



AGENDA

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 24 APRIL 2024

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

Wednesday, 24 April 2024 at 8:30 am
The Roper Gulf Regional Council Service Delivery Centre
Barunga, NT

Or via
Microsoft Teams meeting
(Join on your computer, mobile app or room device)

[Join the meeting now](#)

Meeting ID: 424532219643

Passcode: ff4DDB

Or please call (audio only)

[+61 2 8320 9269](#)

When prompted, enter Conference ID: 361 983 059#

Your attendance at the meeting will be appreciated.

A handwritten signature in black ink, appearing to read "Marc Gardner", is positioned above the name and title.

Marc GARDNER
CHIEF EXECUTIVE OFFICER

PLEDGE

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

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

PRAMIS BLA WI

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

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

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	PRESENT MEMBERS/STAFF/GUESTS	
2	MEETING OPENED	
3	WELCOME TO COUNTRY	
4	APOLOGIES AND LEAVE OF ABSENCE	
5	QUESTIONS FROM THE PUBLIC	
6	CONFIRMATION OF PREVIOUS MINUTES	
6.1	Confirmation of Previous Minutes.....	7
7	BUSINESS ARISING FROM PREVIOUS MINUTES	
7.1	Action List	19
8	CALL FOR ITEMS OF OTHER GENERAL BUSINESS	
9	DISCLOSURE OF INTEREST	
10	PREVIOUS COMMITTEE MEETING MINUTES	
10.1	Previous Committee Meeting Minutes.....	27
11	INCOMING CORRESPONDENCE	
11.1	Incoming Correspondence	38
12	OUTGOING CORRESPONDENCE	
12.1	Outgoing Correspondence	40
13	WARD REPORTS	
13.1	Never Never Ward Report.....	41
13.2	Nyiranggulung Ward Report.....	42
13.3	South West Gulf Ward Report.....	60
13.4	Numbulwar Numburindi Ward Report.....	61
13.5	Yugul Mangi Ward Report	62
14	EXECUTIVE REPORTS	
14.1	Council Meeting Attendance Report.....	63
14.2	Acting Principal Member's Allowance.....	65
14.3	Information Sheet - Personal Use of Social Media.....	74
14.4	Declarations of Interest.....	83
14.5	Authorisation or Ratification through Council Resolution or Funding Agreements and Deeds of Variations executed with the Common Seal Period - between 01 July 2021 to 27 March 2024	89
15	CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT	
15.1	Policy Revision - Human Resource Management.....	91
15.2	Policy Revision - Financial Management	128

15.3	Budget Review and Amendment.....	150
15.4	Council's Financial Report as at 31 March 2024.....	152
15.5	Local Authority Projects Update	169
16	COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT	
16.1	Programs Update	185
16.2	Aged Care & Disability Services Report.....	187
16.3	Ngukurr Night Patrol Update	190
16.4	Aged Care Strategic Plan Update	194
16.5	Council acknowledgement on Antiparasitic treatment analysis study.....	216
17	INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT	
17.1	Potential Project Ngukurr Sports Hall.....	217
18	DEPUTATIONS AND PETITIONS	
•	Commonwealth Scientific and Industrial Research Organisation (CSIRO) Beetaloo Communication and Information Project (Confidential Agenda Item) 9:30am –10:00 am	
19	GENERAL BUSINESS	
	Nil.	
20	CLOSED SESSION	
20.1	Confirmation of Previous Minutes Confidential Session <i>The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.</i>	
20.2	Previous Committee Minutes Confidential Session <i>The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d) (e), information subject to an obligation of confidentiality at law, or in equity; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.</i>	
20.3	Incoming Correspondence <i>The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity.</i>	
20.4	Action List <i>The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity.</i>	
20.5	Chief Executive Officer's Report <i>The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity.</i>	

20.6 Compliance Review Report

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (c)(iv), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

20.7 Audit Response 2022-23

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(ii) (c)(iii), information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

20.8 Repugnant Resolution

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

20.9 Independent Auditor Management Letter

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

20.10 Audit and Risk Committee

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

20.11 CouncilBiz update

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity.

20.12 Steps to Improve Procurement Compliance

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

20.13 Rates and charges review

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(ii), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.

20.14 Councillor Travel Allowance Matter

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(ii) (c)(iii) (e), information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

20.15 ICT Transition Plan (Guide)

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

20.16 CDP SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iii) (c)(iv) (e) (f), 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 kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest; AND information in relation to a complaint of a contravention of the code of conduct.

20.17 Roper Gulf Regional Council - Approved Back on Track Service Provider

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(a) (c)(iii), information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

20.18 Proposed Lease

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iv), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

20.19 Fees and Charges CHSP, HCP, NDIS

The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iv), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

RETURN TO OPEN**21 CLOSE OF MEETING**

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	6.1
TITLE	Confirmation of Previous Minutes
REFERENCE	1397094
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council confirms the minutes from its Ordinary Meeting held on 28 February 2024 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

KEY OUTCOME AREA

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

BACKGROUND

The Council held its Ordinary Meeting in Mataranka on Wednesday, 28 February 2024.

ISSUES/OPTIONS/SWOT

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

The next Ordinary Meeting is scheduled to be held on Wednesday, 26 June 2024 at 8:30am in Katherine.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Ordinary Meeting of Council 2024-02-28 [2426] Minutes.DOCX



MINUTES OF THE ORDINARY MEETING OF THE ROPER GULF REGIONAL COUNCIL, HELD AT THE MATARANKA TOWN HALL, ON WEDNESDAY, 28 FEBRUARY 2024 AT 8:30AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Tony JACK;
- Councillor Samuel EVANS (via videoconference);
- Councillor Edwin NUNGGUMAJBARR(via videoconference);
- Councillor Patricia FARREL;
- Councillor Annabelle DAYLIGHT;
- Councillor Gadrian HOOSAN;
- Councillor Kathy-Anne NUMAMURDIRDI;
- Councillor Owen TURNER;
- Councillor Jana DANIELS;
- Councillor John DALYWATER; and
- Councillor Edna ILES.

1.2 Staff

- Marc GARDNER, Chief Executive Officer;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- David HURST, General Manager Community Services and Engagement;
- Maricar RHODES, Executive Assistant to the Chief Executive Officer;
- Bhumika ADHIKARI; Governance Engagement Coordinator (minute secretary); and
- Daniele PIGA, Acting Governance Officer.

1.3 Guests

- Karen HOCKING, Projects Manager, Department of the Minister and Cabinet.

2 MEETING OPENED

The Ordinary Meeting of Council Meeting opened at 8:35 am. The Mayor welcomed members, staff and guests and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

1/2024 **RESOLVED** (Patricia FARRELL/Jana DANIELS) **CARRIED**

That Council accepts the tendered apologies from Deputy Mayor Helen LEE and Councillor Selina ASHLEY.

5 QUESTIONS FROM THE PUBLIC

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

2/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Owen TURNER) **CARRIED**

That Council confirms the minutes from its Ordinary Meeting held on 13 December 2023 and affirms them to be a true and accurate record of that meeting's decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 ACTION LIST

3/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) **CARRIED**

That Council:

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

8 CALL FOR ITEMS OF OTHER GENERAL BUSINESS

- Flooding issues – local emergency committees and responses – Disaster Planning – Chief Executive Officer (CEO) Marc GARDNER;
- Minutes from the Big Rivers Region Organisation of Council meeting - CEO Marc GARDNER;
- Potential Local Government Association of the Northern Territory (LGANT) motions - CEO Marc GARDNER;
- Mataranka Water Allocation Plan – Mayor Tony JACK;
- Commonwealth Scientific and Industrial Research Organisation Workshop (CSIRO) - CEO Marc GARDNER;
- Mulggan Camp – Cr. Samuel EVANS;
- Community Safety in Ngukurr to improve school attendance - Cr. Owen TURNER;
- Acting Chief Executive Officer - CEO Marc GARDNER;
- Town Camp Roads at Borroloola - CEO Marc GARDNER; and
- Mornington Peninsula Regional Council Visit – Mayor Tony JACK.

Cr. Edwin NUNGGUMAJBARR joined the meeting at 9:03am.

9 DISCLOSURES OF INTEREST

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

10 PREVIOUS COMMITTEE MEETING MINUTES**10.1 PREVIOUS COMMITTEE MEETING MINUTES**

4/2024 **RESOLVED** (Edna ILES/Annabelle DAYLIGHT) **CARRIED**

That Council receives and notes the Previous Committee Meeting Minutes report.

11 INCOMING CORRESPONDENCE**11.1 INCOMING CORRESPONDENCE**

5/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Edwin NUNGGUMAJBARR) **CARRIED**

That Council:

- (a) accepts the incoming correspondence;
- (b) waives fees for the use of the Mataranka Sports and Recreation Grounds for the Isolated Children's Parent's Association from the 16 October 2024 to 18 October 2024;
- (c) waives fees for the use of Mataranka Sports and Recreation Grounds for the Mataranka Never Never Festival Campdraft (sub Committee of the Mataranka Better Half Club) from the 13 May 2024 to 19 May 2024; and
- (d) writes to Minister for Infrastructure Planning and Logistics in relation to the prioritisation of a Cyclone Evacuation Centre at Numbulwar before one is constructed at Ngukurr.

12 OUTGOING CORRESPONDENCE**12.1 OUTGOING CORRESPONDENCE**

6/2024 **RESOLVED** (Patricia FARRELL/Owen TURNER) **CARRIED**

That Council notes the outgoing correspondence.

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

7/2024 **RESOLVED** (Edna ILES/Annabelle DAYLIGHT) **CARRIED**

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the Provisional recommendations and recommendations from the Jilkmिंगgan Local Authority Meeting held on 30 November 2023 and 06 February 2024 respectively;
- (c) approves the recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on 06 December 2023;
- (d) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Jilkmिंगgan Local Authority;
- (e) reduces the total membership of Jilkmिंगgan Local Authority membership to total eight (8) Members;
- (f) accepts the nominations received for Johnny BILLY and Shaunette MARTIN for the Mataranka Local Authority;
- (g) declines the nomination received for Michael McFARLANE for the Mataranka Local Authority; and
- (h) notes the resignation tendered by Anthony HEASLIP from Mataranka Local Authority.

13.2 NYIRANGGULUNG WARD REPORT

8/2024 **RESOLVED** (John DALYWATER/Kathy-Anne NUMAMURDIRDI) **CARRIED**

That Council:

- (a) receives and notes the Nyiranggulung Ward Report;

- (b) approves the recommendations from the Barunga Local Authority Meeting held on 09 January 2024;
- (c) approves the Provisional recommendations from the Wugularr (Beswick) Local Authority Provisional Meeting held on 15 January 2024;
- (d) approves the recommendations from the Manyallaluk Local Authority Meeting held on 15 January 2024;
- (e) approves the recommendations from the Bulman Local Authority Meeting held on 16 January 2024;
- (f) approves the Provisional recommendations from the Wugularr (Beswick) Local Authority Provisional Meeting held on 27 November 2023;
- (g) approves the Provisional recommendations from the Bulman Local Authority Provisional Meeting held on 28 November 2023;
- (h) rescinds Vita BRINJEN from the Barunga Local Authority;
- (i) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Barunga Local Authority;
- (j) amends the Barunga Local Authority Resolution from 09 January 2024, item 13.3 mover to be Nell BROWN and seconder to be Danielle BUSH; and
- (k) requests the Chief Executive Officer open a '21 days nomination period' to fill the four (4) vacancies on the Bulman Local Authority.

13.3 NUMBULWAR NUMBURINDI WARD REPORT

9/2024 **RESOLVED** (Edwin NUNGGUMAJBARR/Jana DANIELS) **CARRIED**

That Council receives and notes the Numbulwar Numburindi Ward Report.

13.4 SOUTH WEST GULF WARD REPORT

10/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Owen TURNER) **CARRIED**

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) approves the Provisional recommendations from the Robinson River Local Authority Provisional Meeting held on 08 February 2024;
- (c) approves the Provisional recommendations from the Borroloola Local Authority Provisional Meeting held on 08 February 2024;
- (d) accepts the nomination received for Patsy-Anne GEORGE for the Robinson River Local Authority; and
- (e) requests the Chief Executive Officer to investigate the Long Service Contribution of Patsy-Anne GEORGE with Robinson River School.

13.5 YUGUL MANGI WARD REPORT

11/2024 **RESOLVED** (Owen TURNER/Jana DANIELS) **CARRIED**

That Council:

- (a) receives and notes the Yugul Mangi Ward Report;
- (b) approves the recommendations from the Ngukurr Local Authority Meeting held on 06 December 2023;
- (c) approves the Provisional recommendations from the Urapunga Local Authority Provisional Meeting held on 06 December 2023; and
- (d) requests that report is presented to the Ngukurr Local Authority Meeting on the 05 March 2024 in relation to Community Safety.

Jake QUINLINVAN, Regional Executive Director, Department of the Chief Minister and Cabinet joined the Meeting at 9:54 am.

14 GENERAL BUSINESS

14.1 FLOODING ISSUES – LOCAL EMERGENCY COMMITTEES AND RESPONSES – DISASTER PLANNING *Chief Executive Officer, Marc GARDNER*

12/2024 **RESOLVED** (Samuel EVANS/Edna ILES) **CARRIED**

That Council:

- (a) receives and notes the verbal update from Mayor Tony JACK on Flooding issue in Borrooloola;
- (b) requests to write to Minister for Emergency Services on
 - Government projects and Roads projects occurring during wet season – effecting Carpentaria Highway particularly;
 - Need for more Flood Infrastructure such as Gates and roads condition alerts along arterial roads;
 - Need for Local Government to be an integral part of Disaster Management including Disaster Management Plans; and
 - Need for Local Government and Community Businesses/ Stakeholders to have greater involvement in Disaster preparation.
- (c) requests Department of Infrastructure Planning and Logistics have consistent messages on road signs and alerts relating to roads conditions

14.2 MINUTES FROM THE BIG RIVERS REGION ORGANISATION OF COUNCIL MEETING *Chief Executive Officer, Marc GARDNER*

13/2024 **RESOLVED** (Edna ILES/John DALYWATER) **CARRIED**

That Council receives and notes the verbal update on Minutes from the Big Rivers Region Organisation of Council from the Chief Executive Officer.

14.3 POTENTIAL LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY (LGANT) MOTIONS *Chief Executive Officer, Marc GARDNER*

14/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) **CARRIED**

That Council submits following motions to Local Government Association of the Northern Territory (LGANT)

- Acting Principal Members allowance while Principal Member on leave;
- Conditional Rating and changes to Land use; and
- Local Government involvement on Disaster Management Plan.

14.4 MATARANKA WATER ALLOCATION PLAN - *Mayor Tony JACK*

15/2024 **RESOLVED** (Owen TURNER/Edwin NUNGGUMAJBARR) **CARRIED**

That Council requests Department of Environment, Parks and Water Security hold a Community Meeting based at Mataranka about the draft Mataranka Tindall Limestone Water Allocation Plan.

14.5 COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO) WORKSHOP

16/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/John DALYWATER) **CARRIED**

That Council agrees to convene CSIRO workshop on Wednesday 01 May 2024.

Cr Patricia FARRELL left the meeting, the time being 02:11 pm.

Cr Patricia FARRELL returned to the meeting, the time being 02:12 pm.

Cr Kathy-Anne NUMAMURDIRDI left the meeting, the time being 02:16 pm.

Cr Kathy-Anne NUMAMURDIRDI returned to the meeting, the time being 02:18 pm.

14.6 MULGGAN CAMP - Mayor Tony JACK

17/2024 **RESOLVED (Annabelle DAYLIGHT/Owen TURNER) CARRIED**

That Council requests the Chief Executive Officer (CEO):

- (a) undertake an inspection for repairs and maintenance issues of dwellings at Mulggan Camp; and
- (b) prepare a report for the next Council meeting that outlines the range of issues and action plan.

14.7 COMMUNITY SAFETY IN NGUKURR TO IMPROVE SCHOOL ATTENDANCE - Councillor Owen TURNER

18/2024 **RESOLVED (Owen TURNER/Jana DANIELS) CARRIED**

That Council requests:

- (a) prepare a report to Local Authority on Community Safety and to convene a Community Safety Reference Group; and
- (b) prepare a report on all Night Patrol operations to the April Ordinary Meeting of Council.

14.8 ACTING CHIEF EXECUTIVE OFFICER Chief Executive Officer, Marc GARDNER

19/2024 **RESOLVED (Patricia FARRELL/Kathy-Anne NUMAMURDIRDI) CARRIED**

That Council receives and notes the verbal update from the Chief Executive Officer in regards to CEO's annual leave date starting from Thursday, 29 February 2024 to Wednesday, 06 March 2024.

Cr Owen TURNER left the meeting, the time being 03:13 pm.

Cr Jana DANIELS left the meeting, the time being 03:18 pm.

14.9 TOWN CAMP ROADS AT BORROLOOLA - Councillor Samuel EVANS

20/2024 **RESOLVED (Kathy-Anne NUMAMURDIRDI/Edwin NUNGGUMAJBARR) CARRIED**

That Council receives and notes the verbal update from the Chief Executive Officer on Town Camp Roads at Borroloola.

14.10 MORNINGTON PENINSULA REGIONAL COUNCIL VISIT - Mayor Tony JACK

21/2024 **RESOLVED (John DALYWATER/Patricia FARRELL) CARRIED**

That Council:

- (a) receives and notes the verbal update from the Chief Executive Officer and the Mayor in relation to recent visit to Mornington Peninsula Regional Council and formally thanks Councillor and Mr Murray and Mrs Carol TURNER for their hospitality; and
- (b) write to the Victoria Land Council to make them aware of our Friendly Council Partnership with Mornington Peninsula Regional Council.

15 EXECUTIVE REPORTS

15.1 NT LEGISLATIVE ASSEMBLY ELECTION - AUGUST 2024

22/2024 **RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) CARRIED**

That Council receives and notes the NT Legislative Assembly Election report.

15.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) CALL FOR MOTIONS - NATIONAL GENERAL ASSEMBLY 2024

23/2024 **RESOLVED** (Gadrian HOOSAN/John DALYWATER) **CARRIED**

That Council:

- (a) consider submitting following motions to the Australian Local Government Association (ALGA) scheduled to be held in Canberra from 02 July 2024 to 04 July 2024.
- Roads and Transport;
 - Community Housing;
 - National highway issue – support is provided by Northern Territory Government to improve National Highway; and
 - Youth Crime.
- (b) approves the attendance of Mayor, Deputy Mayor, Councillor Owen TURNER, Councillor Annabelle DAYLIGHT, Councillor Patricia FARRELL and Gadrian HOOSAN at the ALGA Meeting in Canberra on 02 July 2024 to 04 July 2024.

15.3 MAYOR'S REPORT

24/2024 **RESOLVED** (Owen TURNER/John DALYWATER) **CARRIED**

That Council receives and notes the Mayoral Report.

15.4 COUNCIL MEETING ATTENDANCE REPORT

25/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Gadrian HOOSAN) **CARRIED**

That Council receives and notes the Council Meeting Attendance Report.

15.5 DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL COUNCILS FROM 01 JULY 2024 - REMUNERATION TRIBUNAL DETERMINATION

26/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) **CARRIED**

That Council receives and notes the Council Member Allowance from 01 July 2024 - Remuneration Tribunal Determination.

15.6 DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL AUTHORITIES - NORTHERN TERRITORY OF AUSTRALIA REMUNERATION TRIBUNAL

27/2024 **RESOLVED** (John DALYWATER/Edna ILES) **CARRIED**

That Council receives and notes the Determination of Allowances for Members of Local Authorities – Northern Territory of Australia Remuneration Tribunal report.

15.7 ABORIGINAL LEADERSHIP AND GOVERNANCE FORUM NT TREATY SYMPOSIUM

28/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Samuel EVANS) **CARRIED**

That Council approves the attendance of Mayor Tony JACK, Councillor Owen TURNER, Councillor Samuel EVANS, Councillor Edna ILES, Councillor Gadrian HOOSAN, Councillor Annabelle DAYLIGHT and staff to attend Aboriginal Leadership and Governance Forum Northern Territory Treaty Symposium scheduled to be held on 04 to 05 April 2024 in Mparntwe Alice Springs and on 08 April 2024 in Garramilla Darwin.

Meeting adjourned at 10:00 am and reconvened at 10:30 am.

Cr Jana DANIELS left the meeting, the time being 10:52 am.

Cr Jana DANIELS returned to the meeting, the time being 11:05 am.

16 DEPUTATIONS AND PETITIONS

Nic DANKS, Telstra Area General Manager for Northern Australia joined the meeting at 10:58 am and presents on Telstra Plan for the Upgrade of Mobile Services and left the meeting at 11:17 am.

Clare PRIES, Acting Director, Office of Sustainable Energy Mining and Energy, Department of Industry, Tourism and Trade Northern Territory Government joined the meeting at 11:15 am and presents to Council on the Remote Power Systems Strategy and left the Meeting at 11:51 am.

Cr Owen TURNER left the meeting, the time being 11:23 am

Cr Gadrian HOOSAN left the meeting, the time being 11:24 am

Cr Gadrian HOOSAN returned to the meeting, the time being 11:28 am

Cr Owen TURNER returned to the meeting, the time being 11:39 am.

Cr Edna ILES left the meeting, the time being 11:45 am.

Cr Edna ILES returned to the meeting, the time being 11:49 am.

17 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

17.1 PROGRAMS UPDATE

29/2024 **RESOLVED** (John DALYWATER/Kathy-Anne NUMAMURDIRDI) **CARRIED**

That Council receives and notes the Programs Update report.

17.2 SPORT & RECREATION MASTER PLAN FINALISATION

30/2024 **RESOLVED** (Patricia FARRELL/Owen TURNER) **CARRIED**

That Council:

- (a) receives and notes Sports and Recreation Master Plan finalisation report; and
- (b) endorse the proposed amendments to the Sport & Recreation Master Plan and adopt this as the final version.

Cr Patricia FARRELL left the meeting, the time being 12:02 pm.

Cr Patricia FARRELL returned to the meeting, the time being 12:02 pm.

17.3 AGED CARE & DISABILITY SERVICES REPORT

31/2024 **RESOLVED** (John DALYWATER/Edna ILES) **CARRIED**

That Council receives and notes the Aged Care & Disability Services report.

17.4 NATIONAL INDIGENOUS AUSTRALIANS AGENCY (NIAA) - PROPOSED VARIATION TO PROJECT AGREEMENT

32/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Patricia FARRELL) **CARRIED**

That Council:

- (a) receives and notes the Deed of Variation for the Safety and Wellbeing Program, consisting of Project Schedule ID 4-GBWJPX – Community Night Patrols Project and Project Schedule ID 4-IQ35OEL – Indigenous Sport and Recreation Project;
- (b) approves the Chief Executive Officer to sign the Deed of Variation for \$119,616.75 funding;
- (c) receives and notes the Deed of Variation for the Children and Schooling Program consisting of Project Schedule ID 4-HWITPN1 – School Nutrition Project Manyallaluk, Project Schedule ID 4-HY7S67D – School Nutrition Project Bulman, Project Schedule ID 4HY28ZJ2 – Jilkminggan and Beswick Outside School Hours Care and Project Schedule ID4-HR1TO53 – Indigenous Youth Reconnect Project;
- (d) approves the Chief Executive Officer to sign the Deed of Variation for \$38,214.69

- funding; and
 (e) approves the use of common seal on the funding agreement documents.

17.5 NATIONAL INDIGENOUS AUSTRALIANS AGENCY (NIAA) - DEED OF VARIATION - PROJECT SCHEDULE ID 4-G2UY0XC - TETI

33/2024 RESOLVED (Annabelle DAYLIGHT/Samuel EVANS) CARRIED

That Council:

- (a) receives and notes the Deed of Variation to the **Project Schedule** ID 4-G2UY0XC – IBMP - 2021 -25 - NT – TETI;
 (b) approves the Chief Executive Officer to sign the Deed of Variation for \$5,978.70 funding; and
 (c) approves the use of common seal on the funding agreement documents.

18 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

18.1 LOCAL AUTHORITY PROJECTS UPDATE

34/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Gadrian HOOSAN) CARRIED

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

Cr Jana DANIELS left the meeting, the time being 12:07 pm

Cr Jana DANIELS returned to the meeting, the time being 12:13 pm.

Cr Patricia FARRELL left the meeting, the time being 12:13 pm.

Cr Patricia FARRELL returned to the meeting, the time being 12:15 pm.

18.2 COUNCIL'S FINANCIAL REPORT AS AT 31 JANUARY 2024

35/2024 RESOLVED (Owen TURNER/John DALYWATER) CARRIED

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

19 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

19.1 MAJOR PROJECTS REPORT

36/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/John DALYWATER) CARRIED

That Council:

- (a) receives and notes the Major Projects report; and
 (b) requests the Chief Executive Officer to investigate a potential project for ablution facilities at Ngukurr Sports Hall.

Meeting adjourned at 12:23 pm and reconvened at 1:12 pm.

20 CONFIDENTIAL ITEMS

DECISION TO MOVE TO CLOSED SESSION

37/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Patricia FARRELL) CARRIED

That pursuant to *section 99(2) and 293(1) of the Local Government Act 2019* and *section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda:-

20.1 Action List - The report will conducted in accordance with the Local Government Act 2019

and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity.

- 20.2 Confirmation of Previous Minutes Confidential Session** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
- 20.3 Proposed Lease** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iv), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.4 Previous Committee Minutes Confidential Session** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(d) (e), information subject to an obligation of confidentiality at law, or in equity; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.
- 20.5 Audit and Risk Committee** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.6 iAgeHealth** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.7 ICT Transition Plan (Guide)** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.8 Independent Auditor Management Letter** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 20.9 CDP SERVICES AND SUSTAINABILITY DIVISIONAL REPORT** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iii) (c)(iv) (e) (f), 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 kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest; AND information in relation to a complaint of a contravention of the code of conduct.
- 20.11 Roper Area and Maintenance of Airstrips, slashing of Roadside and Litter Collection** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

The meeting moved to the Confidential Session at 3:48 pm.

RETURN TO OPEN

38/2024 RESOLVED (Gadrian HOOSAN/Kathy-Anne NUMAMURDIRDI) **CARRIED**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re-opened to

the public.

The meeting re-opened to the public at 3:57pm.

21 CLOSE OF MEETING

The meeting closed at 4:03 pm.

This page and the preceding pages are the minutes of the Ordinary Meeting of Council held on Wednesday, 28 February 2024 and will be confirmed at the next meeting.

Mayor Tony JACK
Confirmed on Wednesday, 24 April 2024.

Unconfirmed

BUSINESS ARISING FROM PREVIOUS MINUTES



ITEM NUMBER	7.1
TITLE	Action List
REFERENCE	1396119
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council:

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

14.7 LOCAL AUTHORITY REVIEW

132/2023 RESOLVED (Selina ASHLEY/Samuel EVANS) CARRIED No

That Council requests the Chief Executive Officer provide a report to Council on the review of all Local Authorities of the Roper Gulf Regional Council for the 25 October 2023 Ordinary Meeting of Council.

18.8 HUMAN RESOURCES AND TRAINING

108/2023 RESOLVED (Edwin NUNGGUMAJBARR/Gadrian HOOSAN) CARRIED To be organised early next year

That Council:

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

14.2 SUBDIVISINAL GUIDELINES AND TOWN CAMP ROADS - Mayor Tony JACK

161/2023 RESOLVED (Helen LEE/Owen TURNER) CARRIED (a) Completed (b), (c) In progress

That Council:

- (a) receives and notes the verbal update from Mayor Tony JACK and Chief Executive Officer Marc GARDNER in regards to Sudivisional Guidelines and Town Camp Roads, noting responsibilities and functions of Council and other parties;
- (b) requests the Chief Executive Officer to follow up with Chief Executive Officer of Mabunji Aboriginal Resource Indigenous Corporation regarding Town Camp Roads prior to wet season; and

- (c) requests the Chief Executive Officer to follow up with Territory Housing to ascertain driveway maintenance and upkeep responsibilities in communities throughout the region, and especially Ngukurr.

14.3 COMMUNITY HOUSING - Councillor John DALYWATER

161/2023 RESOLVED (John DALYWATER/Selina ASHLEY) CARRIED In progress

That Council:

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

14.8 ANIMAL MANAGEMENT FOR MINYERRI – Councillor Edna ILES

162/2023 RESOLVED (Edna ILES/Samuel EVANS) CARRIED In progress

That Council:

- (a) receives and notes Cr. ILES' concern pertaining to the feral pig situation in Hodgson Downs (Minyerri);
- (b) receives and notes the verbal overview on the feral pig situation in Hodgson Downs (Minyerri) and throughout the region from the Chief Executive Officer; and
- (c) requests the Chief Executive Officer to investigate and come up with right approach to get rid of Feral Pigs.

14.7 TOWN CAMP ROADS BORROLOOLA AND OUTSTATION ACCESS ROADS

204/2023 RESOLVED (John DALYWATER/Owen TURNER) CARRIED Pending

That Council:

- (a) receives and notes the verbal update from the Mayor on Town Camp roads and pot holes;
- (b) requests Council to provide assistance with temporary repairs of major issues; and
- (c) requests a report is presented to Finance and Infrastructure Committee Meeting on 24 January 2024 in relation to the funding and management of Outstation Access Road.

14.8 ROAD TOWARDS RUBBISH DUMP OR NUMBULWAR AIRPORT

205/2023 RESOLVED (Edwin NUNGGUMAJBARR/Owen TURNER) CARRIED No

That Council advocates to Department of Infrastructure Planning and Logistics (DIPL) in relation to poor road condition and safety hazard of the Numbulwar road from the Airport turnoff to the Numbulwar dump.

17.4 NGUKURR COMMUNITY LAUNDRY**215/2023 RESOLVED (John DALYWATER/Kathy-Anne NUMAMURDIRDI) CARRIED**

That Council:

- (a) receives and notes the Ngukurr Community Laundry report; and
- (b) provides a letter of in-principle support to Aboriginal Investment Group (AIG) for the community laundry to be co-located at the Ngukurr swimming pool complex.

*Pending***11.1 INCOMING CORRESPONDENCE****5/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Edwin NUNGGUMAJBARR) CARRIED**

That Council:

- (a) accepts the incoming correspondence;
- (b) waives fees for the use of the Mataranka Sports and Recreation Grounds for the Isolated Children's Parent's Association from the 16 October 2024 to 18 October 2024;
- (c) waives fees for the use of Mataranka Sports and Recreation Grounds for the Mataranka Never Never Festival Campdraft (sub Committee of the Mataranka Better Half Club) from the 13 May 2024 to 19 May 2024; and
- (d) writes to Minister for Infrastructure Planning and Logistics in relation to the prioritisation of a Cyclone Evacuation Centre at Numbulwar before one is constructed at Ngukurr.

*Completed***13.1 NEVER NEVER WARD REPORT****7/2024 RESOLVED (Edna ILES/Annabelle DAYLIGHT) CARRIED**

That Council:

- (a) receives and notes the Never Never Ward Report;
- (b) approves the Provisional recommendations and recommendations from the Jilkminggan Local Authority Meeting held on 30 November 2023 and 06 February 2024 respectively;
- (c) approves the recommendations from the Hodgson Downs (Minyerri) Local Authority Meeting held on 06 December 2023;
- (d) requests the Chief Executive Officer open a '21-day Nominations Period' to fill one (1) vacancy on the Jilkminggan Local Authority;
- (e) reduces the total membership of Jilkminggan Local Authority membership to total eight (8) Members;
- (f) accepts the nominations received for Johnny BILLY and Shaunette MARTIN for the Mataranka Local Authority;
- (g) declines the nomination received for Michael McFARLANE for the Mataranka Local Authority; and

Completed

- (h) notes the resignation tendered by Anthony HEASLIP from Mataranka Local Authority.

13.2 NYIRANGGULUNG WARD REPORT

8/2024 **RESOLVED** (John DALYWATER/Kathy-Anne NUMAMURDIRDI) **CARRIED**

That Council:

- (a) receives and notes the Nyirranggulung Ward Report;
- (b) approves the recommendations from the Barunga Local Authority Meeting held on 09 January 2024;
- (c) approves the Provisional recommendations from the Wugularr (Beswick) Local Authority Provisional Meeting held on 15 January 2024;
- (d) approves the recommendations from the Manyallaluk Local Authority Meeting held on 15 January 2024;
- (e) approves the recommendations from the Bulman Local Authority Meeting held on 16 January 2024;
- (f) approves the Provisional recommendations from the Wugularr (Beswick) Local Authority Provisional Meeting held on 27 November 2023;
- (g) approves the Provisional recommendations from the Bulman Local Authority Provisional Meeting held on 28 November 2023;
- (h) rescinds Vita BRINJEN from the Barunga Local Authority;
- (i) requests the Chief Executive Officer open a '21 days nomination period' to fill the one (1) vacancy on the Barunga Local Authority;
- (j) amends the Barunga Local Authority Resolution from 01 January 2024, item 13.3 mover to be Nell BROWN and seconder to be Daniele BUSH; and
- (k) requests the Chief Executive Officer open a '21 days nomination period' to fill the four (4) vacancies on the Bulman Local Authority.

Completed

13.4 SOUTH WEST GULF WARD REPORT

10/2024 **RESOLVED** (Kathy-Anne NUMAMURDIRDI/Owen TURNER) **CARRIED**

That Council:

- (a) receives and notes the South West Gulf Ward Report;
- (b) approves the Provisional recommendations from the Robinson River Local Authority Provisional Meeting held on Thursday, 08 February 2024;
- (c) approves the Provisional recommendations from the Borroloola Local Authority Provisional Meeting held on Thursday, 08 February 2024;
- (d) accepts the nomination received for Patsy-Anne GEORGE for the Robinson River Local Authority; and

Completed

- (e) requests the Chief Executive Officer to investigate the Long Service Contribution of Patsy-Anne GEORGE with Robinson River School.

13.5 YUGUL MANGI WARD REPORT

11/2024 RESOLVED (Owen TURNER/Jana DANIELS)

CARRIED

That Council:

- (a) receives and notes the Yugul Mangi Ward Report; *Pending*
 (b) approves the recommendations from the Ngukurr Local Authority Meeting held on 06 December 2023;
 (c) approves the Provisional recommendations from the Urapunga Local Authority Provisional Meeting held on 06 December 2023; and
 (d) requests that report is presented to the Ngukurr Local Authority Meeting on the 05 March 2024 in relation to Community Safety.

14.1 FLOODING ISSUES – LOCAL EMERGENCY COMMITTEES AND RESPONSES – DISASTER PLANNING – Chief Executive Officer, Marc GARDNER

12/2024 RESOLVED (Samuel EVANS/Edna ILES)

CARRIED

That Council:

- (a) receives and notes the verbal update from Mayor Tony JACK on Flooding issue in Borroloola; *Pending*
 (b) requests to write to Minister for Emergency Services on
- Government projects and Roads projects occurring during wet season – effecting Carpentaria Highway particularly;
 - Need for more Flood Infrastructure such as Gates and roads condition alerts along arterial roads;
 - Need for Local Government to be an integral part of Disaster Management including Disaster Management Plans; and
 - Need for Local Government and Community Businesses/ Stakeholders to have greater involvement in Disaster preparation.
- (c) requests Department of Infrastructure Planning and Logistics have consistent messages on road signs and alerts relating to roads conditions.

14.3 POTENTIAL LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY (LGANT) MOTIONS – Chief Executive Officer, Marc GARDNER

14/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Samuel EVANS)

CARRIED

That Council submits following motions to Local Government Association of the Northern Territory (LGANT)

Completed

- Acting Principal Members allowance while Principal Member on leave;
- Conditional Rating and changes to Land use; and
- Local Government involvement on Disaster Management Plan.

14.4 MATARANKA WATER ALLOCATION PLAN - Mayor Tony JACK

3/2024 RESOLVED (Owen TURNER/Edwin NUNGGUMAJBARR) CARRIED

That Council requests Department of Environment, Parks and Water Security hold a Community Meeting based at Mataranka about the draft Mataranka Tindall Limestone Water Allocation Plan. *Pending*

14.5 COMMONWEALTH SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATION (CSIRO) WORKSHOP

16/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/John DALYWATER) CARRIED

That Council agrees to convene CSIRO workshop on Wednesday 01 May 2024. *Pending*

14.6 MULGGAN CAMP - Mayor Tony JACK

17/2024 RESOLVED (Annabelle DAYLIGHT/Owen TURNER) CARRIED

That Council requests the Chief Executive Officer (CEO): *Pending*
 (a) undertake an inspection for repairs and maintenance issues of dwellings at Mulggan Camp; and
 (b) prepare a report for the next Council meeting that outlines the range of issues and action plan.

14.7 COMMUNITY SAFETY IN NGUKURR TO IMPROVE SCHOOL ATTENDANCE - Councillor Owen TURNER

18/2024 RESOLVED (Owen TURNER/Jana DANIELS) CARRIED

That Council requests: *Pending*
 (a) prepare a report to Local Authority on Community Safety and to convene a Community Safety Reference Group; and
 (b) prepare a report on all Night Patrol operations to the April Ordinary Meeting of Council.

14.10 MORNINGTON PENINSULA REGIONAL COUNCIL VISIT - Mayor Tony JACK

21/2024 RESOLVED (John DALYWATER/Patricia FARRELL) CARRIED

That Council:

- (a) receives and notes the verbal update from the Chief Executive Officer and the Mayor in relation to recent visit to Mornington Peninsula Regional Council and formally thanks Councillor and Mr Murray and Mrs Carol TURNER for their hospitality; and
- (b) write to the Victoria Land Council to make them aware of our Friendly Council Partnership with Mornington Peninsula Regional Council.

15.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) CALL FOR MOTIONS - NATIONAL GENERAL ASSEMBLY 2024

23/2024 RESOLVED (Gadrian HOOSAN/John DALYWATER) CARRIED

That Council:

- (a) consider submitting following motions to the Australian Local Government Association (ALGA) scheduled to be held in Canberra from 02 July 2024 to 04 July 2024.
 - Roads and Transport;
 - Community Housing;
 - National highway issue – support is provided by Northern Territory Government to improve National Highway; and
 - Youth Crime.
- (b) approves the attendance of Mayor, Deputy Mayor, Councillor Owen TURNER, Councillor Annabelle DAYLIGHT, Councillor Patricia FARRELL and Gadrian HOOSAN at the ALGA Meeting in Canberra on 02 July 2024 to 04 July 2024.

(a) *Pending*
(b) *Completed*

17.2 SPORT & RECREATION MASTER PLAN FINALISATION

30/2024 RESOLVED (Patricia FARRELL/Owen TURNER) CARRIED

That Council:

- (a) receives and notes Sports and Recreation Master Plan finalisation report; and
- (b) endorse the proposed amendments to the Sport & Recreation Master Plan and adopt this as the final version.

Pending

17.4 NATIONAL INDIGENOUS AUSTRALIANS AGENCY (NIAA) - PROPOSED VARIATION TO PROJECT AGREEMENT

32/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/Patricia FARRELL) CARRIED

That Council:

- (a) receives and notes the Deed of Variation for the Safety and Wellbeing Program, consisting of Project Schedule ID 4-GBWJPX – Community Night Patrols Project and Project Schedule ID 4-IQ35OEL – Indigenous Sport and Recreation Project;
- (b) approves the Chief Executive Officer to sign the Deed of Variation for \$119,616.75 funding;

- (c) receives and notes the Deed of Variation for the Children and Schooling Program consisting of Project Schedule ID 4-HWITPN1 – School Nutrition Project Manyallaluk, Project Schedule ID 4-HY7S67D – School Nutrition Project Bulman, Project Schedule ID 4HY28ZJ2 – Jilkminggan and Beswick Outside School Hours Care and Project Schedule ID4-HR1TO53 – Indigenous Youth Reconnect Project;
- (d) approves the Chief Executive Officer to sign the Deed of Variation for \$38,214.69 funding; and
- (e) approves the use of common seal on the funding agreement documents.

17.5 NATIONAL INDIGENOUS AUSTRALIANS AGENCY (NIAA) - DEED OF VARIATION - PROJECT SCHEDULE ID 4-G2UY0XC - TETI

33/2024 RESOLVED (Annabelle DAYLIGHT/Samuel EVANS)

CARRIED

That Council:

- (a) receives and notes the Deed of Variation to the **Project Schedule** ID 4-G2UY0XC – IBMP - 2021 -25 - NT – TETI;
- (b) approves the Chief Executive Officer to sign the Deed of Variation for \$5,978.70 funding; and
- (c) approves the use of common seal on the funding agreement documents.

19.1 MAJOR PROJECTS REPORT

36/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/John DALYWATER)

CARRIED

Report in Agenda

That Council:

- (a) receives and notes the Major Projects report; and
- (b) requests the Chief Executive Officer to investigate a potential project for ablution facilities at Ngukurr Sports Hall.

ATTACHMENTS

Nil.

PREVIOUS COMMITTEE MEETING MINUTES



ITEM NUMBER	10.1
TITLE	Previous Committee Meeting Minutes
REFERENCE	1399556
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council receives and notes the Previous Committee Meeting Minutes report.

KEY OUTCOME AREA

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

BACKGROUND

The Finance and Infrastructure Committee met on Wednesday, 27 March 2024 at 9:00am having attained a Quorum.

The next Finance and Infrastructure Committee Meeting will be held on Wednesday, 22 May 2024.

The Audit and Risk Committee met on Monday, 19 February 2024 at 10:00am having attained a Quorum.

The next Audit and Risk Committee Meeting will be held on Wednesday, 12 June 2024 at 10:00am.

ISSUES/OPTIONS/SWOT

The Finance and Infrastructure Committee attained a Quorum and proceeded with the meeting on Wednesday, 27 March 2024. Attached are the recorded minutes of that meeting.

The Audit and Risk Committee attained a Quorum and proceeded with the meeting on Monday, 19 February 2024. Attached are the recorded minutes of that meeting.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Finance Infrastructure Committee Meeting 2024-03-27 [2442] Minutes.DOCX
- 2 Audit and Risk Committee 2024-02-19 [2423] Minutes.DOCX



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, FINANCE AND
INFRASTRUCTURE COMMITTEE MEETING HELD AT THE COUNCIL
CHAMBERS ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE
2 CRAWFORD STREET, KATHERINE, NT
ON WEDNESDAY, 27 MARCH 2024 AT 9:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Elected Members

- Mayor Tony JACK (Chairperson) (via videoconference);
- Deputy Mayor Helen LEE;
- Councillor Samuel EVANS (via videoconference);
- Councillor Edwin NUNGGUMAJBARR;
- Councillor Owen TURNER (via teleconference);

1.2 Staff

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

1.3 Guests

Nil.

2 MEETING OPENED

The Finance Committee Meeting opened at 9:30 am. The Mayor welcomed members and staff to the meeting and the Roper Gulf Regional Council Pledge was read.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 APOLOGIES AND LEAVE OF ABSENCE

14/2024 **RESOLVED** (Samuel EVANS/Owen TURNER)

CARRIED

That the Finance and Infrastructure Committee:

- (a) accepts the tendered apology from Independent Member Awais UR REHMAN; and
- (b) does not accept the no tendered apology from Councillor Annabelle DAYLIGHT and tendered apology from Councillor John DALYWATER.

4 DISCLOSURES OF INTEREST

Councillor Owen TURNER declared an interest as being a member of Yugul Mangi Development Aboriginal Corporation.

Councillor Samuel EVANS declared an interest as being a Member of CBT, Employee and board Member of Mabunji Aboriginal Corporation.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF FINANCE AND INFRASTRUCTURE COMMITTEE PREVIOUS MINUTES - 24 JANUARY 2024

15/2024 **RESOLVED** (Helen LEE/Edwin NUNGGUMAJBARR) **CARRIED**

That the Finance and Infrastructure Committee confirms the minutes from the meeting held on 24 January 2024 and affirms them to be true and accurate record of that meeting's decisions and proceedings.

6 BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 ACTION LIST - FICM

16/2024 **RESOLVED** (Samuel EVANS/Edwin NUNGGUMAJBARR) **CARRIED**

That the Finance and Infrastructure Committee:

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

7 CALL FOR ITEMS OF GENERAL BUSINESS

- Major Projects Update - CEO Marc GARDNER; and
- Emergency and Disaster Management - Mayor Tony JACK.

8 INCOMING CORRESPONDENCE

8.1 INCOMING CORRESPONDENCES

17/2024 **RESOLVED** (Helen LEE/Owen TURNER) **CARRIED**

That the Finance and Infrastructure Committee accepts the incoming correspondence report.

9 OUTGOING CORRESPONDENCE

Nil.

10 EXECUTIVE REPORTS

10.1 DECLARATIONS OF INTEREST

18/2024 **RESOLVED** (Samuel EVANS/Edwin NUNGGUMAJBARR) **CARRIED**

That the Finance and Infrastructure Committee:

- (a) receives and notes the Conflict of Interest Register report; and
- (b) requests to revise Conflict of Interest Register in reference to Deputy Mayor Helen LEE's list of declared interests with Bagala Aboriginal Corporation, (not working anymore) and GWOJA – Chansey PAECH on the ground that the Deputy Mayor no longer works in these offices.

10.2 FINANCE AND INFRASTRUCTURE COMMITTEE MEMBER ATTENDANCE REPORT

19/2024 **RESOLVED** (Edwin NUNGGUMAJBARR/Helen LEE) **CARRIED**

That the Finance and Infrastructure Committee:

- (a) receives and notes the Finance and Infrastructure Committee Member Attendance Report; and
- (b) recommends Council to review the membership of Finance and Infrastructure Committee and Councillor representation.

11 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

12 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT

12.1 COUNCIL'S FINANCIAL REPORT AS AT 29 FEBRUARY 2024

20/2024 **RESOLVED** (Samuel EVANS/Edwin NUNGGUMAJBARR) **CARRIED**

That the Finance and Infrastructure Committee:

- (a) receives and notes the Council's Financial Report as at 29 February 2024; and
- (b) requests a report on Outstanding Rates at the Ordinary Meeting of Council scheduled to be held on 24 April 2024.

Cr. Edwin NUNGGUMAJBARR left the meeting, the time being 10:25 am.

Cr Edwin NUNGGUMAJBARR returned to the meeting, the time being 10:26 am.

12.2 LOCAL AUTHORITY PROJECTS UPDATE

21/2024 **RESOLVED** (Helen LEE/Edwin NUNGGUMAJBARR) **CARRIED**

That the Finance and Infrastructure committee receives and notes the Local Authority Projects Update report.

12.3 LOCAL AUTHORITY PROJECT FUNDING CERTIFICATION

22/2024 **RESOLVED** (Owen TURNER/Samuel EVANS) **CARRIED**

That the Finance and Infrastructure Committee approves the Certification of Local Authority reports for 2022-23.

Meeting adjourned at 10:50 am and reconvened at 11:21 am.

13 GENERAL BUSINESS

13.1 MAJOR PROJECTS UPDATE – Chief Executive Officer, Marc GARDNER

23/2024 **RESOLVED** (Samuel EVANS/Edwin NUNGGUMAJBARR) **CARRIED**

That the Finance and Infrastructure Committee:

- (a) receives and notes the verbal update on Major Projects Update report from the Chief Executive Officer; and
- (b) requests to prepare a report on the Road Repairs and Maintenance.

13.2 EMERGENCY AND DISASTER MANAGEMENT - Mayor Tony JACK24/2024 **RESOLVED** (Samuel EVANS/Edwin NUNGGUMAJBARR)**CARRIED**

That the Finance and Infrastructure Committee:

- (a) receives and notes the verbal update on Emergency and Disaster Management from the Chief Executive Officer; and
- (b) requests to send a letter to the Emergency Services Commissioner, Northern Land Council and other stakeholders in relation to the event.

Meeting adjourned at 12:20 pm and reconvened at 1:00 pm.

14 CONFIDENTIAL ITEMS**MOVE TO CONFIDENTIAL**25/2024 **RESOLVED** (Helen LEE/Edwin NUNGGUMAJBARR)**CARRIED**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be closed to the public to consider the Confidential items of the Agenda.

14.1 Confirmation of Finance and Infrastructure Committee Previous Confidential Minutes - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(e), information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

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

14.3 Budget Amendment for Hardware Refresh - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iii), 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.

14.4 Business Case - Animal Management Liaison Worker - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(a) (c)(i) (e), 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; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

14.5 Liquor Licence Application - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

14.6 Audit Report - Management Letter - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

14.7 Local Government Compliance Review Report - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

14.8 Advice in relation to a construction contract legal matter. - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General)

Regulations 2021 s51(1)(a) (c)(i) (c)(ii) (c)(iii) (d) (e), 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; AND information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law; AND information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information subject to an obligation of confidentiality at law, or in equity; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

The meeting moved to the Confidential Session at 1:20 pm

RETURN TO OPEN

26/2024 **RESOLVED** (Owen TURNER/ EDWIN NUNGGUMAJBARR) **CARRIED**

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re-opened to the public.

The meeting re-opened to the public at 3:01 pm.

15 CLOSE OF MEETING

The meeting closed at 3:34 pm.

This page and the proceeding pages are the Minutes of the Finance and Infrastructure Committee Meeting held on Wednesday, 27 March 2024 and will be confirmed on .

Mayor Tony JACK
Confirmed on Wednesday, 22 May 2024.



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, AUDIT AND RISK COMMITTEE MEETING HELD AT THE ROPER ROOM, ROPER GULF REGIONAL COUNCIL SUPPORT CENTRE,
2 CRAWFORD STREET, KATHERINE, NT
ON MONDAY, 19 FEBRUARY 2024 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

- Independent Member Ian SWAN (Chairperson) (video conference);
- Independent Member Carolyn EAGLE (video conference);
- Independent Member Claudia GOLDSMITH (video conference); and
- Councillor John DALYWATER.

1.2 Staff

- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- David HURST, General Manager Community Services and Engagement;
- Cristian COMAN, Manager Corporate Compliance;
- James SANDERS, Finance Manager;
- Bhumika ADHIKARI, Governance Officer; and
- Daniele Piga, Customer Service Officer (minute secretary).

1.3 Guests

Nil.

2 MEETING OPENED

The Audit Committee Meeting opened at 10:06 am.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

162/2024 RESOLVED (Carolyn EAGLE/John DALYWATER)

CARRIED

That the Audit and Risk Committee accepts the tendered apology from Councillor Patricia FARRELL.

5 QUESTIONS FROM THE PUBLIC

6 CONFIRMATION OF PREVIOUS MINUTES**6.1 CONFIRMATION OF AUDIT AND RISK COMMITTEE PREVIOUS MINUTES - 16 AUGUST 2023****163/2024 RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)****CARRIED**

That the Audit and Risk Committee confirms the draft minutes of the Audit and Risk Committee Meeting held on 23 October 2023 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

7 BUSINESS ARISING FROM PREVIOUS MINUTES**7.1 ACTION LIST****164/2024 RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)****CARRIED**

That the Audit and Risk Committee:

- (a) receives and notes the Action List;
- (b) approves the removal of completed items;
- (c) defers item 12.3 of Action List pertaining to contract outsourcing practices and associated activity, as raised by Chief Executive Officer and Chair at the next Committee meeting scheduled to be held on Wednesday, 12 June 2024; and
- (d) defers item 15.1 of Action List to provide comment on why the balance was negative at the next Committee meeting scheduled to be held on Wednesday, 12 June 2024.

8 CALL FOR ITEMS OF GENERAL BUSINESS

Nil.

9 DISCLOSURES OF INTEREST

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

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 GENERAL BUSINESS

Nil.

13 EXECUTIVE REPORTS**13.1 AUDIT AND RISK COMMITTEE MEMBER ATTENDANCE REPORT****165/2024 RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)****CARRIED**

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

14 COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT

Nil.

15 CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT**15.1 ACTIONS TO MAXIMISE RATES REVENUE**

166/2024 **RESOLVED** (John DALYWATER/Claudia GOLDSMITH) **CARRIED**

That the Audit and Risk Committee receives and notes the actions to maximise rates revenue for Council;

15.2 COUNCIL'S FINANCIAL REPORT AS AT 31 DECEMBER 2023

167/2024 **RESOLVED** (Carolyn EAGLE/John DALYWATER) **CARRIED**

That the Audit and Risk Committee receives and notes the Council's Financial Report as at 31 December 2023.

15.3 ANNUAL REPORT 2022-23

168/2024 **RESOLVED** (Carolyn EAGLE/Claudia GOLDSMITH) **CARRIED**

That the Audit and Risk Committee receives and notes this report pertaining to Council's Annual Report for the Financial Year 2022-23

16 INFRASTRUCTURE SERVICES AND PLANNING DIVISIONAL REPORT

Nil.

17 CONFIDENTIAL ITEMS**MOVE TO CONFIDENTIAL ITEMS**

169/2024 **RESOLVED** (John DALYWATER/Carolyn EAGLE) **CARRIED**

That pursuant to *section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

..

17.1 Confirmation of Previous Minutes of the Confidential Session - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (d), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information subject to an obligation of confidentiality at law, or in equity.*

17.2 Action List - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (c)(iv) (d), 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 subject to an obligation of confidentiality at law, or in equity.*

17.3 Nomination of a Chairperson - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

17.4 Terms of Reference - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

17.5 Audit Committee Workplan - *The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv),*

information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

- 17.6 Website Compliance** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 17.7 Update on current legal matters** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(a) (c)(i), 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.
- 17.8 Risk Register Update** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (c)(iv), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 17.9 CDP Right Fit For Risk Cyber Security Accreditation Program and Progress** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i) (c)(iii), 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.
- 17.10 Executive Report - Corporate Services and Sustainability** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iii) (c)(iv), information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff; AND information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.
- 17.11 Tender Award for Provision of Audit Services for a period of 3 years.** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(i), information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.
- 17.12 ICT Transition Plan UPDATE** - The report will conducted in accordance with the Local Government Act 2019 and Local Government (General) Regulations 2021 s51(1)(c)(iv) (e), information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

The meeting moved to the Confidential Items at 11:05am.

RETURN TO OPEN

170/2024 RESOLVED (Claudia GOLDSMITH/Carolyn EAGLE)

CARRIED

That pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021 the meeting be re-opened to the public.

The meeting re-opened to the public at 12:31 pm.

18 ITEMS FOR NEXT MEETING

19 CLOSE OF MEETING

The meeting closed at 12:34 pm.

This page and the preceding pages are the minutes of the Audit and Risk Committee Meeting held on Monday, 19 February 2024 and will be confirmed .

Chairperson Ian SWAN
Confirmed on {insert date}

Unconfirmed

INCOMING CORRESPONDENCE

ITEM NUMBER	11.1
TITLE	Incoming Correspondence
REFERENCE	1395905
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council accepts the incoming correspondence.

KEY OUTCOME AREA

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

Item No.	Date Received	Sender	Sent To	Correspondence Details	InfoXpert Number
01	29/02/2024	Hon Kon VATSKALIS, President	Marc GARDNER, Chief Executive Officer	Local Government Cost Index 2022/2023	1398959
02	05/03/2024	Selina UIBO, Member for Arnhem	Marc GARDNER, Chief Executive Officer	Thanking Letter for providing Roper Gulf Regional Council Annual Report 2022/23	1395900
03	20/03/2024	Huia McGRATH, Senior Officer – Legal & Compliance	Marc GARDNER, Chief Executive Officer	NTD/2023 Bradley Farrar & Ors and the Northern Territory of Australia (Kewulyi Polygon Claim) (DC2023/008)	1397020 & 1397021
04	05/03/2024	Selina UIBO, Member for Arnhem	Marc GARDNER, Chief Executive Officer	Thanking Letter for providing Roper Gulf Regional Council Annual Report 2022/23	1395900
05	11/04/2024	Lisa MUMBIN, Chairperson, Jawoyn Association Aboriginal Corporation	Marc GARDNER, Chief Executive Officer	Jawoyn Local Decision Making Implementation Plan 2024-26 Signing Ceremony	1399888
06	16/04/2024	Iain LOGANATHAN, Electoral Commissioner, NT Electoral Commission	Marc GARDNER, Chief Executive Officer	2025 August Local Government Elections	1400397

07	12/02/2024	Chansey PAECH, Deputy Chief Minister, Minister Local Government	His Worship Mayor Tony JACK	Rateability of land occupied by charities and PBIs –legislative change to section 222(1) (g)	1394871
08	12/03/2024	Renee LONG, Director Executive Services, Office of Chief Executive Officer, Batchelor Institute	His Worship Mayor Tony JACK	Institute Advisory Board for Batchelor Institute of Indigenous Tertiary Education	1396061 & 1396062
09	12/03/2024	Russell ANDERSON, Chairperson, Northern Territory Grants Commission	Marc GARDNER, Chief Executive Officer	NT Grants Commission Annual Road Return letter	1396063
10	22/03/2024	Luke GOSLING, OAM MP, Chair, House Standing Committee on Regional Development, Infrastructure and Transport	Marc GARDNER, Chief Executive Officer	New inquiry into Australia's Local Government Sustainability	1400440

ATTACHMENTS**Nil.**

OUTGOING CORRESPONDENCE

ITEM NUMBER 12.1
TITLE Outgoing Correspondence
REFERENCE 1400411
AUTHOR Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council notes the outgoing correspondence.

KEY OUTCOME AREA

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

Item No.	Date Sent	Sender	Sent To	Correspondence Details	InfoXpert Number
01	16/04/2024	Marc GARDNER, Chief Executive Officer	The Hon Joel BOWDEN MLA, Minister for Infrastructure, Planning and Logistics	Prioritisation of a Cyclone Evacuation Centre at Numbulwar	1400419
02	16/04/2024	Marc GARDNER, Chief Executive Officer	Annie ANDREWS, Manager Negotiated Connections and Transmission Power Engineering Power Services	Larrimah – Power and Watert Customer Connection PWC works approval request Query – Mahoney/One Chain Roads – Drawings for your review and OK	1400426

ATTACHMENTS

Nil.

WARD REPORTS



ITEM NUMBER	13.1
TITLE	Never Never Ward Report
REFERENCE	1398711
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council receives and notes the Never Never Ward Report

KEY OUTCOME AREA

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

BACKGROUND

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

There were no scheduled Jilkmिंगgan Local Authority, Mataranka Local Authority, Larrimah and Daly Waters Community Consultative Meeting during this period.

The Hodgson Downs (Minyerri) Local Authority Meeting scheduled to be held on Monday, 04 March 2024 was postponed to Monday, 18 March 2024. However, it was subsequently **Cancelled** due to Sorry Business.

UPCOMING MEETINGS

DATE	MEETING
07 May 2024 at 10:00am	Jilkmिंगgan Local Authority Meeting
07 May 2024 at 1:00pm	Mataranka Local Authority Meeting
08 May 2024 at 10:30am	Larrimah Community Consultative Meeting
08 May 2024 at 1:30pm	Daly Waters Community Consultative Meeting
03 June 2024 at 11:00am	Hodgson Downs (Minyerri) Local Authority Meeting

ISSUES/OPTIONS/SWOT

LOCAL AUTHORITY	NUMBER OF VACANCIES
Mataranka Local Authority	0
Jilkmिंगgan Local Authority	0
Hodgson Downs (Minyerri) Local Authority	0

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

WARD REPORTS



ITEM NUMBER	13.2
TITLE	Nyiranggulung Ward Report
REFERENCE	1398712
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council:

- (a) receives and notes the Nyiranggulung Ward Report;
- (b) approves the Provisional recommendations and recommendations from the Wugularr (Beswick) Local Authority Meeting held on 02 April 2024;
- (c) approves the recommendations from the Barunga Local Authority Meeting held on 03 April 2024;
- (d) requests the Chief Executive Officer open a ‘21 days nomination period’ to fill the one (1) vacancy on the Barunga Local Authority;
- (e) accepts or declines the nominations received for Aiden LINDSAY, Margaret LINDSAY, Nathaniel MILLER and Shantal MUNDAL for the Bulman Local Authority; and
- (f) requests the Chief Executive Officer open a ‘21 days nomination period’ to fill the four (4) vacancies on the Bulman Local Authority

KEY OUTCOME AREA

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

BACKGROUND

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

The Wugularr (Beswick) Local Authority met and held a meeting on Tuesday, 02 April 2024 as a **Provisional** meeting and later turned into **Quorum** after arrival of Local Authority Member Trepkina BUSH. Attached are the recorded Minutes from that meeting for Council to review.

The Barunga Local Authority met and held a meeting on Wednesday, 03 April 2024 with **Quorum**. Attached are the recorded Minutes from that meeting for Council to review.

The Bulman Local Authority scheduled to be held on Friday, 05 April 2024 was postponed on Tuesday, 16 April 2024 due to other events organised in the Community. However, it was subsequently **Cancelled** due to lack of Member attendance.

The Manyallaluk Local Authority scheduled to be held on 02 April 2024 was postponed on 15 April 2024 due to Sorry Business. However, it was subsequently **Cancelled** due to lack of Member attendance.

UPCOMING MEETINGS

DATE	MEETING
01 July 2024 at 10:00am	Wugularr (Beswick) Local Authority Meeting
01 July 2024 at 2:30pm	Manyallaluk Local Authority Meeting
02 July 2024 at 10:00am	Barunga Local Authority Meeting
04 July 2024 at 10:00am	Bulman Local Authority Meeting

ISSUES/OPINIONS/SWOT

LOCAL AUTHORITY	NUMBER OF VACANCIES
Wugularr (Beswick) Local Authority	0

Barunga Local Authority	1
Manyallaluk Local Authority	0
Bulman Local Authority	4

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Wugularr (Beswick) Local Authority 2024-04-02 [2449] Minutes.DOCX
- 2 Barunga Local Authority 2024-04-03 [2451] Minutes.DOCX
- 3 Aiden Lindsay.pdf
- 4 Margaret lindsay.pdf
- 5 Nathaniel Miller.pdf
- 6 Shantal Mundal.pdf



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, WUGULARR (BESWICK)
LOCAL AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL
SERVICE DELIVERY CENTRE, WUGULARR (BESWICK)
ON TUESDAY, 2 APRIL 2024 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

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

1.2 Staff

- Marc GARDNER, Chief Executive Officer;
- David HURST, General Manager Community Services and Engagement;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Puspa KARKI, Executive Assistant Community Services and Engagement;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary); and
- Daniele PIGA, Acting Governance Officer.

1.3 Guests

- Karen HOCKING, Project Manager, Department of the Chief Minister and Cabinet (via videoconference);
- Jacob LEONARD, Senior Project Officer Strategic Projects and Policy Local Government, Department of the Chief Minister and Cabinet (via videoconference); and
- Melina DAVIDSON, Electorate Officer, Office Of Selena UIBO MLA, Member for Arnhem (via videoconference).

2 MEETING OPENED

The Wugularr (Beswick) Local Authority Meeting opened at 10: 30 am as a **PROVISIONAL** meeting and meeting turned into Quorum at 10:44 am after arrival of Local Authority Member Trepina BUSH. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

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

WUG P-11/2024 (Raelene BULUMBARA/Brett CAMERON) **CARRIED**

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

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

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

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

WUG P-12/2024 (Eddie KENNEDY/Raelene BULUMBARA) **CARRIED**

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

Trephina BUSH arrived at 10:44 am and meeting turned into Quorum.

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

WUG Q-13/2024 (Trephina BUSH/Raelene BULUMBARA) **CARRIED**

That the Wugularr (Beswick) Local Authority:

- (a) receives and notes the Action List;
- (b) requests to follow up on item 8.1 point b) in regards to organising Community Safety meeting aiming to reestablish Police Community meetings as their previous plan; and
- (c) corrects the spelling error of "Madigan Road" at item 14.2 and requests to amend resolution specifically to address the repair of lighting around Madigan Road.

9 CALL FOR ITEMS OF OTHER BUSINESS

- Roads and Drainage

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS**12.1 COMMUNITY SAFETY UPDATE**

WUG Q-14/2024 (Trephina BUSH/Selina ASHLEY) **CARRIED**

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

12.2 WUGULARR LOCAL AUTHORITY PROJECTS UPDATE

WUG Q-15/2024 (Raelene BULUMBARA/Selina ASHLEY) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Local Authority Projects Update report.

13 GENERAL BUSINESS**13.1 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT**

WUG Q-16/2024 (Selina ASHLEY/Eddie KENNEDY) **CARRIED**

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

Jacob LEONARD presented to the Local Authority on Local Authority Review at 11:15 am and left the Meeting at 11:31 am.

13.2 LOCAL AUTHORITY REVIEW

WUG Q-17/2024 (Selina ASHLEY/Trephina BUSH) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Local Authority Review report.

13.3 COUNCIL SERVICES REPORT

WUG Q-18/2024 (Brett CAMERON/Eddie KENNEDY) **CARRIED**

That The Wugularr (Beswick) Local Authority:

- (a) receives and notes the Council Services Report; and
- (b) acknowledges Council staff and the Northern Territory Emergency Management Services with recent support during the flooding event at Wugularr (Beswick).

13.4 ELECTED MEMBER REPORT

WUG Q-19/2024 (Selina ASHLEY/Trephina BUSH) **CARRIED**

That the Wugularr (Barunga) Local Authority receives and notes the Elected Member report.

13.5 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 31.02.2024

WUG Q-20/2024 (Eddie KENNEDY/Brett CAMERON) **CARRIED**

That the Wugularr (Beswick) Local Authority receives and notes the Council Financial Report for the period 01 July 2023 to 29 February 2024.

13.6 LOCAL AUTHORITY PROJECT FUNDING CERTIFICATION

WUG Q-21/2024 (Selina ASHLEY/Raelene BULUMBARA) **CARRIED**

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

14 OTHER BUSINESS**14.1 ROADS AND DRAINAGE**

WUG Q-22/2024 (Selina ASHLEY/Trephina BUSH) **CARRIED**

That the Wugularr (Beswick) Local Authority:

- (a) requests to investigate potholes and feedback on Roads and Drainage and report back to next Wugularr (Beswick) Local Authority Meeting scheduled to be held on 01 July 2024;
- (b) requests to conduct road assessment specially around Cameron and Madigan road in response to concerns raised about their current state; and
- (c) Security issue of the Council to follow up with assets team to undertake a safety and crime audit of the building.

Note: Community members, specially elders and children, suffered from waterborne diseases caused by contaminated water resulting from the accumulation of undrained water and two (2) of them were flown to Darwin. – Cr. Selina ASHLEY

Chief Executive Officer to organise Council management to follow up and report back to the next Wugularr (Beswick) Local Authority Meeting scheduled to be held on 01 July 2024.

15 CLOSE OF MEETING

The meeting closed at 11:43 am.

This page and the proceeding pages are the Minutes of the Wugularr (Beswick) Local Authority Meeting held on Tuesday, 2 April 2024 and confirmed .

Chairperson

Confirmed on 01 July 2024.



MINUTES OF THE ROPER GULF REGIONAL COUNCIL, BARUNGA LOCAL
AUTHORITY MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE
DELIVERY CENTRE, BARUNGA
ON WEDNESDAY, 3 APRIL 2024 AT 10:00AM

1 PRESENT MEMBERS/STAFF/GUESTS

1.1 Members

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

1.2 Staff

- Marc GARDNER, Chief Executive Officer;
- David HURST, General Manager Community Services and Engagement;
- Cindy HADDOW, General Manager Corporate Services and Sustainability;
- Samantha WRIGHT, Relief Council Services Manager;
- Cameron INGHAM, Council Services Manager;
- Michael McFARLANE, Senior Projects Coordinator;
- Bhumika ADHIKARI, Governance Engagement Coordinator (minute secretary); and
- Daniele PIGA, Acting Governance Officer.

1.3 Guests

- Karen HOCKING; Project Manager, Department of the Chief Minister and Cabinet (via videoconference);
- Melina DAVIDSON; Electorate Officer, Office Of Selena UIBO MLA, Member for Arnhem (via videoconference);
- Patrick HEENAN, Office of the Chief Minister, Engagement Officer;
- Dr Andrew TAYLOR, Senior Hydrogeologist in the Groundwater Systems team and Groundwater Management group of CSIRO Environment Business Unit (via videoconference);
- Dr Heather STEWART, Senior Research Consultant – indigenous Science and Knowledge, Community Engagement and Information Program Environment, Commonwealth Scientific and Industrial Research Organisation (CSIRO) (via videoconference); and
- Jodie HAYWARD, Research Technician Beetaloo Communication and Information Program (via videoconference).

2 MEETING OPENED

The Barunga Local Authority Meeting opened at 10:19 am with **QUORUM**. The Chairperson welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

3 WELCOME TO COUNTRY

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

BAR Q-11/2024 (Charlane BULUMBARA/Ambrose BULUMBARA) **CARRIED**

That the Barunga Local Authority accepts the tendered apologies from Nell BROWN and Mayor Tony JACK.

5 QUESTIONS FROM THE PUBLIC

6 DISCLOSURES OF INTEREST

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

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 BARUNGA LOCAL AUTHORITY MEETING PREVIOUS MINUTES

BAR Q-12/2024 (Helen LEE/Danielle BUSH) **CARRIED**

That the Barunga Local Authority confirms the minutes from the meeting held on Tuesday, 09 January 2024 and affirms them to be a true and accurate record of that meetings decisions and proceedings.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

BAR Q-13/2024 (Anne-Marie LEE/Charlane BULUMBARA) **CARRIED**

That the Barunga Local Authority:

- (a) receives and notes the Action List;
- (b) approves the removal of completed items;
- (c) amends item 8.1 Action List point (d) to specify that the regular cleaning of the basketball court is the responsibility of Sports and Recreation staff rather than Night Patrol;
- (d) amends item 8.1 Action List (e) to change the status to "follow up" and locate Night Patrol Building between Lot 218 and Lot 215 and also submits section 19 ALRA Application;
- (e) amends item 12.2 Major Projects report point (c) to include installation of a shelter over the footpath between the Council Office, Hall and Library as part of the Barunga Statement Memorial; and
- (f) removes item 14.3 Basketball Fencing Project from the list.

Jodi HAYWARD and Heather STEWART from CSIRO joined the meeting at 11:03 am.

Local Authority provides consent to record this meeting.

Anne-Marie LEE left the meeting, the time being 11:18 am.

Anne-Marie LEE returned to the meeting, the time being 11: 20 am.

Dr Andrew TAYLOR Senior Hydrogeologist joined the meeting at 11:19 am and shared insights on Groundwater Research in Aboriginal Land specifically focusing on Tindall Limestone, Waterhole Elsey Creek, and Weemol spring and left the meeting at 11: 36 am.

Note: Discussion on water colour shifting towards orange at Maranboy Station. This poses potential implications for residents of Barunga who engage in fishing, sports and cultural and recreational activities - Andrew is assigned to investigate thoroughly, focusing on all aspects of the groundwater in the specified location to understand the cause and impact of this colour change.

Charlane BULUMBARA left the meeting, the time being 11:52 am

Charlane BULUMBARA returned to the meeting, the time being 11:56 am.

9 CALL FOR ITEMS OF OTHER BUSINESS

Nil.

10 INCOMING CORRESPONDENCE

Nil.

11 OUTGOING CORRESPONDENCE

Nil.

12 OPERATIONAL REPORTS

12.1 RE-ELECTION OF CHAIRPERSON

BAR Q-14/2024 (Ambrose BULUMBARA/Helen LEE) CARRIED

That the Barunga Local Authority;

- (a) receives and notes the Re-Election of Chairperson report; and
- (b) elects Anne-Marie LEE as Chairperson for a term until 30 August 2025.

12.2 COMMUNITY SAFETY UPDATE

BAR Q-15/2024 (Charlane BULUMBARA/Danielle BUSH) CARRIED

That the Barunga Local Authority receives and note the Community Safety Update report.

Meeting adjourned at 12:01 pm and reconvened at 12:22 pm.

12.3 BARUNGA LOCAL AUTHORITY PROJECTS UPDATE

BAR Q-16/2024 (Charlane BULUMBARA/Danielle BUSH) CARRIED

That the Barunga Local Authority:

- (a) receives and notes the Local Authority Projects Update report; and
- (b) allocates \$21,793.67 for a new project for the purchase of a portable toilet and a trailer.

13 GENERAL BUSINESS

13.1 ELECTED MEMBER REPORT

BAR Q-17/2024 (Ambrose BULUMBARA/Anne-Marie LEE) CARRIED

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

13.2 LOCAL AUTHORITY MEMBER ATTENDANCE REPORT

BAR Q-18/2024 (Helen LEE/Charlane BULUMBARA) **CARRIED**

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

13.3 COUNCIL SERVICES REPORT

BAR Q-19/2024 (Helen LEE/Anne-Marie LEE) **CARRIED**

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

13.4 LOCAL AUTHORITY PROJECT FUNDING CERTIFICATION

BAR Q-20/2024 (Charlane BULUMBARA/Anne-Marie LEE) **CARRIED**

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

13.5 COUNCIL FINANCIAL REPORT FOR THE PERIOD 01.07.2023 - 29.02.2024

BAR Q-21/2024 (Ambrose BULUMBARA/Helen LEE) **CARRIED**

That the Barunga Local Authority receives and notes the Council Financial Report for the 2023-24 February Year To Date period.

14 OTHER BUSINESS**14.1 BARUNGA COMMUNITY VET VISIT**

BAR Q-22/2024 (Danielle BUSH/Anne-Marie LEE) **CARRIED**

That the Barunga Local Authority:

- (a) receives and notes the Barunga Community Vet visit report; and
- (b) requests to investigate and obtain Animal Management advise to get rid of bats in the Community before Barunga Festival.

15 CLOSE OF MEETING

The meeting closed at 1:22 pm.

This page and the proceeding pages are the Minutes of the Barunga Local Authority Meeting held on Wednesday, 3 April 2024 and confirmed .

Chairperson
Confirmed on Tuesday, 02 July 2024





Local Authority Nomination Form

What is a Local Authority Member?

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

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

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

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

Location: Bulman Date: 03/03/2024

Name of Nominee: Aiden Lindsay

Best Contact:

Key Areas of Interest: (please indicate)

- | | | |
|--------------------------|---|--|
| Waste Management | Aged Care | Administration |
| Animal Management | Child Care | <input checked="" type="checkbox"/> Sport and Recreation |
| Roads and Infrastructure | <input checked="" type="checkbox"/> Youth | Parks and Gardens |




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

Five horizontal lines for writing, with a diagonal blue line drawn through them from the top-left to the bottom-right, indicating that no additional information was provided.

Signature of nominee:

Aiden Lindsay


Roper Gulf
REGIONAL COUNCIL
SUSTAINABLE • VIABLE • VIBRANT

Local Authority Nomination Form

What is a Local Authority Member?
A Local Authority Member is someone who has a strong local voice and is a leader in the community. They have the strength and abilities to help build and grow their community by telling the council what it is that your community needs! They help spread information from the council and gathers ideas about how information can be communicated better to their community.
Nominees must live full time in the community and **MUST** be able to come to meetings once every two months.

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

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

Location: Bulman/Widemol Date: 3/3/2024
Name of Nominee: Margaret Lindsay

Best Contact:

La
Em
Post

Key Areas of Interest: (please indicate)

<input checked="" type="checkbox"/> Waste Management	<input checked="" type="checkbox"/> Aged Care	<input checked="" type="checkbox"/> Administration
<input checked="" type="checkbox"/> Animal Management	<input checked="" type="checkbox"/> Child Care	<input checked="" type="checkbox"/> Sport and Recreation
<input checked="" type="checkbox"/> Roads and Infrastructure	<input type="checkbox"/> Youth	<input type="checkbox"/> Parks and Gardens



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

Signature of nominee:

M. Lindsay

The image shows a document from Roper Gulf Regional Council. At the top is the council's logo, which includes the text 'Roper Gulf REGIONAL COUNCIL' and the motto 'SUSTAINABLE • VIABLE • VIBRANT'. Below the logo is a section titled 'Any other information relevant to my nomination to the Local Authority:' followed by five horizontal lines. A blue diagonal line is drawn across these lines. Below this section is the label 'Signature of nominee:' followed by a handwritten signature in blue ink that reads 'M. Lindsay'.




Local Authority Nomination Form

What is a Local Authority Member?

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

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

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

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

Location: WEEMOL LOT 8 Date: 26/3/2024

Name of Nominee: NATHANIEL MILLER

Best Contact:

Key Areas of Interest: (please indicate)

Waste Management

Aged Care

Administration

Animal Management

Child Care

Sport and Recreation

Roads and Infrastructure

Youth

Parks and Gardens



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

HOUSING .

MORE JOBS - LOCAL PEOPLE

Signature of nominee:

Nathaniel D. Miller




Local Authority Nomination Form

What is a Local Authority Member?

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

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

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

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

Location: Bulman/Wecool Date: 1/03/2024
 Name of Nominee: Shantae Mundal

Best Contact:

Landline: _____ Mobile: _____

Key Areas of Interest: (please indicate)

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



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

Four horizontal lines for writing, with a diagonal blue line drawn across them from the bottom left to the top right.

Signature of nominee:

Shantae Mundal

WARD REPORTS



ITEM NUMBER 13.3
TITLE South West Gulf Ward Report
REFERENCE 1398732
AUTHOR Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council receives and notes the South West Gulf Ward Report.

KEY OUTCOME AREA

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

BACKGROUND

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

There were no scheduled Borroloola and Robinson River Local Authority Meeting during this period.

UPCOMING MEETINGS

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

ISSUES/OPTIONS/SWOT

LOCAL AUTHORITY	NUMBER OF VACANCIES
Borroloola Local Authority	0
Robinson River Local Authority	0

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

WARD REPORTS



ITEM NUMBER	13.4
TITLE	Numbulwar Numburindi Ward Report
REFERENCE	1398957
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council:

- (a) receives and notes the Numbulwar Numburindi Ward report; and
- (b) reschedules the Numbulwar Local Authority Meeting from 06 June 2024 to 05 June 2024.

KEY OUTCOME AREA

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

BACKGROUND

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

The Numbulwar Local Authority scheduled a meeting to be held on Wednesday, 06 March 2024 was postponed to Wednesday, 20 March 2024. However, it was subsequently **Cancelled** due to lack of Member attendance.

UPCOMING MEETINGS

DATE	MEETING
06 June 2024 at 10:30am	Numbulwar Local Authority

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil.

WARD REPORTS



ITEM NUMBER 13.5
TITLE Yugul Mangi Ward Report
REFERENCE 1398958
AUTHOR Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council receives and notes the Yugul Mangi Ward Report.

BACKGROUND

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

The Ngukurr and Urapunga Local Authority scheduled a meeting to be held on Tuesday, 05 March 2024 was postponed to Tuesday, 19 March 2024. However, it was subsequently **Cancelled** due to lack of Member attendance.

UPCOMING MEETINGS

DATE	MEETING
<i>04 June 2024 at 11:00am</i>	<i>Ngukurr Local Authority</i>
<i>04 June 2024 at 3:00pm</i>	<i>Urapunga Local Authority</i>

ISSUES/OPTIONS/SWOT

LOCAL AUTHORITY	NUMBER OF VACANCIES
Ngukurr Local Authority	0
Urapunga Local Authority	0

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

EXECUTIVE REPORTS



ITEM NUMBER	14.1
TITLE	Council Meeting Attendance Report
REFERENCE	1397152
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council receives and notes the Council Meeting Attendance Report.

KEY OUTCOME AREA

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

BACKGROUND

The *Local Government Act 2019* states that the members will be disqualified as a member of a Council if the person is absent, without permission or the approved apologies of the Council in accordance with the regulations, from two (2) consecutive Council meetings.

Council Member Attendance

Elected Members	23 August 2023	25 October 2023	13 December 2023	28 February 2024
Mayor Tony JACK	P	P	P	P
Deputy Mayor Helen LEE	P	P	P	AP
Councillor Samuel EVANS	P	P	AP	P
Councillor Owen TURNER	AP	P	P	P
Councillor Edna ILES	-	P	P	P
Councillor Edwin NUNGGUMAJBARR	P	P	P	P
Councillor Kathy-Anne NUMAMURDIRDI	P	P	P	P
Councillor John DALYWATER	P	P	P	P
Councillor Annabelle DAYLIGHT	P	AP	P	P
Councillor Selina ASHLEY	P	P	AP	AP
Councillor Patricia FARRELL	P	P	AP	P
Councillor Jana DANIELS	No AP	P	No AP	P
Councillor Gadrian HOOSAN	P	AP	P	P

** Table Key

P Present

AP Apologies given and accepted

NO AP No apologies given and not present at meeting

ISSUES/OPTIONS/SWOT

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

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

Nil.

EXECUTIVE REPORTS



ITEM NUMBER	14.2
TITLE	Acting Principal Member's Allowance
REFERENCE	1399111
AUTHOR	Marc GARDNER, Chief Executive Officer

RECOMMENDATION

That Council receives and notes the Acting Principal Member's Allowance report.

KEY OUTCOME AREA

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

BACKGROUND

At the Council meeting held on 28 February 2024, Deputy Mayor raised a concern in regards to Acting Principal Member Allowance in the absence of the Principal Member. This issue arose due to a recent scenario where the Mayor took personal leave, prompting the appointment of the Deputy Mayor as the Acting Mayor. During this period, the Acting Mayor continued to receive the Deputy Mayor's base allowance, despite performing the duties of the Mayor. At the end Deputy Mayor was back payed with Extra Meeting/Activity Allowance.

ISSUES/OPTIONS/SWOT

This matter was brought into attention as it highlighted discrepancies between the current legislation, particularly the Determination of Allowances for Members of Local Government Councils, and the former guidelines outlined in Guideline 2. While Guideline 2 clearly outlined the entitlements and procedures for Acting Principal Members, the current Determination lacks specific provisions addressing this issue.

In response to this concern, the Department of the Chief Minister and Cabinet stated that "an acting principal member is not eligible for the Principal Members Additional Allowance or any kind of higher duty allowance. However, an acting principal member may have extra opportunities to claim the Extra Meeting/Activity Allowance.

Unlike the former allowances set out in Ministerial Guidelines made under the *Local Government Act 2008*, there is not an acting principal member allowance. This is similar to the Northern Territory Legislative Assembly, where there is no acting Chief Minister allowance when another Minister temporarily acts in the role of Chief Minister.

While the above will be in place until the end of the 2024-25 financial year, it is anticipated that the Remuneration Tribunal will make another determination of council member allowances to commence on 1 July 2025. We encourage all councils to raise issues such as this by making submissions to the Tribunal when it consults with councils later in 2024."

In response to this feedback it was emphasised that the duties carried out by the Deputy Mayor, was beyond the Extra Meeting/ Activity Allowance for example dealing with matters, fielding phone calls and travel etc.

Furthermore, the following queries were raised and await response:

- In the absence of this being covered, could the Council make a policy to cover arrangements during Mayoral absences and Acting arrangements or would this be above the Determination and not allowable?
- The other option in the future is looking at having minimal timeframes e.g. if the Mayor is absent for two weeks or less and an Acting Mayor is required (usually Deputy Mayor steps up) – then there's no allowance and but the Acting Mayor can claim extra meeting

allowances. Anything greater than two weeks, the Mayor goes to a Councillor base allowance and the Acting Mayor is paid at the same rate as the Mayoral Allowance.

The Council's current practice of not paying the Acting Mayor at the Mayoral rate highlights the absence of a clear protocol within the current legislative framework. This ad hoc approach may not be sustainable in the long run and necessitates a more structured and transparent process.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 FAQs - 2024-25 Council Member Allowances.pdf

Frequently asked questions

Council member allowances – from 1 July 2024

Frequently asked questions

The Remuneration Tribunal (**the Tribunal**) Report and Determination No. 1 of 2024 – Allowances for Members of Local Government Councils (**the Determination**) was made on 29 January 2024 and tabled in the Northern Territory Legislative Assembly on 14 February 2024. Below are answers to some commonly asked questions on the application of the Determination and how it links to the *Local Government Act 2019 (LG Act)*.

This document was created by the Department of the Chief Minister and Cabinet (**CM&C**). It does not form part of the Determination but aims to assist councillors and staff in understanding the Determination.

1 – Changes

The Determination follows Determination No. 1 of 2023 - Allowances for Members of Local Government Councils made by the Tribunal in 2023. Some key changes have been made in the Determination from its predecessor. The changes come into effect on 1 July 2024 and include the following:

- Travel time while a councillor is travelling to and from council meetings, or to and from local authority meetings within their wards is now included in the Extra Meeting/Activity Allowance.
- Vehicle Allowance cap has been increased from \$5,000 to \$10,000.
- Vehicle Allowance paid to attend local authority meetings in the councillor's ward is not included in the \$10,000 vehicle allowance cap.
- Extra Meeting/Activity Allowance and Professional Development Allowance for shire councillors have been brought into line with all other councils.

2 – Allowances

Will the council need to make a decision to adopt the allowances?

The Determination sets the value of the Councillors Allowance, Deputy Principal Members Additional Allowance and Principal Members Additional Allowance. The exceptions are Belyuen and Wagait Councils, for which the Principal Members Additional Allowance is capped at a certain amount, "as approved by council". These are the only councils that need to make a separate decision adopting the allowances up to the capped amount.

The Determination shows an annual allowance, does that mean the full allowance is paid once per year?

No, the Determination sets the maximum annual allowances for each council. Allowances are paid in accordance with council policy, usually fortnightly or monthly.

Frequently asked questions

Do the deputy principal member and principal member also get the Councillor's Allowance?

Yes, the allowances determined for Deputy Principal Members Additional Allowance and Principal Members Additional Allowance are in addition to the Councillor's Allowance. Appendix A to the Report compares the current allowances with the new allowances and provides the total allowance for the Mayor (principal member) and Deputy Mayor (deputy principal member).

3 – Inclusions of all allowances

If, before 1 July 2023, a council provided an allowance to councillors that was not required under the LG Act, for example an allowance for internet and phones, does it now need to come out of the allowances covered by the Determination? Can the council make a decision to pay allowances not mentioned in the Determination?

The Determination sets what is covered by all allowances. For example, as the Determination specifies "contribution towards phone and internet usage", a council cannot pay another allowance towards such usage. However, there may be circumstances where, subject to council policy, it is appropriate for a council to supply a councillor with a phone, computer or related equipment, or reimburse a councillor's cost of purchasing such equipment.

4 - Extra Meeting/Activity Allowance

Is the Extra Meeting/Activity Allowance limit of \$10,000 per council or councillor?

The Determination only sets allowances for councillors not for councils. Therefore, the capped amount is set at \$10,000 per councillor for Extra Meeting/Activity Allowance per year.

Are deputy principal members entitled to the Extra Meeting/Activity Allowance?

Yes, deputy principal members are eligible to access the Extra Meeting/Activity Allowance as per paragraph 4.1 of the Determination.

If a councillor has to cancel their attendance at a meeting or activity for which they have already received an allowance, are they required to repay the allowance?

If payment has been made to the councillor prior to the meeting, then the councillor fails to attend the meeting that money must be repaid to the council. Councillors are only eligible for Extra Meeting/Activity Allowance for the time they are in attendance at the meeting or activity.

If a councillor is unable to attend a meeting or activity due to illness or unforeseen circumstances, can they still claim allowances for the missed meeting or activity?

No, a councillor can only claim allowances for a meeting or activity they were present for.

Is there a minimum part/amount of time required for the attendance at a meeting to get the allowance, for example attendance at 80 per cent of the scheduled meeting?

The Determination does not specify the minimum attendance time required per meeting. However, it is common for councils to have established policies and procedures in place for meetings and the payment of allowances to councillors. The Determination does nominate different amounts for the time period in attendance, including up to 2 hours, between 2 and 4 hours and more than 4 hours.

Frequently asked questions

For example, if a councillor attends a meeting/activity for 1.5 hours and the full meeting was for 4 hours, the councillor is entitled to the 'up to 2 hour' amount (\$200).

How is the Extra Meeting/Activity Allowance calculated if a councillor has multiple two-hour meetings a day, for example?

The maximum Extra Meeting/Activity Allowance payable for any one day is \$500. That is, if a councillor attends four two-hour meetings, the maximum amount they will receive for attending those meetings on that day is \$500.

Can a councillor claim the Extra Meeting/Activity Allowance for attending a meeting or activity via telephone/video conference?

Yes, under sections 95(3)(a) and 98(3)(a) of the LG Act, the councillor's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner.

Are councillors paid for attending local authority meetings?

Local authority meetings qualify for the Extra Meeting/Activity Allowance only where a councillor attends the meeting in their own ward. If a councillor attends a local authority meeting of a ward that is not their own, they will not be eligible for the Extra Meeting/Activity Allowance.

What sort of functions qualify for the Extra Meeting/Activity Allowance?

Functions such as a citizenship ceremony, museum opening, presentation or award ceremony would qualify, provided the councillor is attending as a representative of the council and with the council's approval given through a council resolution.

Is travel time to a special council meeting considered as part of the Extra Meeting/Activity Allowance?

Yes, under the Determination, travel time taken to get to ordinary or special council meetings, and local authority meetings in the councillor's ward, may be paid as part of the Extra Meeting/Activity Allowance if the councillor has to travel more than 50 kilometres from their home for the activity. The payment is not included as part of the council's \$10,000 Extra Meeting/Activity Allowance cap.

5 - Professional Development Allowance

Are there any limitations on the number of professional development courses that a councillor can take per year?

The Determination does not limit the number of professional development courses that a councillor can attend each year. However, the course must be relevant to their role as councillor and be approved by the council.

If a councillor needs to book flights and accommodation to get to the professional development course, would that be covered under the Professional Development Allowance?

The Determination specifies that the Professional Development Allowance is an all-inclusive allowance, covering all costs associated with the professional development such as travel costs, vehicle allowance, travel allowance and travel time.

Frequently asked questions

For proof of completion of a professional development course, will a pass grade be required (if applicable) or will a confirmation of attendance from the provider be suitable?

The Determination does not specify requirements for attendance or passing a course in order to be eligible for the Professional Development Allowance. This should continue to be managed in line with council policy.

If a professional development course or several courses will cost more than the yearly allowance, can a councillor use their allowance for the following year?

Yes, as long as it is still within their elected term. The Determination sets out in paragraph 5.4 that a total of two years' worth of allocations can be used in one financial year, as long as the councillor would still be within their elected term. Alternatively, if a councillor uses part or none of the allowance in one financial year, the allowance will be carried over for the following financial year only, although it will not continue to be carried across further years, even if the councillor is still in term during those years. For example, if the allowance is not accessed for two years, the councillor will lose access to one years' worth of the allowance.

If a councillor does not wish to attend any professional development courses, can their allowance go towards other councillors to top up their allowance, for example be pooled for others to use?

No, the Professional Development Allowance is capped at \$4,000 per financial year for each councillor of all councils. If a councillor does not access any of their Professional Development Allowance it cannot be accessed by another councillor that has exhausted their capped allowance and it does not get pooled towards any other allowance or person.

6 – Vehicle Allowance

The reimbursement for vehicle use at the Australian Taxation Office (ATO) rate (85 cents per kilometre in 2023-24) may not fully compensate councillors for wear and tear on their vehicles. Is there a way the council can 'top up' the allowance?

No, nothing can be paid above the ATO rate to compensate for vehicle usage. Nor can a council pay any additional allowance towards vehicle expenses.

Can a councillor claim the Vehicle Allowance for travel outside of the council's jurisdiction?

Yes, as long as the councillor is not receiving a vehicle provision or travelling in a council vehicle, and it falls within the circumstances set out in paragraph 6.3. For example, a councillor may need to travel outside of the council's jurisdiction to attend an approved function over 50 kilometres from home.

If a councillor travels 30 kilometres from home in their private vehicle to attend an approved meeting/activity, will the councillor be eligible for the Vehicle Allowance?

No, for a councillor to be eligible for the Vehicle Allowance, they must also travel more than 50 kilometres from their home to attend a meeting/activity with a minimum round trip of 100 kilometres.

Frequently asked questions

What happens if a councillor's Vehicle Allowance exceeds the capped amount?

In the event that a councillor does go over the cap, they will still be eligible for travel time payments.

Are councillors required to keep a logbook to claim the Vehicle Allowance?

The Determination does not specify requirements for councillors to keep a logbook. However, subject to council policy, it is important for councillors to keep thorough documentation and records when claiming the Vehicle Allowance. Maintaining a diary, logbook or using GPS-enabled phone applications are acceptable methods for tracking travel and keeping accurate records.

7 – Provision of motor vehicle

Is it the council's or the principal member's decision whether to have a vehicle provided or a Vehicle Allowance? For example it may be financially better for the principal member to take an allowance, but financially better for the council to provide a vehicle.

For municipal and regional councils, it is the principal member's decision whether to have a vehicle provided or receive the Vehicle Allowance.

If a councillor is acting as principal member, do they gain access to the principal member's Vehicle Allowance at paragraph 7.2?

No, an acting principal member does not receive any additional allowances under the Determination. They will only be eligible for their usual Vehicle Allowance set out in paragraph 6. However, they may attend more meetings or activities than they otherwise would and be eligible for more Extra Meeting/Activity Allowance payments.

8 - Travel Allowance

Can a councillor claim the Travel Allowance and/or breakfast, lunch or dinner for a full day trip from 7am to 7pm while on approved council business?

No components of Travel Allowance (food and drink, incidentals or accommodation) can be claimed for day trips.

Can a councillor claim the Travel Allowance if they are attending a meeting or activity outside of the Northern Territory?

Yes, as long as they are staying away from home overnight and are on approved council business. Table 1 of Taxation Determination TD 2023/3 sets out the applicable rates for each city/location.

Can a councillor claim both the Vehicle Allowance and the Travel Allowance for the same trip?

The Travel Allowance includes a component for incidentals such as costs of transportation. If a councillor claims the incidentals component of the Travel Allowance, then the Vehicle Allowance cannot be accessed. However, subject to council policy, a councillor may wish to claim the Vehicle Allowance for the kilometres travelled and not claim the incidentals component of the Travel Allowance. In another situation, a councillor may drive more than 50 kilometres from their home to the airport, then catch a flight to attend council business and fly back to the airport the following

Frequently asked questions

day. The Vehicle Allowance could be claimed for the kilometres travelled to and from the airport and the Travel Allowance claimed for the time between arrival at the airport on the first day and departure from the airport the following day.

9 - General

When will the Determination come into effect since it was tabled in the NT Legislative Assembly on 14 February 2024?

The Determination comes into effect on 1 July 2024.

When will the Tribunal's next inquiry be conducted?

The Tribunal has indicated in its report that there would be value in conducting an inquiry in 2025. A decision on the timing will be made by the NT Government. Councils are encouraged to gather feedback and evidence on the impact of the current Determination to provide as part of any future inquiry.

Other Q&As

Can a councillor get paid an allowance in advance?

The Determination does not specify requirements for payments of allowances. Allowances for councillors are normally paid in arrears. This means that the allowances are paid after the completion of a specified period of time, e.g. a month. The exact timing of the payments may vary depending on the specific council and their payment cycle. However, it is common for councils to have established policies and procedures in place for the payment of allowances to councillors.

What is the legal basis for the Determination? Do councils have to follow it?

Yes, section 106 of the LG Act requires allowances to be paid in accordance with the Determination. Not following the Determination would be a breach of the LG Act and could potentially be improper conduct under the *Independent Commissioner Against Corruption Act 2017*. In addition, not following the Determination could result in allowances having to be repaid by councillors following an audit.

Are the allowances taxed?

Generally, all allowances are taxable except those that are paid as reimbursements. It is a councillor's own responsibility to seek taxation advice for their particular circumstances.

Does the Determination have to be approved by the Minister for Local Government?

No, the Tribunal is independent from the Minister. The Determination is final and requires no further approval.

Frequently asked questions

Will the Tribunal carry out reviews/audits on councils' compliance with its Determination?

No, CM&C is responsible for administering the LG Act. While the Determination is made under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, section 106 of the LG Act requires allowances to be paid in accordance with the Determination. Compliance reviews or investigations carried out by CM&C may consider if a council has correctly followed the Determination.

How can I access the full Report and Determination tabled in the NT Legislative Assembly?

You can access the Tribunal's Reports and Determinations via cmc.nt.gov.au.

EXECUTIVE REPORTS



ITEM NUMBER	14.3
TITLE	Information Sheet - Personal Use of Social Media
REFERENCE	1399307
AUTHOR	Bhumika ADHIKARI, Governance Officer

RECOMMENDATION

That Council receives and notes the Information Sheet – Personal Use of Social Media report.

KEY OUTCOME AREA

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

BACKGROUND

Department of the Chief Minister and Cabinet (CM&C) shared an information sheet on Councillors' personal use of social media that has been updated following recent feedback from councils.

ISSUES/OPTIONS/SWOT

The information sheet covers a range of issues and provides a greater summary of quick tips on the first page.

The information sheet can be adopted by councils into a policy, guideline or information sheet.

CM&C can provide social media training, on request, for individuals or all council members. Training can be targeted to suit the council's needs or specific issues experienced by the council.

To request training, provide feedback on existing resources, or to share ideas on additional resources that would be helpful for council, council members or the community.

Updated Information Sheet is attached for Councillors' Information.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Updated Information sheet - Personal use of social media.pdf

Information sheet

Personal use of social media

Social media is a powerful communication and networking tool that has become part of our everyday life.

This information sheet is designed to assist local government council members to understand the best practice approach when using social media for personal and professional purposes.

Freedom of speech

The *Australian Constitution* provides for what the High Court of Australia calls the “implied freedom of political communication”. This gives everybody, including council members, the right to criticise governments, political processes and individual politicians. This freedom is considered essential for our system of representative democracy and cannot be overridden by any law of the Northern Territory or council policy. However council members should always focus on working together as a strong team to deliver positive outcomes to the community, including through appropriate communications.

Quick tips – think before you post and ask yourself these questions

- Could my post cause the council, the community, residents, ratepayers or other stakeholders to lose confidence in my ability to perform my role in an impartial and professional manner?
- Are my posts consistent with how the community expects a council member to operate and behave?
- Can I share this information? You cannot share information that is confidential, false or misleading, or share a council decision that has not been publicly released by council administration.
- Is my post mixing work with my personal life? It is best to keep your work profile and posts related to your role as a council member, separate to your personal profile, to avoid any misunderstanding of whether you are communicating as a councillor or as a private citizen. Consider whether it may be useful to restrict your personal profile or keep it private.
- Does my post reflect my responsibilities to act as a member of the council and a person elected to represent the public interest, and is it respectful and appropriate?
- Could my post damage or undermine the reputation of the council?
- Could my post break the law? For example, do they comply with anti-discrimination legislation and laws relating to defamation (especially if you are naming a particular person)?
- Would I be comfortable if the person I am commenting about read my comments?
- Is it appropriate to name individuals, for example other elected members or staff? It is recommended that councillors follow council policies or other options such as the Code of Conduct complaint process, rather than publicly criticising individuals such as other elected members or staff.
- Would I change my post if it was printed in a newspaper or news page on social media?

Personal use of social media

- Think and rethink before you post. Sometimes you can unintentionally post something hurtful or upsetting when you do not mean to. Consider how someone else may interpret your post and the impact this may have on public confidence in you and/or the council.

What is social media

Social media consists of tools such as websites and applications that allow users to create and share content and to participate in social networking. Social media may include:

- Social networks such as Yammer, Facebook, Twitter and LinkedIn.
- Media sharing networks such as YouTube, Snapchat, TikTok, Instagram, Pinterest, Vimeo and Soundcloud.
- Bookmarking and content curation networks such as Pinterest.
- Corporate networks such as SharePoint and Skype.
- Blogging networks such as WordPress and Newshub.
- Micro-blogging networks such as Twitter, Mastodon and Tumblr.
- Discussion forums such as Reddit and Whirlpool.
- Wikis such as Wikipedia.
- Online gaming networks such as World of Warcraft, Call of Duty and Fortnite.
- Sharing economy websites, such as Gumtree and Uber.

The term “post” in this guide refers to any shared or created content put on social media.

Purpose of personal and professional accounts

You may already have a number of personal social media accounts that allow you to connect with family and friends across the world. Social media can be an excellent way to stay in touch with people you may have lost contact with over the years and share your personal experiences, hobbies, and passions outside of work. Your personal account might use your real name or a nickname, have a personal photo or image for your profile picture and have either a private profile or strict privacy settings.

A professional profile, on the other hand, is like an online resume. It can help give the public an idea of your role, provide a platform to build professional connections, and allow you to engage with the community, raise awareness about what's happening in your area, and share your professional interests or views. Your professional accounts should include your real name, position title, council / ward name, and location.

It is recommended to keep your personal and professional accounts separate, while treating both spaces as opportunities to present yourself in a positive light and maintain respectful and appropriate behaviour at all times. Remember that the Code of Conduct applies to both accounts and any posts, likes, shares, or interactions.

What is public and what is private

You might mistakenly assume that your social media interactions and comments are private and anonymous, especially if you have set the highest level of privacy or security settings for your accounts. However, there is no guarantee of privacy.

Personal use of social media

It is important to note that the content you create on some third-party sites is the property of the site where it is posted and may be reused in ways that you did not intend. Therefore, before posting anything on a social media site, it is crucial to understand the platform you are using, read the terms of service and user guides, and familiarize yourself with posting etiquette and cultural and behavioural norms associated with the site.

It is also important to remember that what you post online can stay there for a long time and can be shared beyond the intended audience, potentially causing damage to your reputation, another person's reputation, or your council's reputation. As a council member, it is crucial to maintain a clear distinction between your private online identity and your councillor identity.

If inappropriate comments or content become public, you may be accountable under the Code of Conduct and the *Local Government Act 2019*. Additionally, there are risks to your personal well-being, such as harassment and trolling, that you may face as a council member associated with a council or other organisations or issues.

This guide aims to provide you with information that will help you understand your behavioural obligations as a council member and support you in protecting yourself from avoidable risks.

Council members expressing personal opinion

Council members have the right to express their personal opinions in public comments. However, they should not make any statements that could be interpreted as representing the official stance of their council, as council decisions are group decisions made in the best interests of the whole community. To avoid any confusion, it is suggested that council members preface any personal comments regarding matters or activities related to their council with a statement similar to the following: "As a [name of council] Councillor, the views expressed here are solely my own."

It is also worth checking your council media and social media policy to make sure your posts are compliant.

Receiving works requests or community feedback

When council members use social media as part of their role, they may receive posts or comments from community members, such as requests for services, administrative inquiries, complaints, or compliments. It's important to remember that the community sees these communications as equivalent to letters or emails, and they expect a response.

However, council members are not responsible for finding answers or resolving community members' requests. That is the role of the council's administration. Council members should only receive the community member's communication and ensure that it is directed to the council's administration for action.

If council members are using social media to connect with their community, they should discuss and agree with the CEO on how to forward community requests to the council's administration for action. They should regularly review their social media and promptly forward community requests to the administration and provide information of council channels available to ensure requests or complaints are dealt with efficiently.

Council members should inform community members how their communication has been received and actioned. For example, they could say: "Thank you for contacting us. Your request has been forwarded to the [name of council] for response, and you can expect to hear back from us soon. For more information, please contact our Customer Service Team at [phone number] or [email address]."

Recommended Dos and Don'ts for using photos, videos, images and infographics

Do:

Personal use of social media

- Use relevant, appropriate, engaging and high quality images or videos to draw more attention to your post.
- Ask permission from each person before taking their photo and explain the intended use of the photo.
- Ask permission to use an image or video that someone else created, even if you are pictured.
- Consider obtaining written consent to use a photo or video on your social media.
- Credit the person that took the photo or acknowledge the original source.
- Remove an image or video immediately on request.
- Request for photos of yourself to be removed from accounts if you did not give permission or feel it is no longer appropriate. Report the person if your image or video has not been removed after 48 hours.

Don't:

- Use the image or video if you don't know the creator.
- Post stock photos without a caption or giving credit to the owner.
- Use the photo or video if you did not obtain permission from every person pictured.
- Use images from the internet without double checking the terms of use.
- Take or use photos or videos where the site, event or venue explicitly prohibits photo and video.
- Use inappropriate images or videos that may upset, offend or embarrass yourself, another person or your council.
- Use images that go against the platform's terms and conditions, council's policies or governing legislation.

What to do if you become a victim of online bullying

- Keep evidence of the offensive or harmful content (screenshots). This may be needed for an investigation.
- Contact the social media service provider and ask them to block the offensive content.
- You could contact the person who posted the offensive content and ask them to remove it.
- Seek advice and support from someone you trust. A family member, friend, fellow council member, Chief Executive Officer (CEO) of the council or a counselling service may help you to cope with particularly difficult or ongoing concerns.
- Take a stand. If someone is being disrespectful or offensive, let them know that you find their comment / content offensive. Remember, regardless of the severity of the content to which you are responding, an offensive response by you may still constitute a breach of the law.
- If the post is from a council member then you may want to lodge a Code of Conduct complaint. Always be respectful and model behaviours that align with the Code of Conduct for council members yourself.
- Posts which are threatening or imply unlawful activity should be reported to police.

What happens if I have breached the requirements?

If you believe that you have previously posted comments or content that may breach your obligations, it is recommended that you remove (delete) the offending material as soon as possible after you become aware that the material may constitute a breach.

Legislation

Council member behaviour and activity, including when using social media for professional or personal purposes is governed by:

- *Local Government Act 2019*
 - Code of Conduct at Schedule 1
- *Local Government (General) Regulations 2021*
- *Local Government (Electoral) Regulations 2021*
- *Information Act 2002*
- *Anti-Discrimination Act 1992 (NT)*
- *Defamation Act 2006.*

Check your council's policies too as there may be specific policies which apply to communications and social media which you should consider. For example:

- Public Relations / Media
- Election Caretaker Period.

For more information

You will find answers to the most commonly asked questions on the page below. For further queries, please contact your council staff or alternatively you can contact the Local Government Unit, Department of the Chief Minister and Cabinet via LGQuestions.CMC@nt.gov.au.

Frequently asked questions

Why can't I say what I want if I post anonymously?

Are you sure you are anonymous? You may not have identified yourself as a council member but many of us now have a digital footprint that makes it easy to find out who we are. Posting material anonymously or using a pseudonym does not guarantee your identity will stay hidden. Even if you do not identify yourself you can still be identified by someone else.

It is simply common sense to assume that anything you write or post can be linked to you and your council - whether you intend it or not.

What if I have posted after hours?

Your capacity to affect your own reputation or that of your council does not stop when you leave the council chamber. The comments you make at any time can make people question your ability to be impartial, respectful and professional when you are acting as a council member.

The community expects council members to uphold the Code of Conduct behaviours at all times.

What if I posted material from my private computer/tablet/phone?

Posting material from your private equipment means that you do not have to worry about whether or not you've properly used the council information and communication technology (ICT) resources provided to council members. It does not; however, affect whether what you've said is acceptable or not. In the same way that posting material after hours will not always protect you, neither will using your own equipment.

Having said that, remember that any material posted or sent from ICT devices provided by your council may be accessed by the council. This right to access any material received or created by you when performing your duties as a council member is established in law through the council's obligations under the following legislation:

- *Local Government Act 2019*
- *Information Act 2002*
- *Anti-Discrimination Act 1992 (NT)*
- *Defamation Act 2006.*

Use of your council's ICT equipment must be in line with your council's policies and procedures.

Why can't I rely on privacy settings on my social media platforms?

It is prudent to restrict the publication of your comments to those people who you actually want to see the comments.

You can set the privacy settings as high as you like. But it is not a complete protection, and it is a bad idea to rely on it. It will not stop another person deciding that something you wrote is particularly funny or insightful, taking a screenshot, and making it available for everyone to see.

What about 'liking', sharing and reposting?

If you 'like' something on a social media platform, it will generally be taken to be an endorsement of that material as though you had created that material yourself.

'Sharing' a post has much the same effect. If, however, you are sharing something because you disagree with it and want to draw it to someone else's attention, make sure that you make that clear at the time in a way that does not

Personal use of social media

breach the Code of Conduct. It may not be enough to select the 'angry face' icon, especially if you are one of thousands that have done so.

If my social media pages are locked to friends only but one of my friends reposts one of my posts, could this be a breach?

Yes. The breach occurs at the time you made your post. The fact that one of your friends chose to repost it does not create the breach, it just makes it easier to identify.

Public comment includes anything that you say in public or which ends up in public. This can include something you have said or written to one person. If your comment has an audience, or a recipient, it is a public comment.

Will I breach the Code of Conduct if I send content in a private email to a friend?

Potentially, yes. There is nothing to stop your friend forwarding the email or taking a screenshot of it, including your personal details, and sending it to other people or posting it all over the internet. Again, the breach of the Code of Conduct is not in their subsequent publication of your material, but in your emailing that material in the first place.

Am I responsible for nasty comments made by someone else on my social media pages?

Doing nothing about objectionable material that someone else has posted on your page can be seen in some circumstances as your endorsement of that material. If someone does post material of this kind, it may be sensible to delete it or make it plain that you do not agree with it or support it.

Any breach of the Code of Conduct would not come from the person making the post. It would come from how you reacted to it.

Is it okay to share a petition about a political topic?

It depends. The factors affecting this judgment might include the subject of the petition, or the terms in which it is expressed. The principles set out elsewhere in this guide and in your council's policies may help you come to a view in each case.

In any case, if a council member has been actively involved in a petition or has been a signatory to the petition, the council member will have a conflict of interest to disclose when the petition is presented to the council for consideration.

Is posting to a closed mailing list making a public comment?

Yes. The same principles apply in this case as posting to locked social media pages or sending private emails.

What about just joining a Facebook group (or similar)?

People will draw conclusions about you from a range of factors. This can include the nature of any online communities that you join.

Can I post comments about politics, issues and events in other council areas?

Usually, yes, but the same concerns still apply. For example, council members may be seen to be commenting on behalf of their council and should exercise sensible care in their comments.

You should think carefully before making comments about politics, issues and events in other council areas that might lead others to thinking less of your council.

Personal use of social media

What about posts or comments I have made in the past prior to becoming a council member?

These principles do not apply to posts made prior to you becoming a council member. However past posts could still affect the council's or your reputation, therefore it would be best to consider the appropriateness of your past posts on any social media accounts and remove any posts that are not appropriate.

If I resign from being a council member, am I free to post anything I want?

Former council members continue to remain bound by a duty of confidentiality in respect of information obtained in confidence during their time as a council member and cannot use the information to gain a benefit or cause harm to another. You should think about whether something you wish to post after leaving your council role might breach this duty.

EXECUTIVE REPORTS



ITEM NUMBER	14.4
TITLE	Declarations of Interest
REFERENCE	1399698
AUTHOR	Maricar RHODES, Executive Assistant to the CEO

RECOMMENDATION

That Council receives and notes the Declared Interests Register report.

KEY OUTCOME AREA

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

BACKGROUND

Elected Members are required to disclose an interest in a matter under consideration by Council.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Register of Declared Interests for Council Members 2024.pdf



REGULATION 108 - REGISTER OF DECLARED INTERESTS FOR COUNCIL MEMBERS

Councillors	(a) Shareholding in a public or private company	(b) Interest as Trustee or beneficiary in a family or business trust	(c) Interest as Owner of Real Estate	(d) Registered Company Directorship	(e) Interest in Partnership	(f) Political Membership	(g) Membership in an organisation	(h) Any other interests	(i) Any other substantial source of income
Mayor Tony Jack	TJ & Associate PTY LTD	Garraw Land Trust, Chair/Traditional Owner	NIL	M.A.W.A. + CSS-Borrooloola NT Mungoorbada Aboriginal Corporation Northern Land Council-Borrooloola and Barkly Jawoyn Association Aboriginal Corporation-Ngrunggulung/RISE Ventures	Northern Land Council Ngrunggulung/RISE Ventures M.A.W.A.	NIL	Mungoorbada Aboriginal Corporation Northern Land Council-Board Member Ngrunggulung/RISE Ventures-Chair M.A.W.A.-Director McArthur River Trust Board-Board Member Borrooloola AFL Board-Board Member Borrooloola GSNT-Board Member Malandarri Borrooloola Katherine Region Land Council MRM Community Benefits Trust-Member Gulf Savannah NT-Board Member		NIL

Updated as of 10 April 2024

Page 1 of 5



REGULATION 108 - REGISTER OF DECLARED INTERESTS FOR COUNCIL MEMBERS

Councillors	(a) Shareholding in a public or private company	(b) Interest as Trustee or beneficiary in a family or business trust	(c) Interest as Owner of Real Estate	(d) Registered Company Directorship	(e) Interest in Partnership	(f) Political Membership	(g) Membership in an organisation	(h) Any other interests	(i) Any other substantial source of income
Deputy Mayor Helen Leanne Lee	NIL	NIL	NIL	NIL	NIL	NIL	Northern Land Council-Executive Member Aboriginal Investment Group-Chairperson Arnhem Crows Sporting Association Incorporated-President GNOJA-Member	Law and Justice Committee-Barunga and Wugularr BRFL Advisory Committee	Sole Trader-ADHH Consulting
Councillor Edwin Nunggumajbarr	Yugul Mangi Development Aboriginal Corporation	NIL	NIL	Numburindi Aboriginal Development Corporation	NIL	NIL	Ranger, Future Elder, Traditional Owner, Teacher MIWIT Health Committee Education Board Committee		

Updated as of 10 April 2024

Page 2 of 5



REGULATION 108 - REGISTER OF DECLARED INTERESTS FOR COUNCIL MEMBERS

Councillors	(a) Shareholding in a public or private company	(b) Interest as Trustee or beneficiary in a family or business trust	(c) Interest as Owner of Real Estate	(d) Registered Company Directorship	(e) Interest in Partnership	(f) Political Membership	(g) Membership in an organisation	(h) Any other interests	(i) Any other substantial source of income
Councillor John Dalywater	NIL	NIL	NIL	NIL	NIL	NIL	Northern Land Council Mimal Land Management Northern Building Consultants Karrkad Kanjdji Trust Sunrise Health Service Aboriginal Corporation-Deputy Chairperson Outback Stores		
Councillor Annabelle Daylight	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Councillor Patricia Farrell	NIL	NIL	NIL	NIL	NIL	NIL	Alawa Aboriginal Corporation-Council Member Minyerri School Committee Member Warliburru Alawa ALPO Store (Chair)	NIL	Warliburru Alawa ALPO Store (Chair)

Updated as of 10 April 2024

Page 3 of 5



REGULATION 108 - REGISTER OF DECLARED INTERESTS FOR COUNCIL MEMBERS

Councillors	(a) Shareholding in a public or private company	(b) Interest as Trustee or beneficiary in a family or business trust	(c) Interest as Owner of Real Estate	(d) Registered Company Directorship	(e) Interest in Partnership	(f) Political Membership	(g) Membership in an organisation	(h) Any other interests	(i) Any other substantial source of income
Councillor Samuel Evans	C.B.T. Glencore Mc Arthur River Mining Mabunti Resource Association M.A.W.A.	NIL	NIL	NIL	Funding Community Projects and Activities-Board Member	NIL	Working with Men's Group-Board Member CBT M.A.W.A. Mabunji Aboriginal Corporation- Employee and Board Member	NIL	Funding Projects
Councillor Gadrin Hoosan	NIL	NIL	NIL	NIL	NIL	NIL	Mabunji Aboriginal Corporation – Member	NIL	NIL
Councillor Jana Daniels	NIL	NIL	NIL	NIL	NIL	NIL	Yugul Mangi Aboriginal Corporation- Women Senior Member	NIL	NIL
Councillor Owen Turner				Yugul Mangi Aboriginal Corporation- Director			Yugul Mangi Aboriginal Corporation- Director Milwardarra Corporation Volunteer-AFL Competition (Ngukurr) Milwaraparra Trust –Board Member		

Updated as of 10 April 2024

Page 4 of 5



REGULATION 108 - REGISTER OF DECLARED INTERESTS FOR COUNCIL MEMBERS

Councillors	(a) Shareholding in a public or private company	(b) Interest as Trustee or beneficiary in a family or business trust	(c) Interest as Owner of Real Estate	(d) Registered Company Directorship	(e) Interest in Partnership	(f) Political Membership	(g) Membership in an organisation	(h) Any other interests	(i) Any other substantial source of income
Councillor Selena Ashley	NIL	Bagala Aboriginal Corporation	NIL	Bagala Aboriginal Corporation	NIL	NIL	Bagala Aboriginal Corporation-Board of Directors Volunteer-Elders Visiting Programme Volunteer-School Committee Outback Stores Committee (Beswick) Department of Education (Beswick)	Law and Justice Committee of Barunga and Wugularr	Royalties as Traditional Owner
Councillor Edna Iles	NIL	NIL	NIL	NIL	NIL	NIL	Alawa Aboriginal Corporation-Director	NIL	NIL
Councillor Kathy-Anne Numamurdirdi	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	National Indigenous Australians Agency (NIAA)-Employee

Updated as of 10 April 2024

Page 5 of 5

EXECUTIVE REPORTS



ITEM NUMBER	14.5
TITLE	Authorisation or Ratification through Council Resolution or Funding Agreements and Deeds of Variations executed with the Common Seal Period - between 01 July 2021 to 27 March 2024
REFERENCE	1400396
AUTHOR	Marc GARDNER, Chief Executive Officer

RECOMMENDATION

That Council provides retrospective resolutions for all funding agreements and Deeds of Variation received at the Finance and Infrastructure Committee Meetings from 01 July 2021 to 27 March 2024, signed and executed with the common seal.

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

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

BACKGROUND

1. Wednesday, 1 September 2021
 - a. 13.1 Use of the Common Seal for Subdivision of Lot 644 and Consolidation of Lot 940, Township of Borroloola;
2. 23 November 2022
Grant Agreement for Emergency Project-Mulggan Electrical and Plumbing Works from the Northern Territory of Australia Homelands Capital Grant 2022/2023
6/1/2022 RESOLVED (Judy MACFARLANE/Samuel EVANS) CARRIED
3. 25 January 2023
Project Schedule for General Grants Agreement of Children and Schooling Program for Jilkminggan and Beswick Outside School Hours Care Period 2023-2025
12/2023 RESOLVED (Helen LEE/Annabelle DAYLIGHT) CARRIED
4. 25 January 2023
Deed of Variation for ABA Homelands Project-Kewulyi, Mount Catt and Jodetluk
13/2023 RESOLVED (Edwin NUNGGUMAJBARR/Owen TURNER) CARRIED
5. 22 March 2023
Deed of Variation for Child Care Fund-Jilkminggan Playground
31/2023 RESOLVED (Owen TURNER/Helen LEE) CARRIED
6. 24 May 2023
Homelands Emergency Capital Grant Program 2022-2023- Emergency Food Drop at Badawarrka Outstation due to the flooding in the Homelands

46/2023 RESOLVED (Awais Ur REHMAN/Owen TURNER) CARRIED

7. 27 September 2023
Deed of Variation-4GBMIB7M-Community Night Patrols Project 2023-2024
88/2023 RESOLVED (Edwin NUNGGUMAJBARR/Awais Ur REHMAN) CARRIED

8. 27 September 2023
Deed of Variation-4-HY28ZJ6-Jilkminggan and Beswick Outside School Hours Care 2023-2024
89/2023 RESOLVED (Owen TURNER/Helen LEE) CARRIED

9. 27 September 2023
Deed of Variation-4-HY7S67G-School Nutrition Project-Bulman 2023-2024
90/2023 RESOLVED (Helen LEE/Owen TURNER) CARRIED

10. 27 September 2023
Deed of Variation-4-HWITPNJ-School Nutrition Project-Manyallaluk 2023-2024
93/2023 RESOLVED (Owen TURNER/Awais Ur REHMAN) CARRIED

11. 27 September 2023
Deed of Variation-4-IOCURSF-Indigenous Youth Reconnect Project 2023-2024
94/2023 RESOLVED (Awais Ur REHMAN/Edwin NUNGGUMAJBARR) CARRIED

12. 27 September 2023
Deed of Variation-4-IQ35OES-Indigenous Sport and Recreation Project 2023-2024
95/2023 RESOLVED (Helen LEE/Owen TURNER) CARRIED

ISSUES/OPTIONS/SWOT

Nil.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER	15.1
TITLE	Policy Revision - Human Resource Management
REFERENCE	1399539
AUTHOR	Cristian COMAN, Manager Corporate Compliance; Tony HOPP, Human Resource Manager

RECOMMENDATION

That Council adopts via resolution the following policies pertaining to Human Resource Management:

- (a) COR06 Code of Conduct (staff);
- (b) HR002 Bullying, Discrimination and Harassment Policy;
- (c) HR003 Employee Discipline Policy;
- (d) HR011 Leave Policy; and
- (e) HR031 Performance Management Policy.

KEY OUTCOME AREA

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

BACKGROUND

Part 9.3 of the *Local Government Act 2019* (the Act) covers Principles and Policies pertaining to Council staff and principles of Human Resource Management. As part of Council's policy review, five (5) policy items have been revised by the Manager Corporate Compliance and Human Resources Manager. This policy review and revised policies are tabled for Council's consideration and outlined below.

ISSUES/OPTIONS/SWOT

So as to address inconsistency and gaps in policy, and to accommodate recent changes to applicable law, Council is requested to formally adopt (via resolution) the following policies to ensure compliance with applicable law:

- (1) COR006 Code of Conduct (Staff): amended to capture legal definition of misconduct and serious misconduct (and the onus on employees from refrain from both);
- (2) HR002 Bullying, Discrimination and Harassment Policy: amended to reflect legal definition of concepts, captures Council's legislated positive onus to provide a safe workplace, inclusive of safe systems of work, prevention bullying, unlawful discrimination, and outlines prescribed avenues available to employees, including for sexual harassment (e.g. Anti-Discrimination Commission (NT), Australian Human Rights Commission (Cth), as required by the recent changes to the *Anti-Discrimination Act 1992* and *Sex Discrimination Act 1984* (Cth));
- (3) HR011 Leave Policy: amended to accommodate domestic violence leave as prescribed by recent changes to law;
- (4) HR031 Performance Management Policy: amended to ensure consistency with the Award, and current policy. Removed disciplinary aspects as this is covered by other policy, made reference to the same; and
- (5) HR003 Employee Disciplinary Policy: amended to remove procedural elements and conflict with other policies;

In addition to the aforementioned changes, the revision to all of the attached policies addresses the previous overlap and inconsistencies, and they now make reference to the applicable policy under circumstances.

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

- 1 COR006 - Code of Conduct (Staff).doc
- 2 HR002 - Bullying Discrimination and Harassment Policy.doc
- 3 HR003 - Employee Discipline Policy.doc
- 4 HR011 Leave Policy.doc
- 5 HR031 - Performance Management Policy.doc



COR006 – Code of Conduct

1. POLICY CERTIFICATION

Policy title:	Code of Conduct (Employee and Contractor)
Policy number:	COR006
Category:	Policy
Classification:	Corporate Services and Sustainability
Status:	24 / 02 / 2021

2. PURPOSE

The Code of Conduct (the Code) outlines what Roper Gulf Regional Council (Council) considers to be the acceptable behavioural standards of its employees and contractors, ethical responsibility, transparency and accountability for carrying out their roles and responsibilities.

The Code is based on applicable law and has been collated as the authoritative guideline on employee and contractor conduct, and prevails over all other corporate or contractual documents in the event, and to the extent of any inconsistency.

The Code provides an authoritative reference for Council's employees and contractors commitment to professional and ethical behaviour including but not limited to:

- understand the standard of conduct expected of them;
- fulfil their statutory obligations pertaining to upholding the public interest;
- fulfil their statutory obligations pertaining to integrity;
- fulfil their statutory obligations pertaining to impartiality;
- comply with their statutory obligations as outlined at Chapter 9 of the *Local Government 2019*; and
- act in a way that enhances public confidence in the integrity of local government.

3. ORGANISATIONAL SCOPE

This policy applies to all Council employees and contractors in all their duties, roles and responsibilities. This includes any employee or contractor who:

- a) work for, or provide services to Council on a contract basis; or
- b) a person who works for Council under an arrangement with a labour hire agency; or
- c) a person (other than a member Council, a local authority, or a council committee) acting under powers of Council conferred by delegation; or
- d) a person directly employed by Council; and
- e) a volunteer.

4. POLICY STATEMENT

Employee and contractors of Council will conduct themselves in a manner which is honest, respectful, and safe. They will discharge their duties without fear or favour, affection or ill-will, while maintaining the utmost concern for, and uphold the public



COR006 – Code of Conduct

interest. They will act to the best of their ability, with integrity and honesty, and exercise due diligence and care when performing tasks for which they are qualified.

All employees and contractors must not engage in misconduct, or serious misconduct.

Employee and contractors will act in accordance with applicable law and all Council policy requirements, including the Workplace Safety, and will not divulge confidential information or make public comment without prior authorisation from the Chief Executive Officer (CEO).

Failure by an employee or contractor to comply with the Code may lead to disciplinary action.

5. DEFINITIONS

Code of Conduct	Standards of behaviour expected of staff in the employment Roper Gulf Regional Council
RGRC	Roper Gulf Regional Council
Public Interest	<p>A concern common to the public at large, or a significant portion of the public, rather than a specific concern of a particular party, whether public or private.</p> <p>The concern of the public rather than those of the private, personal, parochial, or partisan.</p> <p>A concept aggregating any number of interests that may bear upon a disputed question that is of general – as opposed to merely private – concern.</p> <p>The objective of or the approach to be adopted, in decision-making rather than a specific and immutable outcome to be achieved.</p> <p>The test which determines whether a matter is in the public interest or not has two (2) components:</p> <p>(1) Objectives and Outcomes – that the objectives and outcomes of the decision-making process are in the public interest, and,</p> <p>(2) Process and Procedure – that the process adopted and procedures followed by decision-makers in exercising their discretionary powers are in the public interest.</p>
Private Person	An individual person in a private capacity, rather than the same person in their official capacity as a public officer.
Misconduct	For the purpose of the Code of Conduct, misconduct includes (but is not limited to):

COR006 – Code of Conduct

	<ul style="list-style-type: none"> • whether through an act or omission, failing to meet an obligation arising out of a duty, a policy, a contract, or law, without a reasonable excuse; • failing to obey lawful and reasonable instructions of Council, including via reporting lines; • failing to follow defined policies, processes and rules; • failing to share relevant information with Council; • unacceptable disruptive behaviour; • unauthorised absence from the workplace; and • Repeatedly being late for work without lawful excuse. <p>When proven, misconduct may provide a valid reason for termination of an employee's employment with notice.</p>
<p>Serious Misconduct</p>	<p>For the purposes of the Code of Conduct, Council refers to the <i>Fair Work Act 2009</i> (Cth), and as such the definition of Regulation 1.07 of the <i>Fair Work Regulations 2009</i> (Cth) applies, and this is summarised as follows:</p> <p>1.07 Meaning of <i>serious misconduct</i></p> <p>(1) For the definition of <i>serious misconduct</i> in section 12 of the Act, serious misconduct has its ordinary meaning.</p> <p>(2) For subregulation (1), conduct that is serious misconduct includes both of the following:</p> <p>(a) wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;</p> <p>(b) conduct that causes serious and imminent risk to:</p> <p>(i) the health or safety of a person; or</p> <p>(ii) the reputation, viability or profitability of the employer's business.</p> <p>(3) For subregulation (1), conduct that is serious misconduct includes each of the following:</p> <p>(a) the employee, in the course of the employee's employment, engaging in:</p> <p>(i) theft; or</p> <p>(ii) fraud; or</p> <p>(iii) assault; or</p>

COR006 – Code of Conduct

	<p>(iv) sexual harassment; (b) the employee being intoxicated at work; (c) the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.</p> <p>When proven, misconduct may provide a valid reason for termination of an employee's employment with or without notice.</p>
--	--

6. PRINCIPLES

6.1 Act with Honesty and Integrity

Employees and contractors must act in an honest, impartial and transparent manner that is reflective of their public position. This means that the common law standard of "*without fear or favour, affection or ill-will*" applies. In other words, employees and contractors of Council are required to always act impartially, objectively, and in a transparent manner.

Furthermore, they must not place themselves under any actual or perceived financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of duty, role or responsibility.

This is summarised as:

- being open and transparent in dealings;
- using delegated powers responsibly and accountably;
- avoiding conflicts of interest;
- striving to earn and kept a high level of public trust; and
- acting in good faith (e.g. honestly) in the interests of Council, its constituents, and the public in general.

6.2 Diligence, Due Care

Employees and contractors must exercise due care, diligence and skill in performing their duties, role and responsibilities. They must seek all relevant information pertaining to a task or decision, ask for clarification and instruction when required, and understand the ramifications of decisions and actions, including indecision or lack of action.

In other words, employees and contractors must make informed decisions when discharging their duties, to the limit of their ability, skill, qualification and delegation. When unable to perform their duties due to lack of, or conflicting information, or skill, or qualification, or ability, or for any other reason, they must seek clarification and/or further instruction or training.

When in doubt, employees and contractors must not engage in a task, or make a decision if it affects another party, or compromises safety.



COR006 – Code of Conduct

6.3 Public Interest

Employees and contractors must uphold the public interest when discharging their duties including making decisions. They must ensure that the public interest always prevails over personal preference, operational expedience and general or specific convenience.

Employees and contractors have a legal duty to act in the best interest of the public, by promoting and supporting the key principles of leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of Council.

Employees and contractors must, on request, be able to demonstrate how their actions and/or decision-making is in the public interest.

6.4 Disclosure and Conflicts of Interest

Employees and contractors must disclose any interests that may perceptibly or in fact conflict with ability to meet the requirements prescribed at Clauses 6.1 to 6.3 of this Code, especially if it affects, or perceived to affect their ability to act impartially.

Examples of this include but are not limited to **pecuniary** (financial) interests and **personal** interests where employees and contractors, or their families, or friends, or associates, may or could obtain some advantage beyond the official remuneration package.

Employees and contractors are required to declare their interests upon commencing employment or duties with Council, and may be required to further do so on a regular basis. Furthermore, employees and contractors must be proactive in assessing any actual or potential conflict of interest as it arises and formally declare said interest and conflict.

Employees and contractors must not engage in private work with or for any other person or body with an interest in a current or proposed contract with Council without first disclosing such an interest to, and obtaining authorisation from the Chief Executive Officer.

Employees and contractors with recruitment and / or other discretionary functions must make a full disclosure to, and obtain authorisation from the Chief Executive Officer, to deal with relatives, friends, business associates, or any similar party.

An employee or contractor who has a personal or financial interest in a matter in regard to which they are required or authorised to act or give advice:

- (a) must disclose the interest:
 - (i) if the employee or contractor is the CEO - to Council; or
 - (ii) in any other case - to the CEO; and
- (b) must not act in the matter except as authorised by the CEO or the council (as the case requires).



COR006 – Code of Conduct

Conflict of Interest matters in Local Government are serious matters, and failure to comply with the provisions of this Code, that itself is based on applicable law, may result in disciplinary action including dismissal, and, the matter being forwarded onto Police, the Independent Commission Against Corruption (ICAC), or any other regulatory body as appropriate, for investigation and prosecution.

6.5 Must not Disclose Confidential Information

As a public body, Council has strict requirements pertaining to confidential information. An employee or contractor must not disclose confidential information obtained in the course of their duties except as may be required for the staff member's official duties. An employee or contractor must not make improper use of confidential information obtained in the course of the staff member's work.

An employee or contractor makes improper use of information if the staff member uses it to gain some private benefit or to inflict harm on another.

Use of official and confidential information beyond that required as part of one's official duties is considered improper use of information.

Improper use of information, especially, confidential information is considered to be a serious disciplinary matter.

Council's position on information management is strictly on a 'need to know' basis. Employees and contractors must not discuss confidential information, and must undertake every reasonable precaution to prevent unauthorised disclosure(s). If an employee or contractor is unsure if information is confidential or not, they must assume that it is until formal clarification is obtained from the Chief Executive Officer, a General Manager, or the Manager Corporate Compliance.

Examples of confidential information include but are not limited to:

- An individual's personal information including personal contact details, address, income, medical information, or any other information pertaining to personal circumstance;
- Commercial – in – Confidence information pertaining to current or proposed business dealings;
- Information that is brought into being during the development and announcement of policy;
- Information pertaining to investigations, disciplinary, or performance matters;
- Legal information, especially that subject to legal professional privilege;
- Information including the opinion of a third party, that has not explicitly authorised that information to be made public; and
- Information prescribed by the Australian Privacy Principles (Cth), or Information Privacy Principles as being confidential.

Unauthorised access to or disclosure of (including export outside of Council systems), or failing to prevent or report an unauthorised access to or disclosure of confidential



COR006 – Code of Conduct

information (when one was in the position to do so) is considered a serious disciplinary matter, and may constitute several offences depending on the nature of the disclosure.

6.6 Improper or Undue Influence

Employees and contractors must not take advantage, or seek to take advantage of their position with Council to improperly influence other employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage for themselves or for any other person or body.

6.7 Gifts and Bribery

Employees and contractors must not seek or otherwise accept (directly or indirectly) from any person or body, any immediate or future gift, gratuity, or benefit (Token gifts and token acts of hospitality) for themselves or for any other person or body, relating to their status as employees or contractors of Council, or their performance of any duty, function or work within or for Council or its interests.

Non-compliance with the provisions listed at Clause 6.1 to 6.7 (inclusive) of this code involving the seeking or obtaining of gifts, gratuity, or other benefit, is considered to be a serious disciplinary matter and enters the realm of Part IV the *Criminal Code Act 1983* and will be actioned as such.

6.8 Respect and Courtesy

Employees and contractors must treat others with respect and courtesy at all times. This includes but is not limited to not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different duties and roles others have within Council.

Employees or contractors must not engage in, or overlook, any bullying or harassment of others, or engage in unlawful discrimination.

If employees or contractors observe, or believe on reasonable grounds that bullying or harassment, or unlawful discrimination is occurring, they must formally report it to a staff member of managerial or higher position as soon as practicable.

Failure to do so may be considered to be an accessorial breach of the Code.

6.9 Accept Reasonable Direction

Comply with any lawful and reasonable direction given by someone in Council who has authority to give that direction.

6.10 Public Conduct

Employee and contractors must conduct themselves in a manner that promotes and upholds the good reputation and public image of Council at all times.

This includes not making public comments on matters relating to Council or their employment with in a public capacity, (other than those delegated by the Council).



COR006 – Code of Conduct

Employee or contractors must be aware of situations that may cause tension between the public and private roles and in such cases give priority to their public role.

An employee's or contractor's rights to maintain their own political opinions and convictions are not to be impinged upon by this clause.

Council recognises that such convictions are not a basis for lawful discrimination by this Clause or anti-discrimination legislation, however it is the responsibility of individuals to ensure that their personal convictions and beliefs as private natural persons do not in perception or fact conflict or unduly influence their public positions.

6.11 General conduct

All employees and contractors must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, they must avoid conduct that:

- contravenes an any Act, associated regulations and Council's relevant administrative requirements;
- constitutes misconduct or serious misconduct;
- is detrimental to the pursuit of the charter of Council;
- is improper or unethical;
- is an abuse of power or otherwise amounts to misconduct;
- causes, comprises or involves intimidation, harassment or verbal abuse;
- causes, comprises or involves discrimination, disadvantage or adverse treatment in relation to other employee or contractors, members of the public or your decision making process;
- causes, comprises or involves prejudice in the provision of a service to the community.

6.12 Fairness

Employee or contractors have an obligation to perform their duties and role in a consistent manner, act promptly and fairly.

6.13 The Chief Executive Officer

The Chief Executive Officer is subject to complying with, and ensuring that all provisions of this Code are upheld. In addition to the provisions of this Code applicable to all employees and contractors, the Chief Executive Officer must:

- (a) provide full and faithful support to Council by providing accurate, frank and impartial advice;
- (b) implement Council's policies and decisions;
- (c) be familiar with, and ensure that the prescribed requirements of the *Local Government Act 2019* and applicable law are applied and complied with;
- (d) take all reasonable steps to ensure organisational compliance with applicable law, and that the decisions of Council and conduct of its employees and contractors is compliant with the same;
- (e) ensure that effective and lawful administrative processes are in place and complied with, and are adequate to Council's needs and obligations;



COR006 – Code of Conduct

- (f) ensure compliance with Chapter 9 of the *Local Government Act 2019* and its prescribed provisions pertaining to Council's staff and associated principles and processes; and
- (g) ensure a safe working environment.

6.14 Compliance with the Code of Conduct

It is the responsibility of every employee and contractor to ensure that they comply with the provisions of this Code.

It is the ultimate responsibility of the Chief Executive Officer to ensure that this Code is complied with by all employees and contractors.

6.15 Breaches of the Code of Conduct

Alleged breaches of the Code of Conduct shall be formally investigated in accordance with the principles set out in the COR005 Corporate Processes Policy.

Proven breaches of the Code of Conduct may result in various forms of remedial or disciplinary action including dismissal and subsequent referral to, and prosecution by other regulatory bodies.

7. Applicable Law

Cited Acts	<i>Local Government Act 2019</i>
Applicable Acts (not exhaustive)	<i>Information Act 2002;</i> <i>Criminal Code Act 1983;</i> <i>Anti-Discrimination Act 1992;</i> <i>Fair Work Act 2009 (Cth)</i> <i>Fair Work Regulations 2009 (Cth); and</i> <i>Privacy Act 1988 (Cth).</i>
Cited Case Law	Nil
Other Reference Material	COR005 Corporate Processes Policy

8. DOCUMENT CONTROL

Policy number	COR006
Policy Owner	Corporate Services and Sustainability
Endorsed by	Council
Date approved	12/4/2012
Revisions	February 2021, March 2024



COR006 – Code of Conduct

Amendments	May 2024
Next revision due	2025

9. CONTACT PERSON

Position

Manager Human Resources

Contact number

(08) 8972 9000

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

1. POLICY CERTIFICATION

Policy title:	Bullying, Harassment and Discrimination Policy
Policy number:	HR002
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

The purpose of this policy is to affirm Roper Gulf Regional Council's (Council) commitment to providing a safe working environment free of in accordance with its legislative obligations.

Council understands and recognises that bullying, unlawful discrimination, harassment and sexual harassment is unlawful and causes serious harm. Council is committed to ensuring that the workplace is safe, fair and free from bullying, harassment, and discrimination for all employees, Councillors, contractors, visitors and customers. Council is committed to promoting a working environment which supports and sustains good working relationships.

Workplace bullying, harassment, sexual harassment and discrimination is a breach of Council's Work Health and Safety Policy, Code of Conduct, and various legislative items.

3. ORGANISATIONAL SCOPE

This policy applies to all Council employees, contractors, visitors and customers in the workplace on Council owned or leased property, at Council organised events or any location or event associated with Council.

4. POLICY STATEMENT

Council affirms its commitment to meeting its prescribed Duty of Care to duty to provide a safe workplace, and this is inclusive of the provision and maintenance of 'safe systems of work' (Section 19(3)(c) *Work Health and Safety (National Uniform Legislation) Act 2011*).

Council affirms its commitment to meeting its positive legislated duty to eliminate unlawful discrimination, sexual harassment, and victimisation in the workplace (Part 2A *Anti-Discrimination Act 1992*, Part IIA *Sex Discrimination Act 1984* (Cth)).

As such, all employees of Council have a legal and moral responsibility to treat each other fairly and with respect. All reports of bullying, harassment, sexual harassment and discrimination will be treated seriously and with empathy by Managers, Supervisors or Work Health and Safety Coordinator.

Bullying, harassment, sexual harassment and discrimination will not be tolerated by Council. If, after an investigation by a nominated (internal or external) investigating officer, it is found that bullying, discrimination, harassment or sexual harassment has taken place, appropriate disciplinary action will be taken against the person responsible, which may include dismissal.

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

5. DEFINITIONS

Bullying	<p>Bullying is defined at Section 789FD of the <i>Fair Work Amendment Act 2013</i> (Cth) as when an individual or group of individuals <i>repeatedly</i> behave unreasonably towards a worker, and that behaviour creates a risk to health and safety.</p> <p>Such behaviour is inclusive (not limited to):</p> <ul style="list-style-type: none"> • yelling, screaming or offensive language; • excluding or isolating employees; • psychological harassment; • intimidation; • assigning meaningless tasks unrelated to the job; • giving employees impossible jobs; • deliberately changing work rosters to inconvenience particular employees; • undermining work performance by deliberately withholding information vital for effective work performance; • constant unconstructive criticism and/or nitpicking; • suppression of ideas; and • overloading a person with work or allowing insufficient time for completion and criticising the employees work in relation to this. <p>Bullying is unlawful, and inconsistent with Council's Primary Duty of Care obligations to provide a safe workplace.</p> <p>Reasonable management action does not constitute bullying.</p>
Designated	appointed for a specific function
Discrimination	<p>For the purposes of this policy, Discrimination refers to unlawful discrimination which is inclusive of unfair or unfavourable treatment on the grounds of attributes like race, sex, sexual orientation, relationship status, irrelevant criminal history or age, or any other reason prescribed by Part 3 of the <i>Anti-Discrimination Act 1992</i>; or other legislative instrument.</p>
Harassment	<p>Any behavior that has the effect of offending, humiliating or intimidating the person at whom it is directed is considered harassment. It makes the work environment unpleasant and sometimes even hostile. If a person is being harassed then their ability to do their work is affected. Reasonable management action does not constitute bullying.</p>
Prohibited	Not allowed
Reasonable	Having sound judgement; fair and sensible; as much as is appropriate

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

	or fair; moderate.
Reasonable Management Action	<p>The law accepts that managers and employers may need to act if a worker is not doing their job well. They can take 'reasonable management action' to:</p> <ul style="list-style-type: none"> • help the employee improve their work; • address poor performance or behaviour. <p>It is 'reasonable management action' for an employer to:</p> <ul style="list-style-type: none"> • start performance management processes (such as a performance improvement plan); • take disciplinary action for misconduct; • tell a worker about work performance that is not satisfactory; • tell a worker their behaviour at work is not appropriate; • ask a worker to perform reasonable duties as part of their job; or • take action to maintain reasonable workplace standards. <p>But the way the employer takes these actions must also be 'reasonable'. If they are not reasonable, and they are repeated, these actions could still be bullying.</p>
RGRC	Roper Gulf Regional Council
Sexual Harassment	<p>Section 28A of the <i>Sex Discrimination Act 1984</i> (Cth) defines sexual harassment as when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours, or engages in other unwelcome conduct of a sexual nature in relation to a person.</p> <p>This occurs in circumstances where it is possible that the person harassed would be offended, humiliated or intimidated. Sexual harassment can be subtle and implicit rather than explicit</p>
Vexatious Frivolous Complaints or	Complaints that are malicious, untrue or unfair, trivial, misconceived or lacking in substance, fails to disclose any prohibited conduct, or are made to unfairly annoy, frighten, punish or take revenge, or otherwise inflict harm on someone else.
Victimisation	<p>Victimisation takes place if a person or party subjects or threatens to subject another person or an associate of the other person to their detriment.</p> <p>A person shall not victimise another person because the other person:</p> <ol style="list-style-type: none"> has made, or intends to make, a complaint; or has given, or intends to give, evidence or information in connection with proceedings under a policy or a law; or has alleged, or intends to allege, that a person has committed an act which would amount to a contravention of a policy or a law; or has done anything in relation to a person under or by reference

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

	to a policy or law.
--	---------------------

6. PRINCIPLES

6.1 Workplace bullying

Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.

'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range of pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – e.g.. a pattern is being established from a series of events).

'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

Examples of workplace bullying

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying.

Direct Bullying:

- Abusive, insulting or offensive language;
- Spreading of misinformation or malicious rumours;
- Behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming;
- Displaying offensive material;
- Inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences;
- Teasing or regularly making someone the brunt of pranks or practical jokes;
- Interfering with a person's personal property or work equipment; or
- Harmful or offensive initiation practices.

Indirect Bullying:

- Unreasonably overloading a person with work, or not providing enough work;
- Setting timeframes that are difficult to achieve, or constantly changing them;
- Setting tasks that are unreasonably below, or above, a person's skill level;
- Deliberately excluding or isolating a person from normal work activities;
- Withholding information that is necessary for effective work performance;
- Deliberately denying access to resources or workplace benefits and entitlements, for example, training, leave; and
- Deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers.

The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours which may constitute as bullying, therefore unacceptable to Council.

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.

Bullying in the workplace is harmful not only to the target of the behaviour but damages Council's culture and reputation. It is unacceptable and will not be tolerated.

6.2 What is not bullying

A Manager/Coordinator can make decisions about poor performance, take disciplinary action, and direct and control the way work is carried out. Reasonable management action that is carried out in a reasonable way is not bullying. It is not bullying to ask someone to do their job properly as long as the way you communicate it is appropriate for example being asked to do something reasonable and being asked in a reasonable way.

6.3 How bullying is different to discrimination

Discrimination happens when there's 'adverse action', such as firing or demoting someone because of a person's characteristics like their race, religion or sex.

Bullying happens when someone in the workplace repeatedly behaves unreasonably towards another person or a group of people and causes a risk to health and safety in the workplace. This behaviour doesn't have to be related to the person or group's characteristics and adverse action doesn't have to have happened.

6.4 Discrimination

Everyone has the right to equal opportunity. Unlawful discrimination happens a person is subjected to unfavourable or unfair treatment based on certain attributes.

Section 19 (1) of the *Anti-Discrimination Act 1992*, prohibits discrimination on the following attributes:

- (a) race;
 - (ab) language, including signed language;
 - (b) sex;
 - (ba) gender identity;
 - (c) sexual orientation;
 - (ca) sex characteristics;
 - (d) age;
 - (e) relationship status;
 - (ea) accommodation status;
 - (eb) employment status;
 - (ec) employment in sex work or engaging in sex work, including past employment in sex work or engagement in sex work;
 - (f) pregnancy;
 - (g) carer responsibilities;
 - (h) breastfeeding;
 - (j) disability;
 - (ja) HIV/hepatitis status;
 - (jb) subjected to domestic violence;
 - (k) trade union or employer association activity;
 - (m) religious belief or activity;
 - (n) political opinion, affiliation or activity;
-

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

- (p) irrelevant medical record;
- (q) irrelevant criminal record;
- (qa) the person's details being published under section 66M of the *Fines and Penalties (Recovery) Act 2001*;
- (r) association with a person who has, or is believed to have, an attribute referred to in this section.

It is not unlawful for a person to discriminate against another person on any of the attributes referred to in subsection (1) if an exemption under Part 4 or 5 applies.

6.5 Sexual Harassment

Sexual Harassment is defined at Section 28A of the *Sex Discrimination Act 1984* (Cth), and referenced at Clause 5 of this policy. Council has a prescribed legislated duty to prevent sexual harassment in the workplace. Sexual harassment complaints may be settled at the workplace level in accordance with policy and directives (including the formal complaints process). However, employees who have been sexually harassed at work have the right to make a complaint to the Anti-Discrimination Commission (Northern Territory) and the Australian Human Rights Commission (Commonwealth).

There are legislated penalties for victimisation of complainants or witnesses involved in sexual harassment complaints, or associated investigations, or processes. Council considers such actions to be serious disciplinary matters.

6.6 Bullying, Harassment and Discrimination Reporting

Where employees believe they have been the subject of bullying, sexual harassment, harassment or discrimination on any grounds, they should in the first instance raise the matter with their supervisor, or Manager, contact the Human Resource Manager or Work Health and Safety Coordinator.

Employees may also contact the Anti-Discrimination Commission (Northern Territory) and the Australian Human Rights Commission (Commonwealth).

All reports will be treated seriously, and confidentially, and dealt with in accordance with the COR005 Corporate Process Policy.

Any employees who require assistance with reporting are encouraged to contact the Human Resources business unit.

6.7 Obligations

Council has an obligation to provide a safe workplace, including the prevention of bullying, harassment, and unlawful discrimination. Council affirms its commitment to meeting this obligation.

Council has an obligation to ensure no-one is disadvantaged or victimised as a result of a complaint being made or investigated, and affirms its commitment to meeting this obligation.

Council, as part of these commitments, offers all employees an Employment Assistance Program that provides a free, confidential, counselling service. Details of this service are

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

provided internally, and any employee who requires assistance with access is encouraged to contact the Human Resources business unit.

6.8 Disciplinary Action

Depending on the seriousness of the matter this could include instant dismissal. Vexatious complaints/claims will be taken seriously and may result in disciplinary action in accordance with the Code of Conduct. Any criminal matters including assault will be referred to Police for their action.

7. REFERENCES

Acknowledgements (original author/source documents)	
Related Policies	<ul style="list-style-type: none"> • COR005 Corporate Processes Policy • COR006 Code of Conduct (Staff) • COR003 - Work Health and Safety Policy
Applicable Law (not exhaustive)	<ul style="list-style-type: none"> • <i>Fair Work Act 2009</i> (Cth); • <i>Fair Work Amendment Act 2013</i> (Cth); • <i>Work Health and Safety (National Uniform Legislation) Act 2011</i>; • <i>Anti-Discrimination Act 1992</i>; • <i>Local Government Act 2019</i>; and • <i>Sex Discrimination Act 1984</i> (Cth)

8. DOCUMENT CONTROL

Policy number	HR002
Policy Owner	Human Resource Manager
Infoxpert ID	678024
Endorsed by	Council
Date approved	12/4/2012
Revisions	April 2014, November 2016, March 2024
Amendments	<p>27 August 2014</p> <p>November 2016 – 1. Change of name from HR002 Bullying and Harassment Policy to HR002 Bullying, Harassment and Discrimination Policy. 2. More detail added under Principles that includes - workplace bullying – what it is, examples, what isn't bullying, how different from discrimination; inclusion of discrimination</p> <p>April 2024</p>
Next revision due	August 2025

9. CONTACT PERSON

Position
Contact

Human Resources Manager
08 8972 9000

Roper Gulf Regional Council



HR002 – Bullying, Harassment and Discrimination Policy

Roper Gulf Regional Council
HR003 – Employee Discipline Policy



1. POLICY CERTIFICATION

Policy title:	Employee Discipline Policy
Policy number:	HR003
Category:	Policy
Classification:	Human Resources
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council's (Council) disciplinary policy ensures that all employees are treated fairly and consistently and that any disciplinary action taken is lawful, fair, consistent, just, reasonable, prompt, proportionate, and provides a reasonable opportunity for an employee to correct behaviour and/or improve their performance.

3. ORGANISATIONAL SCOPE

This policy applies to all Council employees in all their duties, roles and responsibilities. This includes employees who are:

- a person who is not an employee but works for, or provides services to, the council on a contract basis; or
- a person who works for the council under an arrangement with a labour hire agency; or
- a person (other than a member of the council, a local authority, or a council committee) acting under powers of the council conferred by delegation.

4. POLICY STATEMENT

Employees are bound by Council's COR006 Code of Conduct (Staff), contracts of employment, position description, policies and processes that clearly state how employees are to conduct themselves and perform.

Managers and supervisors are expected to address unacceptable work performance or conduct. This policy should be read in conjunction with Employee Performance Review and Appraisal, Code of Conduct, relevant Award, Duty Statements and employment contracts.

Disciplinary is always the last resort rather than the first, unless circumstances are such that other administrative actions cannot be applied.

All disciplinary matters shall be strictly conducted in compliance with Part 9.3 of the *Local Government Act 2019*, and in accordance with the principle of Natural Justice.

5. DEFINITIONS

Code of Conduct	outlines standards of behaviour expected of staff employed by Council.
Natural Justice	The right to be given a fair hearing, and the opportunity to present one's case, and the right to have a decision made by an unbiased or disinterested decision maker, based on logically probative evidence: <i>Salemi v MacKellar (No 2)</i> (1977) 137 CLR 396; 14 ALR 1.
RGRC	Roper Gulf Regional Council

Roper Gulf Regional Council
HR003 – Employee Discipline Policy



6. PRINCIPLES

- 6.1 Employees are to be given every opportunity to state their case, as well as having explained to them what is expected from them at work during disciplinary action. Council, as the employer, will make every effort to assist employees in improving their performance.
 - 6.2 All supervisors, in the course of their duties, should interact with employees, and, where they have concerns in relation to their performance, raise these concerns as they arise.
 - 6.3 All disciplinary matters will be kept confidential and be dealt with in a professional manner.
 - 6.4 The formal discipline system provides a stepped process for dealing with ongoing unsatisfactory performance or behaviour. This is designed to allow the employee a reasonable opportunity to understand the Council's requirements and to comply with them.
 - 6.5 Although it is important to take disciplinary action when required, it is equally important to allow the employee a chance to change and not be penalised for their previous errors.
 - 6.6 Where problems arise on the job and these problems have been discussed between the supervisor and the employee and the employee still shows no signs of improvement, then it may be necessary to turn to the formal stage of the disciplinary process.
 - 6.7 At all stages of the disciplinary process the employee will be invited to have a support person present.
 - 6.9 Disciplinary action may be taken in response to any:
 - (a) Unsatisfactory performance;
 - (b) Unacceptable conduct; and
 - (c) Misconduct, including Serious Misconduct.
 - 6.8 Under certain circumstances, including Serious Misconduct, the disciplinary actions will result in instant dismissal. Actions that attract instant dismissal include assault, affray, vandalism and serious willful damage of Council assets, certain harassment circumstances, endangering other people, fraudulent activity, or any other high risk action or activity as deemed dismissible within the context of applicable law.
 - 6.10 For the purposes of this policy, misconduct and serious misconduct are defined in the COR006 Code of Conduct (Staff).
 - 6.11 The outcome of any disciplinary action taken may include (depending on circumstance, gravity, and applicable law) any of the following:
 - (a) No further action;
 - (b) Remedial Training or Mediation;
 - (c) Verbal Warning;
 - (d) Written Warning;
 - (e) Demotion; and
 - (f) Dismissal.
-

Roper Gulf Regional Council
HR003 – Employee Discipline Policy



7. REFERENCES

Related Policies	<i>COR005 Corporate Processes Policy;</i> <i>COR006 Code of Conduct (Staff)</i>
Applicable Law (non exhaustive)	<i>Fair Work Act 2009 (Cth);</i> <i>Local Government Act 2019;</i> <i>Anti-Discrimination Act 1992</i>

8. DOCUMENT CONTROL

Policy number	HR003
Policy Owner	Human Resources
Endorsed by	Council
Date approved	12/4/2012
Revisions	July 2017
Amendments	23 August 2017, April 2024
Next revision due	2025

9. CONTACT PERSON

Position: **Manager – Human Resources**
 Telephone Number: **(08) 8972 9076**

Roper Gulf Regional Council
HR011 – Leave Policy



1. POLICY CERTIFICATION

Policy title:	Leave Policy
Policy number:	011
Category:	Policy
Classification:	HR
Status:	Approved

2. PURPOSE

Roper Gulf Regional Council (Council) requires all employees to abide by the leave policy and procedures when taking any leave entitlements. Any employee that breaches this policy may have disciplinary action taken against them.

3. ORGANISATIONAL SCOPE

This policy applies to all Council employees.

4. POLICY STATEMENT

RGRC will comply with all minimum leave standards of the *Local Government Industry Award 2020* (LGIA 2020) and the National Employment Standards (NES). Council takes seriously its obligation to ensure that all employees are able to take leave as required throughout the year.

Prior to the commencement of any leave employees must submit a leave application form and obtain written approval from their supervisor or manager. The only exception to this rule is in the event of illness, sickness or special circumstances. On immediate return from such leave employees must complete a leave application form and submit it to their supervisor or manager for approval.

5. DEFINITIONS

Award	<i>Local Government Industry Award 2020</i>
Cash out	Means employees get payment instead of taking the time off work
Child	<p>A child of a person is:</p> <ul style="list-style-type: none"> • A biological child of the person; or • An adopted child or step-child of the person; or • If, at any time, the person was in a relationship as a couple with another person (whether the persons are the same sex or different sexes) – a child who is a product of the person's relationship with that other person. <p>It does not matter whether the child is an adult.</p> <p>For the purposes of the above, a child cannot be the product of a relationship between two (2) persons (whether the persons are the same sex or different sexes) for the purposes of this Part unless the child is the biological child of at least one of the persons or has been legally adopted.</p>
Cultural Business	The Ceremonial rituals relating to burials; coming of age and discipline. Some cultural business such as funerals is referred to as 'sorry business'.
De facto partner	<p>A de facto partner in relation to an employee:</p> <ul style="list-style-type: none"> • Means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis (whether the employee and the person are of the same sex or different sexes); and

Roper Gulf Regional Council HR011 – Leave Policy



	<ul style="list-style-type: none"> Includes a former de facto partner of the employee.
Immediate Family	<p>The following are members of an employee's immediate family:</p> <ul style="list-style-type: none"> A spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; A child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.
Medical certificate	Means a certificate signed by a medical practitioner.
Medical practitioner	Means a person registered, or licensed, as a medical practitioner under a law of a State or Territory that provides for the registration or licensing of medical practitioners.
NES	The National Employment Standards
Other definitions	For a full list of definitions refer to The National Employment Standards.
RGRC	Roper Gulf Regional Council
The Act	<i>Fair Work Act 2009</i> (Cth)

6. PRINCIPLES

6.1 Annual Leave

This section applies to all employees other than casual employees.

Full time employees of Council are entitled to six (6) weeks paid annual leave for each year of service. This entitlement will be calculated on a pro-rata basis for part time employees.

An employee's entitlement to paid annual leave accrues progressively during a year of service, according to ordinary hours of work (including hours of paid leave). Employees will be paid their hourly ordinary time rate of pay during periods of annual leave, plus an annual leave loading of 17.5%.

Annual leave shall be taken at such a time mutually convenient to Council and the Employee, and may be taken for a period agreed between an employee and their supervisor. Supervisors and managers cannot unreasonably refuse to agree to a request by an employee to take annual leave.

Leave forms should be lodged at least two (2) weeks prior to the period of leave, so that supervisors and managers are able to manage workloads and deadlines. Only in exceptional circumstances should supervisors and managers approve leave forms which are lodged within two (2) weeks of the period of leave.

When approving leave supervisors and managers must consider the operational requirements and resourcing of Council prior to approval.

If a period of annual leave includes a part or full day public holiday in the place where the employee is based then the employee is taken to not be on annual leave during that public holiday period.

Council may direct an employee who has an excessive leave accrual to take annual leave provided that:

- The employee has a leave accrual balance of greater than eight (8) weeks;
- There has been a genuine attempt by the employer to reach agreement with the employee as to how to reduce the leave accrual;
- The employee is not required to take a period of annual leave which begins less than 8 weeks from the date the direction to take the leave is given; and
- As a result of the direction to take leave, the employee does not at any time have a remaining accrued entitlement to annual leave of less than six (6) weeks.

Roper Gulf Regional Council HR011 – Leave Policy



Any unused accrued annual leave will be paid to an employee on termination of their employment. In paying such leave, the employer will pay to the employee the amount that would have been payable to the employee had the employee taken the leave as leave.

Leave Loading

A loading of 17.5% of an employee's hourly ordinary time rate of pay shall be payable to an employee when taking a period of annual leave

Leave Paid at Commencement of Leave Period

An employee may choose to be paid annual leave at the commencement of their approved period of annual leave rather than be paid annual leave fortnightly during the period of the approved annual leave.

If an employee wants to be paid annual leave at the start of their period of leave, it needs to be specified on the leave form.

The employee must have the full annual leave entitlement to have the annual leave component paid in advance. If there is insufficient annual leave accrued at the time of payment, it will not be paid.

Cashing Out of Annual leave

The employer and an employee may agree to the employee cashing out a particular amount of paid annual leave, provided that:

- The agreement does not result in the employee's remaining accrued annual leave entitlement to paid annual leave being less than 4 weeks;
- Each agreement to cash out a particular amount of paid annual leave is a separate agreement, and in writing;
- The employer pays to the employee at least the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone;
- There is no undue employer influence forcing the employee to cash out paid annual leave.

A maximum of two (2) weeks paid annual leave can be cashed out in any twelve month period.

All agreements to cash out annual leave must be signed by the Chief Executive Officer (CEO).

6.2 Personal / Carer's Leave

This section applies to all employees other than casual employees.

Full time employees of Council are entitled to ten 10 days paid personal / carer's leave for each year of service. This entitlement will be calculated on a pro-rata basis for part time employees.

An employee's entitlement to paid personal / carer's leave accrues progressively during a year of service, according to ordinary hours of work (including hours of paid leave). Personal / carer's leave accumulates from year to year.

An employee may take paid personal / carer's leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness or personal injury, affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of personal illness or injury affecting the member, or an unexpected emergency affecting the member.

If a period of personal / carer's leave includes a part or full day public holiday in the place where the employee is based then the employee is taken to not be on personal / carer's leave during that public holiday period.

Roper Gulf Regional Council HR011 – Leave Policy



An employee must notify their employer as soon as is practicable of their inability to attend for work, and the expected period of the absence. Where this notification is not provided within 30 minutes of the employee's scheduled work starting time, the leave may not be approved.

Notification of absence must be directly to the employee's supervisor or manager. It is a requirement that the initial notification of non-attendance be verbal. Where such notification includes advice that the absence could be for an extended period, subsequent updates may be made via text message or email.

An employer can request evidence about the reason for personal/carer's leave. The request for evidence has to be reasonable. If the employee does not provide the requested notice or evidence the leave will not be approved.

Where an employee has utilised all paid personal/carer's leave entitlements, he or she may utilise accrued annual leave.

Personal/carer's leave will be paid at the employees' base rate of pay for ordinary hours of work in the period.

Documentation Requirements

An employer may request evidence that would satisfy a reasonable person of an employee's entitlement to the leave. This may be in the form of a medical certificate, or statutory declaration.

The employee must provide a medical certificate and/or statutory declaration if they:

- take two or more consecutive days of personal/carer's leave; or
- take one or more days of personal/carer's leave on either side of a public holiday or a period of annual leave; or
- take five or more days in a six (6) month period; or
- take personal/carer's leave on any day, at the discretion and direction of the Council.

Pre-arranged medical appointments and/or elective surgeries relating to the employee will be covered by personal/carer's leave (as sick leave), provided that written confirmation is given to the employer detailing the time, duration, and location of such appointment and/or surgery (including details relating to expected recovery time). Travel time may be included in the leave period, but such travel time will be based on the nearest location at which the appointment and/or surgery is available, whether or not that is the actual location.

An employee cannot access personal/carer's leave for pre-arranged medical appointments and/or elective surgeries where such appointments relate to the employee's immediate family or household, unless medical certification is provided which confirms that the employee is required to care for and/or assist the person in attending and/or recovering from the appointment and/or surgery.

Long Periods of Sick Leave

An employee can take as much paid sick leave as they have accumulated to get better from an injury or illness.

An employee cannot be dismissed because they are sick. This includes when an employee is on paid sick leave for a long period of time.

When an employee has run out of paid sick leave, they can take unpaid leave if they are not fit for work because they are sick or injured. If the employee is on unpaid sick leave, they cannot be dismissed if:

- they have been away for three (3) months or less; and
 - they provide evidence of their illness or injury.
-

Roper Gulf Regional Council HR011 – Leave Policy



6.3 Unpaid Carer's Leave

Employees are entitled to two (2) days of unpaid carer's leave for each permissible occasion when a member of the employee's immediate family or a member of the employee's household, requires care or support because of:

- A personal illness, or injury, affecting the member; or
- An unexpected emergency affecting the member.

An employee cannot take unpaid carer's leave during a particular period if the employee could instead take paid carer's leave. That is to say, all paid carer's leave must be utilised by the employee before taking unpaid carer's leave.

An employee may take unpaid carer's leave for a particular permissible occasion as;

- A single continuous period of up to two (2) days; or
- Any separate periods to which the employee and his or her employer agree.

6.4 Compassionate Leave

All employees (except casual employees) are entitled to five (5) days of compassionate leave for each permissible occasion when a member of the employee's immediate family:

- Contracts or develops a personal illness that poses a serious threat to his or her life; or
- Sustains a personal injury that poses a serious threat to his or her life; or
- Passes away.

In the event of a death the employee may be required to provide one of the following as evidence;

- a copy of the funeral notice; or
- a letter from the funeral service; or
- a copy of the death certificate; or.
- A statutory declaration.

In the event of a serious illness or injury evidence to be provided can be either a letter or note from an appropriately qualified medical practitioner. An employee may in exceptional circumstances, in consultation with their Manager provide an alternative form of evidence.

Taking Compassionate Leave

An employee may take the five (5) days compassionate leave for each permissible occasion if the leave is taken:

- For the purpose of spending time with the member of the employee's immediate family or household who has contracted or developed the personal illness or sustained the personal injury referred to above in Compassionate Leave.
- After the death of the member of the employee's immediate family or household referred to above in Compassionate Leave.

An employee may take compassionate leave for each permissible occasion as:

- A single continuous period of five (5) days; or
- Any separate periods to which the employee and his or her employer agree.

An employer can request evidence about the reason for compassionate leave (as per dot points above). The request for evidence has to be reasonable. If the employee does not provide the requested notice or evidence, the compassionate leave will not be approved.

An employee will be paid at their base rate of pay for their ordinary hours of work for the period.

Roper Gulf Regional Council HR011 – Leave Policy



6.5 Community Service Leave

All employees (including casual employees) can take community service leave for certain activities such as:

- Voluntary emergency management activities;
- Jury duty (including attendance for jury selection).

Voluntary emergency management activity

An employee engages in a voluntary emergency management activity if:

- The activity involves dealing with an emergency or natural disaster;
- The employee engages in the activity on a voluntary basis;
- The employee was either requested to engage in an activity, or it would be reasonable to expect that such a request would have been made if circumstances had permitted;
- The employee is a member of, or has a member-like association with a recognised emergency management body.

Employees must give notice of their absence prior to taking community service leave to their supervisor or manager. All community service leave must be approved prior to taking the leave by the CEO through the Human Resources (HR) department.

If the leave is for the purpose of engaging in emergency service activities and the matter is urgent the employee may provide notice to any manager or supervisor. If it is not practicable to provide notice prior to the leave, the employee must give notice as soon as possible after commencing the leave. Notice must include the period or expected period of absence from the workplace. It is noted employees engaged in emergency service activities may not be able to provide a definitive period of absence; they should however attempt to provide an indicative period.

Employees taking leave for the purposes of jury duty must provide the evidence documents provided by the courts.

With the exception of jury duty, community services leave is unpaid. Refer to the NES for payment of jury duty.

6.6 Defence Reserve Leave

Australia's Defence Reserves are an essential component of the Navy, Army and Air Force. Reservists may be required to be deployed on operations overseas or in Australia.

As well as workplace rights and entitlements under the *Fair Work Act 2009* (Cth), reservists have additional workplace protections under the *Defence Reserve Service (Protection) Act 2001* (Cth).

Employers are required by law to release employee reservists to undertake all types of Defence service, and to continue to employ them on their return. This includes training.

Reservists should, as a matter of good practice, always try to give their employer as much notice as possible of the dates they will be absent from work on Defence service.

There is no legal obligation for employers to pay employees while they are absent on Defence service, including training. Employees cannot be required to take their annual leave or long service leave for absences on Defence service, but may voluntarily elect to do so by mutual agreement with their employer.

6.7 Long Service Leave

Long service leave will be in accordance with the *Long Service Leave Act 1981*.

Roper Gulf Regional Council HR011 – Leave Policy



All employees, including casual employees, who have been employed for a continuous period of ten (10) years will be entitled to take long service leave for a period equal to 1.3 weeks for each completed year of that ten (10) years continuous service.

Where an employee has completed a period of ten (10) years of continuous service, the employee becomes entitled to take long service leave on the completion of each subsequent five (5) years continuous service for a period of 1.3 weeks for each completed year of that five (5) years continuous service.

Periods of long service leave, and periods of unpaid leave do not count as service for the purposes of accruing long service leave.

Where a public holiday occurs during a period of long service leave, the public holiday shall be deemed to be part of the long service leave, and the period of leave shall not be increased because of the public holiday.

Where an employee has been employed for a continuous period of less than ten (10) years but not less than seven (7) years, their pro-rata entitlement to long service leave will be paid on termination of employment if:

- The employee has reached retirement age;
- The employer terminates the employee (unless due to serious misconduct);
- The employee terminates due to illness, incapacity, or domestic or other pressing necessity of such a nature as to justify so ceasing to be an employee; and
- The Chief Executive Officer (CEO) exercises a discretionary decision.

Long service leave cannot be cashed-out.

Generally, the time for using leave is by mutual agreement between the employer and employee. However, the employer can require the employee to take their long service leave entitlement provided the employee is given two (2) months' notice.

Leave should be taken as a single continuous period unless agreed by the employee and employer, in which case it cannot be taken in more than three (3) separate periods of not less than four (4) weeks each.

Council will comply with Section 180 of the *Local Government Act 2019*, which enables a person to elect to transfer their accrued and accruing rights to long service leave, where they have left one eligible employer, and, within a three month period, commenced employment with another eligible employer. For these purposes, an eligible employer is:

- A council for an area within the Northern Territory;
- A local government subsidiary formed with the Minister's approval under the *Local Government Act 2019* (this includes CouncilBiz); and
- LGANT.

6.8 Parental Leave

Parental leave is leave which can be taken when:

- a) The leave is associated with:
 - The birth of a child of the employee or the employee's spouse or de facto partner;
 - The placement of a child under 16 years of age with the employee for adoption; and
- b) The employee has or will have a responsibility for the care of the child.

Parental leave is available to full time, part time, and eligible casual employees who have at least 12 months continuous service:

- As at the date of birth, or the expected date of birth, of the child;
- As at the day of placement, or expected day of placement, of the child; or

Roper Gulf Regional Council HR011 – Leave Policy



- As at the date on which the period of leave is to start, when the employee is taking a period of parental leave that is to start within 12 months after the birth or placement of the child.

An eligible casual employee is one who has been employed on a regular and systematic basis for a period of at least 12 months and who would have a reasonable expectation of ongoing employment.

Employees who satisfy the eligibility requirements of parental leave may have an entitlement to the following:

- **6 weeks** paid parental leave, in the form of maternity, paternity, or adoption leave, available to the primary care giver of the child. This paid leave reduces the employee's entitlement to unpaid parental leave.
- **12 months** unpaid parental leave, available to the primary care giver of the child.
- **2 weeks** paid partner leave, available to an employee who is the spouse/partner of the primary care giver. An employee taking paid partner leave can also request an additional six (6) weeks unpaid partner leave. Partner leave will reduce an employee's subsequent entitlement to parental leave.

Parental leave must be taken in a single continuous period.

The Employee may take any other forms of paid leave to which they are entitled, such as annual or long service leave, during the course of unpaid parental leave.

An employee who is pregnant can commence parental leave no earlier than six weeks before the expected date of birth, unless by agreement between employee and employer.

If a pregnant employee continues to work during the period of six weeks before the expected date of birth of the child, the employer may ask for a medical certificate containing the following:

- A statement of whether the employee is fit to work
- If the employee is fit for work – a statement of whether it is inadvisable for the employee to continue in their current position during the stated period because of:
 - Illness, or risks, arising out of the employees pregnancy; or
 - Hazards connected with the position

Parental leave can commence at any time within 12 months after the date of birth or date of placement of the child.

Notice of parental leave must be provided in writing no later than **10 weeks** prior to the commencement of the leave, or, if it is not possible to so, as soon as practicable. The notice must provide the intended start and end dates of the leave.

Employees applying for parental leave may be required to provide evidence that would satisfy a reasonable person of the actual or expected date of birth of a child (e.g. a medical certificate), or the day or expected day of placement of a child under 16 years of age.

For further full entitlement detail and information refer to the NES.

6.9 Cultural Business Leave

Cultural Business Leave may be granted after a Community Elder notifies the Council Services General Manager, or CEO of the cultural business event with 24 hours' notice. A level of service delivery needs to be determined depending on the application and staff may access this leave via 1 of 3 options:

1. Compassionate leave;
2. Annual leave and;
3. Leave without pay.

Refer to the GOV004 Cultural Business Policy for further information.

Roper Gulf Regional Council HR011 – Leave Policy



6.10 Leave Without Pay

Leave without pay is not an employee entitlement.

Employees may make application for leave without pay in circumstances where they have exhausted all other leave entitlements. Employees must disclose the purpose and timeframe when requesting leave without pay. Leave without pay will not be granted for periods in excess of six (6) months. Leave without pay will not be granted for the purpose of taking up other paid employment.

Leave without pay may be granted for:

- The purpose of extending a holiday/travel,
- To settle personal matters where an extended period of leave is needed,
- To undertake a study program

Leave without pay will not be approved if it is not in the best interests of RGRC and conflicts with operational requirements.

Current Council staff members are prohibited from holding office as elected members of Council (s47(1)(d) *Local Government Act 2019*). Section 181 of the *Local Government Act 2019* makes provisions for staff members to resign for the purposes of standing as candidates for election.

If a staff member chooses to stand as a candidate for election as an elected member of Council, the Legislative Assembly, or the Commonwealth House of Representatives, or the Senate, they must choose to resign specifically for that purpose by giving the CEO written notice no more than 28 days before the close of nominations for the relevant election. If the staff member is not elected, they may apply to the CEO to be reinstated within seven (7) days after the result of the election is known, and they shall be reinstated,

A staff member who is reinstated under this provision is to be treated as having been on leave without pay between the date of resignation and the date of reinstatement.

6.11 Study Leave

Council supports the professional development of its employees in a manner which is beneficial to both the employee and the organisation.

Paid leave may be granted to employees to attend external studies and shall include travelling time but only if that travel occurs during normal hours in which the employee would normally have been required to work.

Paid study leave is managed by way of formal Organisational Directive.

6.12 Time Off in Lieu (TOIL)

The employer and an employee may agree in writing to the employee taking time off instead of being paid for a particular amount of overtime that has been worked by the employee.

Any amount of overtime that has been worked by an employee in a particular pay period which is to be taken as time off in lieu must be the subject of a separate agreement.

Time in lieu accrues as an hour of TOIL for an hour of overtime worked – it does not accrue at overtime rates.

TOIL must be taken within six (6) months of the overtime being worked.

Roper Gulf Regional Council HR011 – Leave Policy



All overtime must be approved by the relevant manager, including overtime which is to be taken as time off in lieu.

6.13 Family and Domestic Violence Leave

All employees of Council, including casual employees, are entitled to ten (10) paid days of Family and Domestic Violence Leave per annum.

This leave entitlement is available immediately, on commencement of the employee's employment with Council, and resets automatically on the employee's work anniversary.

Employees must be experiencing family or domestic violence to be eligible to take paid Family and Domestic Violence Leave.

Family or Domestic Violence means violent, threatening or other abusive behaviour by certain individuals known to the employee that both:

- Seek to coerce or control the employee;
- Causes the employee harm or fear.

To access paid Family and Domestic Violence Leave, the individual could be:

- An employee's close relative;
- A member of the employee's household, or
- A current or former intimate partner of the employee.

A close relative of an employee is:

- A spouse or former spouse;
- A de facto partner, or former de facto partner;
- A child;
- A parent;
- A grandparent;
- A sibling;
- A current or former spouse's or de facto partner's child, parent, grandparent, grandchild, or sibling;
- A person related to the employee according to Aboriginal and Torres Strait Islander kinship rules.

7. PUBLIC HOLIDAYS

Roper Gulf Regional Council recognises the following public holidays:

New Year's Day
Australia Day
Good Friday
Easter Saturday
Easter Monday
Anzac Day
May Day
Queen's Birthday
Christmas Day
Boxing Day
Katherine Show Day – all employees except for Borroloola staff
Borroloola Show Day – Borroloola employees only

Roper Gulf Regional Council HR011 – Leave Policy



For full information and entitlements refer to The National Employment Standards, *Fair Work Act 2009* (Cth), *Local Government Industry Award 2020* and the *Local Government Act 2019*.

8. REFERENCES

Acknowledgements (original author/source documents)	Human Resource Unit
Related Policies	<ul style="list-style-type: none"> • ADM004 - Cultural Business Policy • HR007 - Study Leave Policy • HR014 – Employee Training and Development Policy
Related Publications	<ul style="list-style-type: none"> • <i>Long Service Leave Act 1981</i> • <i>Local Government Industry Award 2020</i> • the National Employment Standards • <i>Fair Work Act 2009</i> (Cth) • <i>Defence Reserve Service (Protection) Act 2001</i> (Cth)

9. DOCUMENT CONTROL

Policy number	011
Policy Owner	HR
Endorsed by	OCM
Date approved	10 October 2013
Revisions	2 July 2017, 23 August 2017, October 2023
Amendments	16 December 2015, 24 March 2016, November 2016 – Policy Statement; Definitions, 6 Principles , 7 & 8 TOIL 23 August 2017, Domestic and Family Violence Leave – October 2023
Next revision due	June 2025

10. CONTACT PERSON

Contact person	Human Resource Manager
Contact number	08 8972 9000

Roper Gulf Regional Council
 Performance Management Policy
 HR031 – Performance Management Policy



1. POLICY CERTIFICATION

Policy title:	Performance Management Policy
Policy number:	HR0031
Category:	Policy
Classification:	Human Resources
Status:	Approved

2. PURPOSE

The objectives of Roper Gulf Regional Council's (Council) Performance Management Policy ('Policy') are to:

- a) improve the standard of an employee's performance and/or correct an employee's conduct where Council deems this appropriate or necessary; and
- b) provide employees with an opportunity to improve their performance or correct their conduct (other than in situations where summary dismissal is appropriate).

3. ORGANISATIONAL SCOPE

This Policy applies to all current Council staff.

4. POLICY STATEMENT

Employees are bound by Council's COR006 Code of Conduct (Staff), contracts of employment, duty statements, policies and processes, and other administrative documents which clearly state how employees are to perform and conduct themselves during their course of employment.

This policy should be read in conjunction with the COR005 Corporate Processes Policy, the COR006 Code of Conduct (Staff), the *Local Government Industry Award 2020*, as well as the applicable position descriptions and employment contracts.

5. PRINCIPLES

Performance Management is the holistic process of creating a work environment or setting in which people are enabled to perform to the best of their abilities. It is not merely a focus on current performance but is a wider system that supports the employment cycle.

6. PROBATIONARY PERIOD

- a) All new employees are required to complete a period of probationary employment to assess the suitability of new employees before ongoing employment is confirmed;
- b) New employees of Council will be employed for a probationary period of six (6) months;
- c) Council will assess an employee's performance and conduct throughout the probationary period and provide feedback about these issues. The continued employment of the employee is dependent upon their successful completion of the probationary period; and

Roper Gulf Regional Council
Performance Management Policy
HR031 – Performance Management Policy



-
- d) Where the employee's performance and/or conduct does not meet the standard required for the job, Council may elect to terminate the employee's employment with the requisite period of notice or payment in lieu of notice.

PERFORMANCE ASSESSMENT

The performance assessment/review is an opportunity for the manager and employee to reflect on the achievements and challenges, and to plan for the future in line with organisational requirements.

This is also a critical opportunity to review the current position description and the alignment between the position description and actual performance expectations.

This process may also identify any training or professional development opportunities that the staff member may require to assist them in achieving their work goals.

The performance assessment of employees is a continuous, ongoing process, and is done at regular intervals not exceeding twelve (12) months duration.

EXEMPLARY PERFORMANCE AND CONDUCT

Various incentives are in place to encourage and reward exemplary performance and conduct including promotion.

An employee may be promoted due to exemplary performance and conduct. Promotion is subject to operational considerations and availability, and may be in the form of the employee being promoted to a more senior position, *or*, the employee having the level of their current position raised.

This is to be determined by the Chief Executive Officer (CEO), based on various factors including General Managerial and applicable Managerial input and recommendations.

UNDER-PERFORMANCE

Underperformance is when an employee is not meeting the specific performance requirements identified during their employment, or the general standards of performance and behaviour expected of an employee, despite having received reasonable support, development and training to enable them to perform effectively.

Underperformance may be identified at any time during a staff member's employment and commencement of the process to manage the underperformance may occur either:

- As a result of a formal assessment of "*has not met the standard required*" in the employee's annual performance assessment, or
- During the course of the performance cycle, when a manager identifies an issue/issues of underperformance and despite reasonable efforts to address the underperformance informally, the underperformance continues.

While an underperformance process is underway, the employee ceases to be involved in the annual Performance and Development cycle. Where the underperformance issue is successfully resolved, the employee returns to the normal annual Performance and Development cycle.

Roper Gulf Regional Council
 Performance Management Policy
 HR031 – Performance Management Policy



PERFORMANCE IMPROVEMENT PLAN

A Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his or her supervisor and to clarify the specific aspects of work performance to be improved. This is usually used when there are significant underperformance issues and a structured approach is required to address concerns. An employees failure to without a lawful and reasonable excuse meet the performance requirements as set out in a PIP *may* enter the realm of misconduct (as prescribed in the COR006 Code of Conduct (Staff)). This is inclusive of:

- a) unsatisfactory performance;
- b) unacceptable conduct; and
- c) actual misconduct.

7. Applicable Law

Applicable Acts	<i>Local Government Act 2019;</i> <i>Fair Work Act 2009</i>
Applicable Policy	COR005 Corporate Processes Policy; COR006 Code of Conduct (Staff)

8. DOCUMENT CONTROL

Policy number	HR031
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	02/03/2017
Revisions	March 2024
Amendments	April 2024
Next revision due	2025

9. CONTACT PERSON

Position **Human Resources Manager**
 Contact number **(08) 8972 9076**

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	15.2
TITLE	Policy Revision - Financial Management
REFERENCE	1399703
AUTHOR	Cristian COMAN, Manager Corporate Compliance

RECOMMENDATION

That Council resolves to:

- (a) Adopt the revised OCEO002 Financial Delegations Manual;
- (b) Adopt the revised GOV031 Procurement Policy; and
- (c) Rescind the FIN003 Purchasing and Payment Policy.

KEY OUTCOME AREA

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

BACKGROUND

Council has legislative obligations arising out of the *Local Government Act 2019* (and statutory instruments) to make policy pertaining to financial management.

ISSUES/OPTIONS/SWOT

As part of Council's policy review process, the Financial Delegations Manual and Procurement Policy have been revised so as to comply with applicable law and meet operational requirements.

As part of this review, the FIN003 Purchasing Policy (already obsolete) is rendered repugnant as its subject is captured in the revised Financial Delegations Manual, the Procurement Policy, and internal Directives.

FINANCIAL CONSIDERATIONS

Not applicable.

ATTACHMENTS

- 1 OCEO002 Financial Delegations Manual.docx
- 2 GOV031 Procurement Policy (003).docx
- 3 FIN003 - Purchasing and Payment Policy.pdf

Roper Gulf Regional Council Financial Delegation Manual

Roper Gulf Regional Council Financial Delegation Manual

Dates of amendments made by Council resolution:

- | | |
|---------------------|--|
| • 23 February 2011 | Ordinary Council Meeting |
| • 29 June 2011 | Ordinary Council Meeting |
| • 20 July 2011 | Ordinary Council Meeting |
| • 21 September 2011 | Ordinary Council Meeting |
| • 26 October 2011 | Finance & Audit Committee Meeting |
| • 9 November 2011 | Ordinary Council Meeting |
| • 16 December 2011 | Ordinary Council Meeting |
| • 18 January 2012 | Finance & Audit Committee Meeting |
| • 14 March 2012 | Finance & Audit Committee Meeting |
| • 30 May 2012 | Finance & Audit Committee Meeting |
| • 03 September 2012 | Finance & Audit Committee Meeting |
| • 01 May 2013 | Ordinary Council Meeting |
| • 26 June 2013 | Ordinary Council Meeting |
| • 24 July 2013 | Ordinary Council Meeting |
| • 23 July 2014 | Finance Committee Meeting |
| • 12 November 2014 | Ordinary Council Meeting |
| • 27 July 2016 | Ordinary Council Meeting |
| • 29 August 2018 | Finance Committee Meeting |
| • 29 July 2020 | Ordinary Council Meeting |
| • 29 September 2021 | Ordinary Council Meeting |
| • 25 January 2022 | Finance & Infrastructure Committee Meeting |
| • 23 February 2022 | Ordinary Council Meeting |
| • 24 April 2024 | Ordinary Meeting of Council |

Table of Contents

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

Financial Delegations

Financial: Budgets

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

Financial: Operational Expenditure

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Approve Expenditure <i>(Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.)</i>	<i>For services and business units \$3,000 (Up to)</i>	Coordinators (other than Workshop)
	<i>For services and business units \$7,000 (Up to)</i>	Workshop Coordinator, Assistant Managers
	<i>For services and business units \$15,000 (Up to)</i>	Managers, EA to CEO
	<i>For division \$75,000 (Up to)</i>	General Managers
	<i>For organisation \$ 500,000 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 - \$ 500,000 within approved budget and subject to compliance with legislation.</i>	CEO
Authority to replace essential items of equipment included in approved capital budget/funding agreement	<i>For division \$75,000 (Up to) for any one item under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	General Managers
	<i>For organisation - \$ 500,000 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 \$15,000 (Up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	Managers
	<i>For division \$75,000 (up to) under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.</i>	General Managers
	<i>For organisation \$ 500,000 within approved budget and subject to compliance with legislation</i>	CEO
Approve the transfer/disposal of any assets (in accordance with legislation/guidelines)	For organisation	Council
	\$100,000 (Up to)	CEO
Approval of sale or purchase of land or buildings	For organisation	Council
Approval of development of new buildings	For organisation	Council

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>	For service/s \$1,000 (Up to)	Executive Assistants to General Managers,
	For service/s \$3,000 (Up to)	Coordinators
	For services & business units \$7,000 (Up to)	Assistant Managers, Financial Accountant, Management Accountant,
	For services & business units \$15,000 (Up to)	Managers, EA to CEO
	For division \$75,000 (Up to)	General Managers
	For organisation \$ 500,000 <i>Within approved budget and subject to compliance with legislation</i>	CEO
Approve Quotation Exemption	For division up to \$75,000	General Manager
	For organisation over \$75,000	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>	\$2,000 (Up to) <i>For all staff</i>	Manager
	\$15,000 (Up to) <i>For all staff</i>	General Managers
	\$50,000 (Up to) <i>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</i> 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.	Management Accountant, Finance Manager, General Manager Corporate Services and Sustainability, CEO

Financial: Investment

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

Financial: ATM, Receipts and Banking

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

Financial: Petty Cash & Bank Imprest Accounts

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to operate, control and reimburse petty cash.	<i>\$5,000 (Up to) In accordance with approved budget</i>	Senior Finance Officer, Council Service Coordinators, Senior Admin Support Officers

Financial: Cheques

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Authority to issue cheque requisitions	<i>For service/s & business units \$10,000 (Up to)</i>	Managers
<i>(Under direct control, within approved budget and subject to any restrictions outlined elsewhere in this document.)</i>	<i>For division \$75,000 (Up to)</i>	General Managers
	<i>For organisation \$ 500,000</i>	CEO

Approve and sign cheques	<i>For organisation (Any two) \$ 500,000</i>	CEO, General Managers, Finance Manager
Approve EFT bank File	<i>For organisation No Limit</i>	Group A: CEO; General Managers. Group B: Finance Manager; HR Manager; Compliance Manager; Financial Accountant; Management Accountant (Any two (2) from Group A or Combination of Group A and B)
Approval to stop payment on cheques	<i>For organisation</i>	Management Accountant/Financial Accountant
Approve change and/or add cheque signatories	<i>For all signatories</i>	General Manager Corporate Services and Sustainability, Finance Manager

Financial: Banking Institutions

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

Financial: Corporate Credit Cards

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

Financial: Bad Debts

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

Financial: Credit Notes

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

Financial: Fee and Charges

Function	Amount and/ or Qualification (Where applicable)	Delegated Authority
Negotiation with fee and charges	<i>\$5,000 (in excess of)</i>	Council
	<i>\$5,000 (May not exceed)</i>	CEO
	<i>\$1,000 (May not exceed)</i>	General Manger

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

Roper Gulf Regional Council



GOV031 Procurement Policy

1. POLICY CERTIFICATION

Policy title:	Procurement Policy
Policy number:	GOV031
Category:	Policy
Classification:	GOV
Status:	Approved, In-Force

2. PURPOSE

The Procurement Policy sets out Roper Gulf Regional Council's (Council) procurement principles and framework.

3. ORGANISATIONAL SCOPE

This procurement Policy applies to all the systems and processes used by Council under its Procurement Framework; and is applicable to all Elected and Appointed Members (Members) and Council employees.

All Members and employees engaged in procurement, or who have responsibility for procurement decisions, must comply with this policy. It is the responsibility of Council officers involved in procurement to understand the meaning of this policy.

Council's Members and employees are required to:

- Comply with the *Local Government Act 2019* (the Act) and *Local Government (General) Regulations 2021* (the Regulations), Code of Conduct, Financial Delegations and applicable policies and instructions;
- Preserve Council's integrity to ensure that Council may be seen to have acted beyond reproach in all procurement dealings; and
- To ensure that the four fundamental components of public administration are met: accountability, transparency, effectiveness and efficiency.

4. POLICY STATEMENT

Council is committed to following best practice in procurement. The Procurement Policy prescribes Council employees the principles of developing and implementing transparent and accountable procurement processes under the Procurement Framework.

5. DEFINITIONS

Accountability	The extent to which a matter and its decision-making process can be reviewed by external parties.
Corporate Documents	Council's Regional Plan, Strategic Plan, Strategic Assessments, Cost Benefit or Economic Impact Analysis, Business Plans, Grant Funding Agreements.
Goods	Goods include tangible supplies that are directly purchased, rented, leased or hired by Council.
Indigenous Small to Medium Enterprise	A small to medium enterprise that is greater than 50% indigenous owned, or has a board with greater than 50% indigenous representatives.

Roper Gulf Regional Council



GOV031 Procurement Policy

Local	With the boundaries of the Council area or Katherine Local Government area.
Northern Territory	The whole of the Northern Territory.
Procurement	The entire procurement lifecycle of purchasing goods or services that includes the purchasing decision, the selection of the goods, and the payment made by Council to the supplier to purchase the goods.
Procurement Framework	The Procurement Framework includes the Procurement Principles, related policies and publications, and the systems and processes used to support Council's procurement activity throughout the procurement lifecycle.
Public Interest	<p>A concern common to the public at large, or a significant portion of the public, rather than a specific concern or a particular party, whether public or private.</p> <p>The test which determines whether a matter is in the public interest or not has two components:</p> <ol style="list-style-type: none"> 1) Objectives and Outcomes – that the objectives and outcomes of the decision-making process are in the public interest; and 2) Process and Procedure – that the process adopted and procedures followed by the decision-makers in exercising their discretionary powers are in the public interest.
Regional	Big Rivers Region
Services	Services include any intangible activity that is directly procured by Council, including consulting or project management.
Supplier	A contractor or seller of goods and services. The supplier can be a bidder, selected source, or supplier or vendor depending on the phase in the procurement lifecycle.
Transparency	The concept of the decision-making process and associated documentation being comprehensively and readily available for external scrutiny.
Value for Money	<p>Best value for money is determined by considering the following;</p> <ul style="list-style-type: none"> • Council's strategic direction with relevance to its corporate documents; • Council's financial position, and funding and procurement options; • The scale and scope of the business requirement; • The market's capacity to competitively respond to a procurement; • Council's obligations and opportunities under other existing arrangements; and • Consulting with stakeholders.

Roper Gulf Regional Council

GOV031 Procurement Policy



6. PRINCIPLES

6.1. Value for Money

Considering value for money

Value for money (VFM) forms part of the mandatory considerations which parties involved in the procurement process must demonstrate. VFM assessments inform the development and, depending on the size and scale, implementation of the procurement.

Achieving value for money

Achieving VFM is the key driver of Council's procurement decisions. It is the achievement of a desired procurement outcome at the best possible price, not necessarily the lowest price, based on a balanced judgement of financial and non-financial factors relevant to the procurement. Council recognises environmental, social and economic factors as a core component of VFM. Officers responsible for a procurement must be satisfied, after reasonable enquiries, that the procurement achieves a value for money outcome.

Procurements should:

- Encourage competition and be non-discriminatory;
- Use Council resources in an efficient, effective, economical and ethical manner that is consistent with its policies;
- Facilitate accountable and transparent decision-making;
- Encourage appropriate engagement with risk; and
- Be commensurate with the scale and scope of the business requirement.

When assessing a procurement, officers must consider the relevant financial and non-financial costs and benefits of each submission including, but not limited to:

- The quality of the goods and services
- Fitness for purpose of the proposal
- The bidder's relevant experience and performance history;
- Flexibility of the proposal (including innovation and adaptability over the lifecycle of the procurement);
- Socioeconomic development, including the stimulation of local employment and training;
- Environmental sustainability of the proposed goods and services (such as energy efficiency and environmental impact); and
- Whole-of-life costs.

Whole of life costs include;

- The initial purchase price of the goods and services;
- Maintenance costs;
- Transition out costs;
- Licensing costs (when applicable);
- The cost of additional features procured after the initial procurement;
- Consumable costs; and
- Depreciation and disposal costs.

Roper Gulf Regional Council



GOV031 Procurement Policy

6.2. Local Development

Council is committed to enhancing opportunities for local suppliers. Council is required to consider local benefit opportunities that may be relevant with other assessment criteria, and ask corresponding questions when evaluating quotes and tenders. This gives suppliers more opportunities to demonstrate the benefits of their 'localness'. These other local benefit questions will vary depending on the nature of the procurement, such as:

- Past performance – an organisations track record of enhancing local economic and community outcome through its delivery of similar goods or services;
- Capacity – the supplier's use of local knowledge (technical, environmental, geographical, cultural and other) to ensure successful delivery; and
- Timeliness – proximity and responsiveness of supply chain.

Council supports local business wherever possible, however is committed to achieving for money through quality supply of good and services.

The current procurement practices align with the Local Government in that all procurement must be undertaken in accordance with the threshold and actions of

- \$10,000 to \$100,000 written quotations from 3 suppliers;
- \$100,000 to \$150,000 Public Quotations;
- \$150,000 + Public Tender;
- Or Local Buy may be used in accordance with the Act

Exemptions to the above procurement requirements apply under certain circumstances as prescribed by Part 2, Division 12 of the *Local Government (General) Regulations 2021*. Such exemptions are managed by way of internal protocols and authoritative documents, and compliance with such must be *strictly* adhered to.

All Council procurement activities *must strictly* comply with these requirements except for emergency situations.

For quotes less than \$100,000 (GST exclusive) where goods and services are available locally, Council will in the first instance seek quotes from Indigenous local small to medium enterprises, if none exist then non Indigenous local businesses are to be approached.

For quotes less than \$100,000 (GST exclusive) and tenders greater than \$100,000 and tenders greater than \$100,000 where a local business has demonstrated their capacity to undertake the contract, Council has the discretion to apply a price differential (for assessment purposes only) of between five (5%) and twenty-five (25%) percent to quotations or tender prices submitted from non-local businesses as a way of supporting local business and industry.

Council may also undertake a public tender where the value of goods, works, and services does not reach the prescribed regulation threshold (\$150,000) in situations where it

Roper Gulf Regional Council



GOV031 Procurement Policy

considers public tender to be preferred or prudent, or for risk management purposes, or for greater transparency, or public interest considerations.

All figures are to be considered to be GST inclusive unless explicitly written so.

Hierarchy of engagement

1. Local Indigenous small to medium enterprises within Community or Katherine;
2. Local non-Indigenous suppliers within Community or Katherine;
3. Regional – within the Big Rivers Region;
4. Northern Territory;
5. Interstate;
6. International

6.3. Efficient, effective, economical and ethical procurement

Council's procurement activities shall be performed with integrity, accountability and in a manner able to withstand scrutiny. Council employees involved in procurement must comply with the standards of efficient, effective, economical and ethical conduct in procurement. Council employees must:

- Achieve maximum value for the resources used, especially with regard to the scale, scope and risk of the procurement;
- Achieve intended procurement outcomes or results, especially with regard to price, quality and quantity, and the degree to which these contribute to specified outcomes;
- Minimise cost, avoid waste and optimise the level of resources used to achieve outcomes; and
- Conduct themselves with honesty, integrity, probity, diligence, impartiality and consistency.

The public interest test must always be applied and demonstrated during each procurement endeavour.

Suppliers/contractors/businesses who are Indigenous owned or can demonstrate Indigenous employment outcomes will be preferred, provided that they can demonstrate the capacity to deliver procurement outcomes consistent with the public interest.

Conflicts of Interest

All Members and Council employees must strictly comply with the conflict of interest requirements prescribed under the Act, Regulations and Council policy.

Responsible Financial Management

The principles of responsible financial management in accordance with the Act and Regulations shall be applied to all procurement activities. Council employees must not authorise the expenditure of funds in excess of their financial delegations. Council funds must be efficiently and effectively to procure goods, works and services and every attempt must be made to contain the costs of the procurement process without compromising any

Roper Gulf Regional Council



GOV031 Procurement Policy

of the procurement principles set out in the Procurement Policy. Variances in expenditure over 10% must be reported back to Council in accordance with the Act.

Procurement must be in accordance with the adopted annual budget. Items not within the approved budget must be referred to the Council for a resolution as per section 204(2)(a) of the Act.

6.4. Probity, accountability and transparency in procurement

Council is committed to ensuring accountability and transparency in its procurement activities. Council employees are responsible for the actions and decisions that they take in the procurement lifecycle. Council will enable appropriate scrutiny of its procurement activity. The fundamental elements of probity, accountability and transparency in the procurement lifecycle are outlined below.

Risk Management

The provision of goods, works and services by contract potentially exposes Council to risk. Council will minimise its risk exposure by measures such as:

- Procurement planning and in demonstrating, specifying and cost estimating its procurement needs;
- The sourcing and selecting, and negotiation and awarding of contracts;
- Standardising contracts to include current, relevant clauses;
- Requiring security deposits where appropriate;
- Referring specifications to relevant experts;
- Managing contract establishment, execution and closure;
- Requiring contractual agreement before commencement;
- Use of or reference to relevant Australian Standards (or equivalent);
- Effectively managing the contract including monitoring and enforcing performance; and
- The continuous improvement of its procurement systems and processes.

Council employees are responsible for identifying, analysing and treating risk in the procurement lifecycle. Council employees are accountable for all decisions and must be able to provide feedback on them so that all decisions are understood and can be subsequently justified.

Records

Council will maintain for each procurement a level of documentation commensurate with the scale, scope and risk of the procurement in accordance with section 37 of the Regulations. Documentation should provide accurate and concise information on:

- The requirement for the procurement;
- The process that was followed;
- How VFM was considered and achieved;
- Relevant approvals;
- Relevant decisions and the basis of those decisions; and
- Any agreements with suppliers (e.g. written contract, purchase order, invoice or receipt).

Roper Gulf Regional Council



GOV031 Procurement Policy

Tender and Quotation Processes

It is a breach of this policy to split purchases to manipulate the quotation and tender thresholds.

All tender and quotation process shall be conducted in accordance with the requirements of this Procurement Policy and any associated procedures and the Act and Regulations.

7. REFERENCES

Related Policies	SCH1-LGA2019 - Members Code of Conduct COR006 - Employee and Contractors Code of Conduct ADM023 – Risk Management Policy OCEO002 – Financial Delegations Manual FIN006 – Accounting and Policy Manual OCEO001 – Organisational Delegations Manual GOV029 – Records Management Policy
Legislation	<i>Local Government Act 2019</i> <i>Local Government (General) Regulations 2021</i>
Associated Documents	Request for Quote form; Evaluation/Exemption form; Requisition for new accounts payable form; and Quotation exemption pro forma.

8. DOCUMENT CONTROL

Policy Owner	Governance
Endorsed by	SLT
Date approved	27/02/2019 OMC
Revisions	22/02/2023 OMC, 24/04/2024 OMC
Amendments	22/02/2023, 24/04/2024
Next revision due	2028

9. CONTACT PERSON

Position	Manager – Corporate Compliance
----------	--------------------------------

Roper Gulf Regional Council



FIN003 – Purchasing & Payment Policy

1. POLICY CERTIFICATION

Policy title:	Purchasing & Payment Policy
Policy number:	FIN003
Category:	Policy
Classification:	Finance
Status:	APPROVED

2. PURPOSE

This document is prepared in accordance with the *Local Government Act* and set out *Roper Gulf Regional Council's* (RGRC) policy for the acquisition of goods and services.

3. ORGANISATIONAL SCOPE

This policy applies to all contracting and procurement activities and is binding upon Councillors, all Council employees, contractors and consultants engaged by the council.

4. POLICY STATEMENT

The objectives of this Policy are to:

- 4.1 Achieve value for money and quality in the acquisition of goods, services and works;
- 4.2 Achieve compliance with relevant legislation.
- 4.3 Achieve compliance with the Council Conflict of Interest Policies ADM011 and ADM025.
- 4.4 Achieve high standards of probity, transparency, accountability and risk management.
- 4.5 Take a long term strategic view of its procurement that support Council's corporate strategies, aims and objectives;
- 4.6 Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to council, and
- 4.7 Where price, quality, services standards and delivery is comparable to other suppliers, preference will be given to suppliers that:
 - 4.7.1 Demonstrate high levels of social responsibility including supporting people with disabilities or special needs.
 - 4.7.2 Have in place or are prepared to consider implementing employment strategies and programs for Indigenous people.
 - 4.7.3 Demonstrate sustainable business practices.
 - 4.7.4 Prioritise the supply of Australian made products

5. DEFINITIONS

Roper Gulf Regional Council



FIN003 – Purchasing & Payment Policy

Purchase Order (PO)	A Purchase Order is Formal Document Initiated by the buyer and forwarded to the Supplier, This forms the basis for the one-off Contract between the parties for the Supply of Good Or Services to the Buyer.
GST	Goods and Service Tax (GST) is a broad-based tax of 10% on most goods and services and other items sold or consumed in Australia
Council	Roper Gulf Regional Council
The Region	The region of Roper Gulf
Immediate family member	Immediate family member includes: (a) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or (b) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee

6. PURCHASING PROCEDURE

- 6.1 All the Council's Procurement activities must comply with this policy. The only exception is procuring for an emergency situation.
- 6.2 Purchase of all goods, services and works for which the estimated expenditure exceeds \$100,000, a public tender must be undertaken.

Council may also undertake a public tender where the value of goods, works and services does not reach the threshold sums. These may be situations where a public tender is preferred or prudent, managing risk considerations are paramount, or there is a desire for greater transparency of the procurement.

- 6.3 An exemption can be obtained from the Department of Local government to not go to public tender. This must be discussed and documented by the relevant manager endorsed by the Director of Corporate Governance and the Chief Executive Officer
- 6.4 At least three (3) written quotations are required for purchase of goods and services with a value between \$10,000 and \$ 100,000 (GST inclusive).

Procurement activities must not be split into smaller amounts to circumvent the thresholds.

- 6.5 Based on the Accounting Regulation 30(1) (a) (ii), three quotes are not required when a supply of service is a consultancy or other professional services.
- 6.6 All financial figures are to be considered as being GST inclusive unless explicitly written so.

7. AUTHORITY TO APPROVE PURCHASE ORDERS

- 7.1 After the careful evaluation of Quotes, Purchase Orders will be issued for the successful supplier.

All suppliers are instructed not to supply goods unless they make reference to Council's official purchase order number. If a supplier supplies goods without a purchase order number, and produces an invoice to Council without reference to an official purchase order number, then Council reserves the right to refuse payment for those goods or services.

- 7.2 The delegations for purchase order approval at the Council is in accordance *Roper Gulf Regional Financial Delegations Manual* summarised in Table 1

Roper Gulf Regional Council



FIN003 – Purchasing & Payment Policy

Table 1 Purchase order Approval Delegations

Amount	Approving Delegate
Greater than \$ 50,000	Chief Executive Officer
Up to \$ 50,000	Directors
Up to \$ 10,000	Managers
UP to \$ 10,000	Assistant Managers, Financial Accountant, Management Accountant, Workshop Coordinators
Up to \$ 2,500	WH&S Coordinator, Senior/Council Services Coordinator
Up to \$ 1,000	Finance Officers , Executive Assistant to CEO or Director, HQ Administration Support Officers and Contracts and Project Officers

7.3 No Employee or immediate family member is permitted to authorise a purchase order which directly benefits them.

8. PURCHASES USING CORPORATE CREDIT CARDS

8.1 Corporate credit cards must only be used for the purchase of goods and services for the Council.

8.2 **Credit Card Limits:** Based on the recommendation of Manager of Finance. Limits will be set on the credit card limit and the maximum value per transaction.

8.3 **Card Holders Responsibility:** All the card holders are responsible for the transactions on their card. All credit cardholders must submit the necessary supporting documentation for all the corporate credit card purchases to the finance department.

9. PURCHASES USING PETTY CASH

9.1 Petty cash may be used to for the purchase of small goods for urgent need. The maximum value of the purchases with petty cash is \$50.00.

9.2 Splitting Purchases to circumvent the limit is not allowed.

9.3 Petty cash claims are to be approved by Authorised Manager or Supervisor. Record of claims and tax invoices are to be maintained.

9.4 The petty cash accounts are reconciled on periodic basis; the Manger of Finance is responsible to ensure that petty cash usage is in compliance with all aspects of purchasing.

10. PURCHASES WITH PERSONAL FUNDS (EXPENSE REIMBURSEMENTS):

Roper Gulf Regional Council



FIN003 – Purchasing & Payment Policy

- 10.1 On certain occasions personal funds may be used by the staff to make purchase for Council's business.
- 10.2 In such circumstances, employees should fill out an Expense Reimbursement Form and get it authorised by their Direct Manger or Supervisor.
- 10.3 All authorised and completed claim forms along with the original tax Invoices must be forwarded to the Finance Department for payment.

11. BUDGETARY PROVISIONS

- 11.1 Procurement must be in accordance with the adopted Annual Budget or a Council Resolution and sufficient funds must be available to meet the full cost of the proposed procurement.

12. WORK HEALTH AND SAFETY (WH&S)

- 12.1 Council takes Work Health & Safety issues very seriously and undertake due diligence assessments on all suppliers to ensure compliance to legislative and business requirements.
- 12.2 All suppliers are required to comply with all the work health and safety legislative requirements.
- 12.3 These requirements are mandatory and non-compliance will disqualify prospective suppliers.
- 12.4 All the suppliers are required to provide evidence of public liability insurance.

13. PAYMENT TERMS

- 13.1 Payment terms are 30 days from the date on the invoice, unless otherwise arranged and agreed.

14. REFERENCES

Acknowledgements(original documents)	author/source
Related Policies	FIN001 Financial Delegations Manual ADM011 Conflict of Interest - Members ADM025 Conflict of Interest - Staff
Related Publications	107-010 Expense Reimbursement Form

15. DOCUMENT CONTROL

Policy number	FIN003
Policy Owner	Finance Manager
Endorsed by	FCM
Date approved	30 May 2012, May 2017
InfoXpert ID	673945
Amendments	September 2016, May 2017, February 2019,
Next revision due	June 2021

Roper Gulf Regional Council

FIN003 – Purchasing & Payment Policy



16. CONTACT PERSON

Position

**Manager, Governance and Corporate
Planning**

Contact number

8972 9000

CORPORATE SERVICES AND SUSTAINABILITY DIVISIONAL REPORT



ITEM NUMBER	15.3
TITLE	Budget Review and Amendment
REFERENCE	1399748
AUTHOR	Cindy HADDOW, General Manager Corporate Services & Sustainability

RECOMMENDATION

That Council approves the following budget amendments

- (a) Addition of \$250,000 for Project Management outsourcing through a Consultancy;
- (b) Reduction of \$250,000 of Wages and Salaries in Infrastructure Services and Projects Division (ISP) to account for the Project Management Consultancy;
- (c) Addition of \$150,000 for the completion of the Mataranka Aged Care facility;
- (d) Addition of \$10,000 for the Lot Development and S19 lodgement for a new lot in Barunga;
- (e) Addition of \$75,000 for Financial Accounting Consultancy;
- (f) Reduction of \$75,000 of Wages and Salaries in the Corporate Services and Sustainability Division to account for the Financial Accounting consultancy; and
- (g) Addition of \$111,422 for the employment expenses of a Procurement Coordinator

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

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

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

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

BACKGROUND

The Senior Leadership Team have recently reviewed Council Operations over the mid year point and in relation to the recommendations in both the Audit Management Letter and the Compliance Review.

As a result, there are several key budget considerations that are recommended to Council to increase compliance, efficiency and service delivery.

ISSUES/OPTIONS/SWOT

1. The delivery of identified infrastructure projects is a key priority of Council in the Strategic Plan, Regional Plan and through feedback from community stakeholders. Council has experienced challenges in the recruitment and retention of suitably qualified Project Management personnel for a protracted period of time. This is directly attributable to a nationwide skills shortage in this profession and competitive job market.

A review of the current Major Projects list has been conducted and a 5% Project Management contribution identified that will be used to outsource key projects. This will be procured through public tender. A budget amendment of \$250,000 is recommended to support this approach.

This will be fully funded by an equal reduction of \$250,000 in Salaries and Wages in the ISP Division, recognising the ongoing vacancy.

2. The Mataranka Aged Care facility project has been in progress for several years. The project has been reviewed by the Senior Leadership Team, with expert advice sought on the exact needs and cost for completion and commissioning of the facility. The cost estimate is \$150,000.
3. The Barunga Local Authority have provided advice to Council that the location of the Community Night Patrol office should be on a site in community that currently does not have a lot number assigned or a Section 19 *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) S19 lease in place. To progress this, a budget amendment of \$10,000 is sought to support Council to secure a lot number and S19 lease, allowing the commissioning of the office on this site.
4. The Finance Team has experience significant staff shortages due to attrition and unexpected long term leave. It is proposed to secure the services of an Accounting Consultancy to support the implementation of key financial improvement strategies that address issues identified by the Senior Leadership Team, staff and the Audit Management Letter. A Budget Amendment of \$75,000 is recommended to support this approach.

This will be fully funded by an equal reduction of \$75,000 in Salaries and Wages in the Corporate Services and Sustainability Division, recognising the ongoing vacancy.

5. Conducting Procurement Activities on behalf of Council that align with Council policies and the *Local Government Act 2019* require a specialist skill set. Despite extensive staff training and key oversight by the Chief Executive Officer (CEO) and Senior Staff, there have been a small number of incidents that are non-compliant. The financial and reputational risk to Council is unacceptably high. After reviewing operations, the Senior Leadership Team believe that a dedicated Procurement Coordinator employed by Council will effectively mitigate this risk. A budget amendment of \$x is request to support the development of this position.

FINANCIAL CONSIDERATIONS

Net Increase of budget expenditure is \$271,422

This is a small increase across the entire budget and is able to be supported by Council's strong financial position.

ATTACHMENTS

There are no attachments for this report.

**CORPORATE SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	15.4
TITLE	Council's Financial Report as at 31 March 2024
REFERENCE	1400339
AUTHOR	James SANDERS, Finance Manager

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Council's Financial Report as at 31 March 2024.

KEY OUTCOME AREA

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

BACKGROUND

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

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

The balance sheet has been prepared as per prevailing accounting standards, practice and in compliance with the applicable *Local Government Act 2019*. The Income and Expenditure Report as at the end of November shows that the net operating position is at a deficit of \$7.9M inclusive of depreciation and amortisation costs. A variance of 1.9M currently exists due to service delivery timing issues relating to service & project delivery.

The bank balance as at 31 March is \$38.08M. Of this total bank balance, \$27M is invested in various interest earning term deposits. The total balance of untied cash after liabilities and commitments towards major projects is \$3.39M.

As per the *Local Government Act 2019*, the monthly financial reports has to be certified by the Chief Executive Officer

Chief Executive Officer's Declaration

To the Council,

I, Marc Gardner, Chief Executive Officer of the Council, certify that to the best of my knowledge, information and belief:

- (i) the internal controls implemented by the council are appropriate: and
- (ii) the council's financial report best reflects the financial affairs of the Council



Marc Gardner,
Chief Executive Officer
18 April 2024

ISSUES/OPTIONS/SWOT

Provision for Landfill Rehabilitation

As per recent environmental regulations, Council's waste management operations give rise to obligations to rehabilitate certain sites. As such the liability component of the estimated future cost has to be included in the financial statement for a fair representation of Council's financial affairs.

Statement on Australian Tax Office, Payroll and any other obligations.

The reported Payroll Tax obligations were paid by the due date as required by the Tax Office. The Business Activity Statement reporting for December 2023 will be processed prior to month end January. Furthermore all superannuation obligations and insurance premium have been paid by the due date.

Debtors Analysis:

Debtors currently sit at \$81K with 90 day plus debtors representing 5% of this figure. Amount paid at time of writing this report.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

- 1 Financial Reports - March 2024.pdf




Financial Reports

at 31 March 2024

The Balance Sheet – a snapshot of the organisation’s financial status at a given point in time



Roper Gulf Regional Council			
Balance Sheet as at 31.03.2024			
ASSETS		LIABILITIES	
Current Assets		Current Liabilities	
Cash	11,095,355	Accounts payable	-678,617
Accounts receivable	354,100	Taxes payable	-888,641
(less doubtful accounts)	0	Accrued Expenses	-155,041
Rates & Waste Charges Receivable	879,571	Provisions (Annual Leave)	1,960,843
Inventory	588,646	Contractors Retention and Deposit Bonds	296,723
Investments	27,000,000	Operating Lease	92,497
Other current assets	-378,412	Unspent Grant and Client Funds	11,872,569
Total Current Assets	39,539,261	Provision for Landfill Rehabilitation	579,384
		Total Current Liabilities	13,079,716
		Total Current Liabilities	13,079,716
Non-current Assets		Long-term Liabilities	
Land	4,141,000	Non Current Provision (Long Service Leave)	508,603
Right of Use - Land	4,589,323	Operating Lease Expense Property	4,845,574
Buildings	40,437,678	Provision for Landfill Rehabilitation	4,385,881
(less accumulated depreciation and impairment)	-7,573,733	Total Long-term Liabilities	9,740,058
Fleet, Plant, Infrastructure and Roads	36,969,669		
(less accumulated depreciation)	-14,531,375	Total Liabilities	22,819,774
Intangible Asset Acquisition(Landfill rehabilitation)	2,604,413		
Work in Progress assets	15,362,041	EQUITY	
Total Non-current Assets	81,999,017	Retained earnings	44,475,763
Work in Progress assets		Asset Revaluation Reserves	54,242,740
Other non-current assets		Roads Future Fund	0
		Total Shareholders' Equity	98,718,503
TOTAL ASSETS	121,538,277	TOTAL LIABILITIES & EQUITY	121,538,277

Roper Gulf Regional Council
Actual Cash at Bank
as at 31 Mar 2024



Bank:	Closing Balances March 2024	Mar Interest Receipts
Commonwealth - Business	\$7,230,239.39	\$31,763.57
Commonwealth - Operating XXXXXXXXXX3294	\$153,091.60	\$1,356.45
Commonwealth - Trust XXXXXXXXXX3315	\$539,750.45	\$980.37
Commonwealth - Business online	\$3,158,062.34	\$10,877.20
Term Deposits	\$27,000,000.00	\$76,290.41
Total Cash at Bank	\$38,081,143.78	\$121,268.00
Less		
Liabilities	\$22,819,773.54	
Committed Funds to Major Projects in Design and Construction phases and other capital expenditure	\$11,872,568.77	
Total Untied Cash	\$3,388,801.47	
Total Interest Earned for 2023-24 financial year	\$1,426,294.06	



Note: Totals represent physical cash balances as per closing bank account statements 31 March 2024.

Liquidity ratio Analysis

Current Ratio:

The Current ratio measures our council's ability to use its assets to generate income.

$$\frac{\text{Current Assets}}{\text{Current Liabilities}}$$

A Current ratio of 2:1 means the council has current untied assets of \$2 for every \$1 of current liabilities and is regarded as desirable.

The higher the current ratio, the better the capacity to meet short term financial commitments.

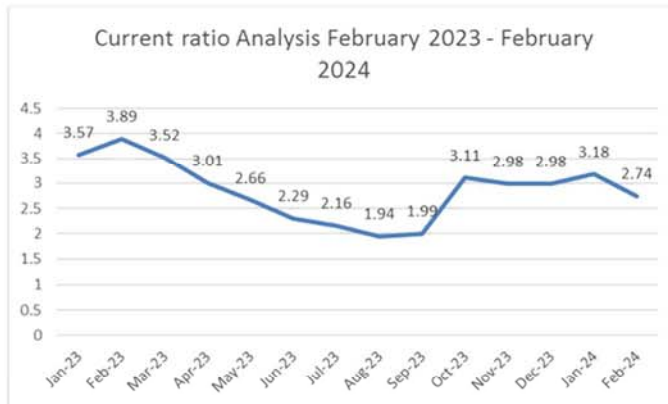
Roper Gulf Current Ratio = **3 : 1 (3.02)**
including all cash and current assets, we have nearly \$3 for every \$1 of Liability


Untied Cash to Creditors Ratio = **6 : 1 (5)**
It is desirable to have at least 1:1 ratio and we have \$6 untied cash for every dollar outstanding for our suppliers of Goods and Services.



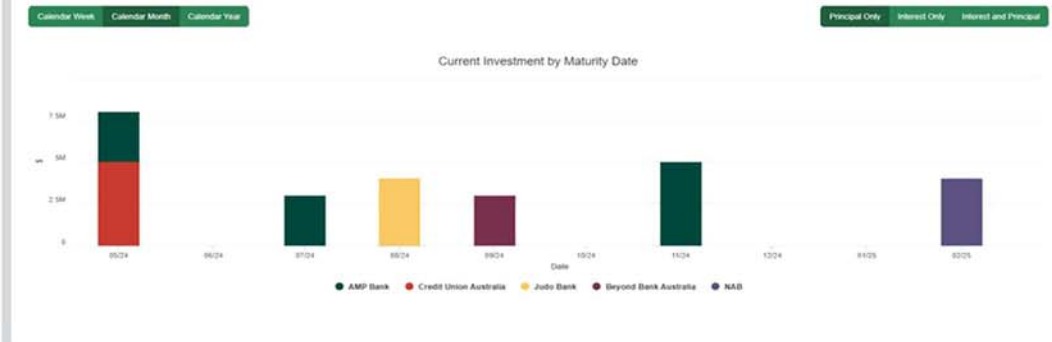
Liquidity Ratio Trend

The below graphs depict the progression of the Current and effective ratio for the financial year and United Cash to Creditors ratio for the last twelve months



Roper Gulf Regional Council Investment Report as at 31 Mar 2024									
Classification of ADI's Under policy	Authorised Deposit-taking institution	Amount	Exposure	Rating	Lodgement Date	Maturity Date	Term Days	Interest on Maturity	Interest rate
Operating Accounts	Commonwealth Bank - Working capital	\$38,081,144							
Investments (Deposits)									
Regional Bank	Beyond Bank Australia	\$3,000,000	4.61%	A3/BBB+	19/03/2023	19/09/2024	184	\$ 77,128.77	5.10%
Major Bank	AMP Bank	\$3,000,000	4.61%	A2/BBB+	9/05/2023	8/05/2024	365	\$ 151,500.00	5.05%
Regional Bank	Great Southern Bank	\$5,000,000	7.68%	A2/BBB+	24/05/2023	23/05/2024	365	\$ 255,500.00	5.11%
Major Bank	AMP Bank	\$3,000,000	4.61%	A2/BBB+	17/01/2024	17/07/2024	182	\$ 77,038.36	5.15%
Regional Bank	Judo Bank	\$4,000,000	6.15%	A3/BBB+	22/02/2024	22/08/2024	182	\$ 101,720.55	5.10%
Major Bank	AMP Bank	\$5,000,000	7.68%	A2/BBB+	16/11/2023	15/11/2024	365	\$ 265,000.00	5.30%
Major Bank	NAB	\$4,000,000	6.15%	A1+/AA-	15/02/2024	14/02/2025	365	\$ 204,000.00	5.10%
Total cash and investments held		\$65,081,144	41.49%					\$ 1,131,887.67	

Holdings



Income & Expenditure Statement

A financial statement that summarizes the income and expenses incurred during a specific period of time

Income & Reserve	-	Expenditure	=	Net Operating position
\$23,640,554		\$34,990,646		-11,350,092



Roper Gulf Regional Council

Income & Expenditure Report as at
31-March-2024



Income

	Year to Date Actual (\$)	Year to Date Budget (\$)	Variance (\$)	Full Year Budget (\$)
11 - Income Rates	3,133,631	2,376,960	756,671	3,169,280
12 - Income Council Fees and Charges	679,172	713,015	-33,842	950,686
13 - Income Operating Grants Subsidies	7,780,754	15,221,492	-7,440,739	20,295,323
14 - Income Investments	1,426,294	1,174,849	251,445	1,566,465
16 - Income Reimbursements	20,688	1,515	19,173	2,020
17 - Income Agency and Commercial Sen	9,179,260	7,713,190	1,466,070	10,284,253
19 - Other Income	64,321	411,323	-347,002	548,430
Total Operating Income	22,284,119	27,612,343	-5,328,224	36,816,457

Operating Expenditure

21 - Employee Expenses	13,688,219	16,305,309	-2,617,090	21,740,412
22 - Contract and Material Expenses	5,761,125	8,158,331	-2,397,207	10,877,775
24 - Depreciation, Amortisation & Impairm	4,464,646	4,312,500	152,146	5,750,000
25 - Other Operating Expenses	5,420,093	3,579,736	1,840,358	4,772,981
26 - Other Operating Expenses	26,081	0	26,081	0
27 - Finance Expenses	8,563	96,083	-87,520	128,110
31 - Internal Cost Allocations	185	0	185	0
Total Expenditure	29,368,912	32,451,959	-3,083,047	43,269,278
Operating Surplus/Deficit	-7,084,793	-4,839,616	-2,245,177	-6,452,821

Capital Funding

18 - Income Capital Grants	1,356,435	4,218,333	-2,861,898	5,624,444
	1,356,435	4,218,333	-2,861,898	5,624,444

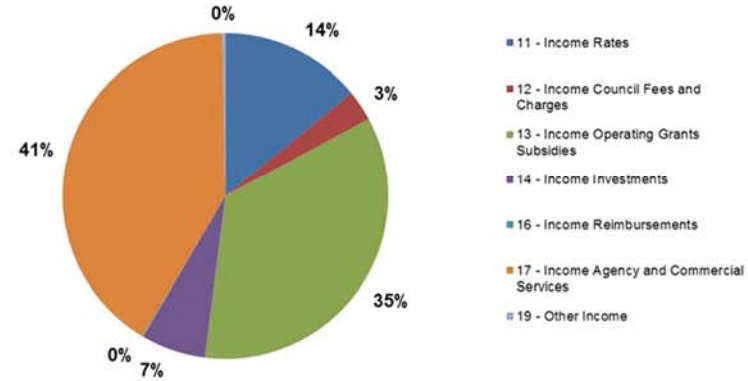
Capital Expenditure

53 - WIP Assets	5,621,735	7,080,333	-1,458,598	9,440,444
Total Capital Expenditure	5,621,735	7,080,333	-1,458,598	9,440,444

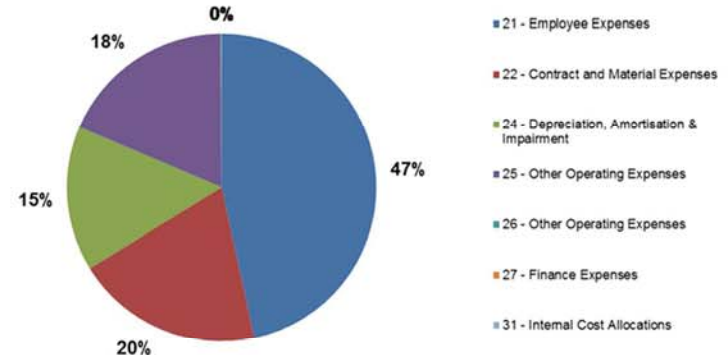
Net Operating Position

	-11,350,092	-7,701,616	-3,648,476	-10,268,821
--	--------------------	-------------------	-------------------	--------------------

Income by Account Category, Year to Date
2023-24



Expenditure by Account Category, 2023-24



Variances in Income and Expenditure as at 31 March 2024

Income Rates	756,671	Timing Issue Rates invoiced for full year, variance on full year 36k
Income Council Fees and Charges	-33,842	
Income Operating Grants Subsidies	-7,440,739	As per recent accounting standards, income can only be recognised from tied Grant funding as obligations of the contract are met. As such income is only recognised once expenses are incurred. Variances in revenue reflect activity progress on grant funded projects
Income Investments	251,445	
Income Reimbursements	19,173	
Income Agency and Commercial Services	1,466,070	The major cause in variance is mostly due to CDP income received.
Other Income	-347,002	Budget asset sales have not occurred to date.
Total Variance	-5,328,224	
Expenditure		
Employee Expenses	-2,617,090	The underspend is mainly due to vacancies and staff absences across several departments.
Contract and Material Expenses	-2,397,207	The underspend is mostly due to Local Authority projects related expenses.
Depreciation, Amortisation & Impairment	152,146	YTD 3% variance on depreciation charged for Assets.
Other Operating Expenses	1,866,439	Requires review against budget number of items not budgeted at this level, major spends in this area include IT maintenance contracts and insurances
Finance Expenses	-87,520	
Internal Cost Allocations	185	
Total Variance	-3,083,047	
Capital Funding		
Income Capital Grants	-2,861,898	Grant based WIP projects currently behind budgeted schedule with the majority of WIP being Roper Gulf funded
Total Variance	-2,861,898	
Capital Expenditure		
WIP Assets	-1,458,598	Figure needs to be reviewed in line with Roadworks Projects budgeted as asset expenditure applied as P&L due to accounting standard requirements
Total Variance	-3,648,476	

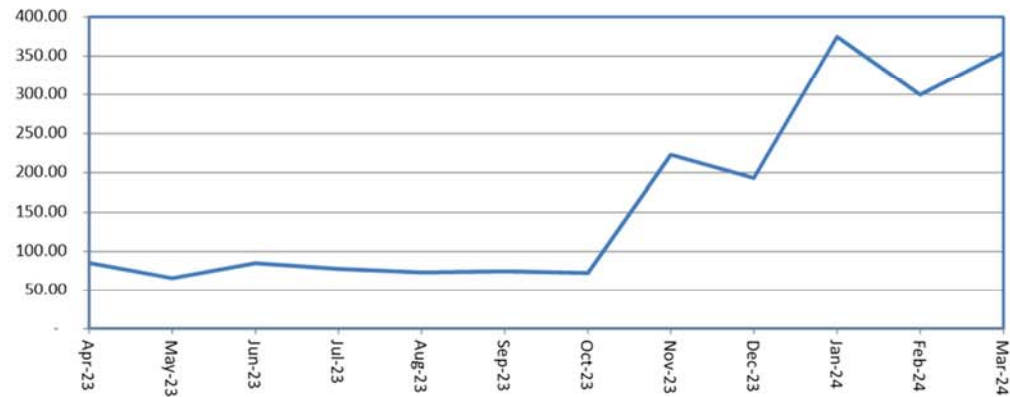
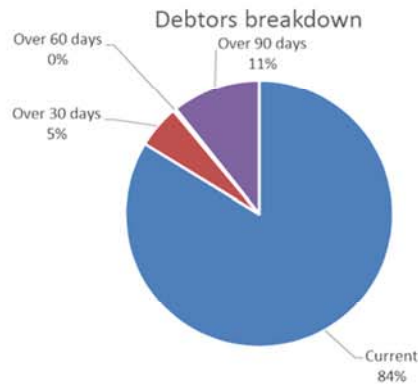
Capital Expenditure as at 31 March 2024

Capital Expenditure	YTD Actual	YTD Budget	Variance	FY Budget
Buildings	4,256,232.87	2,189,850.00	2,066,382.87	2,919,800.00
Infrastructure	1,206,374.85	2,602,500.00	-1,396,125.15	3,470,000.00
Plant & Equipment	159,099.80	862,999.50	-703,899.70	1,150,666.00
Vehicles	27.00	691,050.00	-691,023.00	921,400.00
Roads	0.00	733,933.50	-733,933.50	978,578.00
Total Capex YTD	5,621,734.52	7,080,333.00	-1,458,598.48	9,440,444.00

Accounts Receivable

Accounts Receivable represents the money owed by entities to the council on the sale of products or services on credit.

Current	Over 30 days	Over 60 days	Over 90 days	Total
\$296,478.61	\$18,537.60	\$1,252.30	\$37,831.84	\$354,100.35
Balance after accounting for Unapplied Credits (\$0.00)				\$354,100.35



The difference in balance as compared to the balance sheet is mainly due to a timing difference in the posting of some transactions

Rates Outstanding as at 31 March 2024

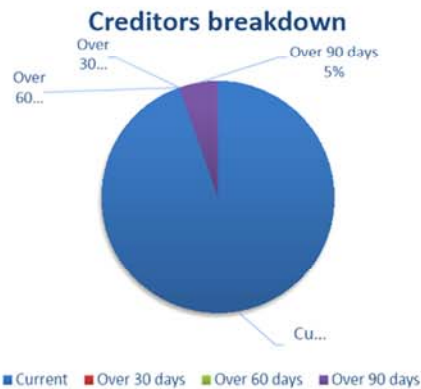
Financial Year	Total Balance (\$)	Percentage of Total Outstanding
2012-13	183.97	0.02%
2013-14	1,243.58	0.14%
2014-15	7,906.98	0.89%
2015-16	5,905.60	0.67%
2016-17	6,274.34	0.71%
2017-18	7,722.84	0.74%
2018-19	20,957.63	2.36%
2019-20	36,052.95	4.06%
2020-21	55,230.68	6.20%
2021-22	102,695.17	12.13%
2022-23	241,418.06	28.53%
2023-24	360,639.15	42.60%
Total	\$846,230.95	100.00%

The rates outstanding from the financial year 2014-15 and before are related to properties where we have statutory declarations from the court house. Please also note that the rates run for the year has been processed.

Accounts Payable

Accounts Payable represents the money owed by the Council to entities for the purchase of goods and services on credit.

Current	Over 30 days	Over 60 days	Over 90 days	Total
\$80,538.37	\$0.00	\$0.00	\$4,352.38	\$80,538.37
Balance after accounting for Unapplied Credits (\$) <u>4,352.74</u>				\$75,966.28



The difference in balance compared to the balance sheet is mainly due to a timing difference in the posting of some payroll transactions

The following table lists the top ten suppliers from whom invoices were received and processed during the month of March 2024. All amounts have been paid.

Creditor	Amount \$	Transaction Description
Dept of Infrastructure and Planning	245,916.00	Reimbursement Airstrip contract
Alawa Aboriginal Corporation	133,180.56	CDP Service Payments
Heath Motor Group Pty Ltd (HMG)	84,794.14	Hilux Dual Cab Utility
Wex Australia	41,094.31	Fuel Card Feb 2024
Airpower	30,166.31	Kubota ZD1221 Zero Turn Ride On
Councilbiz	19,881.57	Telstra Migration
Practical Safety Australia	17,063.23	PPE Numbulwar
Telstra	16,448.92	Consolidated Telecommunications
Territory Manor Motel And Caravan Park	13,365.00	OMC Mataranka - 27-28 February 2024 - Accommodation
Helimuster NT Pty Ltd	11,515.00	Charter Flights Cr's Mornington Peninsula Shire Visit

**CORP SERVICES AND SUSTAINABILITY
DIVISIONAL REPORT**



ITEM NUMBER	15.5
TITLE	Local Authority Projects Update
REFERENCE	1398997
AUTHOR	Puspa KARKI, Executive Support Coordinator

RECOMMENDATION

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

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

BACKGROUND

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

Objectives

The objectives of the program are to:

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

Local Authority Project Approvals

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

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

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

ISSUES/OPTIONS/SWOT

- Please refer to the attached LA funding report as at 31st March 2024.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS

1 LA Projects 31.03.2024 attachment.pdf

Summary Local Authority Projects
31 March 2024

	Funds Received from Department & Council	Funds Allocated by Local Authorities	Surplus/(Deficit) from completed projects	Remaining Unallocated funds
Barunga	\$ 419,839.00	\$ 457,145.99	\$ 37,306.99	\$ -
Beswick	\$ 604,321.00	\$ 524,793.10	\$ (79,528.25)	\$ (0.35)
Borrooloola	\$ 1,045,408.00	\$ 1,070,063.49	\$ 24,655.49	\$ (0.00)
Bulman	\$ 331,440.00	\$ 394,370.49	\$ 65,329.53	\$ 2,399.04
Hodgson Downs	\$ 636,240.00	\$ 586,140.00	\$ 67,240.00	\$ 117,340.00
Jilkminggan	\$ 391,131.00	\$ 382,770.00	\$ 26,222.58	\$ 34,583.58
Manyallaluk	\$ 108,978.00	\$ 122,880.36	\$ 14,131.24	\$ 228.88
Mataranka	\$ 419,763.00	\$ 374,913.20	\$ 45,516.49	\$ 90,366.29
Ngukurr	\$ 1,191,091.00	\$ 1,300,882.61	\$ 4,747.29	\$ (105,044.32)
Numbalwar	\$ 1,068,556.00	\$ 1,265,670.91	\$ 12,114.91	\$ (185,000.00)
Urapunga	\$ 77,600.00	\$ 48,800.00	\$ 3,850.49	\$ 32,650.49
Robinson River	\$ 97,500.00	\$ 97,500.00	\$ 5,459	\$ 5,459.09
	\$ 6,294,367.00	\$ 6,528,430.15	\$ 221,586.76	\$ (12,476.39)

**Summary Local Authority Projects
31 March 2024**

Project Expenditure		Funds Received from Department		Funds Expended		Unexpended
Barunga	\$	419,839.00	\$	353,965.97	\$	65,873.03
Beswick	\$	604,321.00	\$	549,568.68	\$	54,752.32
Borrooloola	\$	973,931.00	\$	684,107.24	\$	289,823.76
Bulman	\$	298,859.00	\$	283,020.01	\$	15,838.99
Hodgson Downs	\$	636,240.00	\$	505,900.04	\$	130,339.96
Jilkminggan	\$	391,131.00	\$	323,547.42	\$	67,583.58
Manyallaluk	\$	108,978.00	\$	80,484.42	\$	28,493.58
Mataranka	\$	419,763.00	\$	321,156.44	\$	98,606.56
Ngukurr	\$	1,191,091.00	\$	892,754.85	\$	298,336.15
Numbalwar	\$	1,068,556.00	\$	682,087.61	\$	386,468.39
Urapunga	\$	77,600.00	\$	34,949.51	\$	42,650.49
Robinson River	\$	97,500.00	\$	32,264.55	\$	65,235.45
	\$	6,190,309.00	\$	4,743,806.74	\$	1,544,002.26

Barunga Local Authority Project Funding				31 March 2024
Funding Received from Department		\$	419,839.00	
Funds Allocated by Local Authorities		\$	457,145.99	
Surplus/(Deficit) from completed projects		\$	37,306.99	
Remaining Unallocated funds		\$	-	
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
10/01/2023 PR36	Barunga Cemetery Arch	\$ 25,130.00		On 10/01/2023 LA provisionally allocated \$20K towards the barunga Cemetery Arch. Officially allocated on 04/04/2023 LA meeting. Quotation request ongoing. Further added \$5130 towards the project on 09/01/2024. In Procurement Phase. PO raised.
03/10/2023 PR 82	Shade shelter and seating at Barunga Entrance	\$ 15,000.00	\$ 5,525.32	Allocated on 03/10/2023 LA. In procurement phase. PO raised for shade and freight.
03/10/2023 PR 81	Shade shelter for Airstrip	\$ 15,000.00	\$ 5,525.32	Allocated on 03/10/2023 LA. In procurement phase. PO raised for shade and freight.
3/04/2024	Purchase of Portable toilet with trailer	\$ 21,793.67		On 03/04/2024 LA decided to allocate remaining \$21,793.67 towards purchase of portable toilet with trailer.
	Total for current projects in progress	\$ 76,923.67	\$ 11,050.64	
	Total for Completed Projects	\$ 380,222.32	\$ 342,915.33	
	Grand Total	\$ 457,145.99	\$ 353,965.97	

Beswick Local Authority Project Funding		31 March 2024
Funding Received from Department	\$ 604,321.00	
Funds Allocated by Local Authority Members	\$ 524,793.10	
Surplus/(Deficit) from completed projects	\$ (79,528.25)	
Remaining Unallocated Funds	\$ (0.35)	

Date Approved	Project ID	Projects	Project Budget	Actual Expenditure	Project Status
9/08/2021	1213821	Catering for community events	\$ 3,000.00	\$ 1,328.83	<i>CSM notified.</i>
27/11/2023		Lawn mowers and whipper snippers	\$ 5,000.00		<i>Allocated for 2X mowers and snippers . In procurement phase. Purchased. Awaiting final invoice.</i>
27/11/2023		Ablution block-Upgrade	\$ 28,081.50		<i>Allocated towards upgrade of ablution block.</i>
24/11/2023		Speed bumps	\$ 20,000.00		<i>Allocated towards purchase and installation of 5X speed bumps. Quotation request ongoing.</i>
		Total for Current projects	\$ 56,081.50	\$ 1,328.83	
		Total for Completed projects	\$ 468,711.60	\$ 548,239.85	
		Grand Total	\$ 524,793.10	\$ 549,568.68	

Borroloola Local Authority Project Funding		31 March 2024	
Funding received from Department	Funds Allocated	Remaining Unallocated Funds	
Funds Received from Department		\$ 973,931.00	
Funds allocated from Council		\$ 71,477.00	
		\$ 1,045,408.00	
Funds Allocated to projects by Local Authority Members		\$ 1,070,063.49	
Surplus/(Deficit) from completed projects		\$ 24,655.49	
Remaining Unallocated funds		\$ (0.00)	

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
Pre 2017 1313818 PR7	Toilet at Cemetery	\$ 25,000.00	\$ 26,960.00	Should include the steel shade structure attached to the toilet block, as well as a concrete slab under the shade and in front of both toilet entries. The septic tank and its location will also need to be identified. The project team working on this project. The toilet from the sports court is non-compliant. Projects team soon to start tender process. Change in Scope to portable toilets . In Procurement Phase. PO raised for 2X double trailers. Trailers are currently in Katherine, awaiting delivery to the community.
6/2/2020 1313822 PR9	Replace Toilet Block at Airport	\$ 428,464.49	\$ 111,721.38	Commenced - Funded allocated \$ 130,580 on 6.12.18. A further \$ 140,000 on 6.2.2020. \$ 17746.45 allocated 8.10.2020 . Construction contract signed. Works have begun . Underground plumbing complete. Request for tender paperwork in progress. Undergoing consult with AWS for hydraulics.
9/02/2023 PR38	Tamarind Park Power supply	\$ 129,831.00	\$ 83,313.35	On 9/02/2023 LA allocated \$129,831 to install power supply at the Tamarind Park. Investigating Solar Lights as an option for power supply to BBQ area. Suggest putting solar lights at the memorial and a few trough the park as well. Purchased Solar lightning system and cement premix. All materials are now onsite awaiting installation.
	Total for current projects in progress	\$ 583,295.49	\$ 221,994.73	
	Total for Completed projects	\$ 486,768.00	\$ 462,112.51	
	Grand Total	\$ 1,070,063.49	\$ 684,107.24	

Bulman Local Authority Project Funding				31 March 2024
Funds Received from Department		\$	298,859.00	
Allocated by Council		\$	32,581.00	
Funds allocated to projects by Local Authority Members		\$	394,370.49	
Surplus/(Deficit) from completed projects		\$	65,329.53	
Remaining unallocated funds		\$	2,399.04	
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
5/12/2018 1413806 PR6	Toilet near council office/ Community Ablution Block	\$ 144,361.59	\$ 101,377.00	\$72,000 was LA allocated on 05/12/2018 and addition allocation of \$25,000 on 22/08/2019 LA meeting. The project is under planning stage. S19 License approved. PWC to be contacted for services response by 31/3/2021. Currently in Design phase to provide a final costing. 12/6/2021 Unallocated funds (\$ 47,361.59) allocated to toilet block. In procurement phase. Site visit scheduled for Feb 2nd. Project now with RGRC Assets Team. Purchased Ablution block. Projects team soon to start tender documents. AWS preparing services designs. S19 approved. Awaiting AAPA clearance. AAPA certified. Now this project will need to go for public quotation for installation after completion of hydraulic plans.
12/01/2023 PR18	Weemol Basketball Court	\$ 33,400.00	\$ 30,363.64	On 12/01/2023 LA allocated \$33,400 to extend Weemol Basketball court to a full sized court. S19 approved for extended space. Awaiting AAPA clearance. AAPA certified. Now the basketball court will need to be assessed properly to gain a quote for refurbishment and the costing reassessed.
	Total for current projects in progress	\$ 177,761.59	\$ 131,740.64	
	Total for completed projects	\$ 216,608.90	\$ 151,279.37	
	Grand total	\$ 394,370.49	\$ 283,020.01	

Hodgson Downs Local Authority Project Funding		31 March 2024
Funds received from Department		\$ 636,240.00
Funds allocated to projects by Local Authority Members		\$ 586,140.00
Surplus/(Deficit) from completed projects		\$ 67,240.00
Remaining unallocated funds		\$ 117,340.00

Project ID	Projects	Project Budget	Actual Expenditure	Project Status
27/03/2023 PR54	Signage	\$ 2,000.00		ON 27/03/2023 LA allocated \$2000 towards Signage.
27/03/2023 PR56	Plantation around public areas	\$ 1,000.00		ON 27/03/2023 LA allocated \$1000 towards Plantation around public areas.
6/12/2023	Furniture for Women's Centre	\$ 5,000.00		LA allocated 5k towards purchase of furniture for women's centre. Alawa Aboriginal corporation to purchase.
	Total projects in Progress	\$ 13,000.00	\$ -	
	Total completed projects	\$ 573,140.00	\$ 505,900.04	
	Grand Total	\$ 586,140.00	\$ 505,900.04	

Jilkmिंगgan Local Authority Project Funding				31 March 2024
Funds received from Department			\$	391,131.00
Funds allocated to projects by Local Authority Members			\$	382,770.00
Surplus/(Deficit) from completed projects			\$	26,222.58
Unallocated remaining funds			\$	34,583.58
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
30/11/2023	Trees for Community	\$ 33,000.00		On 30/11/2023 LA allocated 33K towards trees for whole community. In Procurement Phase.
	Total for current projects in progress	\$ 33,000.00	\$	-
	Total for completed projects	\$ 349,770.00	\$	323,547.42
	Grand Total	\$ 382,770.00	\$	323,547.42

Manyallaluk Local Authority Project Funding		31 March 2024
Funds Received from Department	\$	108,978.00
Funds allocated to projects by Local Authority Members	\$	122,880.36
Surplus/(Deficit) from completed projects	\$	14,131.24
Remaining Unallocated funds	\$	228.88

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

Mataranka Local Authority Project Funding		31 March 2024
Funding received from Department	\$	419,763.00
Funds allocated to projects by Local Authority Members	\$	374,913.20
Surplus/(Deficit) from completed projects	\$	45,516.49
Remaining Unallocated Funds	\$	90,366.29

Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
8/11/2022 PR1813822	Ramp access to Museum	\$ 10,000.00	\$ 1,759.73	On 08/11/2022 LA allocated \$10,000 towards installation of ramp to museum building. COMPLETED. Awaiting final invoice.
	Mataranka Fishing Competition	\$ 7,000.00	\$ 7,000.00	Provisionally allocated on 01.08.2023 LA. Officially allocated OMC 25.10.2023. Invoiced, ready to pay. Paid. Completed.
	Total for current projects in progress	\$ 10,561.00	\$ 2,269.73	
	Total for completed projects	\$ 364,352.20	\$ 318,886.71	
	Grand Total	\$ 374,913.20	\$ 321,156.44	

Ngukurr Local Authority Project Funding				31 March 2024
Funds received from Department			\$	1,191,091.00
Funds allocated to projects by Local Authority Members			\$	1,300,882.61
Surplus/(Deficit) from completed projects			\$	4,747.29
Remaining Unallocated funds			\$	(105,044.32)
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
29/06/2020 PR41	Sports Court Drainage	\$ 160,000.00	\$ 100,976.14	\$ 170k allocated June 20 - \$ 150k from RGRC. Council approved in Budget 2020/21. Design for storm water drainage received and under reviewed. SCP doing peer review and are putting together a fee to redesign. SCP engaged to do designs. Completed awaiting final invoice. LA reallocated 10K towards new year and christmas celebrations.
24/06/2021 PR43	Town Beautification Project	\$ 165,156.61		Initial scoping has identified the need for a S19 lease on the proposed site of the new park . Section 19 submitted. Block spots established awaiting street light report from CSM to proceed
20/09/2022 PR42	Refurbishment of Sport and Recreation Hall.	\$ 169,200.00		Need scope from LA & Community, Ideas for indoor activity center been sort for proposal.
4/12/2023	New year eve celebrations	\$ 5,000.00		LA reallocated 5k from sports Court project towards NY celebrations. Event was successful. Awaiting final invoice.
4/12/2023	Christmas celebration event	\$ 5,000.00		LA reallocated 5k from sports Court project towards christmas celebrations. Event postponed.
Total for current projects in progress		\$ 504,356.61	\$ 100,976.14	
Total for completed projects		\$ 796,526.00	\$ 791,778.71	
Grand Total		\$ 1,300,882.61	\$ 892,754.85	

Numbulwar Local Authority Project Funding			31 March 2024	
Funds received from Department		\$	1,068,556.00	
Funds allocated to projects by Local Authority Members		\$	1,265,670.91	
Surplus/(Deficit) from completed projects		\$	12,114.91	
Remaining Unallocated funds		\$	(185,000.00)	
Date Approved Project ID	Projects	Project Budget	Actual Expenditure	Project Status
12/6/2018 2113805 PR47	New/Upgrade Toilets at the Airport	\$ 97,000.00		\$87,000 allocated on 12/06/2018 \$10,000 allocated on 09/10/2018; Design commenced; Expression of interest with NLC has been lodged. Awaiting response. Location to be discussed with TO's. S19 license approved. Preparing design docs and research for options. Site inspections done. Quotes received. Tender documents for the construction being prepared. AAPA clearance required. Change in Scope to portable toilets. Projects Team to soon start Tender process.
9/10/2017 PR46	Sports Precinct Upgrade	\$ 349,145.91		Lot - 97 Sports and Rec Hall: \$ 40,000 Allocated on 09/10/2018 \$66,305.04 Allocated on 20/02/2019; Finalising Design. Extra funding needed. Proposed to allocate \$ 159,589.97 (no quorum at LA to decide) Approved to go to tender. Site inspections done. Fencing Purchased. Awaiting Mobilization. Fencing Commenced. Fencing Completed.
24/05/2023 PR51	Pig Removal	\$ 60,000.00	\$ 40,291.82	Reallocation of LAPF towards removal of pigs in the community. Contractor has attended community to complete phase one of the project. Completed awaiting final invoice.
15/09/2023	Portable ablution for festival	\$ 10,000.00		LA allocated \$10K towards portable ablution for festival.
15/09/2023 PR62	Shade structure and seatingX6	\$ 60,000.00	\$ 35,239.34	LA allocated \$60K towards 6X shade structure and seating at various parks. PO raised.
15/09/2023 PR63	Solar LightsX4-Park areas	\$ 40,000.00	\$ 15,535.00	LA allocated 40k towards one solar light in each park. PO raised.
15/09/2023 PR64	Large solar light-Top of boat ramp	\$ 15,000.00	\$ 7,050.00	LA allocated large luminous solar light at the top of boat ramp. PO raised.
15/09/2023 PR65	Solar light-old workshop at Newtown	\$ 10,000.00	\$ 5,126.36	LA allocated 10K for installing solar light at seating area of old workshop. PO raised.
15/09/2023 PR66	Seating-Old workshop at Newtown	\$ 10,000.00		LA allocated 10K for seating at old workshop.
15/09/2023 PR67	Large solar lightsX3- Newtown to mission area.	\$ 40,000.00	\$ 16,435.00	LA allocated 40K for installing 3 large solar lights along dirt road from newtown to mission area. PO raised.
	Total for current projects in progress	\$ 691,145.91	\$ 119,677.52	
	Total for completed projects	\$ 574,525.00	\$ 562,410.09	
	Grand Total	\$ 1,265,670.91	\$ 682,087.61	

Urapunga Local Authority Project Funding		31 March 2024
Funds received from Department	\$	77,600.00
Funds allocated to projects by Local Authority Members	\$	48,800.00
Surplus/(Deficit) from completed projects	\$	3,850.49
Remaining Unallocated funds	\$	32,650.49

Date Approved	Project ID	Projects	Project Budget	Actual Expenditure	Project Status
18//8/2020	PR59	Welcome Sign	\$ 10,000.00	\$ 1,310.91	<i>Quotation and Design request ongoing. Design approved. PO raised. Sign ready for delivery. Delivered.</i> Completed. Surplus now back to unallocated funds.
Total for current projects in progress			\$ 10,000.00	\$ -	
Total for completed projects			\$ 38,800.00	\$ 34,949.51	
Grand Total			\$ 48,800.00	\$ 34,949.51	

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

Date Approved	Project ID	Projects	Project Budget	Actual Expenditure	Project Status
25/10/2023	PR68	Speed Humps	\$ 5,000.00		Provisionally allocated on 31.08.2023 LA. Official allocation OMC 25.10
25/10/2023	PR69	AFL gear	\$ 5,000.00	\$ 1,950.00	Official allocation OMC 25.10 In Procurement phase. Equipments received in Katherine, awaiting delivery to the community. Delivered. Completed
	PR70	Soft ball gear	\$ 1,000.00		Official allocation OMC 25.10
	PR71	Robinson River fishing competition	\$ 2,000.00		Official allocation OMC 25.10
25/10/2023	PR72	Solar lights Installation X4	\$ 40,000.00	\$ 16,223.64	Provisionally allocated on 31.08.2023 LA. Official allocation OMC 25.10 PO raised.
	PR73	Signage-Road Safety	\$ 5,000.00		Official allocation OMC 25.10
	PR74	Bollards for the Park	\$ 10,000.00		Official allocation OMC 25.10
	PR75	Basketball Equipment	\$ 500.00		Official allocation OMC 25.10
	PR76	AFL Post Installation	\$ 10,000.00		Official allocation OMC 25.10
	PR77	Portable BBQ	\$ 2,000.00		Official allocation OMC 25.10
	PR78	Food for Community BBQ	\$ 500.00		Official allocation OMC 25.10
		Total for current projects in progress	\$ 76,000.00	\$ 16,223.64	
		Total for completed projects	\$ 21,500.00	\$ 16,040.91	
		Grand Total	\$ 97,500.00	\$ 32,264.55	

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER	16.1
TITLE	Programs Update
REFERENCE	1398050
AUTHOR	Clare CUPITT, Program Manager

RECOMMENDATION

That Council receive and note this Programs Update report.

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

BACKGROUND

The Program business unit includes the delivery areas of Aged Care & Disability Services, Children Services, and Community Safety. All of these programs are externally funded by bodies such as the National Indigenous Australians Agency, Northern Territory Government, the Community Child Care Restricted Fund, and the Department of Health & Aged Care. These services are critical to the life cycle and function of community.

ISSUES/OPTIONS/SWOT

All programs are currently being delivered in line with funding agreements and regulatory requirements. No current data is available. A data update will be provided after 30 June 2024 in line with the reporting requirements under the various funding arrangements.

Of note during the January-March period:

- **Creche:** The Beswick and Manyallaluk Creche's were visited during March by the Community Child Care Fund Restricted (CCCFR, who fund the Creche program) as part of the Priority Support Facilitator National Projects. As part of this Project, Council have submitted a service summary identifying the strengths and areas for improvements for each location. Creche staff are now working on the areas needing improvement and are participating in the CCCFR Community Practice sessions to strengthen Creche service delivery.
- **Community Night Patrol:** A women's Night Patrol team commenced in Ngukurr in late-March. This team was developed to support the existing Ngukurr Night Patrol team in a culturally appropriate way, and works in a part-time capacity alongside the men's team. It is important to note that no additional funding has been received for this service, and all delivery including staffing must fit into the existing budget and funding allocation.
- **Remote Sports Program:** The NTG Sport, Recreation & Strategic Infrastructure team have released the new funding guidelines for the revised Remote Sports Program. Under the new guidelines, the program has been re-branded as the *Active Regional and Remote Communities (ARRC) Program*. The current funding agreement ends on 30 June 2024, and Council will need to re-apply under the new guidelines for funding past 1 July 2024. Work is currently underway preparing this application.

- **Indigenous Youth Reconnect:** In the latter-part of 2023, Council engaged Hut 6 to develop a digital reporting app to support the delivery of youth services. The app is now in the final stages of development and is expected to “go-live” and be rolled out for use in early-May 2024.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

There are no attachments for this report.

COMMUNITY SERVICES AND ENGAGEMENT DIVISIONAL REPORT



ITEM NUMBER	16.2
TITLE	Aged Care & Disability Services Report
REFERENCE	1398053
AUTHOR	Clare CUPITT, Program Manager

RECOMMENDATION

That Council receive and note this Aged Care & Disability Services Report.

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

BACKGROUND

Council is an approved Aged Care provider and delivers the Home Care Package (HCP), Commonwealth Home Support Program (CHSP) across the region. Council also deliver National Disability Insurance Scheme (NDIS) services across the region under brokerage-arrangements from registered providers. As a service provider, there are reporting requirements to the governing body (ie. Council) under the *Aged Care Act 1997* (Cth). This report provides an update to Council in regard to the operations of Aged Care & Disability Services.

ISSUES/OPTIONS/SWOT

Overview

Services are currently being delivered in accordance with Aged Care Standards, legislative requirements, and funding agreements. Current client numbers are:

- 58 CHSP
- 23 HCP
- 9 NDIS

Service Targets / Deliverables

Staff are aware that Council is committed to growing its Aged Care service delivery and are actively seeking and on-boarding new clients where appropriate. In the past 12-months, the number of Aged Care clients has doubled across the region with client numbers nearing 100.

On Thursday 4 April 2024, the Aged Care management team participated in a national co-design workshop to develop communication and education materials for First Nations Aged Care clients and providers. The workshop was hosted by Social Deck, a consultancy firm engaged by the Department of Health & Aged Care who specialise in social marketing and engagement. Under the new Aged Care Standards, which are set to be released on July 2024, there will be specific requirements to meet the needs of First Nations' clients. This co-design project will include a nation-wide communication and education strategy, with the recent workshop an opportunity for industry participants to brainstorm about different tactics and ideas that could benefit First Nations Aged Care clients and providers. Council were the only Local Government provider involved in the workshop, and Social Deck have expressed an interest in travelling to Katherine and meeting further with Council representatives to discuss the unique needs of the Roper Gulf region and the wider Northern Territory.

On Monday 25 March 2024, Council hosted the first Big Rivers NDIS Providers Networking Meeting at the Katherine Support Centre. This meeting was initiated by the Office of Disability (NTG Department of Territory Families, Housing & Community) and hosted over 20 providers from the Big Rivers region. The meeting provided an opportunity for NDIS providers to meet in person and strengthen relationships beyond online and phone interactions. Discussions are underway for another Provider Networking Meeting to be held later in the year which would give NDIS clients the opportunity to attend and participate.

Following a meeting with NT Health representatives from the Department of Health & Aged Care (the Department) in March 2024, it was identified that the mapping used by the Department had incorrectly allocated the communities of Bulman, Manyallaluk and Numbulwar as being located in the Barkly region. This adversely affects Council as it means that service fees for clients in these locations cannot be claimed. However, the Department has agreed to continue to allow Council to claim service fees for these clients while the mapping issue is rectified. Revised mapping has been submitted to the Department to correct this issue, with Council currently awaiting formal notification that the mapping has been updated.

Council have confirmed to the Department that they will continue to deliver CHSP services past 30 June 2024, which is when the current funding agreement is set to end. A Deed of Variation will be issued for this, with no change to the funding amount.

During a quarterly meeting with the CHSP Grants Hub team, Council received feedback that the Department are pleased and impressed with the increase on service delivery when compared to the same period last year and acknowledged the work done by the current Aged Care & Disability Services Manager in this space. At this meeting it was also identified that due to a continued increase in clients but not in funding, Council are nearing an over-delivery of services. For context, under the CHSP agreement Council are funded to deliver a specific number of service outputs/units. These are:

- 1,016 units of personal care;
- 3,114 units of transport;
- 1,899 units of domestic assistance;
- 21,934 units of meals;
- 3,608 units of group social support; and
- 1,441 units of individual social support.

The number of CHSP clients serviced by Council continues to increase, but the Department have not increased the CHSP funding available to Council (or to other service providers). This is due to the ongoing revision of the CHSP program, with the revised version not scheduled to be introduced until 1 July 2027. As the Department do not want to issue new service agreements while the program is under review, all funding increases have been put on hold. The Department understand that service providers like Council have a growing client base and so have made some ad-hoc funding available to try and fill the gap until the program review is completed. Funding of up to \$250,000 is available per service provider per financial year. Council will submit an application for this funding for FY25, which has a closing date of 30 June 2024. If Council over-delivers in FY24, there is no ad-hoc funding available to cover the shortfall. These costs would need to be covered directly by Council's untied funds.

The Commonwealth has amended its prescribed fees and charges for aged care and disability services. It is recommended that Council adjust its fees to align with the new Department pricing. A separate report has been submitted to Council with further details on this.

The development of the Aged Care Strategy has recently been finalised by Culturally Directed Care Solutions (CDCS) through Council's current Service Development Assistance Panel (SDAP) program. A separate report has been submitted to Council with further details of this project.

Council is currently investigating setting up tele-health for clients through a collaboration with iAged Health. This will enable clients to receive specialist care from professionals such as

dieticians, occupational therapists, and physiotherapist. This will alleviate wait times, with some clients having waited over 12-months to access these services in community. A separate report has been submitted to Council with further details of this project.

Incidents

Nil incidents were recorded.

Feedback, Compliments, Complaints

Council have submitted a complaint against the Sunrise Ngukurr Clinic in relation to refusing to treat an Aged Care client as they deemed it “not an emergency”.

Workforce, Infrastructure and Equipment

The community-based workforce has remained steady with minimal turn-over of staff. Casual staff are utilised as needed if permanent staff are absent or on leave. Casual staff are also used to support the permanent team as client numbers grow and are transferred to permanent positions as they become available. All coordinator-level positions are currently filled.

Council have cancelled its subscription to Altura Learning, which is where staff previously received online training on topics such as the Aged Care Standards, recognising and reporting abuse, infection control, privacy, confidentiality and dignity, and information handling. Training in most of these areas is now available for free through the Aged Care Quality & Safety Commission (ACQSC). Where training ACQSC do not provide training, an alternate training provider has been secured.

Financial Status

No update can be given on Council’s financial position at this time, pending a report from the Finance team.

Provider Compliance Reporting

Council are currently compliant with all reporting requirements.

Information Management

Nil update.

Risk and Emergency Management

Nil update.

Actions Arising

Nil actions required by Council/Board at this time.

FINANCIAL CONSIDERATIONS

Potential cost to Council to support CSHP clients. It is difficult to determine an exact amount, as it is dependent on if all current CHSP funding is exhausted and whether or not the ad-hoc grant application is successful. If Council does not want to incur direct costs for CHSP delivery, it could investigate the option of potentially declining to take on more CHSP clients. This approach is not advised, as it puts an already highly-vulnerable group more at risk.

ATTACHMENTS

There are no attachments for this report.

**COMMUNITY SERVICES AND ENGAGEMENT
DIVISIONAL REPORT**



ITEM NUMBER	16.3
TITLE	Ngukurr Night Patrol Update
REFERENCE	1398140
AUTHOR	Clare CUPITT, Program Manager

RECOMMENDATION

That Council receive and note the Ngukurr Night Patrol Update report.

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

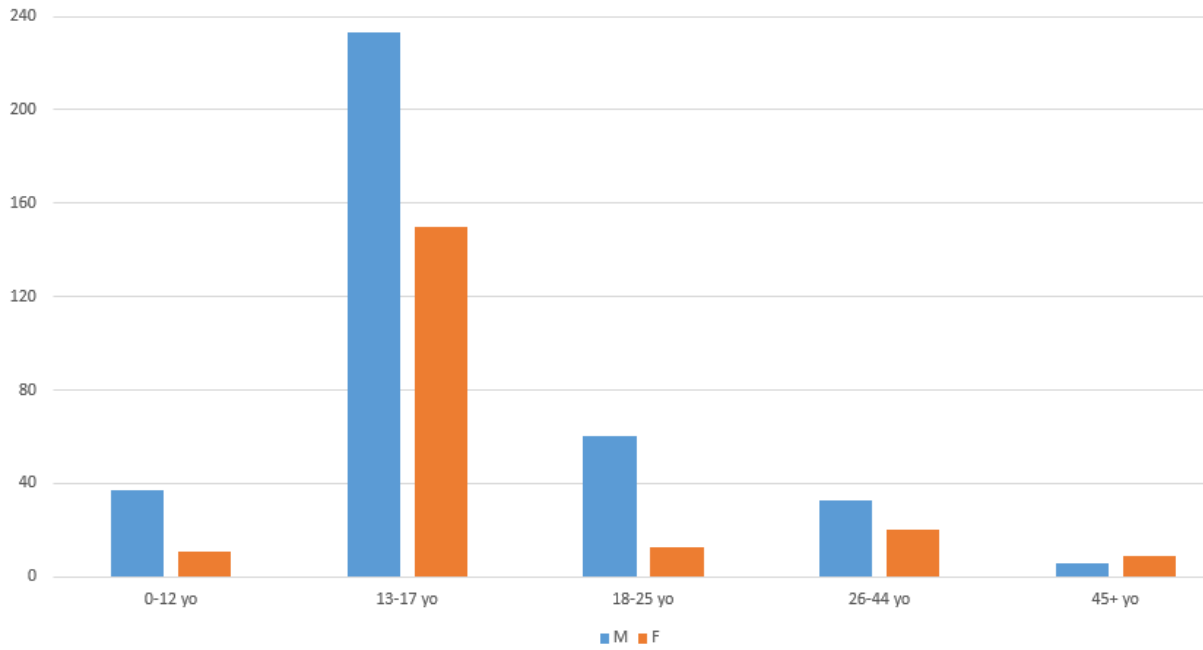
BACKGROUND

At the Ordinary Meeting of Council on 28 February 2024, a request was made that additional information in relation to the year-to-date operations of the Ngukurr Night Patrol be made available and that a Community Safety Reference Group be established in Ngukurr.

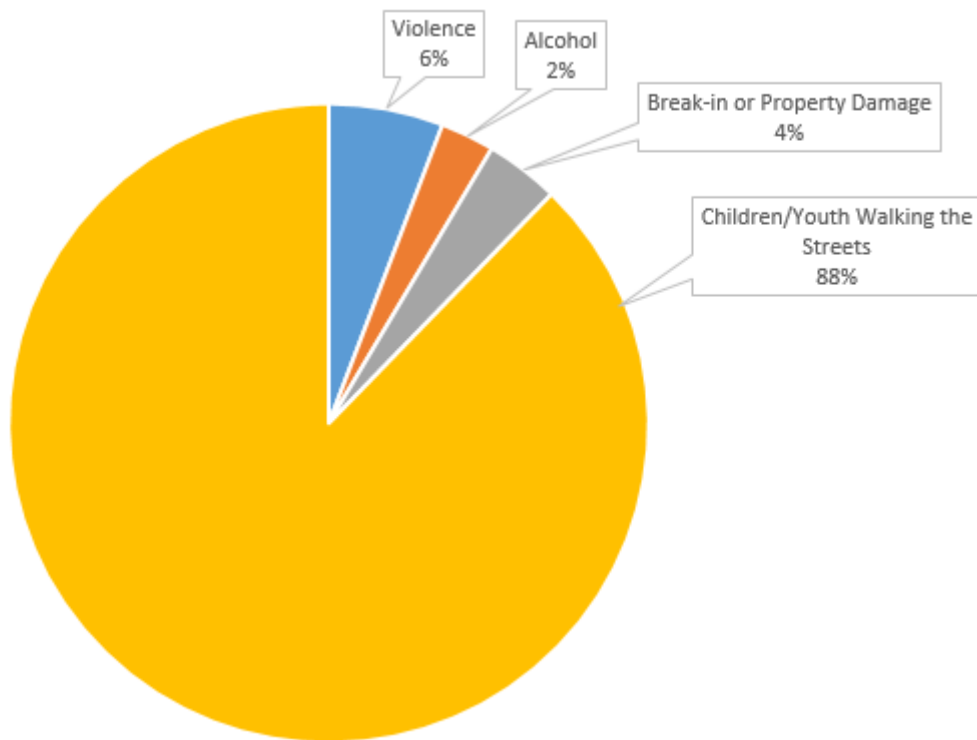
ISSUES/OPTIONS/SWOT

During the period 1 January to 23 March 2024 the following Night Patrol data was recorded:

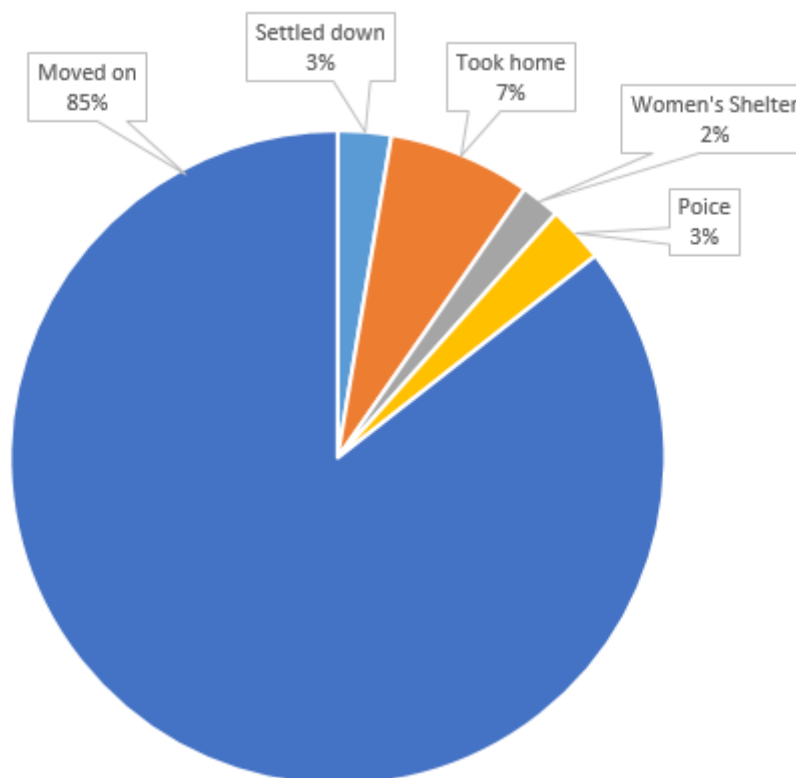
- 572 individuals assisted, including 65% male and 35% female.
- There were 515 recorded incidents of children/youth walking the streets.
- There were 34 recorded incidents involving violence including fighting and domestic and family violence.
- There were 22 recorded incidents involving break-ins or property damage.
- There were 16 recorded incidents involving alcohol.
- The Police assisted on 5 occasions.
- The Clinic assisted on 10 occasions.
- Family members assisted on 8 occasions.
- In the majority of incidents, individuals were moved on or taken home.
- No action was taken on only 3 occasions.



Individuals assisted by Night Patrol for the period 1 January to 23 March 2024



Recorded Incident Type for the period 1 January to 23 March 2024.



Action Taken in Response to Incidents for period 1 January to 23 March 2024.

There has been ongoing confusion and misunderstanding around the purpose and roles and responsibilities of Night Patrol. The National Indigenous Australian's Agency (NIAA), who fund Night Patrol, have provided the following information to clarify the role of Night Patrol:

- Assist people at risk of either causing or becoming the victims of harm in order to break the cycle of violence and crime in remote Indigenous communities. It is important to understand that Night Patrollers are not to put themselves in danger to assist others.
- Ensure that, at an agreed time during the evening (decided in consultation with the community), children are at home or in another safe location with a parent or carer. It is important to understand that a child should never be forced to go with Night Patrol or to get into a vehicle. It is also important to understand that Night Patrol are not responsible for children should there be an incident where a child is hurt walking the streets.
- Employ non-coercive intervention strategies to achieve each of the above goals through the promotion of culturally appropriate conflict and dispute resolution in conjunction with contemporary law enforcement measures. It is important to understand that Night Patrollers are not Police Officers, and therefore cannot undertake tasks which should be the remit of Police.

Other Night Patrol activities may include:

- Relocating a person to a 'safe' environment such as a relative's home (where the relative agrees to receive the person), recognised safe house, women's or men's refuge, hospital, sobering-up shelter or other medical facility, where that person agrees to the relocation.
- Defusing violent situations only where it is safe to do so. This should be through mediation techniques and verbal conflict resolution only; Night Patrol are not trained in physical apprehension or physical de-escalation tactics and are not required to be.
- Diverting intoxicated people away from unnecessary adverse contact with the criminal justice system.

- Providing advice, information or referral, for instance to a counselling service.

The following activities are out of scope for Night Patrol and are not permitted under the funding agreement:

- Providing a service such as ambulance, fire or transporting people to court;
- Providing a service that is the responsibility of/for police;
- Transporting children to school;
- Providing transport services from hospital or health service;
- Providing a taxi service for community members;
- Providing a security service for protection and monitoring;
- Managing Women's safe houses;
- Alcohol support services; and
- Using Night Patrol assets or work time for ceremonial business or hunting.

There has been suggestion that a Community Safety Reference Group (CSRG) be established in Ngukurr. Council have contacted the NIAA and the Department of Chief Minister & Cabinet for advice on how the CSRG be established, operated, and overseen. An update will be provided once advice from these agencies is received.

This report has also been submitted to the Ngukurr Local Authority.

FINANCIAL CONSIDERATIONS

Nil.

ATTACHMENTS

**COMMUNITY SERVICES AND ENGAGEMENT
DIVISIONAL REPORT**



ITEM NUMBER	16.4
TITLE	Aged Care Strategic Plan Update
REFERENCE	1398854
AUTHOR	Clare CUPITT, Program Manager

RECOMMENDATION

That Council receive and note this Aged Care Strategic Plan Update report.

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

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

BACKGROUND

In late-2021, Culturally Diverse Care Solutions (CDCS) were engaged by Council through the Service Development Assistance Panel (SDAP) to develop a communications strategy, strategic plan, and cultural safety plan. This is following on from SDAP support which was delivered to Council in 2017 and 2019.

A report was submitted to the 27 September 2023 Ordinary Meeting of Council on the progress of the SDAP up to that time. The work by CDCS at that time included the development of community profiles, site visits of facilities, undertaking community and stakeholder satisfaction surveys, and reviewing internal governance frameworks. It was also identified that additional support was required in some areas, and so the SDAP was expanded to include training on provider financial reporting obligations, and a review of all internal Aged Care policies, procedures, operations manuals, and induction processes. A key tasking of CDCS through the SDAP was the development of a strategic plan for Aged Care services.

The SDAP is now nearing completion, with CDCS currently preparing their final report.

ISSUES/OPTIONS/SWOT

The Aged Care Strategic Plan developed by CDCS under the SDAP program is now finalised. This Plan is structured as a strategic action list for the internal Aged Care management team, rather than as an outline of strategic goals suitable for sharing with external stakeholders to drive the direction and growth of Council's Aged Care service offering and delivery.

A key reason behind CDCS framing this Aged Care Strategic Plan in the way they have is that there remains ongoing uncertainty around the structure of funding for Aged Care programs past 30 June 2027. In consideration of this, CDCS have made the purpose of this Plan to increase Council's internal governance systems and strengthen the current delivery of services specific to Aged Care.

This Aged Care Strategic Plan has identified the key goal areas of:

1. Client focused services;
2. Stable and capably workforce;
3. Quality, continuous improvement, and compliance;

4. Future focus;
5. Infrastructure, equipment and systems; and
6. Leadership, governance and viability.

The key findings in the development of this Aged Care Strategic Plan are:

1. Council's delivery of services will be impacted by the reforms which are currently underway to the Home Care Package and Commonwealth Home Support Package models;
2. There will continue to be an increasing demand for aged care services across the region as the current population ages and grows;
3. Only a small percentage (approximately 9%) of the residents in community who are eligible for aged care services are actually accessing them; and
4. Although clients want increased access to aged care services in their communities, they were not supportive of a "regional hub" model.

A copy of the Aged Care Strategic Action Plan has been provided as an attachment to this report. In addition to this Plan, the Aged Care management team have also been provided with a long-form document which contains additional supporting information on how findings were reached, the results of stakeholder and client feedback, and increased detail on how strategic actions are to be met. A copy of this document is available to Council on request, however was not provided as part of this report as the final version will not be completed until the overall SDAP is finalised.

FINANCIAL CONSIDERATIONS

The SDAP program is fully funded for Aged Care provides, so this support has been received at no cost to Council. Should Council deem the Aged Care Strategic Plan which has been developed by CDCS as unsuitable for the purpose of driving the strategic development of Council's aged care and disability services, Council will need to develop another Aged Care & Disability Services Strategy. This may involve costs including engaging consultants and having the plan developed. Council may therefore wish to investigate grant funding options to support this project.

ATTACHMENTS

- 1 24_04_24 - OMC - Aged Care Strategic Plan.pdf



Aged Care Strategic Action Plan 2024 - 2027



Introduction



This strategic plan is specific to the Aged Care & Disability programs managed by Roper Gulf Regional Council (RGRC). It aims to guide the Council, the Executive and the Aged Care & Disability team to address key issues over the next three years during a period of significant aged care reform and assist the organisation in delivering a culturally safe, quality and compliant aged care service in line with legislative and program requirements.

The Australian Department of Health & Aged Care is currently undertaking a significant review of its funding of aged care services. New funding for some programs is scheduled to roll out in July 2025, and grant-based programs will change in 2027.

Whilst the Council desired a long-term Strategic Plan for Aged Care service delivery, due to the uncertainty surrounding future funding and program structure, it is only feasible to plan to July 2027.

This plan considers a longer-term analysis of aged care service provision across the Roper Gulf region based on the consultation, demographic information and Industry projections.

This plan has been developed with the support of the Service Development Assistance Program (SDAP) and the consulting team from *Culturally Directed Care Solutions* (CDCS), funded by the Australian Government.



Programs & Communities

As of January 2024, Aged Care services are delivered to approximately 80 clients through the **Commonwealth Home Support Programme (CHSP)** and the **Home Care Packages (HCP)** program across nine communities, including:

- Barunga
- Wugularr (Beswick)
- Bulman
- Manyallaluk
- Mataranka
- Jilkminggan
- Numbulwar
- Ngukurr
- Urapunga



First Nations people need to be 50 years or older to be eligible for aged care services.

The majority of clients are currently supported under CHSP which provides support to older people with **lower care needs through a grant-based program**.

People with higher care needs are assessed and supported through the HCP program which allocates **individual packages of funding** to a person to be used to subsidise their care and services.



Services

Based on a person's assessed needs and approved care support can include:

- Meals (which may be eaten at the aged care centre or delivered to the person's home)
- Social support (individual or group)
- Domestic assistance (primarily laundry services but may include some cleaning of the person's home where safe and appropriate)
- Transport (local)
- Activities that support client interest and wellbeing
- Day respite (which provides support to the client so the carer can have a break for the day)
- Care management is also provided to clients with a Home Care Package (HCP) to help coordinate client care and services



Disability Services

RGRC provides services to people with disabilities living in communities and surrounding outstations through brokerage arrangements with several NDIS providers.

RGRC is not a registered NDIS provider in its own right but is seeking to attain registration by 2025.

Services available to NDIS participants are similar to those for aged care clients.





Vision

Quality and culturally appropriate care, responsive to the needs of older people and people with disabilities in our communities.



Mission - How We Make This Happen

- Engage with our clients and communities
- Improve systems and workforce processes
- Attract and retain capable and caring staff
- Develop environments that are fit for purpose
- Strengthened Governance & Leadership

Key Goal Areas

1. Client Focused Services

2. Stable & Capable Workforce

3. Quality, Continuous Improvement & Compliance

6. Future Focus

5. Infrastructure, Equipment & Systems

4. Leadership, Governance & Viability

Situation Analysis

The Aged Care organisational structure includes an Aged Care and Disability Manager, four Aged Care Regional Coordinators, four Aged Care Supervisors and twenty-one casual Support Workers. All care and clinical aspects of service delivery are referred to the Aged Care team. The Community Service Managers (CSMs) help to coordinate day-to-day staffing and supplies to ensure continuity of care at community service sites.

Strengths

- Services are community-based
- Dedicated local workforce with an understanding of client needs and issues
- Culturally safe care
- Strong aged care management (currently)

Challenges

- Remote service delivery (environment)
- The cost of service provision is increasing
- Attracting & retaining qualified & experienced staff to meet compliance requirements
- Appropriate internal resourcing (finance, HR and admin)

Opportunities

- Networks and partnerships
- Improved induction, policies/procedures, and resources
- Infrastructure and equipment, renovation of centres

Risks

- Compliance (e.g. Governance, Financial Reporting)
- Engagement & retention of workforce
- Reputation risk if staff and clients are not well supported
- Culturally safe practice (all staff, including CALD)
- Aged Care Reforms and capacity of RGRC to transition
- Competition - new providers enter the market in 2025 with the commencement of Support at Home program
- Loss of key staff at management level



Demographic and Analysis

The strategic planning process has considered the future demand for aged care services. **ABS statistics** were reviewed to project the region’s likely demand for these services.

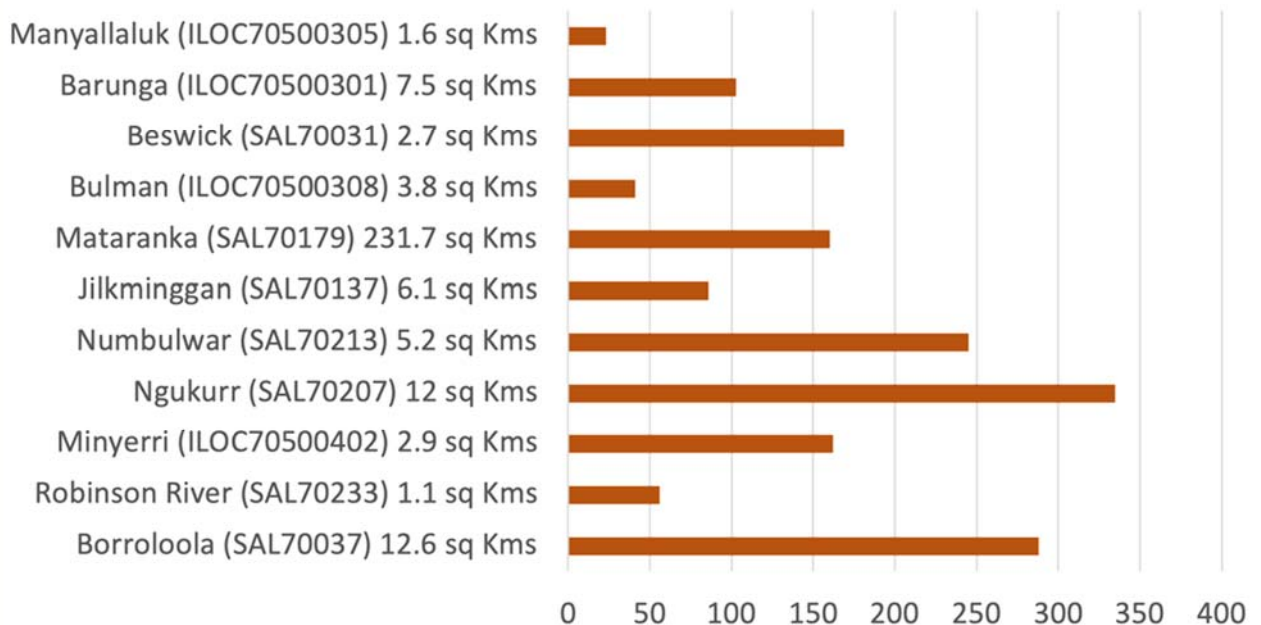
The graph below summarises the population projection of people aged 50 years and older per community in 15 years.

It is based on all over 35-year-olds as of the **2021 census**, less those who will be over 80 in 15 years.

Other organisations currently provide aged & disability services in Borroloola, Minyerri, and Robinson River.



Estimated >50 in 15 yrs



A small percentage (9%) of First Nations people over 50 years old in the communities access aged care or disability services.

Mataranka has a significant number of non-First Nations people over 35 (120) who may require aged care services in 30 years.

Based on >35 First Nations statistics, long-term health condition statistics and eligibility for First Nations people to access aged care from 50 years old, the demand for aged care services over the next 15 years is likely to be highest in:

- Beswick
- Numbulwar
- Ngukurr
- Minyerri
- Burunga
- Borroloola

Ngukurr and Minyerri have the largest number of First Nations with long-term health conditions.



Life expectancy is between 65 and 70 years for First Nations people in the NT.

- Based on the 2021 census data, there were 536 people in the Council area who are providing unpaid care for loved ones at home (family carers)
- Ngukurr, Minyerri, Numbulwar and Beswick have a considerable number of people providing unpaid care or assistance.
- Each of these communities has a large number of homes with 6 or more people.
- Most of the current RGRC aged care clients are between 60 and 70 years of age.
- The number of people with dementia Australia-wide is expected to increase.
- The NT First Nations population is expected to grow by 7.9% between 2023 and 2031.

These factors indicate that the need for aged care services and support will increase in the next 3-5 years and beyond.



Consultation Findings

Surveys were conducted with aged care clients and internal and external stakeholders regarding their views on the future of aged and disability care in RGRC.

Table 1. Survey responses

Stakeholder Group	# of responses received
External Stakeholders	2
Internal Stakeholders	17
Aged Care Clients	36



Council has been formulating the idea that Mataranka may be suitable as an aged care hub to deliver support for a model of residential and independent living services for the region.

Feedback from the consultation process with clients, staff and external stakeholders did not support this view. Relationships between different language groups across the region can inhibit a centralised hub's successful implementation and delivery.

Discussions were also held with another regional council about their experience and challenges operating overnight respite under the NATSIFAC program.

Cultural safety and individual preferences impacted the viability and capacity for a centralised residential/ respite hub, and feedback indicated that any similar model by RGRC should be carefully considered and a rigorous consultation and business case done to ascertain the actual need and viability.

Aged Care Reform Impacts

From **1 July 2025**, the existing Home Care Packages (HCP) program operated by RGRC will transition to a new fee-for-service-based program called “Support at Home.” Funds will be provided to providers **after** services are delivered and claims are made. The Independent Health and Aged Care Pricing Authority will dictate the amount funded per service.

Under the new model, individuals will be eligible to register, if appropriately skilled, to provide certain services e.g. domestic assistance.

The “approved provider” requirement will be replaced with “registered providers of services”.

These program changes may increase competition as new individuals or organisations register to provide services, and it may also impact the workforce if staff choose to register to deliver support as sole proprietors.



The current grant-funded program (CHSP), which supports entry-level aged care services, will be extended until June 2027, at which time it is projected to amalgamate with the Support at Home program model.

The Council needs to stay informed and current on aged care reforms and the potential funding model for remote service delivery from July 2025. A proactive approach from the Council to review how they can demonstrate accountability and compliance with the **Strengthened Aged Care Quality Standards** is highly recommended.





Strategies and Action Plan

The following tables summarise the key goal areas, objectives and tasks planned from 2024 - 2027. Some activities will be ongoing, some time-specific, and others will take longer. The executive & management team will monitor progress against key performance indicators. Additional detail on each of these objectives is documented in the internal aged care management plan.

1. Client Services:

Appropriate and effective assessment, review and planning to inform high-quality, culturally safe care and services that meet individual needs and well-being goals.

Objectives	Key Tasks / Strategies
1.1 Service delivery and care meet the needs of clients and the community	<ul style="list-style-type: none"> • Seek regular (at least annually) feedback from clients, family, staff and other stakeholders and document issues/actions in Plan for Continuous Improvement (PCI) • Enhance coordinator reporting template to ACM • Confirm and address identified gaps in services to meet current and future client needs • Regular planned assessment and dynamic care plans and documented processes
1.2 Processes are in place to ensure compliance	<ul style="list-style-type: none"> • Policy and processes are reviewed regularly against legislated and program requirements • Processes are in place to identify and respond to vulnerable clients • Regular review of client files and client documentation standards against expected requirements • Regular education of staff and management on key concepts of open disclosure and feedback and complaints • Maintain clinical governance policy and plan as required for service types delivered.





2. Stable and Capable Workforce

Recruit, develop and retain a skilled and committed workforce across all service sites and head office.

Objectives	Key Tasks / Strategies
2.1 Effective workforce planning	<ul style="list-style-type: none"> • Update the Accountability Matrix with clearly defined roles, responsibilities, delegations, and communication lines including CSM's • Review and update formal succession plan
2.2 A formal Recruitment & Retention strategy is developed; and Culturally safe professional development supports and career pathways are present	<ul style="list-style-type: none"> • Pursue policy changes with Council regarding the recruitment process (including interview questions, immigration options) for Aged & Disability staff • Establish a list of benefits of working with Roper Gulf to promote in recruitment strategies • Discuss with staff - ways Council could encourage staff to stay • Conduct exit interviews to establish reasons for exits and add to PCI as appropriate • Review Wages for competitiveness • Consider implementation of a Retention Bonus • Consider mechanisms that could be implemented to mentor and support externally sourced staff to reduce impact of isolation
2.3 Culture and harmony across the team is recognised and supported through updated policy, training and leadership	<ul style="list-style-type: none"> • Review existing policy and develop as needed, engaging staff in the process • Performance reviews completed • Conduct regular staff meetings not only for staff within each community but with all community aged care staff • Conduct an anonymous staff survey/ and/or use external independent personnel to gather feedback • Support all staff to contribute to quality improvements • Training /updates in aged care provided regularly to Corporate Services, CSM's and Council • Whistleblower policy developed





3. Quality, Continuous Improvement and Compliance:

Embed safety and quality to maintain compliance, continually improve and meet the needs of clients in a culturally safe and responsive way.

Objectives	Key Tasks / Strategies
3.1 Service wide Plan for Continuous Improvement (PCI) is maintained	<ul style="list-style-type: none"> • Aged Care manager to seek PCI input from coordinators monthly; Local staff trained on communicating PCI suggestions to coordinators; and The Aged Care manager compiles PCI for the whole of aged care and manages the implementation of improvements • The Aged Care manager reports on the PCI to the Program Manager monthly for inclusion in Council reporting; and Trend analysis is included on complaints and feedback for analysis
3.2 ACQSC Self-Assessment tool used to identify RGRC competency in meeting the Aged Care Standards	<ul style="list-style-type: none"> • ACQSC Self-assessment reviewed / updated at least annually, and gaps added to the PCI for action • Compliance with NDIS Practice Standards reviewed (minimum annually)
3.3 Staff are appropriately trained and capable	<ul style="list-style-type: none"> • Ongoing implementation of the 2023-24 Training Plan; with updates made as Aged Care Reforms continue to roll out • Regular performance reviews conducted to identify skills gaps and education needs • Management strategies implemented as required to ensure compliance and support team harmony



4. Leadership, Governance and Viability:

A top-down culture of effective governance, financial management, and whole-of-council support for the aged care and community services team.

Objectives	Key Tasks / Strategies
<p>4.1 Governing body & Management team understand obligations and have knowledge, skills, & experience to support effective oversight, compliance and decision making</p>	<ul style="list-style-type: none"> • Comprehensive internal management reporting with key areas incorporated into Council papers • Aged care updates, especially pertaining to risk, compliance and reform, be included in Council meetings to keep councillors informed • Training & timely induction provided to Councillors on aged care programs and obligations • Regular review of compliance against the Governance /Organisation quality standard and actions implemented as required • Suitability checks of Key Personnel conducted • Transition plan developed for a new funding model • Develop an appropriate Aged Care Advisory (Committee) strategy to enhance feedback and input from clients/ families; and • Identify an “aged care champion” role within the councillor cohort
<p>4.2 Aged Care financials are managed appropriately</p>	<ul style="list-style-type: none"> • Finance provides aged care management with monthly financial information that is accurate and timely • Aged Care Management reviews monthly budget to actual reports per program • Aged care management is involved in establishing the aged care budgets each year; and Budgets are based on future assumptions as well as historical results • Monthly financial reviews includes the analysis and investigation anomalies in financial reports • Methodology for allocating overheads across the programs is documented by Finance and is reasonable • Financial results form part of monthly Management Report • Finance role for aged care is filled & maintained



4. Leadership, Governance and Viability (continued)

Objectives	Key Tasks / Strategies
<p>4.3 HCP service pricing is reviewed annually, is reasonable, reflects the cost-of-service delivery and supports viability</p>	<ul style="list-style-type: none"> • Review meal and service pricing for HCP and CHSP annually to ensure the full cost of the food portion is recovered • Review the full cost of services when setting prices • Maintain the Fee schedule for aged care on the MyAgedCare site and ensure the Council website is consistent and compliant • Pricing is agreed by clients and included in client agreements prior to updates
<p>4.4 Policies & Procedures are aligned with the (revised) Quality Standards – with consistent application across the service.</p>	<ul style="list-style-type: none"> • Using the Document Map - monitor the currency and updates as required for the suite of policies and procedures for the aged care program • Add /revise policies and procedures to comply with changes in legislation and reforms • Provide Staff training on changes
<p>4.5 Financial reporting Compliance including Aged Care Financial Report (ACFR), Financial Declaration (CHSP), IEI acquittal & Quarterly Financial Reports (QFR's).</p>	<ul style="list-style-type: none"> • All financial reporting for aged care programs completed, reviewed, approved and submitted on time • Processes are in place to ensure compliance • Continue to monitor and update the Aged Care Financial procedures as programs change
<p>4.6 Service Promotion and engagement strategies increase awareness of services and uptake by eligible clients.</p>	<ul style="list-style-type: none"> • Review My Aged Care for completeness and accuracy, including a pricing schedule and specialisations • Maintain appropriate information on services • Review and monitor website content Re-aged care • Implement and maintain Aged Care Communication Strategy • Implement and maintain a Cultural Safety and Diversity Plan



4. Leadership, Governance and Viability (continued)

Objectives	Key Tasks / Strategies
<p>4.7 Communication between corporate services, the executive and aged care management is effective and supportive to aged care</p>	<ul style="list-style-type: none"> • Obtain commitment from executive regarding support from RGRC for aged care • Monthly meeting with Corporate Service Departments • Corporate service KPIs include aged care • Corporate services respond to queries made by aged care management in a timely manner
<p>4.8 Council has an Off Boarding process in place for key personnel of aged care</p>	<p>Develop an Off Boarding process including:</p> <ul style="list-style-type: none"> • Change of key personnel reported to the Aged Care Quality & Safety Commission • Logins/access/passwords • Return of Council assets • Communication with stakeholders and clients • PD review prior to new hire etc.





5. Infrastructure, Equipment & Systems:

Aged Care facilities are fit for purpose and meet the current and future demand for communities.

Objectives	Key Tasks / Strategies
5.1 Address aged care service delivery gap at Barunga	<ul style="list-style-type: none"> • Develop staffing options and/ or transport options • Determine infrastructure needs
5.2 Sufficient and appropriate staff housing on community	<ul style="list-style-type: none"> • Analyse staff housing needs in each community • Incorporate staff housing demand into Councils' Capital Works Program
5.3 Fit for purpose aged care infrastructure in each community	<ul style="list-style-type: none"> • Incorporate recommendations from 2023 aged care facility review into Council Capital Works program • Complete an asset development plan for each community • Investigate if other assets could be re-purposed • Purchase buses where needed • Complete a Refurbishment and Maintenance plan for all aged care infrastructure in communities
5.4 Effective Client Management System (CMS) that supports quality care and efficiencies	<ul style="list-style-type: none"> • Review the long-term operational requirements of CMS needs and evaluate potential CMS's against operations requirements and any identified limitations; and • Monitor opportunities for funded support to enhance or expand CMS and IT support; and act as relevant grants/initiatives occur





6. Future Focus:

A considered approach to long term funding streams and service planning that seeks to provide a viable and sustainable service that meets emerging and future needs of aged and people with a disability in the Roper Gulf community.

Objectives	Key Tasks / Strategies
6.1 Pursue viability of taking on more NDIS clients and becoming a registered NDIS provider	<ul style="list-style-type: none"> • Assess current staff capacity to increase workload or if there is a need for new staff • Project income and expenses if further NDIS services are taken on to evaluate profitability • Complete required tasks for NDIS registration as capacity and timing allow
6.2 Establish and participate in collaborative relationships with other regional Councils and providers	<ul style="list-style-type: none"> • Maintain responsive contact and networking with other aged care managers • Participate in Department facilitated forums • Determine where potential synergies exist and potential to share resources (e.g. finance or administration etc.)
6.3 Internal alignment of resources/ programs where appropriate to achieve efficiencies and improve service delivery	<ul style="list-style-type: none"> • Capitalise on areas where Council provides resources or staff in the delivery of other services that could be used to create efficiencies or improve service delivery outcomes in aged care • Investigate processes that can be implemented to make better use of Council resources in relation to aged care delivery



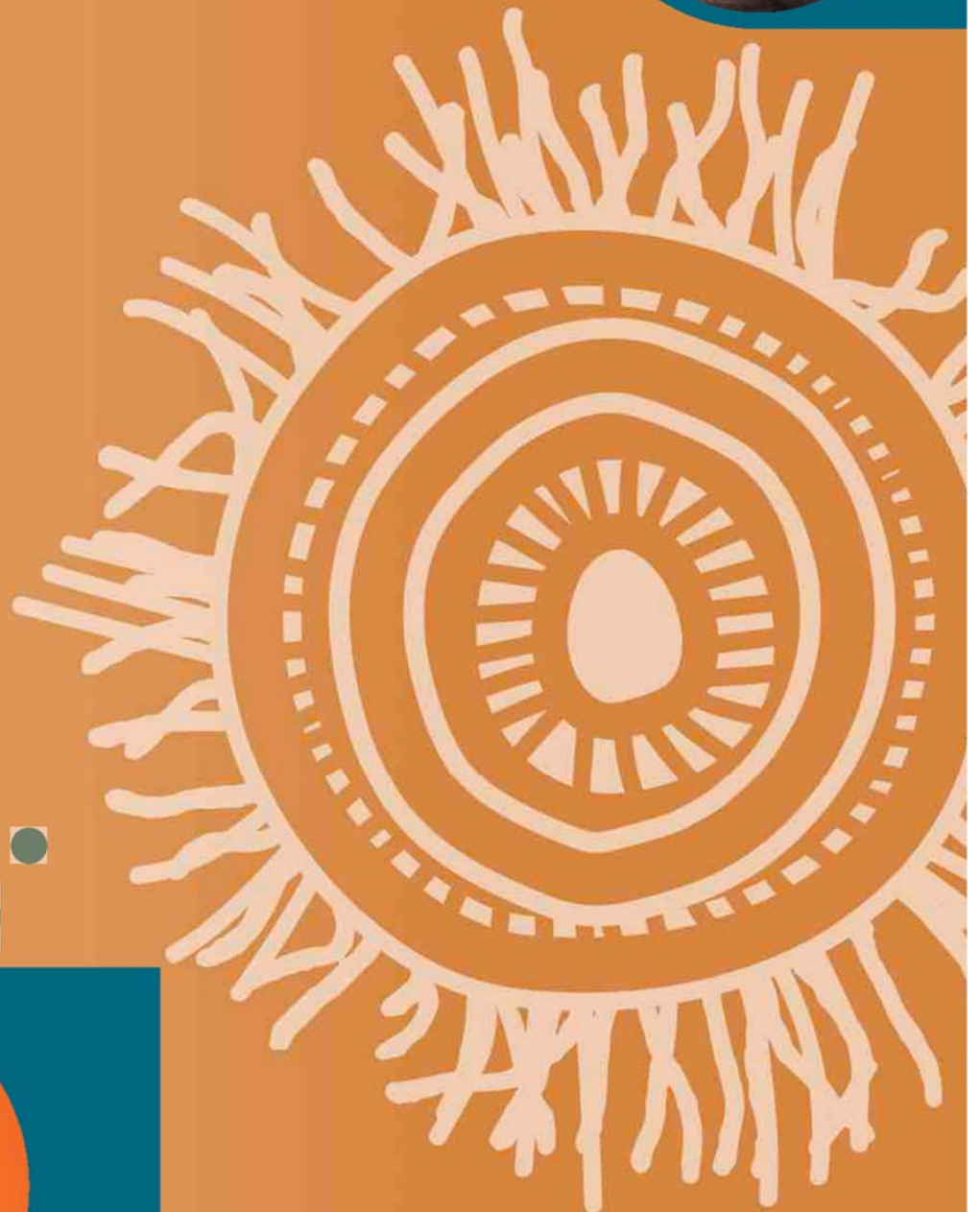


6. Future Focus (continued)

Objectives	Key Tasks / Strategies
6.4 Council supports clients to access appropriate residential respite care outside of the Roper Gulf region	<ul style="list-style-type: none"> Enhance networks with residential providers and advocate for culturally appropriate residential/respite services for clients and their families
6.5 Aged Care can operate effectively and be supported by appropriate Council policies and structures	<ul style="list-style-type: none"> Develop the internal capacity of aged care team to have more direct control and resources to manage the program and key elements such as finance, assets and HR
6.6 Council investigates future options for the provision of safe, independent living accommodation for older people in their communities	<ul style="list-style-type: none"> Review the Beswick centre / living units which has been problematic to manage; and Provide input into planning which informs housing or accommodation development for older people <p>Note: consultation and evidence gathered as part of the aged care planning consultation in 2023 does not support development of a 'residential aged care hub'</p>
6.7 RGRC aged care is viable and sustainable under the new Regulatory Framework & Aged Care Act	<ul style="list-style-type: none"> Determine the range of services Roper Gulf will register for in July 2024 Project income and expenses under the Support at Home program Evaluate the resources needed to deliver the new program (eg staff, IT) including costs; and document all assumptions
6.8 Transition to a flexible aged care funding model more appropriate for clients and RGRC	<ul style="list-style-type: none"> Continue to lobby Dept. of Health & Aged Care for a flexible aged care funding model



Although the Australian Government has provided funding for the development of this plan, the material contained within this Strategic Plan does not necessarily represent the views or policies of the Australian Government



Roper Gulf Regional Council acknowledges the Traditional Owners of the land and pays respect to Elders past, present and emerging and all members of the communities in the Roper Gulf region.



**COMMUNITY SERVICES AND ENGAGEMENT
DIVISIONAL REPORT**



ITEM NUMBER	16.5
TITLE	Council acknowledgement on Antiparasitic treatment analysis study
REFERENCE	1396266
AUTHOR	Kaylene DOUST, Program Manager Animal Control

RECOMMENDATION

That Council supports the formal acknowledgement (recognition) of Council's contribution to the AMRRIC Anti-parasitics treatment study.

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

Late in 2023, AMRRIC requested permission to analyse the Roper Gulf Regional Council Animal Program records. In consultation with senior management, this was duly granted. They asked the Animal Program Manager to review and contribute to the paper which will shortly be submitted for publication.

ISSUES/OPTIONS/SWOT

The paper is named "**One Health considerations in the changing landscape of canine parasite prophylaxis and treatment in Australian Indigenous companion animal health programs**"

As a gesture of appreciation, AMRRIC would like to formally acknowledge the council's commitment to research in their upcoming scientific publication. This acknowledgement demonstrates Council's commitment to One Health principles that recognise the interconnection between human, environmental and animal health and council's ongoing support for the Animal Program.

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS

There are no attachments for this report.

**INFRASTRUCTURE SERVICES AND PLANNING
DIVISIONAL REPORT**



ITEM NUMBER	17.1
TITLE	Potential Project Ngukurr Sports Hall
REFERENCE	1399279
AUTHOR	Luke HADDOW, Assets Manager

RECOMMENDATION

That Council receives and notes the following report pertaining to a potential project for an ablution block at the Ngukurr Sports Hall.

KEY OUTCOME AREA

Wellbeing: Contribute to the wellbeing of residents individually and communities as a whole; by fostering increased participation in community activities, education, healthy lifestyles, and a safe living environment.

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

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

BACKGROUND

On 28 February 2024, at its Ordinary Meeting, Council passed the following resolution:

19.1 MAJOR PROJECTS REPORT

36/2024 RESOLVED (Kathy-Anne NUMAMURDIRDI/John DALYWATER) CARRIED

That Council:

- (a) receives and notes the Major Projects report; and
- (b) requests the Chief Executive Officer to investigate a potential project for ablution facilities at Ngukurr Sports Hall.

In accordance with Clause 19.1 (b) of this Resolution, this potential project for ablution facilities at Ngukurr Sports Hall has been scoped as outlined below.

ISSUES/OPTIONS/SWOT

The Ngukurr Sports and Recreation Hall is in a centralised location with other sporting and community activities. This area is currently lacking in public toilet facilities. A grant application has been submitted to the Northern Territory Government that requests funding to construct a public toilet facility, in a location that will benefit the residents as well as visitors to the area.

Any potential projects pertaining to this matter are contingent on the outcome of this application.

FINANCIAL CONSIDERATIONS

The total estimated cost of the project is \$347,600. The grant submission is \$317,600 with a financial contribution from Council of \$30,000.

ATTACHMENTS

There are no attachments for this report.