

MINUTES OF THE ORDINARY MEETING # 44 OF THE ROPER GULF SHIRE  
COUNCIL MEETING HELD AT THE ARTS & CULTURE CENTRE, KATHERINE ON  
WEDNESDAY, 26 JUNE 2013 AT 9.00AM

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**1. PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Mayor Tony Jack  
Deputy Mayor Judy MacFarlane  
Councillor Stan Allen  
Councillor Selina Ashley (attended meeting from 10:00am)  
Councillor Timothy Baker Jnr.  
Councillor John Dalywater  
Councillor Daphne Daniels  
Councillor Samuel Evans  
Councillor Anne-Marie Lee  
Councillor Kathy-Anne Numamurdiridi

**1.2 Staff**

CEO, Michael Berto  
DCG, Greg Arnott  
DITS, Sharon Hillen  
Stephanie Chan  
Jyoti Pudasaini  
Bobbi Hynes  
Stephen Roper  
Peter Stork  
David Murrungun  
Russell Numamurdiridi  
Katie Ottosen  
Kristine Mulholland  
Shonada Andersen  
Julie Kartinyeri  
Roy Smith  
Lara Brennan

**1.3 Guests**

DHLG, Andrew Smith  
Appearance from: -  
Numbulwar Youth Voice Committee, Lydell Plummer  
Numbulwar Youth Voice Committee, Scott Dylan Murrungun  
Numbulwar Youth Voice Committee, Dereaze Rami

Numbulwar Youth Voice Committee, Jaquelle Wurramara  
Numbulwar Youth Voice Committee, Fredallas Nundhirribala  
Numbulwar Youth Voice Committee, Natalisha Murrungun  
Numbulwar Youth Voice Committee, Brianna Murrungun  
Numbulwar Youth Voice Committee, David Murrungun  
Numbulwar Youth Voice Committee, Russell Numamurdirdi  
Borrooloola Youth Voice Committee, Anna Noble  
Borrooloola Youth Voice Committee, Shonada Anderson  
Borrooloola Youth Voice Committee, Lane Bonney  
Borrooloola Youth Voice Committee, Josie Timothy  
Borrooloola Youth Voice Committee, Delvine Riley  
Borrooloola Youth Voice Committee, Swayne Timothy  
Ngukurr Youth Voice Committee, Corrina Thompson  
Ngukurr Youth Voice Committee, Karissa Daniels  
Ngukurr Youth Voice Committee, Edwina Thompson  
Ngukurr Youth Voice Committee, Basil Wurramara  
Ngukurr Youth Voice Committee, Herbert Thompson  
Ngukurr Youth Voice Committee, Lionel Silver  
Ngukurr Youth Voice Committee, Shanine Rogers  
Ngukurr Youth Voice Committee, Rexelle Wurramara  
Ngukurr Youth Voice Committee, Dalas Thompson  
Ngukurr Youth Voice Committee, Scott Murrungun

**2. MEETING OPENED**

Meeting opened at 9.00am by Mayor Tony Jack

**3. WELCOME TO COUNTRY**

Nil

**4. SWEARING IN CEREMONY – NEW COUNCILLOR**

**4.1 SWEARING IN CEREMONY - NEW COUNCILLOR**

**RECOMMENDATION**

**(a) That the newly Elected Member recites the oath.**

“I swear I will undertake the duties of the office of Councillor in the best interests of the people in the Shire of Roper Gulf and faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 2008 or any other Act to the best of my skill and judgement.”

**ACTION:** Newly Elected Council Member Anne-Marie Lee undertook the swearing in to undertake her duties of the office of Councillor for the Nyirranggulung Ward.

**5. APOLOGIES AND LEAVE OF ABSENCE**

**5.1 APOLOGY**

**RESOLUTION**

**Mover Nil**

**LAPSED**

- (a) That Council accept apologies from Councillor Davis Daniels.

**5.2 LEAVE ARRANGEMENTS FOR THE MAYOR**

**413/2013 RESOLVED (Stan Allen/Samuel Evans)**

**CARRIED**

- (a) That Council receive and note that the Mayor will be on leave from 30 June 2013 to 21 July 2013.  
(b) That Council accept that Deputy Mayor will act in the position of Acting Principal Member during this time.

**6. QUESTIONS FROM THE PUBLIC**

- 6.1 Can Roper Gulf Shire Council organise activities from different communities including cultural activities and festivals for the youth of our shire?  
6.2 Ngukurr Youth Voice Committee would like to know when they will get feedback from the Council regarding their Action List.? Deputy Mayor responded by inviting Youth representatives to the Local Board Meetings in their area.

**7. DISCLOSURES OF INTEREST**

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

**8. CONFIRMATION OF PREVIOUS MINUTES**

**8.1 MINUTES FROM OCM ON 1 MAY 2013 AND FACM 29 MAY 2013**

**414/2013 RESOLVED (Judy MacFarlane/Kathy-Anne Numamurdirdi)**

**CARRIED**

- (a) That Council confirm the minutes from the Ordinary Council Meeting dated 1<sup>st</sup> May 2013.  
(b) That Council confirm the minutes from the Finance and Audit Committee meeting dated 29<sup>th</sup> May 2013.

**9. BUSINESS ARISING FROM PREVIOUS MINUTES**

**9.1 ACTION LIST**

**415/2013 RESOLVED (Stan Allen/Samuel Evans)**

**CARRIED**

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

**10. INCOMING CORRESPONDENCE**

**10.1 INCOMING CORRESPONDENCE**

**416/2013 RESOLVED (Timothy Baker/Daphne Daniels)**

**CARRIED**

- (a) That Council accept the correspondence.

*Morning Tea 10:00am to 10:20am*

**11. OUTGOING CORRESPONDENCE**

**11.1 OUTGOING CORRESPONDENCE**

**417/2013 RESOLVED (Judy MacFarlane/Samuel Evans)**

**CARRIED**

- (a) That Council accept the correspondence.

## 12. WARD REPORTS

### 12.1 WARD REPORT - NYIRRANGGULUNG WARD REPORT

418/2013 RESOLVED (Kathy-Anne Numamurdirdi/Selina Ashley) CARRIED

- (a) That Council receive and note the Nyirranggulung Ward Report.  
(b) That Council dissolve the current membership of the Bulman, Barunga and Beswick Local Board and call for new membership nominations.  
(c) That Council reappoint Bulman Local Board members as Councillor John Dalywater, Jill Curtis, Michael Stevens, Mathew Rankin, Robbie Dalywater, Annunciata Bradshaw, Irene Jungewanga, and Warren Campfoo.

**Action:** CEO to write a letter to Rangers responsible for this Ward regarding buffaloes' in Barunga.

### 12.2 WARD REPORT - SOUTH WEST GULF WARD

419/2013 RESOLVED (John Dalywater/Timothy Baker) CARRIED

- (a) That Council receive and note the South West Gulf Ward Report.  
(b) That Council dissolves the current membership of the Borroloola Local Board and call for new membership nominations.  
(c) That Council reappoint Borroloola Local Board members as Mayor Tony Jack, Councillor Samuel Evans, Councillor Stan Allen, Don Garner, Lizzie Hogan, Trish Elmy, Mike Longton and Chrissy Joll.

### 12.3 WARD REPORT - NEVER NEVER WARD

420/2013 RESOLVED (Judy MacFarlane/Selina Ashley) CARRIED

- (a) That Council receive and note the Never Never Ward Report.  
(b) That Council receive and note the implementation plan for the writers retreat at Larrimah.  
(c) That Council nominate the 4<sup>th</sup> November 2013 as the day for Daly Waters clean up and Roper Gulf Shire Council Open Tennis Classic.

### 12.4 WARD REPORT YUGUL MANGI

421/2013 RESOLVED (John Dalywater/Samuel Evans) CARRIED

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

**ACTION:** CEO to follow up for the SSM's and CSM's to attend the Borroloola, Ngukurr and Numbulwar Youth Voice Committee Meetings.

### 12.5 WARD REPORT - NUMBULWAR NUMBURINDI

422/2013 RESOLVED (John Dalywater/Stan Allen) CARRIED

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

**ACTION:** CEO to write a letter and invite Northern Land Council to attend all Local Board Meetings.

*Councillor Selina Ashley absent 11:35am, returned 11:42am  
Councillor Anne-Marie Lee absent 11:44am, returned 11:51am*

## 13. EXECUTIVE DIRECTORATE REPORTS

### **13.1 CORPORATE GOVERNANCE DIRECTORATE REPORTS**

#### **13.2 RGSC FINANCIAL REPORT AS AT 31 MAY 2013**

423/2013 RESOLVED (Stan Allen/Timothy Baker)

CARRIED

- (a) That Council receive and note the financial reports for the period ending 31 May 2013.

*Mayor Tony Jack absent 12:45pm*

*Deputy Mayor Judy MacFarlane chaired the ordinary council meeting in the absence of Mayor Tony Jack from 12:48pm*

#### **13.3 RATES - RATES DECLARATION 2013-14**

424/2013 RESOLVED (Daphne Daniels/Samuel Evans)

CARRIED

- (a) That the Council approves the attached Rates Declaration for 2013-14.  
(b) That Council approve the publishing of the Rates Declaration in accordance with s158 of the Local Government Act.

*Mayor Tony Jack returned 12:57pm and resumed chairing the ordinary council meeting.*

#### **13.4 2012/2013 OUTSTANDING RATES REPORT**

425/2013 RESOLVED (Timothy Baker/Samuel Evans)

CARRIED

- (a) That Council approve the following recommendations regarding outstanding Rates Charges from the 2012/2013 Rates Issue:  
(b) That Council Write Off the following outstanding Rates Charges amounts relating to the respective Property ID's totalling \$3710.15: (see attachment).  
(c) That RGSC authorise the Director of Corporate Governance to engage legal action to recover the cost of the outstanding rates amounts relating to the following Property ID's: (see attachment).

#### **13.5 GRANTS - RGSC COMMUNITY GRANTS PROGRAM**

426/2013 RESOLVED (Kathy-Anne Numamurdirdi/Selina Ashley)

CARRIED

- (a) That Council advise on the funding amount for the 2013-2014 Community Grants Program and dates for round 1.  
(b) That Council approve funding amount of \$40,000 round 1 starts 1<sup>st</sup> August 2013.

#### **13.6 GRANTS - CENTRELINK CONTRACT 2013-2014 - DEPARTMENT OF HUMAN SERVICES**

427/2013 RESOLVED (Selina Ashley/Daphne Daniels)

CARRIED

- (a) That Council accept the 2013-2014 contract for Centrelink Agent and Access Point Program by signing and dating both copies of the contract.

#### **13.7 COUNCILLOR ALLOWANCES 2013 - 2014**

428/2013 RESOLVED (Judy MacFarlane/Kathy-Anne Numamurdirdi)

CARRIED

- (a) That Council approve the CL006 – Elected Member Allowances Policy and that Council defer recommendations (b) and (c) to the next Ordinary Council Meeting.  
(b) That council receive and note the Councillor Allowances as per the maximum schedule supplied by the Department of Local Government.  
(c) That Council the receive and note the extra meeting allowance to \$125 per meeting to be paid in accordance with the CL006 – Elected Member Allowances Policy.

**13.8 BUSINESS PLAN - RGSC SHIRE PLAN 2013-2014**

429/2013 RESOLVED (Timothy Baker/Daphne Daniels) CARRIED

- (a) That Council receive and note the draft Roper Gulf Shire Plan 2013 – 2014 to be distributed for public comment on the 3<sup>rd</sup> July 2013.

**13.9 AUTHORISED PERSONS - REVIEW**

430/2013 RESOLVED (Judy MacFarlane/John Dalywater) CARRIED

- (a) That Council revoke the appointment of Candice Siedler-Twine and Neil Pickett as an Authorised Persons under s112 of the Local Government Act.

**13.10 POLICY REVIEW - FIN001 FINANCIAL DELEGATIONS MANUAL**

431/2013 RESOLVED (John Dalywater/Selina Ashley) CARRIED

- (a) That Council approve the delegation of \$1000 to the Council and Local Board Coordinator to approve purchase orders.  
(b) That Council remove the delegation of \$1000 to approve purchase orders for the EA to Council position that has now been replaced with the Council and Local Board Coordinator.

**13.11 NEW POLICIES - FACS CRECHE**

432/2013 RESOLVED (Stan Allen/Kathy-Anne Numamurdirdi) CARRIED

**That Council adopt the following Family and Community Services Crèche Policies:**

- FACS002 - Crèche – Grievance Management Policy
- FACS003 - Crèche – Safeguarding the wellbeing of Children Policy
- FACS004 - Crèche – Administration of Medication Policy
- FACS005 - Crèche – Illness and Exclusion Policy
- FACS006 - Crèche – Immunisation Policy
- FACS007 - Crèche – Asthma Policy
- FACS008 - Crèche – Sun Smart Policy
- FACS009 - Crèche – Food and Nutrition Policy
- FACS010 - Crèche – Nappy Changing and Toileting Policy
- FACS011 - Crèche – Snake and Wildlife Policy
- FACS012 - Crèche – Confidentiality Policy
- FACS013 - Crèche – Work Health and Safety Policy
- FACS014 - Crèche – Record Keeping Policy
- FACS015 - Crèche – Parent and Childcare Educator Communication Policy
- FACS016 - Crèche – Hand washing Policy
- FACS017 - Crèche – Excursion Policy
- FACS018 - Crèche – Safe Sleep and Rest Policy
- FACS019 - Crèche – Health Management Policy
- FACS020 - Crèche – Water Safety Policy
- FACS021 - Crèche – Head Lice Policy
- FACS022 - Crèche – Dangerous Products Plants and Vermin Policy
- FACS023 - Crèche – Staff Training and Development Policy
- FACS024 - Crèche – Visitor and Volunteer Policy
- FACS025 - Crèche – Inclusion and Additional Needs Support Policy

433/2013 RESOLVED (Stan Allen/Kathy-Anne Numamurdirdi) CARRIED

FACS001 - Crèche – Crèche Operation Policy, Council resolved to adopt this policy with an amendment to include a charge of \$5.00 per day per child.

**13.12 NEW POLICIES AND REVIEW OF OTHER POLICIES**

**434/2013 RESOLVED (Timothy Baker/Selina Ashley)**

**CARRIED**

- (a) That Council approve the following new policies:  
FIN013 Petty Cash Policy  
HR009 Volunteer Policy  
ADM011 Conflict of Interest Policy  
WS008 Emergency Evacuation Policy  
DIT001 Fleet Procurement and Allocation Policy
- (b) That Council approve the following reviewed policies:  
ADM008 Travel Policy for Councillors and Employees, this replaces previous ADM008 Travel Policy.  
FIN010 Borrowing Policy  
ADM009 Vehicle Use Policy to replace the current Vehicle Policy  
ADM012 Organisational Delegations Manual to replace previous Human Resource Delegations Manual.

**13.13 GRANT - SPG 2011/08716 ACQUITTAL - DHLGRS**

**435/2013 RESOLVED (Judy MacFarlane/Samuel Evans)**

**CARRIED**

- (a) That Council accept the financial acquittal for the Special Purpose Grant for the purchase of the sewage truck at Weemol. This acquittal needs to be minuted.

**13.14 GRANTS - SPG ACQUITTAL DLG**

**436/2013 RESOLVED (John Dalywater/Daphne Daniels)**

**CARRIED**

- (a) That Council accept the financial acquittal for 2011-12 for the SPG 2009/2010 funding of \$83,124.80 for providing training opportunities in the fabrication and installation of shade structures and seating at sports facilities at Beswick and Jilkminggan.

**14. INFRASTRUCTURE AND TECHNICAL SERVICES REPORTS**

**14.1 COMPACTOR TRUCK UPDATE**

**437/2013 RESOLVED (Selina Ashley/Stan Allen)**

**CARRIED**

- (a) That Council note the report in relation to the delivery of the compactor trucks to Borrooloola and Bulman.

**14.2 NUMBULWAR AIRSTRIP ROAD UPGRADE, PROJECT UPDATE**

**438/2013 RESOLVED (Daphne Daniels/Samuel Evans)**

**CARRIED**

- (a) That Council receive and note the report of the Numbulwar Airstrip Road Upgrade update.

**15. COMMUNITY SERVICES DIRECTORATE REPORTS**

**15.1 COMMUNITY SERVICES DIRECTORATE REPORT - JUNE 2013**

**439/2013 RESOLVED (Selina Ashley/Timothy Baker)**

**CARRIED**

- (a) That Council receive and note the report from the Community Services Director in June 2013.

**16. CONTRACTS & ECONOMIC DEVELOPMENT DIRECTORATE REPORTS**

## 16.1 TRADES TRAINING AND EMPLOYMENT ALLIANCE - PROGRESS REPORT

440/2013 RESOLVED (Judy MacFarlane/Daphne Daniels)

CARRIED

- (a) That Council approve the following principles for the development of local building trades employment and training opportunities in all Roper Gulf Shire communities:
1. Subject to existing capacity, the municipal services staff in each community will have their roles expand to cover building assets repairs and maintenance work
  2. Municipal services staff will be targeted for building construction training opportunities
  3. In the 2013-14 budget, new positions for trades-qualified building trades training coordinators in Numbulwar and elsewhere will be proposed. Grant and contract funding opportunities will be explored to fund these positions. Only fully funded positions will be presented to Council for approval.
  4. Aboriginal Corporations, including Yugul Mangi Development Aboriginal Corporation and Alawa Aboriginal Corporation, will be encouraged to supply building trades services as sub-contractors, subject to capacity.
  5. A suitable works approval and invoicing process will be developed by commercial operations staff for building repairs and maintenance works performed by RGSC staff.
  6. A suitable materials inventory control and auditing process will be developed by commercial operations staff.
  7. A communications strategy will be developed for this program.

## 17. DEPUTATIONS & PETITIONS

Nil

## 18. GENERAL BUSINESS

### 18.1 ANNUAL YOUTH CONFERENCE

#### RECOMMENDATION

- (a) That Roper Gulf Shire Council funds another Youth Forum in Katherine that looks at leadership training and that this forum is held in March or April of 2014 at the same time as the Ordinary Council Meeting.

441/2013 RESOLVED (Daphne Daniels/Stan Allen)

CARRIED

- (a) That Council agrees to fund another Youth Leadership Forum mid year in 2014 at the same time as a Ordinary Council Meeting held in Katherine.

**ACTION:** That Youth Voice Committee members attend the Local Board Meeting at Borroloola, Ngukurr and Numbulwar.

### 18.2 BORROLOOLA TRADE TRAINING CENTRE SUBLEASE AGREEMENT WITH DEPARTMENT OF EDUCATION AND CHILDRENS SERVICES (NTG)

442/2013 RESOLVED (Samuel Evans/Kathy-Anne Numamurdirdi)

CARRIED

- (a) That Council approve in principal the sublease of Lot 644 Borroloola for the purpose of a Trade Training Centre for 20 years for peppercorn rental.

### 18.3 VARIATION TO THE STANDARD FUNDING AGREEMENT



443/2013 RESOLVED (Timothy Baker/John Dalywater)

CARRIED

- (a) That Council accept the variation to the standard funding agreement from the Attorney-General's Department National Office for Roper Gulf Shire Community (Night) Patrols.

**Action:** CEO to follow up on OCHRE cards and produce a list of requirements and who has one and who does not.

**18.4 LARRIMAH WRITER IN RESIDENCE RETREAT**

444/2013 RESOLVED (John Dalywater/Timothy Baker)

CARRIED

- (a) That Council receive and note the update on the Larrimah writer in residence retreat.

**18.5 CLOSED SESSION OF Ordinary Council Meeting**

445/2013 RESOLVED (Stan Allen/John Dalywater)

CARRIED

- (a) That Council move into confidential session at 14:15pm of the Ordinary Council Meeting.

*Staff invited into the closed session of the ordinary council meeting at 14:50pm*

**18.6 CLOSED SESSION OF Ordinary Council Meeting**

446/2013 RESOLVED (Timothy Baker/Stan Allen)

CARRIED

- (a) That Council move out of confidential at 15:15pm and into open session of the Ordinary Council Meeting

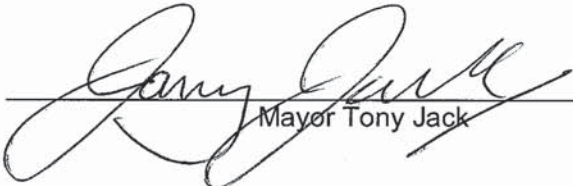
**19. QUESTIONS FROM THE PUBLIC**

Nil

**20. CLOSE OF MEETING**

The meeting terminated at 15:25 pm.

THIS PAGE AND THE PRECEEDING 38 PAGES ARE THE MINUTES OF THE Ordinary Council Meeting HELD ON Wednesday, 26 June 2013 AND CONFIRMED Wednesday, 24 July 2013.

  
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Mayor Tony Jack