbi Kruger, Sunrise Health Service Aboriginal Corporation

2. MEETING OPENED

Meeting opened at 8:37 am

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 ABSENCE

131/2016 RESOLVED (Daniel Mulholland/Timothy Baker Jr.)

Carried

- a) That Council accept the apology from Deputy Mayor Judy MacFarlane and Cr Annabelle Daylight for Ordinary Meeting of Council held on 16 June 2016.

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS ORDINARY COUNCIL MEETING MINUTES

132/2016 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council approve the minutes as a true and accurate record of the Ordinary Meeting of Council held on Wednesday 25 May 2016.

6. CONFIRMATION OF PREVIOUS FINANCE COMMITTEE MEETING MINUTES

Nil

7. CALL FOR ITEMS OF GENERAL BUSINESS

- Local Authority Engagement and Coordination – Department of Local Government and Community Services
- Grants: 2015-16 Round Five Municipal and Essential Services Special Purpose Grant - Department of Local Government and Community Services.
- Grants: 2015-16 Municipal and Essential Services agreement variation - Department of Local Government and Community Services
- Deed - Street Light Ownership
- Late Correspondence In - House in Larrimah (Writer's Residence)
- Community survey on attitudes to Shale Gas Fracking in the Roper Gulf Region *Lauren Mellor , Territory Frack – Free Alliance*
- Cr Daniels Business Plan – *Cr Daphne Daniels*
- Ngukurr Barge – *Cr Daphne Daniels*
- Indigenous Protected Areas (IPA) – *Cr Daphne Daniels*
- Flood Lights at Barunga
- GRANTS: Department of Sport and Recreation - Regional and Remote Communities Program 2015-16 - Barunga, Borroloola, Bulman and Weemol

Closed Session

- Rate payers requesting waiver of fees due to financial hardship

8. QUESTIONS FROM THE PUBLIC

Nil

9. DISCLOSURES OF INTEREST

Councillor Daphne Daniels declared disclosure of interest on agenda Item 19.9 Ngukurr Barge at this Ordinary Meeting of Council.

10. BUSINESS ARISING FROM PREVIOUS MINUTES

10.1 ACTION LIST

133/2016 RESOLVED (Anne-Marie Lee/Selina Ashley) Carried

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

11. INCOMING CORRESPONDENCE**11.1 INCOMING CORRESPONDENCE**

134/2016 RESOLVED (Eric Roberts/Daphne Daniels) Carried

- (a) That Council accept the Incoming correspondence.

12. OUTGOING CORRESPONDENCE**12.1 OUTGOING CORRESPONDENCE**

135/2016 RESOLVED (Donald Garner/Anne-Marie Lee) Carried

- (a) That Council accept the Outgoing correspondence.

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

136/2016 RESOLVED (Eric Roberts/Daniel Mulholland) Carried

- (a) That Council receive and note the Never Never Ward Report.

13.2 NYIRRANGGULUNG WARD REPORT

137/2016 RESOLVED (Selina Ashley/Anne-Marie Lee) Carried

- a) That Council receive and note the Nyirranggulung Ward Report.
- b) That Council remove Scott Lee from the Barunga Local Authority.
- c) That Council accept the resignation of Christopher Gordon from Bulman Local Authority.
- d) That Council approve the removal of Ronald Weetra from the Beswick Local Authority.
- e) That Council endorse the nomination of new members Savonne Scrubby and Kathleen Lane to Beswick Local Authority.

13.3 NUMBULWAR NUMBIRINDI WARD

138/2016 RESOLVED (Anne-Marie Lee/Daniel Mulholland) Carried

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

13.4 SOUTH WEST GULF WARD REPORT

139/2016 **RESOLVED** (Donald Garner/Eric Roberts) **Carried**

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

13.5 YUGUL MANGI WARD

140/2016 **RESOLVED** (Anne Marie Lee/ Kathy Anne Numamurdirdi) **Carried**

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

14. EXECUTIVE DIRECTORATE REPORTS**14.1 MAYOR'S REPORT**

141/2016 **RESOLVED** (Selina Ashley/Kathy-Anne Numamurdirdi) **Carried**

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

Mayor Jack shared that he has attended Local Authority Meetings in different Roper Gulf Regional Council towns in the month of May. He was concerned with the number of meeting cancellations due to no quorum and advised Councillors of those wards concerned to work on quorums so that the meetings can be conducted more regularly.

14.2 CEO REPORT

142/2016 **RESOLVED** (Anne-Marie Lee/Eric Roberts) **Carried**

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

15. CORPORATE GOVERNANCE DIRECTORATE REPORTS**15.1 WALGA ELECTED MEMBER ACCREDITED TRAINING OPTIONS - LGANT GOVERNANCE REFERENCE GROUP**

143/2016 **RESOLVED** (Timothy Baker Jr./Daphne Daniels) **Carried**

- (a) That Council endorse the list of Elected Member Accredited Training to be provided by the Western Australian Local Government Association (WALGA) and organised by LGANT.
- (b) That Council approve to attend the following Elected Member Accredited Training; Understanding Strategic Policy in Local Government, Sustainable Asset (infrastructure) Management, Understanding Financial Reports and Budget and Land Use Planning.

15.2 ORDINARY MEETINGS OF COUNCIL FOR AUGUST AND OCTOBER 2016

144/2016 RESOLVED (Selina Ashley/Anne-Marie Lee)

- (a) That Council will hold the Ordinary Meeting of Council on the 31st August 2016 at Bulman.
- (b) That Council will hold the Ordinary Meeting of Council on the 26th October 2016 at Numbulwar.

*Mayor Tony Jack left the meeting, the time being 09:39 am
Mayor Tony Jack returned to the meeting, the time being 09:41 am*

*Short Break 9:40 am
Meeting Resumed 9:43 am*

15.3 FINANCE - RGRC FINANCIAL REPORT AS AT 31ST MAY 2016

145/2016 RESOLVED (Daniel Mulholland/Selina Ashley) Carried

- (a) That Council receive and note financial reports as at 31st May 2016.

Manager of Finance presented Financial Report accompanied by a PowerPoint presentation

15.4 FINANCE - DRAFT BUDGET 2016-17

146/2016 RESOLVED (Daphne Daniels/Selina Ashley) Carried

- (a) That the Council receive and note the Draft Budget 2016-17.
- (b) That Council submit the 2016-17 Budget, Rates Declaration, Fees & Charges, Budget Plan and Regional Plan for public consultation on 20th of June for 21 days.

Manager Finance presented 2016-17 Draft Budget report accompanied by a PowerPoint presentation.

*Morning Tea Break 10:16 am
Meeting Resumed : 10:43 am*

15.5 GRANTS: SPECIAL PURPOSE GRANTS, CLOSING THE GAP FUNDING, LOCAL AREA TRAFFIC MANAGEMENT AND FAMILY SAFE ENVIRONMENT FUND ACQUITTALS 2015-16 - DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES

147/2016 RESOLVED (Timothy Baker Jr./Anne-Marie Lee) Carried

- (a) That Council accept the following 2014-15 acquittals for funding from Department of Local Government and Community Services by signing and dating each acquittal:
 1. Conversion from Shire to Regional 2012/06359-7
 2. Local Authority Establishment Fund 2012/06359-7
 3. SPG Ngukurr Contractor Quarters Upgrade LGR2013/00024
 4. SPG Ngukurr Compactor Rubbish Truck LGR2015/00029
 5. SPG Civil Works Depot LGR2015/00029
 6. SPG Bulman Backhoe LGR2015/00029
 7. CTG Beswick Sport & Rec Amenities 2013/01660
 8. Family Safe Environment Fund (FSEF) nine x solar lights 2015/00029
 9. Local Area Traffic Management (LATM) Ngukurr and Borroloola 2012/04594

15.6 GRANTS: HOME LANDS EXTRA ALLOWANCE 2015-16 ROUND 2 VARIATION – DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES

148/2016 RESOLVED (Kathy-Anne Numamurdirdi/Selina Ashley) Carried

- (a) That Council accept the variation to funding offer for Homelands Extra Allowance Round Two 2015-16 by CEO & Councillor signing, dating and affixing the Common Seal on both copies of the agreement.

15.7 GRANTS: ROPER GULF REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM 2016-17

149/2016 RESOLVED (Donald Garner/Eric Roberts) Carried

- (a) That Council approve the 2016-17 Community Grants Program.

15.8 GRANTS: OFFICE OF WOMEN'S POLICY GENERAL GRANTS 2015-16 - TRAVEL TO WOMEN OF THE WORLD (WOW) CONFERENCE

150/2016 RESOLVED (Daphne Daniels/Donald Garner) Carried

- (a) That Council accept the funding offer from the 2015-16 Office of Women's Policy General Grants Round for travel to the Women of the World (WOW) Conference by CEO and Councillor signing, dating and affixing the Common Seal to both copies of the agreement.

*Cr Ashley left the meeting, time being 10:54 am
Cr Ashley returned to the meeting, time being 10:56am*

*Cr Daniels left the meeting, time being 10:56 am
Cr Daniels returned to the meeting, time being 10:57 am*

16. COUNCIL SERVICES & INFRASTRUCTURE DIRECTORATE REPORT

16.1 ROPER GULF REGIONAL COUNCIL 2015 - 2025 SPORT AND RECREATION MASTERPLAN

151/2016 RESOLVED (Anne-Marie Lee/Eric Roberts) Carried

- (a) That Council defer the Roper Gulf Regional Council 2015-25 Sport and Recreation Masterplan to August Ordinary Meeting of Council.

17. COMMUNITY SERVICES DIRECTORATE REPORTS

18. CONTRACTS & TECHNICAL SERVICES DIRECTORATE REPORTS

18.1 CIVIL WORKS UPDATE

152/2016 RESOLVED (Daphne Daniels/Kathy-Anne Numamurdirdi) Carried

- (a) That Council note the report in relation to Civil Works update.

18.2 RECONSIDERATION OF PROPERTY MANAGEMENT OPTIONS

153/2016 **RESOLVED** (Donald Garner/Anne-Marie Lee) **Carried**

- a) That Council receive and note the report in relation to property management.
- b) That Council allocate funding in the budget 2016-17 for the operational costs associated with:
 - Sport and Recreation Halls at Ngukurr (Lot 439), Numbulwar (Lot 97) and Barunga (Lot 199).
 - Lot 156 (staff house) at Numbulwar and
 - Ngukurr and Borroloola Swimming Pools.

ACTION : 1) That the CEO conducts further consultation with Local Authorities in Borroloola and Ngukurr with respect to the future of their swimming pool operations.

2) That the CEO continues to investigate other funding options for the Ngukurr and Borroloola Swimming Pool.

3) That the CEO conducts further consultation with Local Authorities in Barunga, Ngukurr and Numbulwar with respect to the future of their Sports and Recreation Hall operations.

19. GENERAL BUSINESS**19.1 2016-2020 ROAD SAFETY ACTION PLAN**

154/2016 **RESOLVED** (Eric Roberts/Selina Ashley) **carried**

- (a) That Council receive and note the 2016-2020 Road Safety Action Plan consultation from the Department of Transport.

19.2 LOCAL AUTHORITY ENGAGEMENT AND COORDINATION – DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES**BACKGROUND**

Local authorities are the preferred forum for consultation and engagement by Northern Territory Government (NTG) agencies in remote communities. A number of new processes and arrangements have been developed by the Department of Local Government and Community Services to support the broader role of Local Authorities. The new processes and arrangements include:

- the establishment of a Coordination Unit to
 - coordinate requests from NTG agencies to attend local authority meetings;
 - coordinate requests from Local Authorities or regional councils for information or presentations from NTG agencies;
 - support a flexible, place-based transitioning of NTG community engagement with Local Authorities, working closely with NTG agencies and Regional Council.
- the Department providing additional support to regional councils through regional offices to support and maintain local authorities.

ISSUES/OPTIONS/SWOT**For Government Agencies: help to engage with Local Authorities**

The NTG agency can contact the Local Authority Coordination Unit for help planning engagement activities with Local Authorities, such as attending or arranging meetings. To attend a Local Authority meeting, the NTG Department should submit the "request to

attend a local authority meeting form* to Local Authority Coordination Unit and provide information such as:

- actions or recommendations you are expecting of the Local Authority
- communications materials you have planned
- relevant time frames
- equipment requirements
- the number of visitors attending.

Request a special meeting with a Local Authority

If your agency's time frames do not fit with Local Authority meetings, the NTG agency can request a special meeting with a Local Authority.

The Regional Council may ask your agency to cover the costs, subject to negotiation, of convening the meeting, including member sitting fees and other meeting costs.

For Regional Councils and Local Authorities: request information

Your Local Authority or Regional Council can request information about service delivery by an NT Government Agency that is of ongoing community interest, or to answer systemic concerns of a community.

Your Local Authority or Regional Council cannot make a request on behalf of an individual. Making an information request will not resolve any operational problems your Local Authority or Regional Council may have with an agency.

Currently the Regional Department employee attending the meetings are submitting the "request for information from the NT Government form"..

When making the request, the Local Authority Council is to provide the following:

- the background context to the request
- any time frames
- if you want a written response or a presentation.

155/2016 **RESOLVED** (Donald Garner/Kathy-Anne Numamurdirdi)

Carried

- a) **That Council receive and note the report on the NTG Local Authority Engagement and Coordination Policy and Procedures.**

19.3 GRANTS: 2015-16 ROUND FIVE MUNICIPAL AND ESSENTIAL SERVICES SPECIAL PURPOSE GRANT - DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES

Council has been offered funding for specific projects under the Homelands 2015-16 Round Five MES Special Purpose Grant. MES Special Purpose Grant is funding to assist service providers with the delivery of Municipal and Essential Services at Homelands where the costs to deliver the services are beyond the capacity of the MES program annual grant.

Projects that Council have been offered funding for are:

- Boomerang Lagoon – Installation of boundary fencing
- Mount Catt – Septic tank upgrade, power line upgrade and access road upgrade
- Badawarrka – Installation of boundary fencing
- Mole Hill – Installation of boundary fencing
- Kewulyi – Upgrade of septic tank, upgrade of water storage system and installation of cemetery fencing project
- Werenbun – Structural repairs to larger houses to make safe

FINANCIAL CONSIDERATIONS

Total funding offer = \$411,736 gst inc

Consisting of:

- Boomerang Lagoon: \$32,691
- Mount Catt: \$61,436
- Badawarrka: \$25,201
- Mole Hill: \$31,291
- Kewulyi: \$96,117
- Werenbun: \$165,000

156/2016 RESOLVED (Eric Roberts/Daphne Daniels) Carried

- a) That Council accept the funding offer for the 2015-16 Round Five Municipal and Essential Services Special Purpose Grant from the Department of Local Government and Community Services by CEO and Councillor signatures, dating and affixing the Common Seal to both copies of the agreement.

19.4 GRANTS: 2015-16 MUNICIPAL AND ESSENTIAL SERVICES AGREEMENT VARIATION - DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITY SERVICES

Council currently has an agreement with the Department of Local Government and Community Services to deliver Homelands Municipal and Essential Services to various Outstations within the region.

Council has been offered a variation to this agreement to include the installation of a backflow prevention device at Mulgan Camp.

157/2016 RESOLVED (John Dalywater/Timothy Baker Jr.) Carried

- a) That Council accept the variation to the 2015-16 Municipal and Essential Services Funding Agreement from the Department of Local Government and Community Services by CEO and Councillor signatures, dating and affixing the Common Seal to both copies of the agreement.

19.5 DEED - STREET LIGHT OWNERSHIP

The "Deed – Streetlight Ownership" has been approved by Power and Water and LGANT (through the Working Group and appointed Lawyers) and the agreement needs to be signed by council with common seal, therefore will require resolution of council, before 1 July 2016.

158/2016 RESOLVED (Daphne Daniels/Daniel Mulholland) Carried

- a) That Council accept the Deed – Streetlight Ownership by CEO and Councillor signatures, dating and affixing the Common Seal to both copies of the agreement.

19.6 LATE CORRESPONDENCE IN - HOUSE IN LARRIMAH (WRITER'S RESIDENCE)

DCTS received an email from NT Writers Centre to handback the building that the NT Writer's Centre are leasing from Council. Council provided the Community Grants 2 years ago to upgrade the plumbing to NT Writers Centre. They want to handback the sublease to the Council now.

159/2016 RESOLVED (Eric Roberts/Daniel Mulholland) Carried

- a) That Council receive and note the late Correspondence In for House in Larrimah.

19.7 COMMUNITY SURVEY ON ATTITUDES TO SHALE GAS FRACKING IN THE ROPER GULF REGION – Lauren Mellor , Territory Frack Free Alliance

Lauren Mellor presented the information on the Shale Gas Fracking in the Roper Gulf Region. A group of residents in Mataranka have undertaken a Community Survey on attitudes to Shale Gas Fracking in the Region. Lauren has provided a briefing to council on the survey process and results.

160/2016 RESOLVED (Donald Garner/Eric Roberts)

Carried

- a) That Council receive and note the verbal report on Community Survey on attitudes to Shale Gas Fracking in the Roper Gulf Region.

19.8 CR DANIELS BUSINESS PLAN - Councillor Daphne Daniels

Cr Daniels briefed that there is gap in remote locations on Service Delivery, Education, Awareness, Good Governance and Employment. She is setting up an Indigenous Organisation in the Ngukurr Community and has developed a Business Plan to address these gaps by educating youth and Indigenous Communities by providing training.

161/2016 RESOLVED (Selina Ashley/Anne-Marie Lee)

Carried

- a) That Council receive and note the verbal report on Cr Daniels Business Plan.

19.9 NGUKURR BARGE - Councillor Daphne Daniels

DCTS updated the current status of the Barge which is for sale in Darwin. Council has carried out some repairs to improve the saleability of the Barge. Cr Daniels advised Council she is setting up an Indigenous Organisation and is planning to run river tours through this organisation. Cr Daniels has expressed an interest in obtaining this Barge to support her tourism venture.

162/2016 RESOLVED (Donald Garner/Eric Roberts)

Carried

- a) That Council receive and note the verbal report on Ngukurr Barge.

*Cr Daphne Daniels left the meeting time being 12:07 pm, Declared Conflict of Interest.
Cr Daphne Daniels returned to the meeting time being 12:15 pm*

19.10 INDIGENOUS PROTECTED AREAS (IPA) - Councillor Daphne Daniels

Cr Daniels briefed that various service delivery organisations are going to the region. She shared the information that some areas in Ngukurr are in the process of being declared Indigenous Protected Areas.

DCSI clarified the information on Indigenous Protection Areas. DCSI has already checked the sacred sites in all the Roper Gulf Towns from AAPA.

163/2016 RESOLVED (John Dalywater/Timothy Baker Jr.)

Carried

- a) That Council receive and note the verbal report on Indigenous Protected Areas.

19.11 FLOOD LIGHT BARUNGA – CR ANNE- MARIE LEE

DCSI advised that the Council received a letter from NTG about the funding of lights for amateur competition at Sports & Recreation Hall Barunga.

164/2016 RESOLVED (Donald Garner/Daphne Daniels) Carried

a) That Council receive and note the verbal report on the Flood Light in Barunga.

*Cr Selina Ashley left the meeting, the time being 12:25 pm
Cr Selina Ashley returned to the meeting, the time being 12:50 pm*

19.12 GRANTS: DEPARTMENT OF SPORT AND RECREATION - REGIONAL AND REMOTE COMMUNITIES PROGRAM 2015-16 - BARUNGA, BORROLOOLA, BULMAN AND WEEMOL

The Department of Sport and Recreation has offered Council a 2015-16 Regional and Remote Communities Sport and Recreation Grant. The purpose of this funding is to support minor upgrades to infrastructure for sporting and recreational facilities.

Council has been offered funding for the following project:

- Barunga: Tree planting around oval and softball diamond and installation of portable spectator stands.
- Borroloola: Shade cover over courts.
- Bulman and Weemol: Shade and fence repairs.

Agreement end date: 31st December 2016.

FINANCIAL CONSIDERATIONS

2015-16 = \$27,500 including GST.

165/2016 RESOLVED (Donald Garner/Anne-Marie Lee) Carried

(a) That Council accept the funding agreement for the Regional and Remote Communities Program 2015-16 from the Department of Sport and Recreation by signing, dating and affixing the Common Seal on both copies of the agreement.

19.13 FINAL BUDGET REVISION FOR 2015-16

Finance Manager presented the Council final budget revision.

166/2016 RESOLVED (Eric Roberts/John Dalywater) Carried

a) That Council adopt the final budget 2015-16.

19.14 CDP VARIATION TO FUNDING AGREEMENT

DCTS informed Council of the funding agreement variation received from the Department of Prime Minister and Cabinet for the Community Development Programme.

From 1 July 2016, there will be changes to the Provider's ability to conduct Activities which generate income as a result of the Activity, and to the Provider's obligations in relation to such Activities. The parties have agreed to change that part of the funding agreement known as 'Remote Condition 1' or 'RAC1' to implement these changes.

167/2016 RESOLVED (Anne-Marie Lee/Daphne Daniels) Carried

a) That Council accept the variation to the 'Community Development Programme Funding Agreement' dated 01 July 2013 and affixes the Common Seal to the Agreement.

Lunch Break : 12:39 pm
Meeting Resumed : 13:21 pm

DECISION TO MOVE TO CLOSED SESSION

168/2016 RESOLVED (Sellna Ashley/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:-

- 21.1 Confirmation of Previous Closed Session Ordinary Meeting of Council 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.*
- 21.2 Subdivision Stylo Station, Mataranka -** *The report will be dealt with under Section 65(2) (b) (ci) (ciii) (ciii) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer; AND information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be keep confidential.*
- 21.3 AUSTRALIA POST CONTRACT -** *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.*
- 21.4 Proposed Animal Management and Health Program 2016-2017 Report -** *The report will be dealt with under Section 65(2) (a) (ci) 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 cause commercial prejudice to, or confer an unfair commercial advantage on any person (Impacts on current employee and current commercial contract).*
- 21.5 Rate Payers requesting waiver of fees due to financial hardship -** *The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.*

RESUMPTION OF MEETING

169/2016 RESOLVED (Daphne Daniels/John Dalywater)

Carried

- a) **That Council move out of closed session into open session of the Ordinary Meeting of the Council at 2:07 pm.**

CLOSE OF MEETING

The meeting terminated at 2:07 pm.

THIS PAGE AND THE PRECEEDING 12 PAGES ARE THE MINUTES OF THE Ordinary Meeting of Council HELD ON Thursday, 16 June 2016 AND CONFIRMED Wednesday, 27 July 2016.

Mayor Tony Jack

UNCONFIRMED

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER	10.1
TITLE	Action List
REFERENCE	654421
AUTHOR	Rashmi Sharma, 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.

ISSUES/OPTIONS/SWOT

Nil

ACTION LIST

Date Action Initiated	Item Description	Responsible Person	Details	Status	Progress
28 Oct 15	FIRST QUARTER REPORT - DIRECTORATE COMMUNITY SERVICES	CEO- Michael Berto	(b) That Council directs the CEO to develop an MOU with Binjari Aboriginal Corporation for the delivery of CDP.	Ongoing	-Binjari MOU in progress. -Discussions held with PM&C on future provider possibilities. - Finalising by end of June - Met with Binjari, minor wording changes required and will be executed shortly.
			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	- 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.
28-Oct-15	Ngukurr Pool	CEO- Michael Berto	c) The Council investigates the introduction of special service fees for Ngukurr for subsidising operational costs of Ngukurr Pool.	ongoing	Other Councils have: - Commenced a user pays system with varying results. - Charge NT School \$100 per hour inclusive of a life guard - Applied a special fee

					<p>specific to the location through the rates policy</p> <ul style="list-style-type: none"> - Greg to provide a rates declaration presentation including introduction of a special rate. -Options for other funding source still awaiting responses.
28-Oct-15	BORROLOOLA POOL	CEO-Michael Berto	<p>That Council give notice to the Department of Education;</p> <ul style="list-style-type: none"> a. That the Agreement in respect to the Borroloola Swimming Pool has expired. b. That council wishes to enter into a further agreement on different terms c. That the terms of the existing agreement are not acceptable d. That council is only prepared to enter into a further agreement on a cost positive or cost neutral basis. e. That council will cease operations of the pool on the 30 June 2016 if no agreement is reached. 	Ongoing	<p>Waiting response from Education Department, no acknowledgement of letter.</p>
28-Oct-15	BUFFALOES CAUSING PROBLEMS IN BARUNGA	CEO-Michael Berto	Advocate to NLC about buffalo in Barunga	ongoing	<ul style="list-style-type: none"> - Continue to liaise with NLC - ABA application for stock fence & grids - No further action to date - Contacted ABA with no response to date. - Mayor to follow up with NLC. - Meeting with NLC on 22/04/2016 - ABA funding unsuccessful - Media Release sent on Friday 13 May.
25-Nov-15	MANHEIM AUCTION OFFERS	CEO-Michael Berto	Investigate the sale value of Barrington Barge through Marine Dealership in	Ongoing	<ul style="list-style-type: none"> - Barge is in Darwin at merchant dealer, has been cleaned up for sale. Valued still at \$30,000.

			Darwin.		- Is on consignment and is still unsold.
29-Jan-16	BORE AT LARRIMAH	CEO- Michael Berto	CEO to follow up this issue with the aim of making the bore operational.		- Bore pump at Mataranka ready to be installed. Electricity connection from site to power pole is already set up. Request sent through to Power & Water. Budgeted \$10,000 for 16/17 to fix old irrigation around oval and reconnection as likely to be leaking and make connection to writer's residence. - Will be enacted in new financial year (currently planning).
29-Jan-16	WERENBUN AND JODETLUK OUTSTATION	CEO- Michael Berto	a) CEO to visit both communities to assess service provisions. (b) Councilor's visit has been postponed from June OCM to July OCM and is on 25 th July 2016 in Katherine.	In-hand	Organised to leave Katherine at 1:00 PM for visit on Monday 25 th July.
28-Apr – 16	COST REDUCTION STRATEGIES FOR THE ANIMAL HEALTH PROGRAM	CEO- Michael Berto	Write a letter to Minyerri Alawa Corporation and Mungoorbada Aboriginal Corporation Borrooloola regarding the Animal Health Program.		In - hand
16-Jun-16	RECONSIDERATION OF PROPERTY MANAGEMENT OPTIONS	CEO- Michael Berto	1) That the CEO conducts further consultation with Local Authorities in Borrooloola and Ngukurr with respect to the future of their swimming pool operations. 2) That the CEO continues to investigate other funding options for the Ngukurr and Borrooloola Swimming Pool. 3) That the CEO conducts further consultation with	Ongoing	- To be discussed with Borrooloola and Ngukurr LA at next meeting. - Council agreed to fund as part of budget considerations at June OCM. - Consulted Numbulwar Local Authority and LA members advised it would be difficult to deliver Sport and Rec

			Local Authorities in Barunga, Ngukurr and Numbulwar with respect to the future of their Sports and Recreation Hall operations.		Program without a venue, so Sport & Recreation Hall at Numbulwar should be kept.
16-Jun-16	RATE PAYERS REQUESTING WAIVER OF FEES DUE TO FINANCIAL HARDSHIP	CEO- Michael Berto	CEO to investigate further the financial hardship and present it at the July meeting	Ongoing	Finance Manager to follow up on this.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS:

INCOMING CORRESPONDENCE

ITEM NUMBER 11.1
TITLE Incoming Correspondence
REFERENCE 654941
AUTHOR Rita Duncan, Executive Assistant to CEO

RECOMMENDATION

(a) That Council accept the Incoming correspondence.

Date Received	Received By	Received from	Correspondence Details	InfoXpert ID
16.06.2016	Marc Gardner	David McHugh	Ngukurr Child Care –storm water	652104
06.07.2016	CEO	NT Government	Lead levels	654530
06.07.2016	CEO	NT Government	How does lead make us sick	654529
06.07.2016	CEO	NT Government	Non-toxic shot	654528
06.07.2016	CEO	NT Government	Keep lead away from our families	654527
06.07.2016	CEO	NT Government	How does lead get in our bodies?	654526
06.07.2016	CEO	NT Government	Lead shot – risk to health for remote communities	654531
06.07.2016	On behalf of Binjari Community	Binjari Community Aboriginal Corporation	Thank you during recent housing upgrades	654843

ATTACHMENTS:

There are no attachments for this report.

OUTGOING CORRESPONDENCE

ITEM NUMBER 12.1
TITLE Outgoing Correspondence
REFERENCE 654962
AUTHOR Rita Duncan, Executive Assistant to CEO

RECOMMENDATION

(a) That Council accept the Outgoing correspondence.

Date Sent	Sent By	Addressed To	Correspondence Details	InfoXpert ID
24.06.2016	CEO	Cameron McDougall	Seeking variation in Night Patrol funding	653359
24.06.2016	CEO	Jonathon McLeod	Section 19 hand back lease – Lot 5 Beswick	654367
24.06.2016	CEO	Jonathon McLeod	Seeking permission to sublet – Lot 223 Ngukurr	654370
24.06.2016	CEO	Jonathon McLeod	Seeking permission to sublet – Lot 231 Ngukurr	654369
24.06.2016	CEO	Jonathon McLeod	Seeking permission to sublet old Creche building – Lot 297C Ngukurr	654369
04.07.2016	CEO	Dr Alex Burleigh	End of 3 year Animal Health Contract	654368
04.07.2016	CEO	Edward Dean	Dog attacks	654237
14.07.2016	CEO	Brooke Owen	Subdivision Applications endorsement – Town site of Rittarangu	655226
14.07.2016	CEO	Brooke Owen	Subdivision Applications endorsement – Town of Mataranka	655228
14.07.2016	CEO	Brooke Owen	Subdivision Applications endorsement – Barunga	655230
14.07.2016	CEO	Brooke Owen	Subdivision Applications endorsement – Beswick	655231

14.07.2016	CEO	Brooke Owen	Subdivision Applications endorsement – Borroloola	655232
14.07.2016	CEO	Alana Pollard	Clearing Application – Cave Creek Station	655237

ATTACHMENTS:

There are no attachments for this report.

WARD REPORTS



ITEM NUMBER	13.1
TITLE	Never Never Ward
REFERENCE	653028
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

- (a) **That Council receive and note the Never Never Ward Report.**

BACKGROUND

A Local Authority Meeting was held in Mataranka on 7th June 2016.

Community Visitors

Jilkmिंगgan

Local Authority Update

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

The next Local Authority Meeting is scheduled for Tuesday 2nd August 2016

Community Update:

Nathan McIvor is the newly appointed Central Arnhem Area Manager
 Antony Lynch has been appointed Council Services Coordinator for Jilkmिंगgan and Mataranka

Issues

Nil

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, Di Jones, Alan Chapman and Michael Somers.

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

The next Mataranka Local Authority meeting is scheduled for Tuesday 2nd August 2016.

Community Update:

Nathan McIvor is the newly appointed Central Arnhem Area Manager
 Antony Lynch has been appointed Council Services Coordinator for Jilkmिंगgan and Mataranka

Issues

Nil

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.

The next Hodgson Downs Local Authority will be held Thursday 11 August 2016

Community Update

Nil

ISSUES/OPTIONS/SWOT

Ward Action List

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
Jilkmिंगgan					
09.02.2016	7.1 Elected Members Report	Antony Lynch to contact Barry Clarke for an update on horses	Area Manager (AM)		
09.02.2016	7.4 Governance Update - Town Priorities	Antony Lynch to investigate what has happened to the Street Signs	Area Manager (AM)		
Mataranka					
09.03.2015		Obtain more Post Boxes	Area Manager (AM)	Ongoing	<p>05.05.2015: Post office boxes have been requested as part of an office upgrade under the 15/16 budget for the SDC</p> <p>25.08.2015: Office upgrade has been declined this year. Further opportunities may arise through Council project list.</p> <p>05.04.2016: Post office boxes have been requested as part of an office upgrade under the 16/17 budget for the SDC.</p> <p>07.06.2016 Scope & Cost installing a bank of PO boxes. ALSO</p> <p>Motion: Investigate September 1st</p>

					Quarter Capital Expenditure opportunities. Moved: Di Angel Second: Leah Niehus Carried 06.07.2016: Assets & Projects have met and will investigate further to bring this project to completion. Cost will be minimal.
05.05.2015		Seek to fund equipment upgrade for catering shed facilities	LA	Ongoing	01.02.2016 LA moved a motion that funding be sought for this through Community Benefit Fund Grant. RGRC to Auspice 05.04.2016 All information currently with Grants Officer Application done awaiting submission date. 07.06.2016 Grant Submitted
25.08.2015		Dump Point	Area Manager (AM)/Michael Somers	Ongoing	25.08.2015 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 07.06.2016 Look into Tourism NT Quick Response Grants and Traffic Management Plan needed.
01.02.2016	8.6 Repairs to Statues & Termite Mound	Area Manager (AM) to investigate and bring options back to next Local Authority meeting.	Area Manager (AM)	Ongoing	05.04.2016 Tourism Grant to be investigated, 07.06.2016 , On list for next round of Application.
05.04.2016		1. Area Manager (AM) to follow up on status of the new Night Patrol Rosters 2. Area Manager (AM) to follow up on status of Night Patrol Vehicles whereabouts via Tracking	Area Manager (AM)	Ongoing	07.06.2016 New schedule 7 weeks in review at August LA meeting.
05.04.2016	8.8 Community Updates: Camp dogs roaming	Feral Dogs Through out town from Carew Rd to Homestead	Area Manager (AM)	Ongoing	07.06.2016 Contact Dept Primary Industries/Dept Resources

05.04.2016	Sport & Recreation Fencing needs fixing	Area Manager (AM) to follow up	Area Manager (AM)	Ongoing	07.06.2016 S & R Fence towards Mulgan.
07.06.2016	6.2 Incoming correspondence	Arrange for toilet key to be dropped to Market Organisers.	Area Manager (AM)	Ongoing	06.07.2016 Arrangements in place to have a new padlock with keys for the public toilets purchased. Awaiting a quote
07.06.2016	7.2 Council Service Managers Report	Sharon Hillen to follow up if staff are available for rubbish pick up on weekends in Tourist Season	DCSI		
07.06.2016	7.2 Council Service Managers Report	Sgt Thomas Chalk to give list of Trespass notices to Sharon Hillen for action.	DCSI		
07.06.2016	7.4 Governance updates	Area Manager (AM) to send Draft Regional Plan to all LA Members as soon as possible after OCM June 2016.	Area Manager (AM)	Completed	
07.06.2016		Local Authority to organise out of session meeting to make comment on the Regional Plan	LA		
07.06.2016		Sharon Hillen to provide scope and costing of Stage 1 Multipurpose Centre, bring back to next LA Meeting	DCSI		
Hodgson Downs					
14.05.2015		Kewulyi Outstation Cemetery needs to be fenced to protect the integrity of the Grave sited and markers erected.	CD Regional Manager	Ongoing	24.06.2015 Pending Cemetery ACT Review. Update 13.08.15 Marc to follow up 01.03.2016 Marc to follow up for next LA meeting 07.07.2016 Funding received for fencing – to be conducted in near future by outstations staff.
		Dump needs of attention, prioritised and pushed up by June 2015.	CEO Alawa	Ongoing	13.08.2015 Currently investigating new Dump site. 01.03.16 Recently pushed up, Alawa will maintain
15.10.2015		Ask PMC for a formal statement for Council outlining both Federal and NT Governments positions on AMPs.	Director DCS&I	Ongoing	
9.11.2015		Local Authority Members recommend Nathanael Knapp find out the current Lease Status at Minyerri	Nat Knapp	Ongoing	
9.11.2015		Find out from NT Housing the current Lease status	Tom Girdler	Ongoing	

9.11.2015		Put the HRG on the ALAWA Corp Agenda for next meeting and report back to Hodgson Downs Local Authority the outcome.	LA members	Ongoing	01.03.2016 Alawa CEO to follow up
01.03.2016	8.0 Other Business	RGRC 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.	Council	Ongoing	07.07.2016 Currently servicing weekly with Jilkminggan & Ngukurr Staff. Continuing to investigate solutions for local based staff.

ATTACHMENTS:

1 LOCAL_AUTHORITY_Mataranka_Minutes 07 06 2016.pdf



Mataranka
Local Authority Meeting Minutes
 held at the
 Mataranka Community Hall

7th June 2016

The Meeting was opened at 5.34pm by the Chair Mayor Tony Jack and the Roper Gulf Regional Council Pledge was read.

1. Present:

1.1 Elected Members:

Mayor Tony Jack
 Deputy Mayor Judy MacFarlane

1.2 Local Authority Members:

Di Angel
 Michael Somers
 Alan Chapman
 Leah Niehus
 Tracey-Anne Wilson
 Sue Edwards
 Di Jones

1.3 Staff:

Sharon Hillen, Director of Council Services and Infrastructure
 Antony Lynch, Acting CSM
 Martin Cooke, Night Patrol Coordinators
 Juan Hernandez, Night Patrol Coordinator
 Sarah Miles, Manager HR
 Jo Nicol, Local Authority Coordinator

1.4 Visitors/Guests:

Rose Peckham, Department Local Government & Community Services
 Barry Clarke, Department Prime Minister & Cabinet
 Virginia Boon, Resident
 Jill Emerson-Smith, Resident
 Andrew Drenan, Resident
 Angela Downton, Sunrise Health

2. Apologies:

Nil

3. Conflict of Interest-Members & Staff:

Nil

4. Minutes of Previous Meeting:

Motion: That Mataranka Local Authority accepts the Minutes from the previous Local

* Denotes permanent Agenda items

Authority Meeting held on 1st February 2016 as true and accurate record of the meeting.

Moved: Tracey-Anne Wilson Seconded: Sue Edwards
Carried

Motion: That Mataranka Local Authority accepts the Minutes from the previous Local Authority Meeting held on 5th April 2016 as true and accurate record of the meeting.

Moved: Leah Niehus Seconded: Di Jones
Carried

5. Business Arising/Action List;

5.1. Previous minutes action List

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
09.03.2015		Obtain more Post Boxes	CSM / Director Council Services	Ongoing	05.05.2015: PO boxes requested as part of SDC office upgrade in 15/16 budget. 25.08.2015: Office upgrade declined this year. Opportunities may arise through Council project list. 05.04.2016: PO boxes requested as part of SDC office upgrade in the 16/17 budget. 07.06.2016 Scope & Cost installing a bank of PO boxes. ALSO Motion: Investigate September 1 st Quarter Capital Expenditure opportunities. Moved: Di Angel Second: Leah Niehus Carried
05.05.2015		Seek to fund equipment upgrade for catering shed facilities	LA	Ongoing	01.02.2016 LA moved a motion that funding be sought for this through CBF Grant. RGRC to Auspice 05.04.2016 All information currently with Grants Officer Application done awaiting submission date. 07.06.2016 Grant Submitted

* Denotes permanent Agenda items

25.08.2015		Dump Point	CSM/Michael Somers/Dir Council Services	Ongoing	25.08.2015 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 07.06.2016 Look into Tourism NT quick response grants and Traffic Management Plan needed.
6.10.2015		Contact DOI re: Dangerous road edges on Martin and Homestead Rd	CSM	Completed	01.02.2016 Works completed but LA would like CSM to follow up with DOI on state of works. 01.02.2016 Works Completed but LA would like CSM to follow up with DOI on state of works.
08.12.2015		Director of Community Services report back to LA on Night Patrol Services after three months from start date.	CSM	Completed	01.02.2016 Director Community Services to follow up with NP Manager as to why NP trial operations roster had not yet commenced. 05.04.2016 still not commenced. LA requested NP Manager and Director to attend next LA meeting. 07.06.2016 NP Coordinators attended meeting and reported on new schedule
01.02.2016	8.6 Repairs to Statues & Termite Mound	Council Services Manager to investigate and bring options back to next Local Authority meeting.	CSM	Ongoing	05.04.2016 Tourism Grant to be investigated 07.06.2016 On list for next round 2017.
01.02.2016	8.8 maintain Laneway between Stuart Hwy & Gunn St	CSM to investigate state of the laneway	CSM	Completed	
05.04.2016		1.Follow up on status of the new Night Patrol Rosters 2.Follow up on status of Night Patrol Vehicles whereabouts via Tracking	CSM	Ongoing	07.06.2016 New schedule 7 weeks in review at August LA meeting.
05.04.2016	8.7 NT Grants	Send reminder notice to Local Authority	CSM	Completed	

* Denotes permanent Agenda items

	Commission:	members			
05.04.2016	8.8 Community Updates: Camp dogs roaming	Feral Dogs throughout town from Carew Rd to Homestead.	CSM	Ongoing	07.06.2016 Contact Dept Primary Industries/Dept Resources
05.04.2016	Sport & Recreation Fencing needs fixing	CSM to follow up	CSM	Ongoing	07.06.2016 S & R Fence towards Mulgan.
05.04.2016	Culvert opposite School	CSM to follow up with P&W and DCIS	CSM	Completed	7.6.16 Photos sent response from DPI the area should have some signage on this morning then bollards installed very shortly.

6. Correspondence

6.1. Outgoing Correspondence:

6.2. Incoming Correspondence:

04.04.2016 Letter, Alistair Shields Notice of Consent Mataranka

19.04.2016 Letter David Willing –Unsuccessful Grant notification.

07.06.2016 Letter Jill Emerson-Smith, Mataranka Markets relocation.

Motion: That the Mataranka Local Authority recommend Council approve the Mataranka Markets relocation to Stan Martin Park.

Moved: Leah Niehus Seconded: Di Angel

Carried

ACTION: Arrange for toilet key to be dropped to Market Organisers.

ACTION: Actions will appear under each point like this

7. General Business

7.1 *Elected Member Report:

- OCM was held in Ngukurr in May
- Mayor and CEO have been doing the rounds of Local Authorities.
- Council was unsuccessful in gaining ABA funding for Stock Exclusion Fencing and Grids in Barunga, this may pose a Health and Safety risk over the Barunga Festival weekend. Mayor did a Media Release on the Buffalo problems in some of our communities.
- OCMs to be held in Katherine June 16th and July 27th 2016
- Council is currently focussed on the 2016/2017 Regional Plan and Budget, the Draft will be available for comment after 20th June for 21 days.
- Due to Budget constraints a restructure has been undertaken
- Local Authority meetings in Jilkminggan and Minyerri have not been able to achieve a quorum at two scheduled meetings.

* Denotes permanent Agenda items

Motion: That the Mataranka Local Authority receive and note the elected members report.

Moved: Sue Edwards Seconded: Di Jones

Carried

7.2 *Council Services Managers Report:

- An application has been made to "The Territory Remembers" Heritage Grants for the Mataranka Museum upgrades. Deputy Mayor noted that the decking looks great.
- Skate Park signage is currently being developed. The skate park will be put on the Works Program. There is currently no budget for seating and fencing. Tracey-Anne Wilson thanked all involved that the community has a Skate Park that is being used. Mataranka Road House has offered to sponsor the Opening of the Skate Park with Refreshments. Opening date to be confirmed.
- LA members asked if staff could be available to pick up rubbish in the Park during the Tourist season.

Action: Sharon Hillen to follow up if staff are available for rubbish pick up on weekends in Tourist Season.

Police asked if the large concrete slab at Banyan Tree could be removed to mitigate antisocial behaviour.

Council employees are allegedly delivering wood to illegal campers.

Abandon Cars are becoming a site for Anti Social behaviour, Council needs to remove.

Action: Sgt Thomas Chalk to give list of Trespass notices to Sharon Hillen for action.

Motion: That the Mataranka Local Authority receive and note the Council Services Managers Report.

Moved: Leah Niehus Seconded: Sue Edwards

Carried

7.3 *Council Financial Reports: Third Quarter Financial Reports

Motion: That the Mataranka Local Authority receive and note the Council Financial Report.

Moved: Di Angel Seconded: Tracey-Anne Wilson

Carried

7.4 *Governance Updates:

• *Town Priorities

2016/2017 Budget Report - an updated report on the Budget was given. Some new measures are being undertaken by Council these include; a restructure, reviewing Rates, Vet Visits.

As part of the restructure a Director has been retrenched, the three remaining Directorates have absorbed the Community Services Directorate.

* Denotes permanent Agenda items

- The CSM position in each community will now be changed to Coordinators at each site, the Jilkminggan Coordinator will reside in Mataranka.
- There will be two Area managers; 1 based in Mataranka for Never Never and Nyrrirungulung Wards, 1 based in Ngukurr for Numbulwar Numburindi, Yugal Mangi and South West Gulf Ward.
- The restructure is expected to be in place by 30th September 2016, reviewed at 6 months.

Draft Town Priorities for the Roper Gulf Regional Plan Mataranka

Draft Town Priorities for Roper Gulf Regional Plan- Outstations

- The application to the CBF for Multipurpose Hall Grant has been successful and \$175,000 has been received.

Action: CSM to send Draft Regional Plan to all LA Members as soon as possible after OCM June 2016.

Action: Local Authority to organise out of session meeting to make comment on the Regional Plan

Action: Sharon Hillen to provide scope and costing of Stage 1 Multipurpose Centre, bring back to next LA Meeting.

Local Authority Project Funding update

- *Complaints Register- Nil
- *Policy Updates- Nil

Motion: That the Mataranka Local Authority receive and note the updates from Governance.

Moved: Di Angel Seconded: Deputy Mayor Judy MacFarlane
Carried

7.5 *Community Development Program:

- CDP will now sit with the commercial arm of Roper Gulf Regional Council with Marc Gardner the Director of Commercial Services.
- CDP is working well in both Mataranka and Jilkminggan.
- The Local Authority congratulated everyone involved in achieving great results and special mention was made for Anthony Heaslip and Bruce Ross.

Motion: That the Mataranka Local Authority receive and note the Community Development Program report.

Moved: Sue Edward Seconded: Di Jones
Carried

7.6 *Alcohol Management Plan: Nil

7.7 Community Services Update:

- Community Services will sit in the Directorate of Council and Community Services. Sharon Hillen is the Director. There will be a hand over this week.

* Denotes permanent Agenda items

Motion: That the Mataranka Local Authority receive and note the update on Community Services Program.

Moved: Deputy Mayor Judy MacFarlane Seconded: Tracey-Anne Wilson
Carried

8. Other Business

8.1 Rates and Hire Fees:

- To be discussed by Local Authority members in out of session Meeting.

8.3 Dump* & Recycling:

- Big River Regional Waste Management has employed a Coordinator who will be arriving in Mataranka tomorrow to advise of the Dump
- CSM has made some interim changes at the Dump.

8.4 Abandoned Cars:

- As discussed in 7.2 CSM Report - Vehicles are supporting Anti-Social Behaviour

8.6 Park rubbish – Weekend staff:

- As discussed at 7.2 CSM Report

8.7 SPONSORSHIP FOR MATARANKA RODEO - DEPUTY MAYOR JUDY MACFARLANE

119/2016 RESOLVED (Anne-Marie Lee/Daphne Daniels) Carried

(a) That the Council support the request for sponsorship of \$3000 for the Mataranka Rodeo to be held in July 2016 from the Mataranka Sporting, Fishing and Recreation Club through the Council Community Grants Program with full acquittal after the event.

8.8 HIRE FEES - DEPUTY MAYOR JUDY MACFARLANE

118/2016 RESOLVED (Donald Garner/Eric Roberts) Carried

(a) That the Council accept the recommendation to waiver hire fees to not-for-profit organisations for Australia Day, Anzac Day and Territory Day celebrations

9. Meeting Closed 8.55pm

* Denotes permanent Agenda items

WARD REPORTS



ITEM NUMBER	13.2
TITLE	Nyirranggung Ward Report
REFERENCE	653029
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

- a) That Council receive and note the Nyirranggung Ward Report.

BACKGROUND

Local Authority Meetings are scheduled for Barunga, Beswick Bulman and Manyallaluk in August 2016.

Community Visitors

Skinny Fish Music

Other Meetings in Community

Community Safety Meeting

Barunga**Local Authority Update**

The Barunga Local Authority includes; Mayor Tony Jack, Cr Anne-Marie Lee, Cr John Dalywater, Cr Selina Ashley, Ruth Kelly, Anita Painter, Helen Lee, David Oenpelli, Jamie Ah Fat, Tony Walla and Esther Bulumbara.

Helen Lee is the Chairperson of the Barunga Local Authority

The next Barunga Local Authority meeting is scheduled for Tuesday 16th August 2016

Community Update:

Nathan Mclvor is the New Central Area Manager

Recruitment is underway for the position of Barunga/Manyallaluk Council Services Coordinator

Issues

Nil

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.

The next Beswick Local Authority meeting is Monday 15th August 2016.

Community Update:

Nathan Mclvor is the New Central Area Manager

Recruitment is underway for the position of Council Services Coordinator

Issues

Nil

Bulman

Local Authority Update

Local Authority Membership includes; 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.

The next Bulman Local Authority Meeting is scheduled for Wednesday 17th August 2016.

Community Update:

Nathan Mclvor is the New Central Area Manager

Recruitment is underway for the position of Council Services Coordinator

Issues

Nil

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 and Ben Kleing.

The next Manyallaluk Local Authority Meeting is scheduled for 15 August 2016.

Community Update

Nathan Mclvor is the New Central Area Manager

Recruitment is underway for the position of Barunga/ Manyallaluk Council Services Coordinator

Issues

The road into Manyallaluk is now deteriorating quite markedly, especially at the first floodway which is becoming dangerous to users.

ISSUES/OPTIONS/SWOT

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(AM) & 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 NTG 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. <i>24.06.2015 Pending Cemetery ACT Review</i>
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
23.02.2016	6.2 Incoming Corro	Contact Aboriginal Areas Protection Authority and find out about obtaining and installing Sacred Site signage and bring back to next Local Authority Meeting.	Nat Knapp	Ongoing	22.03.16 Nic Sharah to do application with Esther Bulumbara re: Where signs are to go.
23.02.2016	7.4 Town Priorities	Check where Rubbish bin Stands need replacing	Area Manager (AM)	Ongoing	22.03.2016 Rex to order new bins and holding devices
23.02.2016	7.2 CSM Report	Sharon Hillen to find out about repairs to street lights by P&W	Director Council Services	Ongoing	14.06.2016 RGRC is working with PWC-announcements in Budget about funds for streetlights
22.03.2016	7.4 Governance Updates	Write letter to Rick Fletcher at NLC re: pigs in Shorty Creek	Council	Ongoing	14.06.2016 Contacted
22.03.2016	7.4 Governance Updates	Investigate electronic devices and let Community Members know how to purchase them.	Area Manager (AM)	Ongoing	14.06.2016 A range of devices was presented
Beswick					Status Comments - Completion Date
18.05.2015		Request Council raise Drinking Area with NLC	Council	Ongoing	22.02.16 Awaiting a reply from NLC
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 (AM)	Ongoing	<i>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</i>
2.03.16		Review Night Patrol after 3 months of the new Schedule.	Area Manager (AM) /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	Andrew Smith, to identify what lots are serviceable in both Bulman and Weemol	Andrew Smith	Ongoing	
18.05.2016	8.3 Naming of Streets and Park areas	Follow up with NT Place Names Committee	Area Manager (AM)	Ongoing	

18.05.2016	8.4 Local Authority Member	Advertise for nominations to the Local Authority	Area Manager (AM)	Ongoing	
18.05.2016		Follow up on Weemol Sewage System	Nic Sharah		
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.
17.08.2015		Install speed humps as soon as quotes have been processed	Area Manager (AM)	Ongoing	16.05.16 – cant be installed until signs are purchased; waiting for signs; then install signs & speed humps; 1 near clinic, & 1 each side in middle
17.08.2015		Contact NT Royal Life Saving	Area Manager (AM) /Director Council Services	Ongoing	16.05.16 – training for lifeguards; CSM to follow up
17.08.2015		Organise removing silt from pool	Area Manager (AM)	Ongoing	16.05.16 – CSM follow up
17.08.2015		Write to Jawyon-ask short and long term plan for tourist huts and child-proof fencing.	Local Authority/ Area Manager (AM)	Ongoing	16.05.16 - CSM follow up
22.02.2016		Invite Project Manager to next Local Authority for update on complete scope & cost of upgrades of the Basketball Court.	Area Manager (AM)	Ongoing	16.05.16 – LA funding not enough to complete works; Robert Williri to discuss with CSM
22.02.2016		Follow up and report back to LA on what is being done re: Buffalo Issue	Area Manager (AM)	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
22.02.2016		Find out status of Manyallaluk Road and report back to next LA mgt	Area Manager (AM)	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
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		
16.05.2016	8.1 Community Night	Nic Sharah from DLGCS to chase up with housing on the status of Lot 59	Nic Sharah		

	Patrol	that is currently vacant.			
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 (AM)		

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

WARD REPORTS

ITEM NUMBER	13.3
TITLE	Numbulwar Numburindi Ward
REFERENCE	653146
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

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

BACKGROUND

Numbulwar Local Authority meeting was held Tuesday 12th July 2016.

Local Authority Update

The Numbulwar Local Authority includes: Mayor Tony Jack, Councillor Kathy-Anne Numamurdiridi, David Murrungun, Ella Geia, Felicity Kym Rami, Douglas Wunungmurra and Ronald Nundhirribala and Timothy Wurramunga.

David Murrungun is the Chairperson of the Numbulwar Local Authority.

The next Numbulwar Local Authority meeting is scheduled for Tuesday 8th September 2016 at 11am.

Community Visitor

Census Trainer
 Department of Prime Minister and Cabinet
 RGRC Directors
 Batchelor Trainer
 North Australian Justice Association
 Pest Control
 Anglicare Money Matters
 Traditional Credit Union
 Puma Energy
 NT Sports and Playground
 Brenda Donges
 Downers

Community Update

John Terepo has taken on the new role of Community Services Coordinator.

Sam Nowicki was the acting Council Services Manager, and has now returned to his position as Community safety Coordinator.

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

The Council Office is currently being renovated, the new surface on the Basket Ball Court is finished and looks great.

The Hip hop crew came to Numbulwar and made a film clip, approximately 150 people attended viewing.

There has been a big influx to Numbulwar Community due to Ceremony time.

Issues

The Community has had no issue and was fantastic during ceremony, unfortunately fights started as soon as ceremony had finished.

The Community has concerns that there are many weapons and no police in town.
Youth roaming streets late into the night

ISSUES/OPTIONS/SWOT**Action list**

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
12.05.2015		Discuss Retail Training with Store and CDP Coordinator	CDP Coordinator	Ongoing	26.05.16 To follow up for 12.07.2016 LA Meeting
13.10.2015		Talk to businesses and people on how to go about clean up Numbulwar campaign.	Area Manager(AM)	Ongoing	26.05.16 Talk to Territory Housing re: Competition for Clean Up Yard.
10.11.2015		Current status of the RGRC Dog By Laws for Numbulwar for next LA Meeting.	Area Manager(AM)	Ongoing	26.05.2016 In Progress 16.02.16 Still progressing, RGRC is looking at Dog By Laws in other NT Councils to develop by Laws fro RGRC. To discuss at next LA meeting..
10.11.2015		Decide at next LA meeting if LA Funding should be made available for the Old Cemetery Memorial Project.	LA	Ongoing	26.05.16 Discuss with LA members, Maps distributed prior to 12.07.16 Meeting. 16.02.16 RGRC seeking funding to beautify the area. Update at next meeting.
16.02.2016	7.2 Council Services Managers Report	Seek funding for more speed bumps	Area Manager(AM)	Ongoing	
16.02.2016	7.4 Policy Updates	Local Authority members to invite NT Housing to the Community Meeting once date has been set	Area Manager(AM)	Ongoing	26.05.16 Invite to meeting 12.07.16
26.05.2016	7.3 Council Financial Reports	LA request Finance Manager Lokesh Anand attend next LA meeting and Budget to be displayed on over head projector	Area Manager(AM)	Ongoing	08.07.2016- Unavailable for July Meeting will attend September Meeting.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 Numbulwar LA Minutes July 12 2016.doc



Numbulwar Local Authority Meeting Minutes

Held at the Training Centre
12 July 2016

The meeting was opened at 11.15am by Chair David Murrungun and the Roper Gulf Regional Council pledge was read.

1. Present:

Elected Members:

Councillor Kathy Anne Numamurdirdi

Local Authority Members:

Roland Nundhirribala

David Murrungun, Chairperson

Felicity Rami

Ella Geia

Douglas Wunungmurra

Staff:

Christine Smith, Senior Administration Service Officer

Martin Cooke, Night Patrol Coordinator

Jo Nicol, Local Authority Coordination Officer

Sam Nowicki, Sport and Recreation Coordinator

Garry Richards, Acting Director Council and Community Services

Michaela Naare, CDP Coordinator

Cath Dunn, Contracts and Projects Officer

Visitors/Guests:

Melissa Connors, Department of Prime Minister & Cabinet

Rose Peckham, Department of Local Government and Community Services

Lara Asinari, Northern Territory Police

Doug Thompson, Northern Territory Police

Trevor Dennis, Northern Land Council

Luke Bremner, ALPA Store

2. Apologies:

Mayor Tony Jack

Timothy Wurramara

Apologies Accepted,

Moved: Felicity Rami

Seconded: Ella Geia

All agreed by way of consensus

3. Conflict of Interest-Members & Staff:

Nil

4. Minutes of Previous Meeting:

Motion: That Numbulwar Local Authority accepts the Minutes from the previous Local Authority Meeting held on 26th May 2016 as a true and accurate record of the meeting.

Moved: Felicity Rami
All agreed by way of consensus.

Seconded: Roland Nundhirribala

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

Date action initiated	Action	Responsible Person	Status	Comments
12.05.2015	Discuss retail training with store with CDP Coordinator	CSC	Ongoing	12.07.16 CDP Coordinator spoke with the ALPA store manager regarding professional development – one staff member has been identified.
13.10.2015	Talk to businesses and people on how to go about clean up	CSC	Ongoing	12.07.16 Northern Territory Housing to be invited to next LA Meeting
10.11.2015	Current status of the RGRC dog by-laws Numbulwar for next LA meeting	DCSI	Ongoing	12.07.16 By-Laws have been drafted, still to be presented to RGRC OCM
10.11.2015	Decide at next level meeting if Local Authority Funding should be made available for the Old Cemetery Memorial Project.	CDP Coordinator	Ongoing	12.07.16 LA requested CDP Coordinator present project plan and scopes for the old and new cemetery plans at next LA Meeting
16.02.2016	7.2 Seek funding for more speed bumps	CSC/Cath Dunn	Ongoing	12.07.16 CSC to slap map the location of the needed speed bumps. Cath Dunn to seek funding.
16.02.2016	7.4 Policy updates – Local Authority members to invite Territory Housing to the meeting once date has been set	CSC	Ongoing	12.07.16 Invites sent to Territory Housing – were not present
26.05.2016	7.3 Council Financial Reports – Finance Manager to attend next LA meeting and Budget to be displayed on overhead projector	CSC	Ongoing	12.07.16 Finance manager unavailable but will attend the September meeting
26.05.2016	Local Authority request CDP report on Numbulwar progress at next LA meeting on 12.07.2016, CDP Coordinator to be invited	CSC	Completed	12.07.16 CDP Coordinator presented report as requested by LA.
26.05.2016	7.6 Alcohol Management Plan – the new GEC to follow up the progress of the AMP. Contact Surinder Creighton and advice.	GEC	Completed	12.07.16 Surinder unable to attend Mgt.

Note: Please note update on Action list at the meeting and update the table.

6. Correspondence

6.1. Outgoing Correspondence: NIL

6.2. Incoming Correspondence: NIL

ACTION: Actions will appear under each point like this

7. General Business

7.1 ***Elected Member Report:** Councillor Kathy Anne Numamurdirdi gave a verbal update:

- Attended the Local Government National General Assembly in Canberra,
- Following discussions with Local Authority's, a resolution was made at the June Council meeting that the Sport and Recreation Halls in Communities will continue to be funded by RGRC.
- The next OCM in in Katherine in July 2016.

Motion: That the Numbulwar Local Authority receive and note the Elected Members report.

Moved: Douglas Wunungmurra
Seconded: Felicity Rami
 All Agreed by way of Consensus

7.2 ***Council Services Coordinators Report:**

Motion: That the Numbulwar Local Authority receive and note the Council Services Coordinators report.

Moved: Douglas Wunungmurra
 Roland Nundhirribala
 All Agreed by way of Consensus

Seconded:

7.3 ***Council Financial Reports:**

ACTION: Roll over Financial Reports to next LA Meeting to be thoroughly explained by Finance Manager

7.4 ***Governance Updates:**

- Local Authority Projects – Updated
- *Complaints Register
 Police mentioned that Animal Care and educational tools for the Numbulwar community members could prevent future attacks.
- ***Policy Updates No policy updates**
- **Local Authority Meeting Date Change**

Motion: That the Numbulwar Local Authority accept LA Meeting date change to Tuesday 6th September 2016.

Moved: Ella Geia

Seconded: Douglas Wunungmurra

All Agreed by way of Consensus

- **2017 Local Authority Training Schedule:** LA Training Schedule date Thursday 2nd February 2016.

Motion: That the Numbulwar Local Authority receive and notes the updates from Governance.

Moved: Ella Geia

Seconded: Felicity Kym Rami

All Agreed by way of Consensus

7.5 *CDP-Community Development Program:

CDP Coordinator explained the CDP Attendance and Non-Attendance Eligible for Payments report. CDP explained the placed employment reports to Local Authority. Coordinator mentioned a redesign of the CDP Compound to allow for Work for the Dole Projects to be delivered according to contract agreement – to present to Community Champion (Jeanie Govan) who will be present in community next Wednesday 20th July 2016.

Motion: That the **Numbulwar** Local Authority receive and note the Community Development Program report.

Moved: Felicity Rami

Seconded:

Douglas Wunungmurra

All Agreed by way of Consensus

7.6 *Alcohol Management Plan:

Surinder Creighton was unable to attend this LA meeting and advised the GEC, Melissa Connors, that there is no funding for Numbulwar to develop an AMP. The GEC discussed some of the options available to Numbulwar Community re: AMP. The GEC is happy to work with community members on an AMP as after speaking with Community members there appears to be interest in an AMP and/or what ever is needed to keep alcohol from coming into the community. The AMP is to be added to the Agenda of next Community Safety Meeting and it was recommended that some LA members attend the next Community Safety Meeting. Community meeting to be held for further feedback.

7.7 Community Services Update:

Aged Care

Sport and Recreation

RSAS

Verbal report given to Local Authority regarding the Remote Schools Attendance Strategy Governance Committee for Numbulwar that has been formed with Douglas Wunungmurra, Felicity Rami and Ella Geia. The committee met with Mervin Franey and the Numbulwar RSAS team to discuss strategy plans and improvement on delivery methods.

ACTION: RSAS Governance Committee to send email to Garry Richards (Acting Director Council and Community Services - while Sharon Hillen is on leave) to consider RSAS and Night Patrol share the current CDP Office once vacated.

Indigenous Broadcasting

Verbal report given to Local Authority by Media Officer – Ella Geia regarding Numbulwar Radio that there were issues that little to no participants using broadcasting as an activity under CDP. CDP Coordinator had allocated various participants to attend basic training in radio broadcasting but they showed no interest.

Motion: That the Numbulwar Local Authority receive and note update on the Community Services Program

Moved: Roland Nundirribala

Seconded: Douglas Wunungmurra

All Agreed by way of Consensus

7.8 Night Patrol Roster Update:

Motion: That the Numbulwar Local Authority receive and note update of Night Patrol Services Report.

Moved: Felicity Rami

Seconded: Douglas Wunungmurra

All Agreed by way of Consensus

7.9 Shade Shelter upgrade on beach/park areas

CDP seeks permission to upgrade/refurbish/beautify shade areas

Motion: That the Numbulwar Local Authority approves the CDP request to refurbish the Shade Areas as a project.

Moved: Ella Geia

Seconded: Felicity Rami

All Agreed by way of Consensus

8. Other Business

8.1 Numbulwar Festival Update

- Numbulwar Festival has received funding of \$40,000, to be auspiced by ArtBack NT.
- Email sent to various stakeholders in the community for in-kind support for the Festival to be held on the 6th to 11th October 2016.
- AIRemote to provide audio and visual documentation.
- GEC has kindly offered support to provide accommodation for ArtBack staff.

- A request was made to Sport and Recreation to organise sporting events. Sport and Recreation agreed to run the sporting events provided that the festival committee pay for the trophies, ribbons and medals for winning teams.
- Committee requested a stage for the performers, CDP have suggested utilising the practical delivery of the upcoming Certificate 2 in welding to support this request.

ACTION: CDP Coordinator to contact trainer with new scopes of work for the practical Certificate 2 Welding Course.

8.2 Mr Joshua Park

It was verbally confirmed that the 'Mr Joshua Park' will be officially opened at the Numbulwar Festival. Artwork for the signage was also mentioned – Local Authority to still see the new design. Mr Joshua's family has approved the signage.

ACTION: Local Authority to view the signage at the Office.

8.3 Numbulwar Combined Business Centre.

The Feasibility Study and Business Plan Progress Report was given to Local Authority Members and asked to peruse the documents.

8.4 Numbulwar Water Upgrade.

Moira Skinner from Department Local Government and Community Service has requested an engagement meeting regarding the Numbulwar Water Upgrade.

ACTION: CSC to formally invite Moira Skinner to the next Local Authority Meeting.

8.5 Traditional Credit Union

Community Concerns/Complaints regarding the Traditional Credit Union, Councillor Kathy Anne mentioned the community concerns regarding the no cash transactions that have come into effect recently.

ACTION: CSC to send a formal invitation to Traditional Credit Union to explain the delivery service method.

8.6 Presentation by invited guest/s

Trevor Dennis from NLC discussed the Ranger Program; Trevor restarted the program in November 2015. He has currently employed 6 Casual Rangers and 6 Full time Rangers who are implementing the weed management plan focusing more around Neem trees and the Calthrop in the Numbulwar Community region.

Multiple training has been delivered to the 12 Ranger Staff - First Aid, Coxwain training, 4x4 training and correct use of quad bikes. A boat and 2 containers have been purchased for Numbulwar Rangers.

In the future Trevor will be requesting a permanent site to deliver services.

9. Meeting Closed at 1.45pm

Next Meeting: **6th September 2016.**

WARD REPORTS



ITEM NUMBER	13.4
TITLE	South West Gulf Ward Report
REFERENCE	653148
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

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

BACKGROUND

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

The Borroloola Local Authority Meeting was held on Thursday 9th June 2016.

The Next Borroloola Local Authority Thursday 4th August 2016

Community Visitors:

Janet Webber – National Trust

Community Update:

Operational services are running as required.

Borroloola Show 24th June 2016

Federal Election polling at Council offices 29th and 30th June 2016

Territory Day Fireworks at the Sports Oval, 1st July 2016

Naidoc Week in Borroloola 13th – 17th July 2016

Issues

Litter throughout town

Speeding through CBD, speed humps and signs to be installed

Housing

Continual vandalism of the Swimming Pool

ISSUES/OPTIONS/SWOT

Ward Action List

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
5.06.2014		LA recommends a Waste Management Strategy is drawn up for the Borrooloola region, including recycling capability and planning for future	DITS	Ongoing	Action incorporated into RGRC Waste Management Strategy. A newly formed Waste Management Strategy Committee is driving this Action. 07.04.16 Funding app in for Consultant 09.06.2016 Grant Unsuccessful. Working with EPA for Licence for Borrooloola, Ngukurr and Numbulwar. Waste Management will be rolled out through other RGRC areas, however due to the extended distance to Borrooloola it has been difficult getting a contractor involved.
5.06.2014		LA recommends that Council actively watch & provide information on status of housing in Borrooloola with regard to SIHIP money.	Council	Ongoing	09.02.16 Recommendation: Invite NTG Dept. Housing & Dept. Lands & Planning next LA Mtg for update. Check with Sharon Hillen if any response
06.08.2015		Seek quotes on trees for swimming pool and to look into a pool shade cloth with a vent through the middle for the wade pool, present quotes at upcoming meeting Arrange quotes for purchasing park benches for Tamarind Park, Rocky Park and Show Grounds, looking at around \$20,000-30,000	Area Manager (AM)	Commenced	Landscaping & Planning with DCSI 07.04.16, join both Actions 07.04.16 LA prefers using Local where possible 09.06.2016 Shade is up at the pool, new benches arrived.
06.08.2015		Write & distribute letters to cattle & horse owners in town to allow owners time collect and make sure stock is in fenced area	Area Manager (AM)	Commenced	09.02.16 Letter sent to owners. DPIF in Tennant Creek contacted. 07.04.16 LA recommends using Legal options for removal. 09.06.16 some horses are still around. Owners will be given notice.

8.10.2015		Provide LA members with more Information about the engineered stand for the Score Board.	Area Manager (AM)	Ongoing	09.06.16 Need to finalise location for scoreboard and whether or not it can be hard wired in electrically in that location
5.11.2015		Strategic Plan for the Swimming Pool	Area Manager (AM)	Ongoing	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
11.02.2016	8.4 Cemetery Fencing	CSM to get quotes on Cemetery fencing	Area Manager (AM)	Ongoing	09.06.2016 Quotes to be presented at the next LA meeting.
07.04.2016	6.2 Incoming Correspondence	Sharon to follow up with Power and Water re: moving the Dump Point immediately-see Map	DCSI	Ongoing	At the initial contact stage. Sharon to contact P&W. 09.06.16 P&W are not responding. Engineers are creating drawings. Plans will be tabled when complete. New signage will also be required.
07.04.2016		Sharon to contact Tonkin re: New Dump Point	DCSI	Ongoing	
07.04.2016		Update the Information Points in Town re: New Dump Point	DCSI	Ongoing	
07.04.2016	8.3 Tamarind Park	Mike Longton to send Story Board information to Sharon Hillen who will have 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
09.06.2016	6.2 Incoming Corro	Request an application for a special lease so this licence is not required every 12 months. Licence-01042016-Occupation Licence No.3799-Borroloola	Area manager (AM)		
09.06.2016		A formal response back to Maria Pyro's letter through the Chair for the next LA meeting.	LA	Council	
09.06.2016		Flyers and posters to be created to inform the community the function of Night Patrol in the Borroloola community. These to be used by Night	NP		

		Patrol staff to make residents aware of Night Patrol's role and boundaries			
09.06.2016		Night Patrol to conduct Information Sessions, with the Mabunji Board, and a Community meeting to inform residents of the functions of Night Patrol in our community.	NP		
09.06.2016		4x4 training for current Night Patrol employees	NP		
09.06.2016	7.6 Community service updates	Sharon Hillen to get more details regarding Sport and Recreation and report back to the Local Authority at next LA meeting.	DCSI		
09.06.2016	8.1 Sports Grounds	Sharon Hillen to ensure Fire hazard is part of any future proposals at the Sports Grounds	DCSI		
09.06.2016	8.2 Cemetery	Sharon Hillen to send out Cemetery proposal to all LA members	DCSI		
09.06.2016	8.4 Local Internet speed	Kirk Whelan to ask for a response from the Commonwealth Government about how the Borrooloola black spot issues are progressing	DCSI		
09.06.2016	8.5 Termites and Borers in trees on public land	Greg Crofts to see if he can get feedback from a Fauna Review that was done in May 2016.	DCSI		
09.06.2016		Council Services needs to check all trees on public land.	DCSI		
09.06.2016	8.6. Borrooloola Show Weekend	Greg Crofts to email Council the request for additional bins and lawn maintenance.	DCSI		
09.06.2016		Investigate putting in a funding application to the MRM Community Benefits Trust for Borrooloola Pool funding.	Area manager (AM)		
09.06.2016	8.8. Borrooloola Swimming Pool	Community Champion, NTG will follow up on Borrooloola Pool land tenure application and report back at next LA Meeting.	Greg Shanahan,		

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 LOCAL AUTHORITY_Borrooloola_Minutes_09.06.2016.pdf



Borroloola Local Authority Meeting Minutes

Held at the Conference Room,
Council Services Building

Thursday 9th June 2016

The meeting was opened at 10:10 by the Chair Cr Don Garner and the Roper Gulf Regional Council Pledge was read.

1. Present:

1.1 Elected Members:

Councillor Don Garner

1.2 Local Authority Members:

Mike Longton

John Sauer

Bernie Redfern

Lizzie Hogan

Marlene Karkadoo

Rebecca Gentle

Stan Allen

Trish Elmy

Raymond Mawson

1.3 Staff:

Sharon Hillen – Director Council Services

Jo Nicol – Local Authority Coordination Officer

Cindy Morgan – Acting Senior Administration Support Officer

Bertha Cochran – Sport and Recreation Supervisor

Juan Hernandez – Regional Night Patrol Coordinator

1.4 Visitors/Guests:

Jessica Black – Northern Territory Government.

Greg Shanahan – Borroloola Community Champion, NTG

Kirk Whelan – Government Engagement Coordinator, PMC

Shonada Anderson – Indigenous Liaison, PMC

Nic Sharah – Department Local Government & Community Services

Ken Orwell – Department of Business

Louise Beilby – Office of Aboriginal Affairs

Greg Crofts – CEO Mabunji

2. Apologies:

Maria Pyro

Motion: That the Borroloola Local Authority accept the apology from Maria Pyro.

Moved: Bernie Redfern

Seconded: Mike Longton

Carried

* Denotes permanent Agenda items

3. Conflict of Interest-Members & Staff:

There was no Conflict of Interest tabled.

4. Minutes of Previous Meeting:

Motion: That Borroloola Local Authority accepts the Minutes from the previous Local Authority Meeting held on 07.04.2016 as true and accurate record of the meeting.

Moved: Mike Longton

Seconded: Bernie Redfern

Carried

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
5.06.2014		LA recommends a Waste Management Strategy is drawn up for the Borroloola region, including recycling capability and planning for future	DITS	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- 09.06.2016 Grant App 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.
06.08.2015		Seek quotes on trees for swimming pool and to look into a pool shade cloth with a vent through the middle for the wade pool, present quotes at upcoming meeting Arrange quotes for purchasing park benches for Tamarind Park, Rocky Park and Show Grounds, looking at around \$20,000-30,000	CSM	Commenced	Landscaping & Planning with DCSI 07.04.16 LA prefers using Local where possible 09.06.16 Shade is up at the pool, new benches arrived.
06.08.2015		Write & distribute letters to cattle & horse owners in town to allow owners time collect and make sure stock is in fenced area	CSM	Commenced	09.02.16 Letter sent to owners. DPIF in Tennant Ck Contacted. 07.04.16 LA Recommends using Legal options for removal. 09.06.16 some horses are still around. Owners will be given notice.

* Denotes permanent Agenda items

8.10.2015		Provide LA members with more Information about the engineered stand for the Score Board.	CSM	Ongoing	09.06.16 Need to finalise location for scoreboard and whether or not it can be hard wired in electrically in that location
5.11.2015		Strategic Plan for the Swimming Pool	CSM	Ongoing	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 1 st June through to 31 st August 2016
11.02.2016	8.4 Cemetery Fencing	CSM to get quotes on Cemetery fencing	CSM	Ongoing	09.06.2016 Quotes to be presented at the next LA meeting.
07.04.2016	6.2 Incoming Correspondence	Sharon to follow up with Power and Water re: moving the Dump Point immediately-see Map	DCSI	Ongoing	At the initial contact stage. Sharon to contact P&W. 09.06.16 P&W are not responding. Engineers are creating drawings. Plans will be tabled when complete. New signage will also be required.
07.04.2016		Sharon to contact Tonkin re: New Dump Point	DCSI	Ongoing	
07.04.2016		Update the Information Points in Town re: New Dump Point	DCSI	Ongoing	
07.04.2016	8.3 Tamarind Park	Mike Longton to send Story Board information to Sharon Hillen who will have 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
07.04.2016	8.4 Sport & Recreation Master Plan:	Resend Sport & Recreation Master Plan to Local Authority members for Comment		Completed	09.06.2016 Resent a number of times. Going back to next Council meeting for sign off.
07.04.2016	8.4 Cemetery	CSM to investigate road	CSM	Completed	9.06.2016 Road repairs completed, any further grading without proper formation of the road will cause more damage.

6. Correspondence

6.1. Outgoing Correspondence:

6.2. Incoming Correspondence:

- Licence-01042016-Occupation Licence No.3799-Borroloola

ACTION: Request an application for a special lease so this licence is not required every 12 months.

Motion: The Borroloola Local Authority advises Council to apply for an application for a Special Lease.

Moved: Mike Longton
Carried

Seconded: Stan Allen

* Denotes permanent Agenda items

- 09.06.2016 - Letter from Maria Pyro re: Night Patrol Operations not attending Wandangula Outstation.

Response from the Regional Night Patrol Coordinator:

There has been some confusion due to miscommunication, staff turn over and previous versions of the Night Patrol Program over the years and going to Wandangula and other outstations.

Officially the Wandangula Outstation has never been a part of the currently funded Borroloola Night Patrol area of service.

The access road to the outstation is considered a 4x4 track, none of the Night Patrol employees have 4x4 training, which is Council Policy when driving on dirt roads.

Each round trip to the outstation takes around 1 hour, this leaves vulnerable people within the Borroloola community without access to the Night Patrol service.

ACTION: A formal response back to Maria Pyro's letter through the Chair for the next LA meeting.

ACTION: Flyers and posters to be created to inform the community the function of Night Patrol in the Borroloola community. These to be used by Night Patrol staff to make residents aware of Night Patrol's role and boundaries.

ACTION: Night Patrol to conduct Information Sessions, with the Mabunji Board, and a Community meeting to inform residents of the functions of Night Patrol in our community.

ACTION: 4x4 training for current Night Patrol employees

Motion: That Borroloola Local Authority accept all the above **ACTIONS** in response to the letter re: Night Patrol Services not attending Wandangula Outstation.

Moved: John Sauer
Carried

Seconded: Mike Longton

7. General Business

7.1 *Elected Member Report:

The OCM is next week to review and pass the Draft Budget for 2016-2017.

A major consideration to the budget is the inclusion of funding depreciation. As a result \$4.6 Million annually needs to be found. Some of the ways to cover this is by;

Restructuring, currently being undertaken.

Looking into how the two swimming pools in our region will be funded.

Handing back any Section 19 leases not currently being used.

The new garbage compactor is due in Borroloola in July.

Motion: That the Borroloola Local Authority receive and note the Elected Members report.

Moved: Mike Longton
Carried

Seconded: Bernie Redfern

* Denotes permanent Agenda items

7.2 * Council Services Managers Report:

- Council Services Update
- *Work Health and Safety Update

Motion: That the Borroloola Local Authority receive and note the Council Services Managers report.

Moved: Mike Longton
Carried

Seconded: Bernie Redfern

7.3 * Council Financial Reports: Third Quarter Financial Reports

Motion: That the Borroloola Local Authority receive and note the Third Quarter Council Financial report for Borroloola.

Moved: Bernie Redfern
Carried

Seconded: Stan Allen

7.4 * Governance Updates:

- * **Town Priorities –**

2016/2017 Budget Report

Draft Town Priorities for the Roper Gulf Regional Plan Borroloola

Draft Town Priorities for the Roper Gulf Regional Plan Robinson River
Local Authority Project Funding update

- * **Complaints Register-**

11/04/16	Dog bite	Closed	
3/05/2016	Dog not fenced, terrorising in street		

- * **Policy Updates- Nil**

- * **Roper Gulf Regional Council Restructure**

A presentation was given outlining why Council is restructuring including; to save money, better work efficiencies, to create a Strategic position within the Community to oversee Projects etc, a Director and Manager have been retrenched and the Community Services Directorate has been absorbed into the Directorate of Council and Community Services.

The changes to Borroloola include; a Senior Coordinator replacing the previous CSM role who will report to an Area Manager located in Ngukurr (responsible for Ngukurr, Numbulwar & Borroloola) who will report to Director of Council Services.

The previous Customer Service Officer role in Borroloola has been replaced by a Senior Administration Support Officer.

Motion: That the Borroloola Local Authority receive and note the updates from Governance.

Moved: Mike Longton
Carried

Seconded: John Sauer

* Denotes permanent Agenda items

ACTION: Send Draft Plan to all LA Members as soon as the 21 consultation period starts.

7.5 *Alcohol Management Plan: No Updates

7.6 Community Services Update:

- **Night Patrol**

Night Patrol work from 6pm to 2:36am 5 nights per week.

Staffing has gone from 2 Night Patrol Officers to 4.

The service operates 5 nights a week with a minimum of 2 people, even if others are attending training or are sick.

- **Borroloola Swimming Pool**

Will be closed for the Dry season from June 1st through to the 31st August.

- **Sport and Recreation**

Sport and Rec staff have been advised that due to new structure and budgeting, weekend work and night time work will cease.

ACTION: Sharon Hillen to get more details regarding Sport and Recreation and report back to the Local Authority at next LA meeting.

Motion: That the Borroloola Local Authority receive and note update on Community Services.

Moved: Stan Allen
Carried

Seconded: Bernie Redfern

7.8 19.13 BORROLOOLA AMATEUR RACE CLUB RODEO SPONSORSHIP - Mayor Tony Jack
128/2016 **RESOLVED** (Eric Roberts/Kathy-Anne Numamurdiridi) **Carried**

a) That the Council support the request for sponsorship of \$3000 for the Borroloola Rodeo to be held in August 2016 from the Borroloola Amateur Race Club through the Council Community Grants Program with full acquittal after the event.

8. Other Business

8.1. Sports Ground

Multiple issues

- *Water to sports ground:* Town water is unaffordable, currently only have access to the bores which are not reliable. If new buildings go ahead at the sports ground, also need to consider the Fire risk and will most likely need a holding tank as there is no fire water at the sports ground.

ACTION: Sharon Hillen to ensure Fire hazard is part of any future proposals at the Sports Grounds

* Denotes permanent Agenda items

- **Softball Diamond:** there is a tree near 3rd base that will need to be removed. Parking will be required near the softball diamond once it is being used. The Grounds need to be levelled in places before Show weekend
- ACTION:** Sharon Hillen to contact Cairns Industries to see if levelling can be done before Show Weekend.

- **Football Oval fence:** There is a gap in the fence where the softball field is
- Parking areas

Borroloola is part of the NT Government Development review of Sports and Showgrounds which will help address some of our issues. Power, Water and WHS for the sports field is currently under review

8.2. Cemetery

After ground survey has been carried out at the cemetery a drawing has been tabled A103 Proposed Grave Drawing shows historical grave sites, possible and probable grave sites, other visible grave sites and proposed areas for new graves.

Council asks for feedback from the Local Authority on the Cemetery regarding proposed areas for the new graves, location of the proposed road to access new graves and how to allocate new graves.

Two options tabled for the 5 new grouped areas for graves are;
4 different clan groups and the 5th for those who do not fall within these groups
Grave sites numbered sequentially, starting at the beginning and continuing on from there, filling up an area before moving onto the next.

There is still a lot of work to be done around who is responsible for the Cemetery. This process has been an ongoing for years. The council in the meantime will continue, until details have been sorted out. NT Cemetery legislation is currently under review and will not be finalised until after the Act has been updated.

ACTION: Sharon Hillen to send out Cemetery proposal to all LA members

Motion: That the Borroloola Local Authority receive and note the proposed Cemetery grave site document for new graves, new road and agree with the option of each area being assigned to a different Clan group.

Moved: Mike Longton
Carried

Seconded: John Sauer

8.3. Housing

Bernie Redfern expressed concerns over SIHIP funding still being there when things progress in Borroloola.

- The money is still there.
- Still a couple of ongoing issues, i.e. Concern over what land falls' within flood zones.
- Talk still ongoing with the Commonwealth government about the tenure / time of leases over the land.

* Denotes permanent Agenda items

8.4. Local Internet Speed

Kirk Whelan has asked if anyone else in town has issues with the internet speed in general, but particular that it seems to slow down after lunch time. Yes others have noticed this process has been ongoing for years.

- RGRC has passed information onto Telstra and Government regarding black spots. There has been no response apart from confirmation the information has been received.

ACTION: Kirk Whelan to ask for a response from the Commonwealth Government about how the Borroloola black spot issues are progressing.

8.5. Termites and Borers in trees on public land

Bernie Redfern has noticed that one of the trees on the vacant land beside his block and the museum has been infested with termites and borers. He is concerned not only about this tree but all other trees on public land.

ACTION: Greg Crofts to see if he can get feedback from a Fauna Review that was done in May 2016.

ACTION: Council Services needs to check all trees on public land.

8.6. Borroloola Show Weekend

Trish Elmy has requested with the Borroloola show coming up, the municipal crew may be needed to assist with mowing the lawns, cleaning up and dropping off more rubbish bins prior to the show.

ACTION: Greg Crofts to email Council the request for additional bins and lawn maintenance.

8.7. Road Safety NT

Rebecca Gentle gave some feedback regarding a visit to Borroloola last week by Road Safety. Finalised report / recommendations from their visit will be passed back to the LA . Other businesses would also like to be included to put forward any ideas also. As an immediate action 3 road crossing signs have been secured to be erected at the school area, while waiting for the CBD town upgrades to go ahead.

8.8. Borroloola Swimming Pool

The Council are asking for feedback on the Borroloola swimming pool, it is currently being run by RGRC from core budget. Two communities; Borroloola and Ngukurr have swimming pools within the RGRC area. This is a cost to Council of over \$700,000 per year, as outlined in the Council Services and Infrastructure report, Item 16.3, 30/9/2015, Operational Costs of Borroloola and Ngukurr pools. The Council can not continue to fund these two pools without assistance.

There are still land tenure issues with the Department of Education outstanding, in 2011 an application was made but there has been no response to date.

If LA members advise keeping the pool open, there needs to be a commitment to source other funding to subsidise the costs.

- Need to charge pool users for the use of the pool as this is not happening.

* Denotes permanent Agenda items

- Currently looking at delivering a learn to swim program which would incorporate learn to swim vouchers, supported by Life Saving Australia.
- Possible funding options through the MRM Community Benefits Trust.

ACTION: Greg Shanahan, Community Champion, NTG will follow up on Borroloola Pool land tenure application and report back at next LA Meeting.

ACTION: Investigate putting in a funding application to the MRM Community Benefits Trust for Borroloola Pool funding.

Motion: The Borroloola Local Authority advises the Roper Gulf Regional Council that the Borroloola Swimming Pool needs to remain open and operational.

Moved: Stan Allen
Carried

Seconded: Marlene Karkadoo

9. Meeting Closed 1:50pm Next meeting Thursday 4th August 2016

* Denotes permanent Agenda items

WARD REPORTS

ITEM NUMBER	13.5
TITLE	Yugul Mangi Ward
REFERENCE	653147
AUTHOR	Jo Nicol, Local Authority Coordination Officer

RECOMMENDATION

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

BACKGROUND

The Ngukurr Local Authority Meeting was scheduled for Wednesday 13th July 2016, unfortunately there was no quorum so it did not proceed.

Local Authority Update

Councillor Daphne Daniels Chairs the Ngukurr Local Authority Meetings.

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

The next Ngukurr Local Authority Meeting has been scheduled for Wednesday 7th September 2016

Community Visitors:

Bush Court (however Court was cancelled)
 A number of trades visits from; Plumber and Electrician
 Centrelink
 A number of town based RGRC staff

Other Meetings in Community:

Nil Known

Community Update:

The Waste facility continues to be cleaned up
 Parks Ovals and Gardens mowed, watered and maintained
 Vehicle and heavy machinery pre-starts are carried out and servicing done when required
 Training was carried out for mixing of chemicals
 New Compactor Training to take place in July
 Territory day celebrations were attended by a good number of community members. The firework display was very good

Issues

Ongoing illegal burning at the waste facility
 Solar lights have been turned off due to a fault
 Ongoing damage to road signs

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
06.04.2016	6.2 Incoming Corro	Form a Community Safety Committee and update Community Safety Action Plan	Area Manager (AM) /LA	Ongoing	11. 5.2016 No Action. LA members & Police to work together for a meeting date.
06.04.2016		Write letter to Ngukurr School Council asking for funding support for use of pool	DCSI		11.05.2016 Investigation underway on making a Business Action Plan to seek funding for the cost of the operation for the pool
06.04.2016	7.4 Governance Updates:	Bring "David Daniels" Sign back to Ngukurr Local Authority when the draft has been done.	DCSI		11.5.2016 draft was present and changes were made. New draft to be presented 13.07.2016
11.05.2016	6.2 Incoming correspondence	Apply for funding for the 2016 Ngukurr Festival on behalf of Ngukurr Local Authority	Michael Tennant/Yugul Mangi		
11.05.2016	7.3 Council Financial Reports	Give Yugul Mangi and Milwarpara Reps 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 (AM)		

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

EXECUTIVE DIRECTORATE REPORTS



ITEM NUMBER	14.1
TITLE	Mayor's Report
REFERENCE	654870
AUTHOR	Rashmi Sharma, Governance Officer

RECOMMENDATION

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

BACKGROUND

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

ISSUES/OPTIONS/SWOT

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

16 June 2016	Ordinary Meeting of Council
28 June 2016	LGANT Board Meeting

Upcoming meetings:

21 July 2016	Post NGA board Meeting- Teleconference
27 July 2016	Ordinary Meeting of Council, Katherine
2 August 2016	Jilkminggan and Mataranka Local Authority Meeting
4 August 2016	Borroloola Local Authority Meeting
11 August 2016	Hodgson Downs Local Authority Meeting
15 August 2016	Beswick and Manyallaluk Local Authority Meeting
16 August 2016	Barunga Local Authority Meeting
17 August 2016	Bulman Local Authority Meeting
31 August 2016	Ordinary Meeting of Council at Bulman

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

EXECUTIVE DIRECTORATE REPORTS



ITEM NUMBER 14.2
TITLE CEO Report
REFERENCE 655298
AUTHOR Michael Berto, Chief Executive Officer

RECOMMENDATION

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

BACKGROUND

Period: 17th June 2016 to 27th July 2016

Key Meetings and Visits Attended

Meeting/visit: Audit Committee Meeting
 Date: 24 June 2016
 Venue: HQ
 Key issues: Per Agenda

Leave: Attend Funeral interstate
 Date: 29 June to 1 July 2016 (3 days)
 Venue: N/A
 Key issues: N/A

Meeting/visit: Aged Care review session with AC Quality Agency
 Date: 5th July 2016
 Venue: Vic Highway Office
 Key Issues: Aged Care presentation and review of expected outcomes

Meeting/visit: Barunga
 Date: 12th July 2016
 Venue: Staff Houses
 Key Issues: Inspect 2 x Staff Houses with Area Manager

Meeting/visit: SLT
 Date: 18th July
 Venue: HQ
 Key Issues: Per agenda

Meeting/visit: Manheim Auctions
 Date: 19th July
 Venue: HQ
 Key Issues: Auction matters

Meeting/visit: Werenbun and Jodetluk
 Date: 25th July
 Venue: Community visits
 Key Issues: Council to meet local members

Meeting/visit: OCM
 Date: 26 - 27 July
 Venue: 2 Crawford Street
 Key Issues: Per agenda

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.1
TITLE	Roper Gulf Regional Council Regional Plan 2016-2017
REFERENCE	654366
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council receive and note and endorse with edits, the Roper Gulf Regional Council Regional Plan 2016 – 2017.**
- (b) **That Council adopt the Roper Gulf Regional Council Regional Plan 2016-2017.**
- (c) **That Council adopt the 2016-2017 Budget.**
- (d) **That Council approve the 2016-2017 Declaration of Rates.**
- (e) **That Council approve the 2016-2017 Councillor Member Allowances.**
- (f) **That Council approve the submission of the Roper Gulf Regional Council's Regional Plan to the Minister of Local Government and to the Department of Local Government and Community Services.**

BACKGROUND

The Roper Gulf Regional Council Regional Plan 2016-2017 was released to all communities and was made available on the RGRC website for public viewing and comments from 20 June – 10 July 2015. Advertisements were carried out to promote the availability of the Plan on the website, facebook, Katherine Times and a flyer was sent to all rate payers. All RGRC Managers have forwarded copies of the Plan to stakeholders and service delivery partners.

The Regional Plan 2016-2017 has been out for public consultation for 21 days as required by the Local Government Act.

All feedback and suggestions that was received were acknowledged and are incorporated in the Plan. Formal submissions received;

1. DLGCS Letter 7 July 2016

The legislative requirements for the annual planning process fall under different sections of the Local Government Act as the following:

1. Adoption of the Municipal/Regional or Shire Plan - Section 24 (1) of the Act
2. Adoption of the Budget - Section 128 (1) of the Act
3. Declaration of Rates - Section 155 (1) of the Act
4. Resolution regarding Council member allowances- Section 71 (2) of the Act

ISSUES/OPTIONS/SWOT

At the time of Agenda preparation the final draft of Regional Plan 2016-2017 was being amended by the publisher and will be presented to the Council as a separate document on briefing day of the Ordinary Meeting of the Council on 27 July 2016.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER 15.2
TITLE HR017 - Employee Leaving Gift Policy
REFERENCE 654829
AUTHOR Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

(a) **That Council approve the policy HR017 Employee Leaving Gift Policy.**

BACKGROUND

The Employee Leaving Gift Policy has been developed to recognise and appreciate the service of employees ceasing employment with Council and to standardise gifts awarded to be fair, equitable and in accordance with their length of service.

The policy was endorsed by the Strategic Leadership Team on the 18 July 2016.

ISSUES/OPTIONS/SWOT

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 DRAFT_HR017_Employee Leaving Gift Policy_SLT.pdf

Roper Gulf Regional Council Higher Duties Policy

HR017 – Employee Leaving Gift Policy

**1. POLICY CERTIFICATION**

Policy title:	Employee Leaving Gift Policy
Policy number:	HR017
Category:	Policy
Classification:	HR
Status:	DRAFT

2. PURPOSE

The purpose of this policy is to recognise and appreciate the service of those employees whose employment has ceased with Roper Gulf Regional Council (RGRC).

3. ORGANISATIONAL SCOPE

This policy applies to all staff employed by RGRC.

4. POLICY STATEMENT

This policy defines the value of gifts for departing employees based on length of service.

This policy applies to those employees who leave RGRC through their own volition, for example through resignation or retirement, or by way of redundancy and restructure.

Employees whose employment ends as a result of misconduct or misdemeanor will not be entitled to receive a gift in accordance with this policy.

The provision of gifts for departing employees is at the discretion of the CEO, their delegate, and / or the manager of the employee.

5. DEFINITIONS

Social Function	A morning tea, lunch or afternoon tea event for farewell of employee in the workplace
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6. PRINCIPLES**6.1 GIFT ENTITLEMENT**

Staff will receive a gift commensurate with their length of service.

An outright gift, or gift vouchers, will be offered. No cheques or cash will be given.

https://ropergulf.infoxpert.edms/docs/Core%20Services/DIRECTORATE%20CORPORATE%20GOVERNANCE/GOVERNANCE/130%20%20Governance/Policies/Draft%20policies/DRAFT_HR017_Employee%20Leaving%20Gift%20Policy_SLT.doc

Roper Gulf Regional Council Higher Duties Policy



HR017 – Employee Leaving Gift Policy

The Manager is authorised to arrange a presentation to employees on the following basis:

- The employee has given the required, or agreed to, notice period
- The employee has not been terminated for reasons of misconduct or misdemeanor

The value of the gift is to be made in accordance with the following scale:

Years of Service	Gift Value	Social Function Amount
Less than 2 years	Nil	Nil
2 years	\$100.00	\$50.00
3 years	\$150.00	\$100.00
4 years	\$200.00	\$100.00
5 years	\$250.00	\$150.00
6 years	\$300.00	\$150.00
7 years	\$350.00	\$150.00
8 years	\$400.00	\$150.00
9 years	\$450.00	\$150.00
10 years	\$500.00	\$150.00
Greater than 10 years	At the discretion of the CEO	\$200.00

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	
Related Publications	

8. DOCUMENT CONTROL

Policy number	
Policy Owner	
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	

9. CONTACT PERSON

Position	Manager Governance, Corporate Planning & Compliance
Contact number	89 729 000

https://ropergulf.infoxpert.edms/docs/Core%20Services/DIRECTORATE%20CORPORATE%20GOVERNANCE/GOVERNANCE/130%20%20Governance/Policy%20as/Draft%20policies/DRAFT_HR017_Employee%20Leaving%20Gift%20Policy_SLT.doc

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.3
TITLE	ADM014 -Good Governance Policy
REFERENCE	655264
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council approve the ADM014 Good Governance Policy.**

BACKGROUND

As a result of the Aged Care Service Review the consultant Babyboomers Pty Ltd, provided policies required for compliance with the agreement to provide the service. A policy for Good Governance was included. Council does not currently have such a policy.

The Good Governance Policy is to:

- Guide the Council and senior management in meeting the increasing governance requirements
- Establish a vision, mission, organisational values and annual strategic plan.
- Apply best practice principles to governance and ensure they underpin the operations of Roper Gulf Regional Council
- Develop a culture which embraces a proactive response to changing community needs.
- Be politically aware and active in the interests of the community through the development of strategic partnerships and alliances.
- Incorporate sound financial modelling to ensure organisational viability and sustainability.
- Provide the Chief Executive Officer with support and scope to develop and implement and monitor the Strategic Plan.
- Promote a Customer Focus as the core of the organisation's operations
- Promote Continuous Quality Improvement.
- Ensure legislative compliance

The policy was endorsed by the Strategic Leadership Team on the 18 July 2016.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 DRAFT _ADM014_Good Governance.pdf

Roper Gulf Regional Council



ADM014 – Good Governance

1. POLICY CERTIFICATION

Policy title:	Good Governance
Policy number:	ADM014
Category:	Policy
Classification:	Administration
Status:	Draft 28/06/2016

2. PURPOSE

The purpose of this policy is to:

- Guide the Council and senior management in meeting the increasing governance requirements
- Establish a vision, mission, organisational values and annual strategic plan.
- Apply best practice principles to governance and ensure they underpin the operations of Roper Gulf Regional Council
- Develop a culture which embraces a proactive response to changing community needs.
- Be politically aware and active in the interests of the community through the development of strategic partnerships and alliances.
- Incorporate sound financial modelling to ensure organisational viability and sustainability.
- Provide the Chief Executive Officer with support and scope to develop and implement and monitor the Strategic Plan.
- Promote a Customer Focus as the core of the organisation's operations
- Promote Continuous Quality Improvement.
- Ensure legislative compliance

3. ORGANISATIONAL SCOPE

This policy applies to all Employees, Councillors and Local Authorities of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to sound governance and leadership to ensure an effective operational framework of the organisation under S.11 of the Local Government Act are implemented in service of the community.

Roper Gulf Regional Council will ensure that the organisation's values, vision, mission, leadership and strategic directions will be cognisant of the Local Government Act, organisational values, and service priorities.

This Policy sets out the broad principles and practices that will be used to ensure corporate governance. One of the key roles of the Council is to ensure that Roper Gulf Regional Council

1

https://ropergulf.infxpert.edims/docs/Core%20Services/DIRECTORATE%20CORPORATE%20GOVERNANCE/GOVERNANCE/130%20%20Governance/Policies/Draft%20policies/DRAFT%20_ADM014_Good%20Governance.doc

Roper Gulf Regional Council



ADM014 – Good Governance

has an appropriate and effective system of corporate governance, which sets out the way in which the Council oversees the activities of the organisation and ensures that the Chief Executive Officer, Directors and managers, to whom the Council delegates many functions, are accountable.

A good system of corporate governance enables areas of responsibility to be clearly defined and provides assurance that risk is being managed in an effective way. Corporate governance challenges every aspect of Council activity, including composition, role, practices and processes.

The characteristics of good governance are:

- It is participatory
- It is consensus-oriented
- It is accountable
- It is transparent
- It is responsive
- It is effective and efficient
- It is equitable and inclusive
- It is law-abiding

The governance priorities of the Council are to:

- Maintain financial viability
- Comply with all relevant laws and regulations
- Report in an open and transparent manner on performance to the wider community
- Engage with community stakeholders both internal and external on the organisation's strategic intent
- Continually improve performance across all areas of the organisation by establishing appropriate objectives, key performance indicators and systems against which to monitor performance
- Reflect on performance and learn from it

5. DEFINITIONS

Governance	Refers to the processes by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the organisation.
CEO	Chief Executive Officer
Organisation	Roper Gulf Regional Council

6. PRINCIPLES

6.1 Roles and Responsibilities

The Council will:

Roper Gulf Regional Council



ADM014 – Good Governance

- Ensure, in partnership with the CEO, that the Council has appropriate knowledge and skills to provide leadership to Roper Gulf Regional Council.
- Ensure that a CEO is engaged by the Council in accordance with the Local Government Act.
- Undertake an annual review of the performance of the CEO.
- Ensure the requirements of the Local Government Act are met by the Council.

The Chief Executive Officer (CEO) will:

- Facilitate appropriate skills based leadership which supports the values and vision, mission of Roper Gulf Regional Council.

The responsibilities of the Council that cannot be delegated to any other person or body include:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with Local Government Act.
- Organisational governance – setting or approving overarching policies, plans and budgets to achieve those objectives, and monitoring performance against the strategic plan.
- Strategic planning – reviewing and approving strategic direction and initiatives.
- Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements.
- Financial monitoring – reviewing the organisation's budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation.
- Organisational structure – setting and maintaining a framework of delegation and internal control.
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- Social and environmental responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable.
- Council performance and composition – evaluating and improving the performance of the Council.

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • Risk Management Policy • Fraud and Corruption Prevention Policy
Related Publications	<ul style="list-style-type: none"> • Local Government Act • Strategic Plan
Relevant Forms	<ul style="list-style-type: none"> •

Roper Gulf Regional Council



ADM014 – Good Governance

8. DOCUMENT CONTROL

Policy number	ADM014
Policy Owner	Director Corporate Governance
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9000

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.4
TITLE	ADM015 - Legislative and Regulatory Compliance Policy
REFERENCE	655266
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council approve the ADM015 Legislative and Regulatory Compliance Policy.**

BACKGROUND

As a result of the Aged Care Service Review the consultant Babyboomers Pty Ltd, provided policies required for compliance with the agreement to provide the service. A policy for Legislative and Regulatory Compliance was included. Council does not currently have such a policy.

The Legislative and Regulatory Compliance Policy is to:

- Promote a culture of compliance within the organization.
- Develop and maintain consistent processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday practices of the organisation
- Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented
- Maintain and raise the level of awareness of the organisation's compliance obligations through the provision of education, training and legal advice
- Effectively identify and remain up-to-date with new legislation
- Ensure changes to legislation are responded to in a timely manner
- Provide a mechanism for reporting and addressing non-compliance, and to take action to prevent the recurrence of compliance failures.

The policy was endorsed by the Strategic Leadership Team on the 18 July 2016.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 DRAFT _ADM015_Legislative and Regulatory Compliance.pdf

Roper Gulf Regional Council



ADM015 – Legislative and Regulatory Compliance Policy

1. POLICY CERTIFICATION

Policy title:	Legislative and Regulatory Compliance
Policy number:	ADM015
Category:	Policy
Classification:	Administration
Status:	Draft 06/07/2016

2. PURPOSE

The purpose of this policy is to:

- Promote a culture of compliance within the organisation;
- Develop and maintain consistent processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday practices of the organisation
- Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented
- Maintain and raise the level of awareness of the organisation's compliance obligations through the provision of education, training and legal advice
- Effectively identify and remain up-to-date with new legislation
- Ensure changes to legislation are responded to in a timely manner
- Provide a mechanism for reporting and addressing non-compliance, and to take action to prevent the recurrence of compliance failures.

3. ORGANISATIONAL SCOPE

This policy applies to all Employees, Councillors, Local Authorities and volunteers of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements. Compliance with legislation is fundamental to effective and accountable governance and management of the organisation.

The organisation will ensure all legislation and regulatory obligations are fully implemented, and the organisation remains up to date with changes in legislation, regulations and guidelines. It will be the intention of the organisation to respond promptly to changes in legislation in a timely manner in accordance with set timeframes as dictated by legislative changes.

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https://ropergulf.infxpert.edims/docs/Core%20Services/DIRECTORATE%20CORPORATE%20GOVERNANCE/GOVERNANCE/130%20%20Governance/Policies/Draft%20policies/DRAFT%20_ADM015_Legislative%20and%20Regulatory%20Compliance.doc

Roper Gulf Regional Council



ADM015 – Legislative and Regulatory Compliance Policy

5. DEFINITIONS

Compliance	The act or process of doing what you have been asked or ordered to do
Legislation	A law or set of laws made by a government
Legislative	Having the power or performing the function of legislating
Organisation	Roper Gulf Regional Council
Regulatory	To govern or direct according to rule

6. PRINCIPLES

6.1 Roles and Responsibilities

Legislative and regulatory compliance is an ongoing responsibility of the Council and Chief Executive Officer (CEO).

The CEO will:

- Provide broad level direction to legislative compliance and may delegate implementation to relevant Executive/Managers.

Managers are responsible for the following duties within their delegated areas of responsibility:

- Ensuring that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified
- The development and review of policies and procedures in accordance with legislative requirements
- Maintaining a legislation register that identifies and records the key compliance requirements
- Ensuring compliance with the requirements of legislation and relevant regulations and standards within their area
- Ensuring that all employees are given the opportunity to be kept fully informed and trained in key legal requirements relevant to their role within the organisation
- Ensuring risks relating to legislative compliance are incorporated into risk management activities

Employees are responsible for reporting through their manager areas of non-compliance that they become aware of. It is the responsibility of each employee to ensure that they comply with the legislation through following the policies and procedures of the organisation.

Reporting of Non-Compliance

- All instances of non-compliance shall be reported immediately to their supervisor.
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Roper Gulf Regional Council



ADM015 – Legislative and Regulatory Compliance Policy

- The supervisor shall report the matter to the relevant Executive/ Manager and determine the appropriate response.
- The Executive/Manager is to investigate any reports of significant non-compliance and report on findings to the CEO.

6.2 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Australian Standards AS3806/2006 Compliance Programs on a bi-annual basis.

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • Risk Management Policy • Legislative Compliance Register • Policy Framework Policy
Related Publications	<ul style="list-style-type: none"> • Local Government Act • Commonwealth Law • State and Territory Law • Australian Standards AS3806/2006 Compliance Programs
Relevant Forms	<ul style="list-style-type: none"> •

8. DOCUMENT CONTROL

Policy number	ADM015
Policy Owner	Director Corporate Governance
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

Manager Governance and Corporate Planning

3

https://ropergulf.infxpert.edrms/docs/Core%20Services/DIRECTORATE%20CORPORATE%20GOVERNANCE/GOVERNANCE/130%20%20Governance/Policies/Draft%20policies/DRAFT%20_ADM015_Legislative%20and%20Regulatory%20Compliance.doc

Roper Gulf Regional Council



ADM015 – Legislative and Regulatory Compliance Policy

Contact number

08 8972 9000

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.5
TITLE	ADM016 - Contract Execution and Management Policy
REFERENCE	655269
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

- (a) **That Council approve the ADM016 Contract Execution and Management Policy.**

BACKGROUND

As a result of the Aged Care Service Review the consultant Babyboomers Pty Ltd, provided policies required for compliance with the agreement to provide the service. A policy for Contract Execution and Management was included. Council does not currently have such a policy.

The Contract Execution and Management Policy is to:

- Ensure that all contracts are negotiated and executed on the agreed and intended terms
- Contracts are managed in a way that adds value to the business of Roper Gulf Regional Council whilst minimising risk.
- All contracts are reviewed and approved by appropriate Roper Gulf Regional Council management staff prior to execution
- Employees understand their responsibilities under a contract
- There is clear accountability in relation to contract execution and management
- Obligations under a contract are performed

The policy was endorsed by the Strategic Leadership Team on the 18 July 2016.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 DRAFT _ADM016_Contract Execution and Management Policy.pdf

Roper Gulf Regional Council



ADM016 – Contract Execution and Management Policy

1. POLICY CERTIFICATION

Policy title:	Contract Execution and Management
Policy number:	ADM016
Category:	Policy
Classification:	Finance
Status:	Draft 06/07/2016

2. PURPOSE

The purpose of this policy is to:

- Ensure that all contracts are negotiated and executed on the agreed and intended terms
- Contracts are managed in a way that adds value to the business of Roper Gulf Regional Council whilst minimising risk
- All contracts are reviewed and approved by appropriate Roper Gulf Regional Council management staff prior to execution
- Employees understand their responsibilities under a contract
- There is clear accountability in relation to contract execution and management
- Obligations under a contract are performed

3. ORGANISATIONAL SCOPE

This policy applies to the Council, management, and all Roper Gulf Regional Council employees engaged in:

- Contract execution and management; and,
- Reporting on and review of contracts on behalf of the organisation

4. POLICY STATEMENT

Roper Gulf Regional Council seeks to ensure that all contracts between itself and other parties are negotiated, executed and managed in a manner that adds value to the work of the organisation while minimising risk.

The terms and obligations for Roper Gulf Regional Council should be clearly understood by Roper Gulf Regional Council prior to any contract being finalised. All contracts should be within the scope of their intended purpose and should be negotiated and executed in line with relevant policy, procedures and defined processes.

5. DEFINITIONS

Contract	An agreement between parties which has legal significance and
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Roper Gulf Regional Council



ADM016 – Contract Execution and Management Policy

	involves the transfer of consideration - either financial or some other type of benefit. Contracts generally specify business relationships for the acquisition or supply of goods or services, exploitation of intellectual property rights or funding agreements.
CEO	Chief Executive Officer
Organisation	Roper Gulf Regional Council

6. PRINCIPLES

6.1 Mandatory requirements

The organisation must manage its contracts in a manner that is appropriate for the complexity and risk of the activity.

The Council must:

- keep an appropriate record of contracts on a contracts register; and
- monitor contracts to ensure the contract management, compliance and reporting requirements are met and completed within conditions of the contract.

The CEO must ensure that:

- contracts are managed on behalf of the Council by people with sufficient capability; and
- contracts clearly define the performance standards, review mechanisms and deliverables required
- minimise risks and maximise the benefits for the Council
- incorporate probity, accountability, efficiency and effectiveness
- retain records of negotiation, agreement, review and compliance monitoring
- are agreed and signed prior to the commencement of any work
- are monitored during the term of the contract
- are reviewed upon completion

6.2 Contract Execution

Contract execution and management is to be followed as per the ADM0112 Organisational Delegations Manual Policy, Contracts sections.

Roper Gulf Regional Council



ADM016 – Contract Execution and Management Policy

6.3 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	<ul style="list-style-type: none"> Review policy against the Local Government Act, strategic and business plan on an bi-annual basis.

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FIN006 Accounting and Policy Manual ADM012 Organisational Delegations Manual (non financial)
Related Publications	<ul style="list-style-type: none"> Local Government Act Strategic Plan Income Tax Assessment Act 1936, 1997 A New Tax System (Goods and Services Tax) Act 1999 Fringe Benefits Tax Assessment Act 1986 Taxation Administration Act 1953 Australian Accounting Standards Australian Auditing Standards
Relevant Forms	<ul style="list-style-type: none">

8. DOCUMENT CONTROL

Policy number	ADM016
Policy Owner	Director Corporate Governance
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

Manager Governance and Corporate Planning

Contact number

08 8972 9000

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CORPORATE GOVERNANCE DIRECTORATE REPORTS

ITEM NUMBER	15.6
TITLE	Aged Care Policies
REFERENCE	655261
AUTHOR	Amanda Haigh, Manager Governance and Corporate Planning

RECOMMENDATION

(a) That Council approve the following policies:

1. **FACS026 Aged Care Recipients Rights and Responsibilities Policy**
2. **FACS027 Aged Care Fee for Service Policy**
3. **FACS037 Aged Care Service Access Policy**
4. **FACS028 Aged Care Privacy Policy**
5. **FACS029 Aged Care Carers Participation Policy**
6. **FACS030 Aged Care Diversity Policy**
7. **FACS031 Aged Care Health and Personal Care Policy**
8. **FACS032 Aged Care Hospitality Policy**
9. **FACS033 Aged Care Management of Waiting List Policy**
10. **FACS034 Aged Care No Response to a scheduled visit Policy**
11. **FACS035 Aged Care Life Enhancement, Re-ablement and Wellbeing Policy**
12. **FACS036 Aged Care Refusal of Service Policy**
13. **FACS038 Aged Care Service Referral and Coordination Policy**
14. **FACS039 Aged Care Assessment, Care Planning and Reassessment Policy**
15. **FACS040 Aged Care Information Provision Policy**
16. **FACS042 Aged Care Advocacy Policy**
17. **FACS043 Aged Care Consumer Directed Care Policy**

BACKGROUND

The recent Aged Care Review brought out the deficiencies with policies required for compliance of the agreement for the Aged Care Service. The consultant, Babyboomers Pty Ltd, was engaged to provide the required policies for the Aged Care Service.

The policy was endorsed by the Strategic Leadership Team on the 18 July 2016.

ISSUES/OPTIONS/SWOT

Governance will work through the list of required policies over the coming months to ensure Council has all policies required for the Aged Care Service.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 DRAFT _FACS026_AGED CARE_Recipients Rights and Responsibilities.pdf
- 2 DRAFT _FACS027_AGED CARE_Fee for Service.pdf
- 3 DRAFT _FACS028_AGED CARE_Privacy Policy.pdf
- 4 DRAFT _FACS029_AGED CARE_Carers Participation Policy.pdf
- 5 DRAFT _FACS030_AGED CARE_Diversity Policy.pdf
- 6 DRAFT _FACS031_AGED CARE_Health and Personal Care Policy.pdf
- 7 DRAFT _FACS032_AGED CARE_Hospitality Policy.pdf
- 8 DRAFT _FACS033_AGED CARE_Management of waiting list Policy.pdf
- 9 DRAFT _FACS034_AGED CARE_No Response to a Scheduled Visit Policy.pdf
- 10 DRAFT _FACS035_AGED CARE_Life Enhancement_Reablement and Wellbeing

Policy.pdf

- 11** DRAFT _FACS036_AGED CARE_Refusal of Service.pdf
- 12** DRAFT _FACS037_AGED CARE_Service Access Policy.pdf
- 13** DRAFT _FACS038_AGED CARE_Service Referral and Coordination Policy.pdf
- 14** DRAFT _FACS039_AGED CARE_Assessment care Planning and Reassessment Policy.pdf
- 15** DRAFT _FACS040_AGED CARE_Information Provision Policy.pdf
- 16** DRAFT _FACS042_AGED CARE_Advocacy Policy.pdf
- 17** DRAFT _FACS043_AGED CARE_Consumer Directed Care Policy.pdf

Roper Gulf Regional Council



FACS026 – Aged Care Recipients Rights and Responsibilities

1. POLICY CERTIFICATION

Policy title:	Aged Care Recipients Rights and Responsibilities
Policy number:	FACS026
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to:

- To make clear our commitment to recognising, promoting, protecting and upholding the rights and responsibilities of our target groups.
- To ensure that service design, delivery and review are informed by, affirm and are responsive to the rights and responsibilities of our residents/care recipients.

To ensure that the voice of our residents/care recipients, families and carers is heard, and that their needs, goals and aspirations are identified and well represented in informing why, how and when services are provided

3. ORGANISATIONAL SCOPE

This policy applies to all Employees and Councillors of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council seeks to provide services and supports in a safe environment that supports residents/care recipients to exercise their legal and human rights and responsibilities. The organisation ensures that these rights and responsibilities are recognised, understood and upheld in respect of our organisation's activities and service delivery.

Roper Gulf Regional Council will also advocate appropriately on behalf of our residents/care recipients for their rights and responsibilities to be recognised and upheld.

Roper Gulf Regional Council will inform its understanding of the rights and responsibilities of particular target groups by means of engagement with those target groups and through legislation, service standards and key government or sector policies and documents that have been developed in consultation with and endorsed by our residents/care recipients and key stakeholders.

https://ropergulf.infxpert.edims/docs/Core%20Services/DIRECTORATE%20CORPORATE%20GOVERNANCE/GOVERNANCE/130%20%20Governance/Policies/Draft%20policies/DRAFT%20_FACS026_AGED%20CARE_Recipients%20Rights%20and%20Responsibilities.doc

1

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FACS026 – Aged Care Recipients Rights and Responsibilities

Roper Gulf Regional Council recognises both core rights and responsibilities as well as those that apply to or are of significance to particular target groups, and accordingly will develop, implement and review specific rights and responsibilities statements in collaboration with its target groups.

Roper Gulf Regional Council will promote and safeguard the rights and responsibilities of our residents/care recipients through:

- Providing opportunities for our residents/care recipients to exercise their rights
- Providing information to target groups about their rights and responsibilities and communicating this information in ways that make sense to the individual
- Supporting our personnel to understand, promote and protect our customers (residents/care recipients) rights and responsibilities
- Applying a Code of Conduct to all personnel that outlines our values and expectations regarding attitudes, responsibilities and behaviours
- Implementing and reviewing policies and procedures that recognise and affirm the rights and responsibilities of target groups; and
- Complying with the requirements of service standards and legislation and using a quality and continuous improvement framework.

5. DEFINITIONS

Advocate	To speak or write in favor of; support or urge by argument; recommend publicly
Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Responsibilities	Answerable, or accountable for something within one's power, control or management
Rights	A just claim or title, whether legal, prescriptive, or moral
Services	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Roles and Responsibilities

This policy applies to the Council, management, employees and/or volunteers engaged in:

- Providing care and services to our residents/care recipients; and,
- Management and review of care and services for our residents/care recipients on behalf of the organisation

Roper Gulf Regional Council



FACS026 – Aged Care Recipients Rights and Responsibilities

6.2 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Service Access Policy, Knowledge and Information Management Policy, and relevant legislation on a bi-annual basis.

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • FACS037 Service Access Policy • HR001 Code of Conduct Policy • HR005 Confidentiality and Privacy Policy
Related Publications	<ul style="list-style-type: none"> • Aged Care act 1997 • Accountability Standards 2014 • Quality of Care Principles 2014 • Accreditation Standards • Home Care Standards
Relevant Forms	•

8. DOCUMENT CONTROL

Policy number	FACS026
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

Manager Governance and Corporate Planning

Contact number

08 8972 9000

Roper Gulf Regional Council



FACS027 –Aged Care Fee for Service

1. POLICY CERTIFICATION

Policy title:	Aged Care Fee for Service
Policy number:	FACS027
Category:	Policy
Classification:	Community Services
Status:	Draft 30/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- All Residents/Care Recipients are to be charged fees according to their capacity to contribute to the cost of the support that they receive.
- The charging of fees is consistently applied for services and equipment.
- All income collected through fees are used to expand and/or enhance service provision.
- Fees are capped to ensure the Resident/Care Recipient is not financially disadvantaged.
- A Resident/Care Recipient financial inability to pay fees will not be used as a basis for refusing support to people who are assessed as requiring funded support.
- Residents/Care Recipients are informed of the fee schedule, changes to fees and the fees policy
- The fee structure is reviewed on a regular basis.

3. ORGANISATIONAL SCOPE

This policy applies to all employees, councillors, volunteers and contractors of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council supports user pays system in line with the Commonwealth Home Support Programme Care Recipient Contribution Framework to promote access, equity, affordability for Residents/Care Recipients in receipt of similar community care services, and structuring Resident/Care Recipient contributions to the cost of support they receive and their ability to pay.

Roper Gulf Regional Council requires all Residents/Care Recipients to contribute towards the cost of services where they have the capacity to pay. The collected fees are used by the organisation and service/program to expand and enhance service delivery.

Roper Gulf Regional Council



FACS027 –Aged Care Fee for Service

Note - fees do not apply to information, referrals, advocacy, assessment and review services. The revenue from Resident/Care Recipient contributions will be used to maintain, enhance and/or expand services.

5. DEFINITIONS

Fees	Centrepay deduction deposit of funds
Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Service/ Program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive Officer
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Care Recipient, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original)	Babyboomers Pty Ltd licenced template
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2

Roper Gulf Regional Council



FACS027 –Aged Care Fee for Service

author/source documents)	2016
Related Policies	<ul style="list-style-type: none"> FASC043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards Home Care Standards
Relevant Forms	<ul style="list-style-type: none">

8. DOCUMENT CONTROL

Policy number	FACS027
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person	Manager Governance and Corporate Planning
Contact number	08 8972 9000

Roper Gulf Regional Council



FACS028 –Aged Care Privacy Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Privacy Policy
Policy number:	FACS028
Category:	Policy
Classification:	Community Services
Status:	Draft 30/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- Ensure the confidentiality and privacy of each resident/care recipient and their representative is protected
- Ensure there is no disclosure of confidential or personal information without the consent of the resident/care recipient
- Ensure staff and volunteers respect the right to privacy for residents/care recipients and/or their representatives

3. ORGANISATIONAL SCOPE

This policy applies to all employees, councillors, volunteers and contractors of Roper Gulf Regional Council engaged in:

- Any type of work for the organisation; and,
- Any release of information both internally and external to the organisation

4. POLICY STATEMENT

Roper Gulf Regional Council believes individuals and communities have the right to privacy and is committed to safeguarding the privacy and confidentiality of any personal or health information of individuals.

Roper Gulf Regional Council, its administrative staff and other employees also have a legal duty of confidentiality to the resident/care recipient. Both at law and under professional codes of ethics, health care workers have a duty of confidentiality to the resident/care recipient. Civil action for damages can result from breach of this duty by unjustified disclosure of confidential or personal information for any purpose other than for which it was given without either the consent of the resident/care recipient or the compulsion of law.

Disclosure of confidential or personal information without the consent of the resident/care recipient or compulsion of law may be justified in particular cases such as where any person's life or health is put in jeopardy by maintaining silence.

Roper Gulf Regional Council



FACS028 –Aged Care Privacy Policy

5. DEFINITIONS

Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Care recipients receiving Aged Care and Disability Services from Council
Representatives	Person chosen to act and speak on behalf of the Care Recipient
Service/ Program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Legislative and Regulatory Compliance Policy and the Risk Management Policy on a bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Care Recipient, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licensed template 2016
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Roper Gulf Regional Council



FACS028 –Aged Care Privacy Policy

Related Policies	<ul style="list-style-type: none"> • HR001 Code of Conduct
Related Publications	<ul style="list-style-type: none"> • Privacy Act update 1988 and update 2014 • Privacy Principles update 2014 • Information Management Guidelines
Relevant Forms	<ul style="list-style-type: none"> •

8. DOCUMENT CONTROL

Policy number	FACS028
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person	Manager Governance and Corporate Planning
Contact number	08 8972 9000

Roper Gulf Regional Council



FACS029 – Aged Care Carers Participation

1. POLICY CERTIFICATION

Policy title:	Aged Care Carers Participation
Policy number:	FACS029
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- The needs of carers are understood in terms of their capacity to take on and manage caring roles, their own emotional and financial needs, and where, when, what and how they need assistance.
- Carers rights as individual citizens are respected and supported equally with all other citizens in society.
- Carers are supported to maintain a balance between the caring role and their own lives for their own wellbeing.
- Carers are not taken for granted.
- The role of carers and their individual need is considered in the ongoing assessment, care planning, service delivery and review of services.
- Carers of people from special needs groups such as CALD, Aboriginal, and Mental health are given consideration of the specific issues and experiences which are particular to the individual and/or their community/group.
- Carers receive ongoing support and access to resources to enable them to continue in the caring role.

3. ORGANISATIONAL SCOPE

This policy applies to all Employees and Councillors of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council recognises carers need support and recognition of their role in assisting to meet the needs of people in the community who require their support. Carers enable people to remain in the community and support their ongoing independence.

Roper Gulf Regional Council is committed to promoting awareness of the carer's role and legislation to ensure their understanding of the significance of the carer's role and compliance with State and Commonwealth legislation.

Roper Gulf Regional Council



FACS029 – Aged Care Carers Participation

5. DEFINITIONS

Family carers	<p>A family Carer is someone who provides care and support for their parent, partner, child or friend who has a disability, is frail aged, or who has a chronic mental or physical illness.</p> <p>There is an important distinction between paid care workers who attend to care recipients in a professional capacity and Carers, usually family members or close acquaintances, who provide for their care at all other times.</p> <p>Neighbours and friends may also take on the role as a carer.</p>
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6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Board of Directors
Chief Executive
Executive Managers
Committees

6.4 Customer Participation and Review (Resident, Client, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
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Roper Gulf Regional Council



FACS029 – Aged Care Carers Participation

Related Policies	<ul style="list-style-type: none"> FACS043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS029
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person	Manager Governance and Corporate Planning
Contact number	08 8972 9000

Roper Gulf Regional Council



FACS030 – Aged Care Diversity Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Diversity Policy
Policy number:	FACS030
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to:

- Provide an overarching policy and ethical approach to ensuring diversity awareness and cultural competence as it relates to culture, gender, identity, age, location, language and communication preferences, spiritual beliefs and values.
- Ensure each residents, care recipients, staff, and members of the public regardless of their cultural background, beliefs, socio-economic status, sexual orientation and/or gender identity are treated with respect and dignity
- Ensure the privacy is protected for residents, care recipients, staff, customers, and members of the public in relation to their cultural background, beliefs, socio-economic status, sexual orientation and/or gender identity
- Prevent any form of harassment or bullying, including ridiculing or ignoring someone because of their cultural background, beliefs, socio-economic status, sexual orientation and/or gender identity
- Ensure the rights and responsibilities of all residents, care recipients, staff, customers, and members of the public are enforced
- Reduce the potential for discrimination based on residents, care recipients, staff, customers, and members of the public cultural background, beliefs, socio-economic status, sexual orientation and/or gender identity
- Ensure services and programs will be planned, promoted and delivered in a manner that is sensitive and appropriate to the age, sex, culture, linguistic and religious background and preferences of each individual
- Provide an approach to service delivery that supports staff to know each individual to whom we provide services in recognition of the value of understanding individual and community needs and building relationships.
- Ensure that service design, delivery and review are informed by and responsive to individuals and communities, through the forming of relationships with other service providers, organisations and community leaders.
- Ensure that the identified needs, goals and aspirations of customers (care recipients/residents) inform why, how and when services are provided.

Roper Gulf Regional Council



FACS030 – Aged Care Diversity Policy

3. ORGANISATIONAL SCOPE

This policy applies to the Council, management, and all Roper Gulf Regional Council employees and/or volunteers engaged in:

- Any type of work for the organisation; and,
- Management and review of employees and/or volunteers on behalf of the organisation

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to providing a safe, supportive and respectful environment for residents, care recipients, staff, customers, and members of the public regardless of their cultural background, beliefs, socio-economic status, sexual orientation and/or gender identity.

Roper Gulf Regional Council acknowledges the number and variety of linguistic and cultural groups in Australia. We recognise that a person's background (including their religion, ethnicity, culture or nationality) can significantly influence their values and beliefs and can therefore impact on their activity, relationships and well-being.

The organisation is committed to providing an inclusive environment for all residents, care recipients, staff, customers, and members of the public.

Roper Gulf Regional Council values diversity among its residents, care recipients and staff and will not tolerate discrimination against any person based on their cultural background, beliefs, socio-economic status, sexual orientation and/or gender identity.

Roper Gulf Regional Council will strive to provide best practice in embracing and accepting diversity in relation to residents, care recipients, staff, customers, and members of the public.

Roper Gulf Regional Council will use education and training, research to inform practice, and external resources to enhance the skills/knowledge of staff and service delivery across a diverse range of customers (care recipients/residents).

Roper Gulf Regional Council will provide services and programs that:

- are non-discriminatory;
- are culturally safe and appropriate;
- ensure respect for service participants' diversity through informed, inclusive and flexible approaches; and
- are sensitive to the language, communication preferences, social, gender, cultural and spiritual beliefs, values and cultural practices of service participants, their families, carers and communities.

Roper Gulf Regional Council



FACS030 – Aged Care Diversity Policy

5. DEFINITIONS

Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Services	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Service Access Policy, Professional Standards and relevant legislation on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.4 Customer Participation and Review (Resident, Client, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • HR009 Volunteer Policy • WS003 Work Health and Safety Policy • ADM 012 Delegations of Authority Document • HR001 Code of Conduct
Related Publications	<ul style="list-style-type: none"> • RGRC Strategic Plan 2013-2016

Roper Gulf Regional Council



FACS030 – Aged Care Diversity Policy

	<ul style="list-style-type: none"> • Aged Care Act 1997 • Accountability Principles 2014 • Quality of Care Principles 2014 • Accreditation Standards • Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS030
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person	Manager Governance and Corporate Planning
Contact number	08 8972 9000

Roper Gulf Regional Council



FACS031 – Aged Care Health and Personal Care Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Health and Personal Care Policy
Policy number:	FACS031
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to:

- Ensure each resident/care recipient has their health and personal care needs assessed by an appropriately qualified health professional
- Ensure the individual preferences of each person are taken into consideration in the development of their care plan
- Ensure each person has an individualised care plan which sets out the strategies and services to meet their health and personal care needs
- Ensure the assessed needs include:
 - Specialised nursing care; other health and related needs; medication management; pain management; palliative care/end of life wishes; nutrition and hydration; continence management; skin care; behaviour management; mobility and dexterity; oral and dental care; sensory needs; and sleep
 - Consideration of privacy and confidentiality
 - Consideration of cognitive and physical capacity
 - Consideration of the need for advocacy
 - Strategies to maximise independence
 - Consideration of cultural and spiritual needs
 - Promotion of choice and decision making
 - Minimal use of restraint
 - Celebration of the person's identity and diversity
- Ensure the care plan reflects the assessed needs and ongoing changes to the person's needs and preferences
- Ensure the ongoing review of each person's needs and subsequent adjustments to the care plan and services provided
 - Ensure timely and appropriate referrals are made to medical/allied health/other practitioners and services as appropriate

3. ORGANISATIONAL SCOPE

This policy applies to all employees, councillors, volunteers and contractors of Roper Gulf Regional Council engaged in:

Roper Gulf Regional Council



FACS031 – Aged Care Health and Personal Care Policy

- Any type of work for the organisation; and,
- Management and review of employees and/or volunteers on behalf of the organisation

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to enhancing and maintaining the wellbeing of all our customers (residents/care recipients) through meeting their health and personal care needs.

The organisation will endeavour to provide person centred care services which honour and support the individual needs and preferences of each person in the assessment process, care planning, and the provision of health and personal care services.

The organisation will strive to provide best practice through the application of evidenced based techniques and services in the provision of health and personal care.

We will use education and training, research to inform practice, and external resources/specialised services/practitioners to enhance the skills/knowledge of staff and service delivery.

5. DEFINITIONS

Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Care recipients receiving Aged Care and Disability Services from Council
Service/ Program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Service Access Policy, Professional Standards and relevant legislation on an bi-annual basis.

6.3 Consultation

Roper Gulf Regional Council



FACS031 – Aged Care Health and Personal Care Policy

Quality Assurance Manager
Board of Directors
Chief Executive
Executive Managers
Committees

6.4 Customer Participation and Review (Resident, Care recipient, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • WS003 Work Health and Safety Policy • ADM012 Organisational Delegations Manual • HR001 Code of Conduct • HR005 Confidentiality and Privacy Policy
Related Publications	<ul style="list-style-type: none"> • Aged Care Act 1997 • Accountability Principles 2014 • Quality of Care Principles 2014 • Accreditation Standards • Home Care Standards • Privacy Act 1988 and update 2014 • Work Health and Safety Act 2012
Relevant Forms	Care Plan

8. DOCUMENT CONTROL

Policy number	FACS031
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	

Roper Gulf Regional Council



FACS031 – Aged Care Health and Personal Care Policy

Next revision due	June 2018
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9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9000

DRAFT

Roper Gulf Regional Council



FACS032 – Aged Care Hospitality Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Hospitality Policy
Policy number:	FACS032
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to:

- Ensure each resident/care recipient has their needs assessed for hospitality services
- Ensure the individual preferences of each person are taken into consideration in the management and delivery of hospitality services
- Ensure each person has an individualised care plan which sets out the strategies and services to meet their needs for hospitality services
- Ensure the assessed needs include:
 - Meals and drinks
 - Dining experience
 - Cleaning
 - Laundry
 - Preferences in relation to cultural background and language
 - Consideration of privacy and confidentiality
 - Consideration of cognitive and physical capacity
 - Consideration of the need for advocacy
 - Strategies to maximise independence
 - Consideration of beliefs and spiritual needs
 - Promotion of choice and decision making
 - Celebration of the person's identity and diversity
- Ensure the independence of each customer (resident/care recipient) is supported to avoid taking over roles and maintaining of skills

3. ORGANISATIONAL SCOPE

This policy applies to all employees, councillors, volunteers and contractors of Roper Gulf Regional Council engaged in:

- Any type of work for the organisation; and,
- Management and review of employees and/or volunteers on behalf of the organisation

Roper Gulf Regional Council



FACS032 – Aged Care Hospitality Policy

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to enhancing and maintaining the wellbeing of all our residents/care recipients through meeting their needs for hospitality services.

The organisation will endeavour to provide hospitality services which are person centred, supporting the individual needs and preferences of each person in the provision of catering, cleaning and laundry services.

The organisation will strive to provide best practice through the application of evidenced based techniques and services in the provision of hospitality services.

We will use education and training, research to inform practice, and external resources/specialised services/professional services to enhance the skills/knowledge of staff and service delivery in the provision of hospitality services.

5. DEFINITIONS

Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Care recipients receiving Aged Care and Disability Services from Council
Service/ Program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Service Access Policy, Professional Standards and relevant legislation on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

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2

Roper Gulf Regional Council



FACS032 – Aged Care Hospitality Policy

6.3 Customer Participation and Review (Resident, Care recipient, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • WS003 Work Health and Safety Policy • ADM012 Organisational Delegations Manual • HR001 Code of Conduct
Related Publications	<ul style="list-style-type: none"> • Aged Care Act 1997 • Accountability Principles 2014 • Quality of Care Principles 2014 • Accreditation Standards • Home Care Standards • Food Safety Act
Relevant Forms	Care Plan

8. DOCUMENT CONTROL

Policy number	FACS032
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

Manager Governance and Corporate Planning

Contact number

08 8972 9000

Roper Gulf Regional Council

FACS032 – Aged Care Hospitality Policy



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Roper Gulf Regional Council



FACS033 – Aged Care Management of Waiting List Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Management of Waiting List Policy
Policy number:	FACS033
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- Residents/Care recipients with high levels of need or risk and those who are assessed as being unsafe without provision of services will be given priority for services.
- Where limitations of resources exist, a waiting list for services will be implemented and managed according to levels of need or risk.

3. ORGANISATIONAL SCOPE

This policy applies to the Council, CEO, and all Roper Gulf Regional Council employees, volunteers and contractors.

4. POLICY STATEMENT

Roper Gulf Regional Council acknowledges that from time to time there will be limitations on funding, physical and human resources which will impact on the availability of services and programs.

Roper Gulf Regional Council will assess all residents/care recipients requiring services and where limitations of resources exist, manage waiting lists for services according to care recipient's level of needs or risk.

5. DEFINITIONS

Waiting lists	Information may be in written and electronic formats, but should always be available in a hard copy format for people who may not have access to electronic files.
Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Services	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

Roper Gulf Regional Council



FACS033 – Aged Care Management of Waiting List Policy

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Client, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FACS043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS033
Policy Owner	Director Council and Community Services Regional Manager Community

Roper Gulf Regional Council



FACS033 – Aged Care Management of Waiting List Policy

	Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9000

Roper Gulf Regional Council



FACS034 – Aged Care No Response to a Scheduled Visit Policy

SUSTAINABLE • VIABLE • VIBRANT

1. POLICY CERTIFICATION

Policy title:	Aged Care No Response To a Scheduled Visit Policy
Policy number:	FACS034
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- Safeguarding care recipients at risk in the community
- There are procedures in place for those times that a care recipient does not respond to a scheduled visit.
- The response is based on assessment and individualised as each care recipient's circumstances will differ.
- Staff members and volunteers are familiar with the care recipient no response policy and service/program procedures, including individual circumstances.
- All incidents of the care recipient's no response to a scheduled visit are recorded on an incident form to ensure these incidents are recorded, followed through and changes made to individual service plans and service/program practices as required.

3. ORGANISATIONAL SCOPE

This policy applies to the Council, CEO, Directors and all Roper Gulf Regional Council employees, volunteers and contractors.

4. POLICY STATEMENT

Roper Gulf Regional Council acknowledges that the safety and wellbeing of care recipients is paramount and needs to be protected and maintained.

Care recipients who live alone in the community are vulnerable and require procedures to be in place in order to investigate their well-being in the event they do not respond to scheduled visits.

5. DEFINITIONS

CEO	Chief Executive Officer
Incident form	Information may be in written and electronic formats, but should always be available in a hard copy format for people who may not have access to electronic files.

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Roper Gulf Regional Council



FACS034 – Aged Care No Response to a Scheduled Visit Policy

SUSTAINABLE • VIABLE • VIBRANT

Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Service/ program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Care recipient, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FACS043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards Home Care Standards
Relevant Forms	

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2

Roper Gulf Regional Council



FACS034 – Aged Care No Response to a Scheduled Visit Policy

SUSTAINABLE • VIABLE • VIBRANT

8. DOCUMENT CONTROL

Policy number	FACS034
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

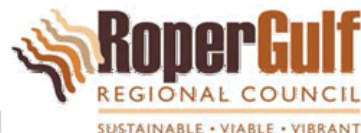
Contact person

Manager Governance and Corporate Planning

Contact number

08 8972 9000

Roper Gulf Regional Council



FACS035 – Aged Care Life Enhancement, Re-ablement and Wellbeing Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Life Enhancement, Re-ablement and Wellbeing Policy
Policy number:	FACS035
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to:

- Ensure each resident/care recipient has their needs assessed by an appropriately qualified practitioner
- Ensure the individual preferences of each person are taken into consideration in the development of strategies and interventions which support their wellbeing and re-ablement
- Ensure each person has an individualised life enhancement care plan which sets out the strategies and services to meet their needs
- Ensure the assessed needs include:
 - Emotional support; promotion of independence; cultural and spiritual needs; dignity; leisure interests and preferences
 - Consideration of privacy and confidentiality
 - Consideration of cognitive and physical capacity
 - Consideration of the need for advocacy
 - Strategies to maximise independence
 - Consideration of cultural and spiritual needs
 - Promotion of choice and decision making
 - Minimal use of restraint
 - Celebration of the person's identity and diversity
- Ensure the care plan reflects the assessed needs and ongoing changes to the person's needs and preferences
- Ensure the ongoing review of each person's needs and subsequent adjustments to the care plan and services provided
- Ensure timely and appropriate referrals are made to medical/allied Health/other practitioners and services as appropriate

3. ORGANISATIONAL SCOPE

This policy applies to the CEO, Directors, and all Roper Gulf Regional Council employees and/or volunteers engaged in:

- Any type of work for the organisation; and,

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Roper Gulf Regional Council



FACS035 – Aged Care Life Enhancement, Re-ablement and Wellbeing Policy

- Any release of information both internally and external to the organisation

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to enhancing and maintaining the independence and preferred lifestyle of all our residents/care recipients through promoting wellbeing and re-ablement to enable them to maintain their optimum capacity.

The organisation will endeavour to provide person centred care services which honour and support the individual needs and preferences of each person in the assessment process, care planning, and the provision of services.

The organisation will strive to provide best practice through the application of evidenced based techniques and services in the provision of services which support residents/care recipients wellbeing and reablement.

We will use education and training, research to inform practice, and external resources/specialised services/practitioners to enhance the skills/knowledge of staff and service delivery.

5. DEFINITIONS

Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Service/ program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against the Service Access Policy, Professional Standards and relevant legislation on an bi-annual basis.

6.2 Consultation

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Roper Gulf Regional Council



FACS035 – Aged Care Life Enhancement, Re-ablement and Wellbeing Policy

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Care Recipients, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> • WS003 Work Health and Safety Policy • ADM012 Organisational Delegations Manual • HR001 Code of Conduct
Related Publications	<ul style="list-style-type: none"> • Aged Care Act 1997 • Accountability Principles 2014 • Quality of Care Principles 2014 • Accreditation Standards • Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS035
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

3

https://ropergulf.infxpert.edims/docs/Core%20Services/DIRECTORATE%20CORPORATE%20GOVERNANCE/GOVERNANCE/130%20%20Governance/Policies/Draft%20policies/DRAFT%20_FACS035_AGED%20CARE_%20Life%20Enhancement_Reablement%20and%20Wellbeing%20Policy.doc

Roper Gulf Regional Council



FACS035 – Aged Care Life Enhancement, Re-ablement and Wellbeing Policy

9. CONTACT PERSON

Contact person

Manager Governance and Corporate Planning

Contact number

08 8972 9000

DRAFT

Roper Gulf Regional Council



FACS036 – Aged Care Refusal of Service Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Refusal of Service Policy
Policy number:	FACS036
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- The right of the care recipient to refuse a service is without retribution in the future.
- There is a uniform system of criteria and responses for care recipients who may be refused a service.

3. ORGANISATIONAL SCOPE

This policy applies to the Board, management, and all Roper Gulf Regional Council employees, volunteers and Contractors.

4. POLICY STATEMENT

Roper Gulf Regional Council will ensure that care recipients who refuse or have been refused a service are not disadvantaged from accessing services in the future.

5. DEFINITIONS

Care Recipients	Clients receiving Aged Care and Disability Services from Council
Refuse	To decline to accept

Roper Gulf Regional Council



FACS036 – Aged Care Refusal of Service Policy

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on a bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Care recipient, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS036
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	

Roper Gulf Regional Council



FACS036 – Aged Care Refusal of Service Policy

Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9000

Roper Gulf Regional Council



FACS037 – Aged Care Service Access Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Service Access Policy
Policy number:	FACS037
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- There is Accessible information for service users and their carers.
- Referrals will be encouraged from the community, service providers, primary health care industry, potential service users and their carers via MyAgedCare and the Regional Assessment Service (RAS).
- The service/programs will be flexible in the process of determining with potential service users and their carers on eligibility considering differences in individual requirements.
- The service/programs will be sensitive to, and inclusive of, the diversity of people within the target group of the service/program.
- Priority of access will be given to special needs groups that form a subsection of the target group. These special needs groups include people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islanders, people who are financially disadvantaged and other groups.

3. ORGANISATIONAL SCOPE

This policy applies to the Council, management, employees, volunteers and contractors of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council will actively work towards encouraging service user access to the service/program based on the eligibility criteria, available resources, and equity principles.

All service users will have equitable access to services including people with physical and sensory difficulties and those from different cultures and backgrounds.

People will not be discriminated against in terms of language, their ability to afford services, their location, gender, language, relationship status, sexual preference or type of disability within the scope of the service/program.

Roper Gulf Regional Council



FACS037 – Aged Care Service Access Policy

Roper Gulf Regional Council will not discriminate against potential service users their carers, and will actively work towards reducing barriers people may face in accessing services.

5. DEFINITIONS

Carers	A person who has accepted responsibility for looking after a vulnerable neighbour or relative
Eligibility:	Eligibility means that a person meets the eligibility criteria and is eligible to be assessed and prioritised for service provision. Eligibility does not mean a person is automatically provided with a service.
Service/ Program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments
Service User	Care Recipients

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on a bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive Officer
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Client, Consumer, Representative)

Consumer Advisory Group

Roper Gulf Regional Council



FACS037 – Aged Care Service Access Policy

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FASC043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Racial Discrimination Act 1975 Disability Discrimination Act 1992 Age Discrimination Act 2004 Sex Discrimination Act 1984 Accreditation Standards Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS037
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person **Manager Governance and Corporate Planning**

Contact number **08 8972 9000**

Roper Gulf Regional Council



FACS038 – Aged Care Service Referral and Coordination Policy

SUSTAINABLE • VIABLE • VIBRANT

1. POLICY CERTIFICATION

Policy title:	Aged Care Service Referral and Coordination Policy
Policy number:	FACS038
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- Care Recipients and their carers are assisted to access other services
- The service/program managers work towards creating efficiencies in the coordination of services within the service/program and work with other service providers to maximise efficiencies in the coordination process.
- The service/program managers try to avoid duplication of services where possible through being aware of what other services are available and alerting other service providers and primary health care services about the service/program.

3. ORGANISATIONAL SCOPE

This policy applies to the Council, CEO, Directors and all Roper Gulf Regional Council employees, volunteers and contractors.

4. POLICY STATEMENT

Roper Gulf Regional Council has a responsibility to ensure the service/program will refer Care Recipients and/or their carers to other services where their needs are identified as being outside the scope of the service/program and/or cannot be currently met by the service/program due to resource constraints.

The coordination process is important to ensure services are delivered in an efficient manner and duplication with other services is minimised and/or avoided to ensure the best use of the service/program resources.

5. DEFINITIONS

Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Service/ program	Aged Care and Disability Services funded by the Australian

Roper Gulf Regional Council



FACS038 – Aged Care Service Referral and Coordination Policy

SUSTAINABLE • VIABLE • VIBRANT

	and Northern Territory Governments
Service Referral	Service referral in this context refers to the service/program making referrals to or receiving referrals from other agencies/service providers on behalf of a client and their carer.

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on a bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Client, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FACS043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Racial Discrimination Act 1975 Disability Discrimination Act 1992 Age Discrimination Act 2004 Sex Discrimination Act 1984 Accreditation Standards Home Care Standards

Roper Gulf Regional Council



FACS038 – Aged Care Service Referral and Coordination Policy

SUSTAINABLE • VIABLE • VIBRANT

Relevant Forms	
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8. DOCUMENT CONTROL

Policy number	FACS038
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

Manager Governance and Corporate Planning

Contact number

08 8972 9000

Roper Gulf Regional Council



FACS039 – Aged Care Assessment, Care planning and Reassessment Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Assessment, Care Planning and Reassessment Policy
Policy number:	FACS039
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- The ongoing assessment process will focus on identifying the person and/or their carer's individual needs and preferences in relation to the scope of the service.
- Resident/Care Recipients and/or their carers will be informed about the ongoing assessment and care planning process.
- Resident/Care Recipients are informed of other available service options/alternatives relevant to their needs both within and outside of the service/program.
The ongoing assessment and care planning process is consultative and negotiates the best arrangement of services for the Resident/Client and/or their carer.
- Resident/Care Recipients the ongoing assessment process considers the specific needs of people from special needs groups. This includes the need for interpreters, consideration of physical and sensory difficulties, and the use of specialised assessment tools as appropriate.
- Resident/Care Recipients the ongoing assessment and care plan is conducted by an appropriately qualified staff member.
- Resident/Care Recipients the ongoing assessment and care-planning process will identify restorative and re-enablement opportunities to promote health, well-being and independence for Resident/Care Recipients and/or their carers.
- The ongoing assessment and care planning process will be focused on Resident/Client goals to support restorative and re-enablement principles.
- Services are provided as soon as possible after the eligibility assessment to avoid people waiting for service provision, unless they are placed on the service/programs waiting list and kept informed of their status.
- A care/service plan is developed for each individual Resident/Client and/or their carer.
- Resident/Care Recipients the service/program conducts regular re-assessment on Resident/Care Recipients at least on a yearly basis or earlier unless otherwise specified by an appropriately qualified staff member.

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1

Roper Gulf Regional Council



FACS039 – Aged Care Assessment, Care planning and Reassessment Policy

3. ORGANISATIONAL SCOPE

This policy applies to the Council, CEO, Directors and all Roper Gulf Regional Council employees, volunteers and contractors.

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to ensuring the ongoing assessment, care planning, and ongoing re-assessment of Resident/Care Recipients is centred and focused on identifying the needs and preferences of each individual in a manner which empowers them, is consultative, respects their privacy and dignity and which promotes their independence and decision-making.

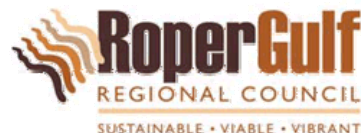
The assessment process should be goal focused to promote restoration and re-enablement for Resident/Care Recipients. The information collection tools and processes used should be reflective of the type of service being provided and conducted by an appropriately qualified staff member

5. DEFINITIONS

Assessment	A formalised process conducted by My Aged Care and the Regional Assessment Service for collecting information using a consistent assessment tool.
Care plans	Formal documents which are based on a consistent format. Care plans outline a Resident/Care Recipient's individual assessed need and form the guidance for staff and volunteers in all aspects of service provision.
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Service/ program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

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Roper Gulf Regional Council



FACS039 – Aged Care Assessment, Care planning and Reassessment Policy

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Client, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FACS043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS039
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	

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3

Roper Gulf Regional Council



FACS039 – Aged Care Assessment, Care planning and Reassessment Policy

Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

Manager Governance and Corporate Planning

Contact number

08 8972 9000

DRAFT

Roper Gulf Regional Council



FACS040 – Aged Care Information Provision Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Information Provision Policy
Policy number:	FACS040
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- The service/program provides current and new service users with information most appropriate to their needs upon initial contact with the organisation, and on an ongoing basis thereafter.
- Residents/Care Recipients and/or their representatives/carers are equipped with sufficient information in order to make informed choices and decisions in all aspects of service delivery.
- The service/program provides information in format(s) appropriate to the consumer group and implement strategies to support their understanding of the information provided.
- The service/program takes into consideration the needs of special needs groups in providing the information to ensure they are informed and understand the contents and implications of the information.

3. ORGANISATIONAL SCOPE

This policy applies to the Council, CEO, Directors and all Roper Gulf Regional Council employees, volunteers and contractors.

4. POLICY STATEMENT

Roper Gulf Regional Council will provide all potential service users and/or their carers with information initially and on an ongoing basis which informs them of their choices, rights, entitlements and responsibilities, and the services available to them.

Roper Gulf Regional Council will ensure that the information provided will be in an appropriate format for the service user group and support will be made available for them to fully understand the information.

The residents/Care Recipients and/or their representatives/carers will be reminded of this information on regular occasions to ensure they remain aware of the conditions of service.

Roper Gulf Regional Council



FACS040 – Aged Care Information Provision Policy

5. DEFINITIONS

Information	Information may be in written and electronic formats, but should always be available in a hard copy format for people who may not have access to electronic files.
Residents/ Care Recipients	Clients receiving Aged Care and Disability Services from Council
Service/ program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team
Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Client, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FACS043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards

Roper Gulf Regional Council



FACS040 – Aged Care Information Provision Policy

Relevant Forms	<ul style="list-style-type: none"> • Home Care Standards
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8. DOCUMENT CONTROL

Policy number	FACS040
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9000

Roper Gulf Regional Council



FACS042 – Aged Care Advocacy Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Advocacy Policy
Policy number:	FACS042
Category:	Policy
Classification:	Community Services
Status:	Draft 27/06/2016

2. PURPOSE

The purpose of this policy is to:

- Recognise and support the right of residents/care recipients to have a choice of Advocate and assist them to access Advocacy services if required.
- Ensure staff, volunteers and contractors understand what and who an advocate
- Ensure Residents/care recipients have a right to seek the support of an individual advocate and/or advocacy agency to assist them in negotiating and raising any concerns they have about services they receive from the organisation.
- Ensure that residents/care recipients are aware of advocacy agencies and how to contact them.
- Ensure assistance is provided to specific groups, such as people from culturally and linguistically diverse backgrounds and people with disabilities who may need assistance to understand and to participate in the advocacy process by using an advocate of their choice.
- Ensure staff work together in a cooperative manner with the Resident/Care Recipients and/or their advocate.
- Ensure the organisation through its services and programs develops and maintains links with advocacy groups and inform residents/care recipients of the availability of such assistance regularly.

3. ORGANISATIONAL SCOPE

This policy applies to the CEO, Directors, and all Roper Gulf Regional Council employees and/or volunteers engaged in:

- Any type of work for the organisation; and,
- Any release of information both internally and external to the organisation

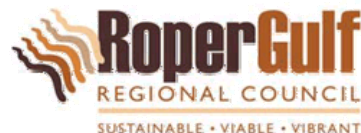
4. POLICY STATEMENT

Roper Gulf Regional Council recognises that the role played by advocates is important in supporting the Resident/Care Recipients's rights and interests.

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Roper Gulf Regional Council



FACS042 – Aged Care Advocacy Policy

Residents/care recipients have the right to have an advocate of their choice and/or to seek advocacy services as required to negotiate on their behalf.

Residents/care recipients will be encouraged by the organisation to have access to an advocate of their choice and employees/volunteers will respect their right to change the advocate at any time.

5. DEFINITIONS

Advocacy	<p>Advocacy is the process of standing beside an individual or group and speaking out on their behalf to protect and promote their rights and interests.</p> <p>An advocate can be a family member, friend or person from an advocacy agency.</p> <p>There is an important distinction between paid care workers who may support the interests of residents/care recipients and 'advocate' on their behalf in a paid professional capacity, but they are not advocates</p>
Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Care Recipients receiving Aged Care and Disability Services from Council
Service/ program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care Policy on an bi-annual basis.

6.2 Consultation

Quality Assurance Manager
Council
Chief Executive
Strategic Leadership Team

Roper Gulf Regional Council



FACS042 – Aged Care Advocacy Policy

Finance Committee
Audit Committee

6.3 Customer Participation and Review (Resident, Care Recipients, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	<ul style="list-style-type: none"> FACS043 Consumer Directed Care Policy
Related Publications	<ul style="list-style-type: none"> Accreditation Standards Home Care Standards
Relevant Forms	

8. DOCUMENT CONTROL

Policy number	FACS042
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	
Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9000

Roper Gulf Regional Council



FACS027 –Aged Care Consumer Directed Care Policy

1. POLICY CERTIFICATION

Policy title:	Aged Care Consumer Directed Care
Policy number:	FACS027
Category:	Policy
Classification:	Community Services
Status:	Draft 30/06/2016

2. PURPOSE

The purpose of this policy is to ensure:

- Outline the organisation's approach and focus on consumer directed care (CDC)
- Establish a culture of listening and striving to understand the consumers' needs and expectations
- Ensure consumers are treated with the upmost respect
- Ensure consumers are provided with a prompt response to all enquires and support requests
- Establish a standardised approach to managing interactions with our consumers
- Ensure there are effective processes for our consumers to provide feedback
- Ensure service, systems and processes are developed in the first instance on what is best for the consumer in terms of outcomes and experience

3. ORGANISATIONAL SCOPE

This policy applies to all employees, councillors, volunteers and contractors of Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional Council is committed to achieving the highest possible standards of Consumer Directed Care (CDC) within its available resources. The organisation is focused on meeting the consumer's needs (residents, care recipients, representatives), enhancing the consumer's journey, and driving development of services by considering the consumer first.

As part of this approach, the organisation is committed to involving consumers in the review and evaluation of the organisations operations and communications.

Roper Gulf Regional Council is committed to being a leading consumer focused organisation which delivers excellent consumer service consistently. By engaging with the community, delivering simplified processes and exceeding expectations, the organisation is committed to being:

- Approachable

Roper Gulf Regional Council



FACS027 –Aged Care Consumer Directed Care Policy

- Flexible
- Reliable
- Empathetic
- Effective
- Trusted

Quality service consists of providing an efficient, fair, impartial and responsive service. It includes delivering the most appropriate and complete service at the outset. Encouraging feedback from consumers is very important as part of a consumer driven organisation. The organisation will collate feedback from consumers to drive improvements to services.

5. DEFINITIONS

Consumer	Refers to residents, Care recipients, and representatives
Consumer Directed Care (CDC)	Refers to empowering each consumer to make their own choices about their care and the way services are delivered
Organisation	Roper Gulf Regional Council
Residents/ Care Recipients	Care recipients receiving Aged Care and Disability Services from Council
Representatives	Person chosen to act and speak on behalf of the Care Recipient
Service/ Program	Aged Care and Disability Services funded by the Australian and Northern Territory Governments

6. PRINCIPLES

6.1 Roles and Responsibilities

The Council has ultimate accountability for leading Consumer Directed Care, ensuring Roper Gulf Regional Council meets consumer needs and expectations within the resources of the organisation.

The Chief Executive Officer/Service Director shall be responsible for ensuring the culture and practices of the organisation reflect consumer directed care.

Roper Gulf Regional Council



FACS027 –Aged Care Consumer Directed Care Policy

6.2 Risks

Rating	Overview	Risks / Mitigation
High	The organisation would be at a major risk without an immediate policy.	Review policy against Consumer Directed Care (CDC) Principles and AS ISO 10002 —2006 Customer satisfaction on an bi-annual basis.

6.3 Consultation

Quality Assurance Manager
Council
Chief Executive Officer
Strategic Leadership Team
Finance Committee
Audit Committee

6.4 Customer Participation and Review (Resident, Care Recipient, Consumer, Representative)

Consumer Advisory Group

7. REFERENCES

Acknowledgements (original author/source documents)	Babyboomers Pty Ltd licenced template 2016
Related Policies	•
Related Publications	<ul style="list-style-type: none"> • Aged Care Act 1997 • Accreditation Standards • Home Care Standards • Quality of Care Principles 2014
Relevant Forms	•

8. DOCUMENT CONTROL

Policy number	FASC043
Policy Owner	Director Council and Community Services Regional Manager Community Services
Endorsed by	

3

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Roper Gulf Regional Council



FACS027 –Aged Care Consumer Directed Care Policy

Date approved	
Revisions	
Amendments	
Next revision due	June 2018

9. CONTACT PERSON

Contact person

**Manager Governance and Corporate
Planning**

Contact number

08 8972 9000

DRAFT

CORPORATE GOVERNANCE DIRECTORATE REPORT



ITEM NUMBER 15.7
TITLE FIN001 - Financial Delegation Manual Update
REFERENCE 655308
AUTHOR Lokesh Anand, Finance Manager

RECOMMENDATION

- (a) That Council approve and adopt the changes to the Financial Delegation Manual.

BACKGROUND

The Financial Delegations Manual has been reviewed inline with the recent changes to the organisational structure. The changes made reflect the creation of the Council Services Coordinator role and the different functions these roles now have.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 19.07.2016 FIN001 Financial Delegations Manual.pdf

**Roper Gulf Regional Council Financial Policy – FIN001 Financial Delegation
Manual**

Roper Gulf Regional Council Financial Delegation Manual

Dates of amendments made by Council resolution:

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

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Financial Delegations

Financial: Budgets

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

Note: The draft annual budget accepted by council is submitted to the Department of Local Government, for approval.

Financial: Operational Expenditure

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

Financial: Capital Expenditure and Asset Control

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

Note: Capital Items are items which have a purchase price of \$5,000 or more and must always be entered into the small assets & items register at purchase.

Financial: Purchase Orders and Invoices

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve purchase orders <i>(Within approved budget and subject to any restrictions outlined elsewhere in this document)</i>	<i>For service/s \$1,000 (Up to)</i>	Senior Finance Officer, Executive Assistant to CEO or Director, HQ Administration Support Officers and Contracts and Project Officers
	<i>For service/s \$2,500 (Up to)</i>	WH&S Coordinator, Senior/Council Services Coordinator
	<i>For services & business units \$5,000 (Up to)</i>	Assistant Managers, Financial Accountant, Management Accountant, Workshop Coordinators
	<i>For services & business units \$10,000 (Up to)</i>	Managers
	<i>For directorate \$50,000 (Up to)</i>	Directors
	<i>For organisation No limit Within approved budget and subject to compliance with legislation</i>	CEO

Financial: Salaries and Deductions

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve staff reimbursement for expenditure on behalf of council <i>Within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	<i>\$1000 (Up to) For all staff</i>	Senior Finance Officer, Manager
	<i>\$10,000 (Up to) For all staff</i>	Director
	<i>\$50,000 (Up to) For all staff</i>	CEO
Compile and approve staff time sheets	<i>For all staff</i>	Managers
Approve for payment all payroll related transactions	<i>For all staff Comprising group tax remittal, payroll tax settlement, superannuation contribution payments, and transfers of employee payroll deductions to authorised entities and payment of GST and PAYG payments.</i>	Finance Manager, Director Corporate Governance, CEO

Financial: Investment

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

Financial: ATM, Receipts and Banking

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

Financial: Petty Cash

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to operate, control and reimburse petty cash.	<i>\$500 (Up to) In accordance with approved budget</i>	Senior Finance Officer, Council Service Coordinators

Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to issue cheque requisitions <i>(Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.)</i>	<i>For service/s & business units \$10,000 (Up to)</i>	Managers
	<i>For directorate \$50,000 (Up to)</i>	Director
	<i>For organisation No limit</i>	CEO
Approve and sign cheques	<i>For organisation (Any two) No Limit</i>	CEO, Directors, Finance Manager
Approve EFT bank File	<i>For organisation No Limit</i>	Group B: Finance Manager Financial Accountant,

		<i>Management Accountant Group A: Governance Manager, Directors, CEO (Any two from Group A or Combination of Group A and B)</i>
Approval to stop payment on cheques	<i>For organisation</i>	Senior Finance Officer
Approve change and/or add cheque signatories	<i>For all signatories</i>	Council

Financial: Banking Institutions

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

Financial: Corporate Credit Cards

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Credit limits on corporate charge cards (subject to terms and conditions in the RGRC Corporate Credit Card Policy)	<i>Maximum limits Monthly limit \$20,000 Single transaction \$10,000</i>	CEO, Directors
	<i>Maximum limits Monthly limit \$10,000 Single transaction \$2,000</i>	Finance Manager, Asset Manager, Area Managers
	<i>Maximum limits Monthly limit \$5,000 Single transaction \$2,000</i>	Managers
	<i>Maximum limits Monthly limit \$5,000 Single transaction \$1,000</i>	Mayor, EA to CEO, Coordinators, Senior Administration Support Officers
	<i>Maximum limits Monthly limit \$2,000 Single transaction \$1,000</i>	Administration support officers

Financial: Bad Debts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve write-off of bad debts	<i>In accordance with Clause 27 of LG Accounting Regulations</i>	Council
Approve write-off of cash losses; thefts or shortages; furniture, plant or equipment losses, thefts or destruction.	<i>In accordance with Clause 23 of LG Accounting Regulations</i>	Council
Approve debt recovery payment terms	<i>\$5,000 (May not exceed)</i>	Director
	<i>\$50,000 (May not exceed)</i>	CEO
	<i>\$50,000 (in excess of)</i>	Council
Correct administrative errors	<i>\$50,000 (May not exceed)</i>	Finance Manager
	<i>\$50,000 (in excess of)</i>	CEO

Financial: Segregation of Duties

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

Financial: Manager Resignation

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

Delegation of Authority accepted as described in this document

SIGNED

On behalf of Roper Gulf Regional Council

by

print name of Signatory

Sign here

in the presence of:

.....

.....

print name and address of witness

witness' signature

CORPORATE GOVERNANCE DIRECTORATE REPORT

ITEM NUMBER	15.8
TITLE	FINANCE - RGRC FINANCIAL REPORT AS AT 30 JUNE 2016
REFERENCE	655283
AUTHOR	Lokesh Anand, Finance Manager

RECOMMENDATION

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

BACKGROUND

Attached are the financial reports for Roper Gulf Regional Council as at 30th June 2016, 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 June 2016 shows an effective surplus of \$ 3.2 M. Our bank balance as at 30th June is \$13.6M.

Please note that the reports presented as at 30th June 2016 are not the final financial statements for the year end 30th June 2016. Finance is still doing end of year adjustments and entering transactions in prior year.

The FBT return for 2015-16 has been completed and lodged by due date. The interim audit has been finished and the final audit visit is scheduled in mid September.

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.

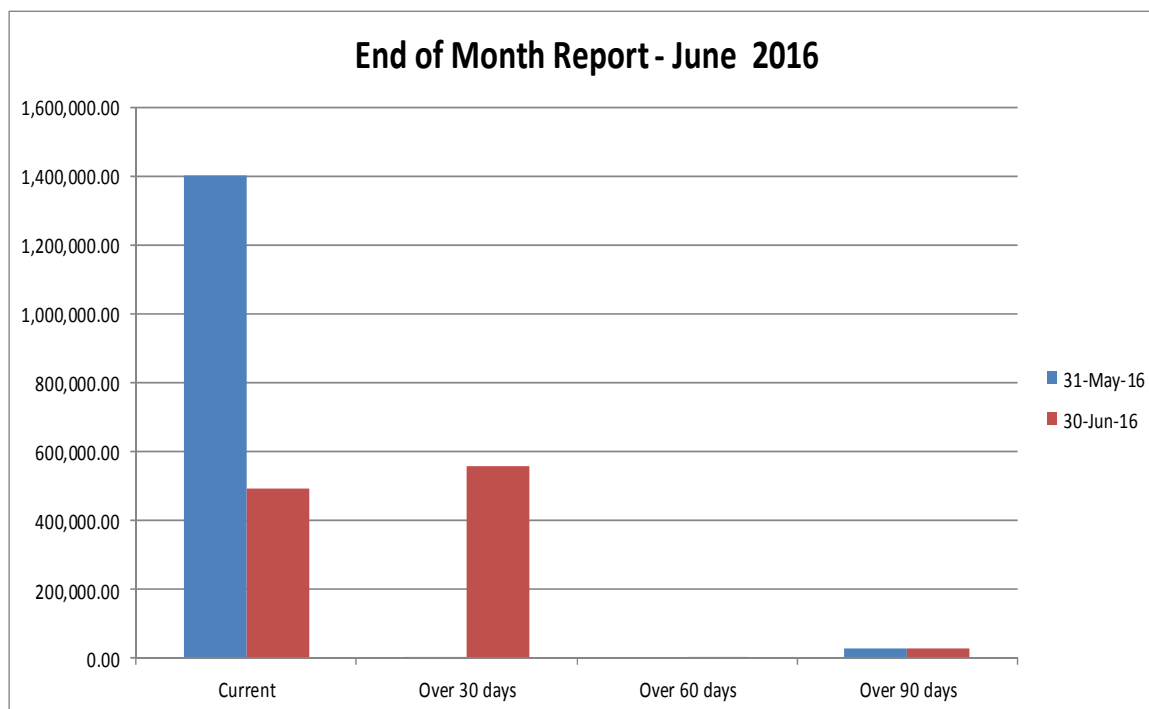
See attached: Aged Analysis – Detailed Report – Accounts Receivable 30th June 2016

As at 30th June 2016, \$ 1,082,435.35 is outstanding. Comparatively, was 31st May 2016, the total debt outstanding \$ 1,432,157.56.

During this month, debtors have shown an overall decrease from May 2016 to June 2016 by \$ 349,722.21.

AR Age Analysis

Debtors	May-16		June-16	
Current	1,398,705.16	97.66%	490,523.95	45.32%
Over 30 days	5,443.51	0.38%	558,706.00	51.62%
Over 60 days	0.00	0.00%	5,246.51	0.48%
Over 90 days	28,008.89	1.96%	27,958.89	2.58%
	1,432,157.56		1,082,435.35	
Less: Unapplied Credits	13,492.86		29,251.39	
Total Actual Outstanding	1,418,664.70		1,053,183.96	



Top 10 AR Debtors – June 2016

A/C	Description	Balances	Status	Reason
00120	Dept. of Transport	551,162.79	Current & over 30 days	Grants & Airport serviceability Inspections
00814	Dept. of Prime Minister & Cabinet	256,739.96	Current invoice	CDP Payments received on 5.7.16
00981	Alawa Aboriginal Corporation	108,824.70	Current Invoice	Admin & Public Liability - Minyerri
00264	McArthur River	27,500.00	Over 90 Days	Grant– Follow up in Progress
00028	Australian Electoral Commission	19,714.00	Current invoices	Voting Services 2016 Federal Election
00328	Power & Water	16,351.39	Current Invoices	Monthly Contract
00569	Avdata Australia	14,862.42	Current Invoices	Avdata Services June 2016 – Paid 1.7.16
00717	Murray River North	10,295.00	Current Invoices	Forklift Hire & Accommodation Invoices

01188	NT Controls & Automation Pty Ltd	8,936.00	Over 30 Days & Current Invoice	Supply Trade Assistant, Resurfacing - Paid on 1.7.16
01111	DLGCS	6,236.67	Current Invoices	Grant & Flight Reimbursement- Flight paid on 6.7.16

Rates & Refuse Outstanding– June 2016

Financial Year	Financial Year Balance	Percentage of total Owing
2008/2009	\$35,398.97	8.14 %
2009/2010	\$13,729.62	3.16 %
2010/2011	\$17,418.10	4.00 %
2011/2012	\$15,453.12	3.55 %
2012/2013	\$26,297.49	6.05 %
2013/2014	\$47,191.89	10.85 %
2014/2015	\$146,693.75	33.73 %
2015/2016	\$132,772.53	30.53 %
Total	\$434,955.47	100.00%

The rates department is working in recovering the outstanding rates and charges. Last month the outstanding for rates were \$453,117.51

Creditors

The summary below shows the amount of creditors outstanding for the current month.

See attached: Aged Analysis Report – Detailed Report – Accounts Payable 30th June 2016.

As at 30th June 2016, \$1,832,297.79 in creditors is outstanding.

The Accounts Payable age analysis report depicts the following:

Creditors	Amount	
Current	\$1,097,196.01	56%
Over 30 days	\$366,257.84	18%
Over 60 days	\$49,564.41	2%
Over 90 days	\$475,944.49	24%
Total outstanding amount (Including Overdue)	\$1,988,962.75	100.00%
Less: Unapplied Credits	-\$156,664.96	
TOTAL ACTUAL OUTSTANDING	\$1,832,297.79	

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 June 2016:

Acc. #	Description	Amount	Transaction
10061	BIG RIVER	35,679.09	NUMBULWAR LOT 162 PROJECT
10054	AUSFUEL	21,150.05	BULK FUEL ORDER NUMBULWAR
10507	ALAWA	316,736.78	CDP FEB-MAY 2016
11458	LATITUDE 12	36,771.66	PAYROLL PROCESSING & CHRIS 21