



AGENDA

MILIKAPITI LOCAL AUTHORITY MEETING

TUESDAY, 26 MARCH 2019

Notice is given that the next Milikapiti Local Authority Meeting of Tiwi Islands Regional Council will be held on:

- Tuesday, 26 March 2019 at
- Milikapiti Council Boardroom (Teleconference 03 92606160)
- Commencing at 10:00 AM

Your attendance at the meeting will be appreciated.

Marion Scrymgour
Chief Executive Officer

AGENDA

- 1 WELCOME & APOLOGIES**
 - 1.1 WELCOME
 - 1.2 PRESENT
 - 1.3 APOLOGIES
 - 1.4 LEAVE OF ABSENCE
 - 1.5 DECLARATION OF INTEREST OF MEMBERS OR STAFF
 - 1.6 CONFIRMATION OF PREVIOUS MINUTES

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- 6 OTHER BUSINESS**

Nil



MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI BOARDROOM ON TUESDAY, 18 DECEMBER 2018 AT 10:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:05 am.

The CEO Marion Scrymgour welcomed members, new member Jed Leach, staff and guest.

The Acting Chair Thomas Puruntatameri then took over chairing the meeting.

1.1 APPOINTMENT OF ACTING CHAIR

1 RESOLUTION

Moved: Lynette DeSantis

Seconded: Christine Joran

That the Milikapiti Local Authority appoints Thomas Puruntatameri to be the acting chair for the day.

CARRIED

1.2 Present

Acting Chairperson: Thomas Puruntatameri.

Local Authority member: Patrick Puruntatameri, Cr Connell Tipiloura, Cr Pius Tipungwuti, Jed Leach, Christine Joran, Cr Lynette De Santis, Trevor Wilson, Mary Moreen, Loretta Cook and Roy Farmer.

Visiting Councillors: Nil

Officers: Marion Scrymgour (Chief Executive Officer), Mark Mahon (Shire Services Manager Melville), Maina Brown (Governance & Compliance Manager) and Kesara Scrymgour (Governance Support officer).

Guests: Peter Wyatt (Department of Housing Community Development).

1.3 Apologies

Accepted: Gawin Tipiloura, Malcolm Wilson and Bala Donepudi.

Not accepted: Nil

1.3 APOLOGIES - MILIKAPITI LOCAL AUTHORITY MEETING - 18 DECEMBER 2018

2 RESOLUTION

Moved: *Lynette DeSantis*

Seconded: *Christine Joran*

That the apologies of members Gawin Tipiloura, Malcolm Wilson and staff Bala Donepudi be accepted by members.

CARRIED

1.4 *Leave of Absence*

Nil

1.5 *Declaration of Interest of Members or Staff*

Nil

1.6 *Confirmation of Previous Minutes*

Milikapiti Local Authority - 26 September 2018

3 RESOLUTION

Moved: *Mary Elizabeth Moreen*

Seconded: *Patrick Puruntatameri*

That the minutes of the Milikapiti Local Authority held on 26 September 2018 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

2 BUSINESS ARISING

2.1 ***BUSINESS ARISING FROM PREVIOUS MINUTES***

Business arising from previous minutes (Ordinary MLA Meeting 26 September 2018).

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and report number 222316.

3 GENERAL BUSINESS

3.1 ***MEETING ATTENDANCE REGISTER AS OF SEPTEMBER 2017 TO SEPTEMBER 2018***

As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Members attendance is based on the official minutes of each MLA meeting.

RECOMMENDATION:

That Milikapiti Local Authority members note the meeting attendance register as of September 2017 to September 2018 for information.

3.2 2018/19 - LOCAL AUTHORITY FINANCIAL REPORT TO 30 NOVEMBER 2018

This report is provided for information to the Milikapiti Local Authority to advise on expenditure to 30 November 2018 for the 2018/19 F/Y.

4 RESOLUTION

Moved: Christine Joran

Seconded: Mary Elizabeth Moreen

That the Milikapiti Local Authority notes this report number 222345 for information and provides any comments or feedback on the new financial reporting format.

CARRIED

4 REPORTS FOR DECISION

4.1 MILIKAPITI LOCAL AUTHORITY COMMUNITY PROJECTS

To get the consent of the Milikapiti local authority to undertake new projects under 2018-19 Local Authority project Funding.

RECOMMENDATION:

That the Milikapiti Local Authority:

- 1. Notes the funding allocations for 2018/19;**
- 2. Recommends any projects to Council for approval to proceed.**

Action:

Governance unit to order MLA Polo Shirts project id MLA 18-2 for the amount of \$1500 upper limit.

Fleet and Building Services Manager and Shire Services Manager Melville Island to investigate and check rubbish truck currently advertised in Darwin and report back to the Milikapiti Local Authority meeting in March 2019 before committing a proposed amount of \$65k upper limit to purchase it.

5 REPORTS FOR INFORMATION

5.1 APPROVED TIRC ANNUAL REPORT AND AUDITED FINANCIALS 2017/18

This report provides an update on the approved TIRC Annual Report and Audited Financials 2017/18 for members information.

RECOMMENDATION:

That the Milikapiti Local Authority notes the 2017/18 Tiwi Islands Regional Council's Annual Report and Audited Financial Statements.

6 OTHER BUSINESS

6.1 DHCD - REMOTE PROGRAM DELIVERY OFFICE FOR MILIKAPITI COMMUNITY ENGAGEMENT REQUEST FOR FEEDBACK

Representative officer Peter Wyatt from Department of Housing and Community Development request to seek an opportunity to discuss with members regarding the Milikapiti community plan for the Remote Housing Program. The Department also seeks feedback on how Milikapiti Local Authority like the Department to engage with Milikapiti community to discuss the 'Our Community. Our Future. Our Homes.' Remote Housing Program and when is the best time for the Department's Community Engagement team to hold a first meeting? A map of lot 344 and 207 was also tabled seeking members opinion weather to use these lots as commercial or future houses.

RECOMMENDATION

That the Milikapiti Local Authority welcomes Peter Wyatt from Department of Housing and Community Development and listens to the short presentation and provide any feedback. Members recommended for the consultation to be held with Milikapiti local authority, traditional owners, Office of Township Leasing, residence and also the consultative forum to be engaged. Members also suggested Local Authority group should not be the only ones to be consulted and suggested to have some discussions for both Local Authority and Council regarding housing. Suggested meeting dates to be held in March 2019.

6.2 YOUTH COUNCIL / EMERGING LEADERS

CEO provided an update to members regarding youth council / emerging leaders. Council have engaged RMIT Melbourne and University of Sydney. Two students from University of Sydney who are Mikey and Jess will be coordinating this project and will be travelling to Tiwi in mid Jan.

RECOMMENDATION

That the Milikapiti Local Authority receives and notes the updated provided by the CEO for information.

At this point of the meeting a lunch break was called at 12:25 pm.

The meeting recommenced at 12:59 pm.

7 Confidential Items

1:00 pm.

5 RESOLUTION

Moved: Christine Joran

Seconded: Loretta Cook

That pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider a Confidential matter.

CARRIED

ADJOURNMENT OF OPEN MEETING

1:00 PM

At the conclusion of the discussion on the confidential item(s), the meeting was reopened and the decision on the item(s) noted.

RECOMMENDATION

That the meeting be reopened and the decisions on the confidential item be noted.

CONFIDENTIAL ITEM DECISIONS

7.1 CONFIRMATION OF CONFIDENTIAL MILIKAPITI LOCAL AUTHORITY MEETING MINUTES HELD ON 26 SEPTEMBER 2018

Confirmation of Confidential Milikapiti Local Authority Meeting Minutes held on 26 September 2018.

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be keep confidential

8 Next Meeting

Tuesday 19 March 2019

9 Closure

The meeting closed at 1:06 pm.

These Minutes were confirmed at the Milikapiti Local Authority Meeting of the Council held on _____.

Signed:

Acting Chairperson

7 NEXT MEETING

BUSINESS ARISING

ITEM NUMBER	2.1
TITLE	Business Arising from Previous Minutes
REFERENCE	224885
AUTHOR	Maina Brown, Governance & Compliance Manager



Business arising from previous minutes (Ordinary MLA Meeting 18 December 2018).

BACKGROUND

This is the section of the meeting where any business arising from the previous meeting is dealt with.

Attached are the Draft Minutes of the 18 December 2018 Meeting for Local Authority Members to read and provide any comments on.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority accepts these discussions and report number 224885

ATTACHMENTS:

1 2018_12_18 MLA Minutes Draft.pdf



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The Acting Chair Thomas Puruntatameri then took over chairing the meeting.

1.1 APPOINTMENT OF ACTING CHAIR

1 RESOLUTION

Moved: Lynette DeSantis

Seconded: Christine Joran

That the Milikapiti Local Authority appoints Thomas Puruntatameri to be the acting chair for the day.

CARRIED

1.2 Present

Acting Chairperson: Thomas Puruntatameri.

Local Authority member: Patrick Puruntatameri, Cr Connell Tipiloura, Cr Pius Tipungwuti, Jed Leach, Christine Joran, Cr Lynette De Santis, Trevor Wilson, Mary Moreen, Loretta Cook and Roy Farmer.

Visiting Councillors: Nil

Officers: Marion Scrymgour (Chief Executive Officer), Mark Mahon (Shire Services Manager Melville), Maina Brown (Governance & Compliance Manager) and Kesara Scrymgour (Governance Support officer).

Guests: Peter Wyatt (Department of Housing Community Development).

1.3 Apologies

Accepted: Gawin Tipiloura, Malcolm Wilson and Bala Donepudi.

Not accepted: Nil

1.3 APOLOGIES - MILIKAPITI LOCAL AUTHORITY MEETING - 18 DECEMBER 2018**2 RESOLUTION**

Moved: *Lynette DeSantis*

Seconded: *Christine Joran*

That the apologies of members Gawin Tipiloura, Malcolm Wilson and staff Bala Donepudi.

CARRIED

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil

1.6 Confirmation of Previous Minutes**Milikapiti Local Authority - 26 September 2018****3 RESOLUTION**

Moved: *Mary Elizabeth Moreen*

Seconded: *Patrick Puruntatameri*

That the minutes of the Milikapiti Local Authority held on 26 September 2018 as circulated, be confirmed as a true and correct record of that meeting.

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2 BUSINESS ARISING**2.1 BUSINESS ARISING FROM PREVIOUS MINUTES**

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4 RESOLUTION

Moved: Christine Joran

Seconded: Mary Elizabeth Moreen

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RECOMMENDATION

That the Milikapiti Local Authority welcomes Peter Wyatt from Department of Housing and Community Development and listens to the short presentation and provide any feedback. Members recommended for the consultation to be held with Milikapiti local authority, traditional owners, Office of Township Leasing, residence and also the consultative forum to be engaged. Members also suggested Local Authority group should not be the only ones to be consulted and suggested to have some discussions for both Local Authority and Council regarding housing. Suggested meeting dates to be held in March 2019.

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8 Next Meeting

Tuesday 19 March 2019

9 Closure

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Signed:

Acting Chairperson

GENERAL BUSINESS

ITEM NUMBER	3.1
TITLE	Presentation regarding Draft Burial and Cremation Bill
REFERENCE	224827
AUTHOR	Maina Brown, Governance & Compliance Manager



Representatives from the Department of Housing and Community Development have contact Council seeking an opportunity to present at the Milikapiti Local Authority to inform members on the consultation Draft Burial and Cremation Bill.

BACKGROUND

Representatives from the Department of Housing and Community Development, Peter Wyatt will be in attendance to inform Local Authority members on the consultation Draft Burial and Cremation Bill.

The Northern Territory Government has drafted a Burial and Cremation Bill to replace the current Northern Territory *Cemeteries Act*. The *Cemeteries Act* was developed in 1952 and has been revised to better reflect the needs and wishes of the Northern Territory community regarding burials, cremation and the handling of loved ones' remains.

The new legislation will ensure that:

- human remains continue to be treated with dignity and respect
- burial and cremation records, such as registers, are kept and maintained
- different practices and beliefs regarding the burial or cremation of human remains are accommodated
- cemeteries on Aboriginal land are recognised.

For more information, the draft bill and other fact sheets are also available on the below link. <https://dhcd.nt.gov.au/publications-and-policies/draft-northern-territory-burial-and-cremation-bill>

A short presentation will be tabled on the day.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority receive and notes this report number 224827 for information and welcomes Peter Wyatt from Department of Housing Community Development and listens to the short presentation.

ATTACHMENTS:

- 1 Milikapiti Burial and Cremation Bill Local Authority presentation.pdf

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

CONSULTATION

DRAFT BURIAL AND CREMATION BILL

MILIKAPITI LOCAL AUTHORITY

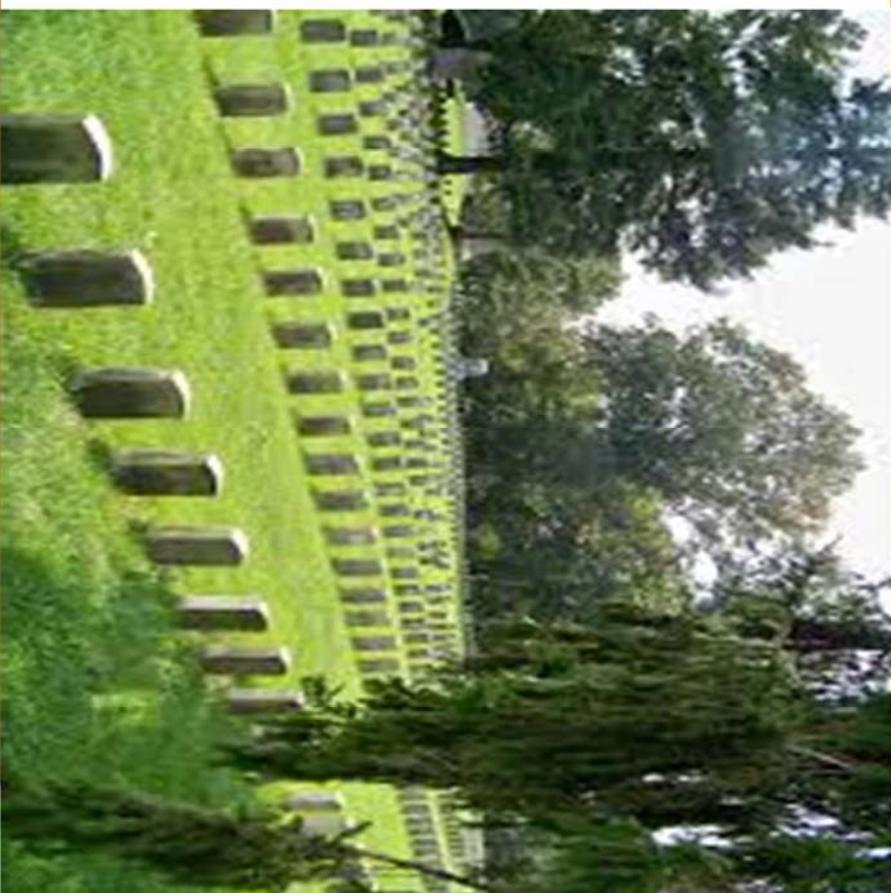




New burial and cremation law is proposed for the Northern Territory

The new law will make sure:

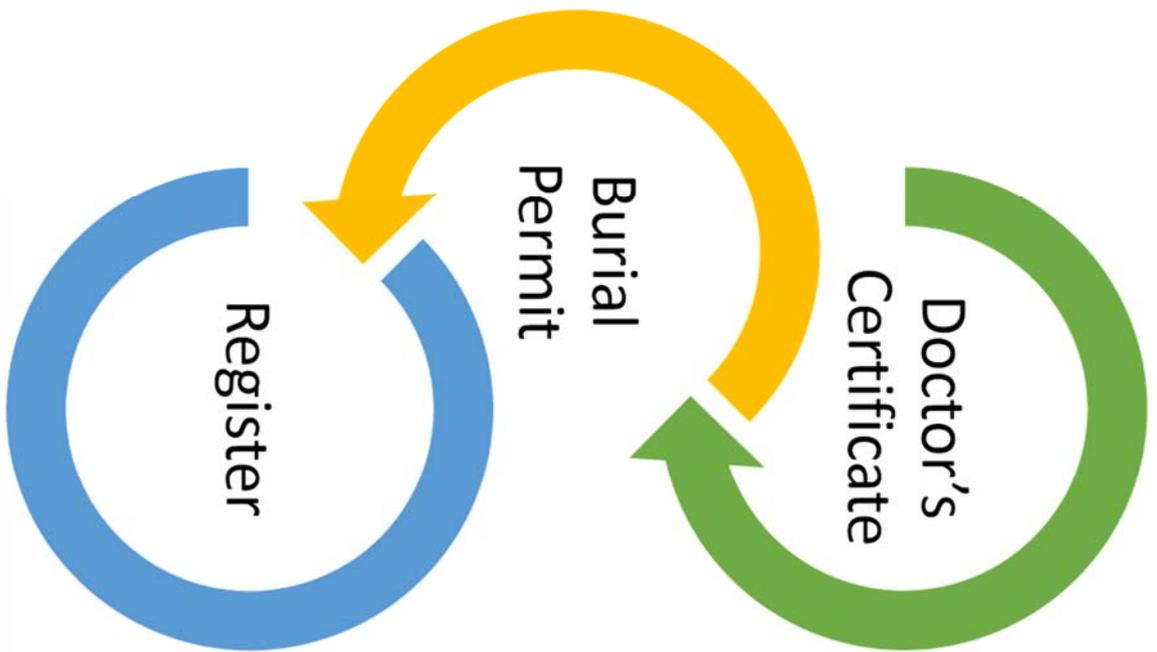
- Burial records are kept
- Cemeteries on Aboriginal land are recognised by law



What will Tiwi Islands Regional Council have to do under the new law?

- Care and maintain the cemeteries
- Have a cemetery plan
- Have a sign at the cemetery
- Issue burial permits
- Keep burial records





What might Milikapiti Local Authority do under the new law?

- Give advice to the Tiwi Islands Regional Council managing the cemetery
- Work for the Milikapiti Local Authority might include providing:
 - advice about the cemetery
 - advice about cemetery policies
 - advice about signs at the cemetery

Milikapiti Cemetery

- Permission from the Office of Township Leasing (OTL) and the Traditional Owners is needed for Milikapiti Cemetery
 - Talk about this cemetery has started



Milikapiti Cemetery

Transport

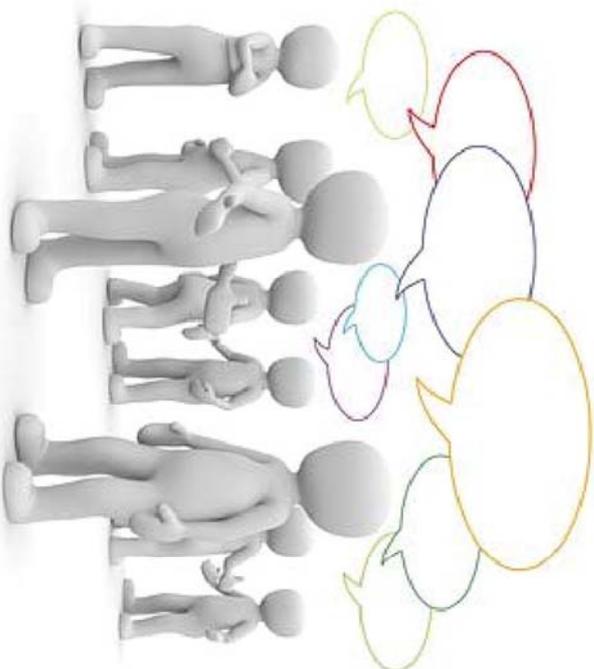




Cremation

New Burial and Cremation law

- Public consultation on the law is underway
- Submissions close 31 March 2019
- The new law is expected to start sometime in 2020



Any questions?



GENERAL BUSINESS

ITEM NUMBER	3.2
TITLE	Presentation by Menzies - Hearing for learning initiative proposal
REFERENCE	224832
AUTHOR	Maina Brown, Governance & Compliance Manager



The Menzies School of Health Research has contacted Council and have requested an opportunity to present to the Milikapiti Local Authority regarding the hearing for learning initiative and to request participation of the Tiwi communities in this project.

BACKGROUND

The initial requested was received by Professor Amanda Leach and due to her absence, two representatives from Menzies School of Health Research, Amy Kimber and Kristal Chapman will be in attendance to provide members information regarding the Hearing for Learning Initiative proposal.

The Hearing for Learning Initiative will be providing training and employing local community people to become the 'ear experts'. We have funding to employ Tiwi people and to provide training in Community Research (Certificate II) and in clinical and education support roles (i.e., conducting ear assessments, helping teachers, supporting families to help their children with ear and hearing problems, assisting with appointments with audiology, speech therapy and ENT surgeries). Because the HfLI will gradually include 20 communities over 4 years, the first four communities in year one will be in the program for the longest time.

Attached to this report an information sheet for members information.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority:

- 1. Receive and notes this report number 224832 for information and welcomes Amanda Leach from Menzies School of Research and listens to the short presentation.**
- 2. Agrees and write a letter of support regarding the Menzies project Hearing for Learning Initiative proposal.**

ATTACHMENTS:

- 1 Brochure_Hearing for Learning Initiative - HfLI_v9.pdf**



Benefits for families and children

community expert **Ear and Hearing Clinical and Education Support Officer** to

- provide safe, culturally appropriate, reliable and expert clinical and education services for children who have ear and hearing problems
- explain how ear and hearing problems can affect their child's behaviour, listening, talking, playing and learning.
- explain how to detect, treat and manage ear and hearing problems
- link the family with services to get the best help from the clinic, specialists and school.

Benefits for Ear and Hearing Health Clinical and Education Support Officers

- Employment
- Important and respected role in their community
- Professional workforce development training to become workforce ready
- Certificate II training in child health and education evaluation research
- Certificate II training in ear and hearing checks, how to use equipment, write up and discuss results with the child's doctor, nurse or Aboriginal Health Practitioner, and inform the child's family and teacher of their ear and hearing needs, make follow-

Benefits for the Community

- Each community can have a say about how to best run the program through workshops and membership of the Community Steering Group to the *Hearing for Learning Initiative*
- Culturally safe, reliable, efficient, effective ear and hearing services for children
- Employment, training, mentoring and support of community members as Ear and Hearing Clinical and Education Support Officers
- Intensive in-service training for health service providers, teachers and others
- Community data on how many children have ear and hearing problems, how many children receive a care plan, how many improve or need ongoing help (and more).



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 Phone: (08) 8946 8600
 Fax: (08) 8946 8464
 Email: info@menzies.edu.au
 Website: menzies.edu.au

Menzies School of Health Research (MHSR)
 John Mathews Building (JMB)
 Building 58, Royal Darwin Hospital Campus
 Northern Territory, Australia 0810



The Hearing for Learning Initiative

- an innovative community-based service-enhancement model to address the crisis in ear and hearing health of Aboriginal children in the Northern Territory: a Phase III stepped-wedge cluster randomised trial

The goal of the *Hearing for Learning Initiative (HfLI)* is to work with communities to establish reliable, sustainable culturally appropriate service that ensure that **every ear of every child is healthy and**

remote communities, of every 10 Aboriginal children under 3 years of age
 9 have ear problems
 2 of these have "runny ears"
only 1 will have healthy ears

Children with ear problems cannot hear properly, they have trouble listening and talking, and may have badly because they misunderstand their parents, teachers, and friends. Children with hearing problems often don't want to go to school. In fly-in fly-out hearing specialists are essential, at there are thousands of children on waiting lists for hearing tests and ear surgery.

In some communities Primary Health Care services only see ~13% of children who need follow-up for their ear problems."
much more is needed in the community to help at risk of ear and hearing problems

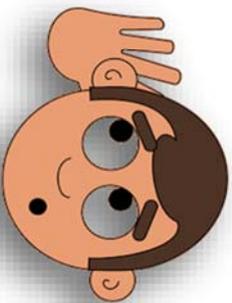
– Research Question

Does **workforce innovation** create more effective, efficient services and improve ear health and education outcomes for Aboriginal and Torres Strait Islander children in remote, rural and urban communities?

What is workforce innovation?

The *Hearing for Learning Initiative* will fund employment, certificate II training in ear and hearing clinical and education skills, mentoring and integration of community-based **Ear and Hearing Clinical and Education Support Officers**.

The *Hearing for Learning Initiative* will support communities and services to integrate the Ear and Hearing Clinical and Education Support Officers into current services to create reliable, sustainable, integrated, culturally appropriate clinical and education services for Aboriginal and Torres Strait Islander children who have ear and hearing problems.



Each community will be invited to join a workshop to advise on how to run the *Hearing for Learning Initiative*.

- Who in their community could become an Ear and Hearing Clinical and Education Support Officer
- Who in their community will be the champion for the *Hearing for Learning Initiative*
- Where should the work be done
- Who will be the supervisor
- Who will be a mentor
- What resources are already in community – equipment, computer, transport

Roles and responsibilities of the *Hearing for Learning Initiative* support officers are

- To undertake certificate II training in community-based evaluation research
- To undertake certificate II training in ear and hearing clinical and education support
- Clinical – undertake ear assessments for all children using otoscopy and tympanometry, assist case management and follow-up
- Education – assist the teaching of children with hearing problems
- Families – educate families about the impact of ear and hearing problems in children and what they can do about it

Funding partners

- Menzies
- The Navies Foundation
- Northern Territory Government
- Australian Government Department of Health
- Menzies
- The Balnaves Foundation
- Northern Territory Government
- Federal Government Department of Health

Who can be involved in the HfLI?
 Over the 4-year HfLI evaluation period
 20 remote, rural or urban communities
 40 Ear and Hearing Clinical and Education Support Officers (@0.5FTE)
 5000 children 0 to 16 year of age

GENERAL BUSINESS

ITEM NUMBER	3.3
TITLE	Meeting Attendance Register as of September 2017 to December 2018
REFERENCE	224886
AUTHOR	Maina Brown, Governance & Compliance Manager



As an ongoing record keeping requirement, members will be provided with an updated meeting attendance listing at the beginning of each meeting. Members attendance is based on the official minutes of each MLA meeting.

BACKGROUND

As an important element of good governance and meeting procedures, an attendance register has been put together for all of the Milikapiti Local Authority meetings held from September 2017 to December 2018.

Standard procedure will be for the Chairperson to review this listing at the commencement of each meeting and to follow up any previous non attendance / s with members.

Council will be including all Local Authority Meeting attendance records into each year's Tiwi Islands Regional Council Annual Report.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That Milikapiti Local Authority members note the meeting attendance register as of September 2017 to December 2018 for information.

ATTACHMENTS:

- 1 MLA - Meeting Attendance for 2017-2018.pdf

**TIMI ISLANDS REGIONAL COUNCIL
MILIKAPITI LOCAL AUTHORITY MEETINGS - 2017/2018
OFFICIAL ATTENDANCE REGISTER**

MEMBER NAME	COUNCILLOR / ORDINARY MEMBER	Rep Group	Date Appointed by Council	2017		2018			
				Sep 12	Dec 18	Mar 20	Jun 26	Sep 26	Dec 18
Lynette De Santis	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	A	Y	A	Y	Y
Pius Tipungwuti	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	Y	X	Y	Y	Y
Connell Tipiloura	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	Y	Y	A	Y	Y
Trevor Wilson	Ordinary Member	Wartarringuwi (Sun)	16-Dec-15	Y	Y	Y	Y	Y	Y
Mary E Moreen	Ordinary Member	Wartarringuwi (Sun)	11-Mar-14	Y	Y	Y	A	Y	Y
Thomas Puruntameri	Ordinary Member	Miyartuwi (Pandanus)	11-Mar-14	Y	Y	Y	Y	Y	Y
Patrick Freddy Puruntameri (Appointed on 19/12/2017)	Ordinary Member	Miyartuwi (Pandanus)	11-Mar-14			Y	Y	A	Y
Roy Farmer (Appointed on 19/12/2017)	Ordinary Member	Lorrula (Rock)	11-Mar-14			Y	Y	Y	Y
Loretta Cook	Ordinary Member	Lorrula (Rock)	11-Mar-14	A	X	X	Y	Y	Y
Malcolm Wilson (Chairperson)	Ordinary Member	Takaringuwi (Mullet)	24-Jun-15	Y	Y	Y	Y	A	A
Christine Joran	Ordinary Member	Takaringuwi (Mullet)	11-Mar-14	Y	A	Y	Y	Y	Y
Jed Leach	Ordinary Member	Non-Skin	27-Sep-18						Y

Andrew Lyons (Resigned on 26/6/2018 and left at 10:23)	Ordinary Member	Non-Skin	29-Jun-16	Y	A	Y	Y		
Adrian McCann - Resigned 9-5-16	Ordinary Member	Non-Skin	24-Jun-15	Y	Y				
Anita Moreen	Milikapiti Ward Councillor	Council Rep	Automatic Member	Y	Y				
Irene Tipiloura (Automatically dismissed as of 18/6/17)	Milikapiti Ward Councillor	Council Rep	Automatic Member	A	X				

LEGEND

Meeting Type
LA = Local Authority Meeting (Ordinary)
SP = Local Authority Meeting (Special)

Location
M = Milikapiti
D = Darwin

Attendance
Y = Present at Meeting
A = Apology accepted
X = Apology not accepted
C = Meeting cancelled

Note 1: Councillors attendance at Local Authority Meetings is only mandatory for their own Ward.

Note 2: Ordinary Meetings are held every three months, with 2 additional (Special Meetings) held between Feb to June each year for input into TIRC Strategic Planning / Budgets.

GENERAL BUSINESS

ITEM NUMBER	3.4
TITLE	2018/19 - Local Authority Financial Report to 28 February 2019
REFERENCE	224940
AUTHOR	Bala Donepudi, Finance Manager



This report is provided for information to the Milikapiti Local Authority to advise on expenditure to 28 February 2019 for the 2018/2019 FY.

BACKGROUND

Council's finance section has prepared a new 4 page report (attached) to be presented to both Council each month and to each Local Authority.

This new format reports on expenses by location broken down to program and account category.

Following a request from the Wurrumiyanga Local Authority – comments to provide explanation of variations between actual and budgeted amounts that are greater than \$10,000 will be presented to the sitting Local Authority.

Please note that this is a new report and it may still require some further development / changes over coming months.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority notes this report number 224940 for information and provides any comments or feedback on the new financial reporting format.

ATTACHMENTS:

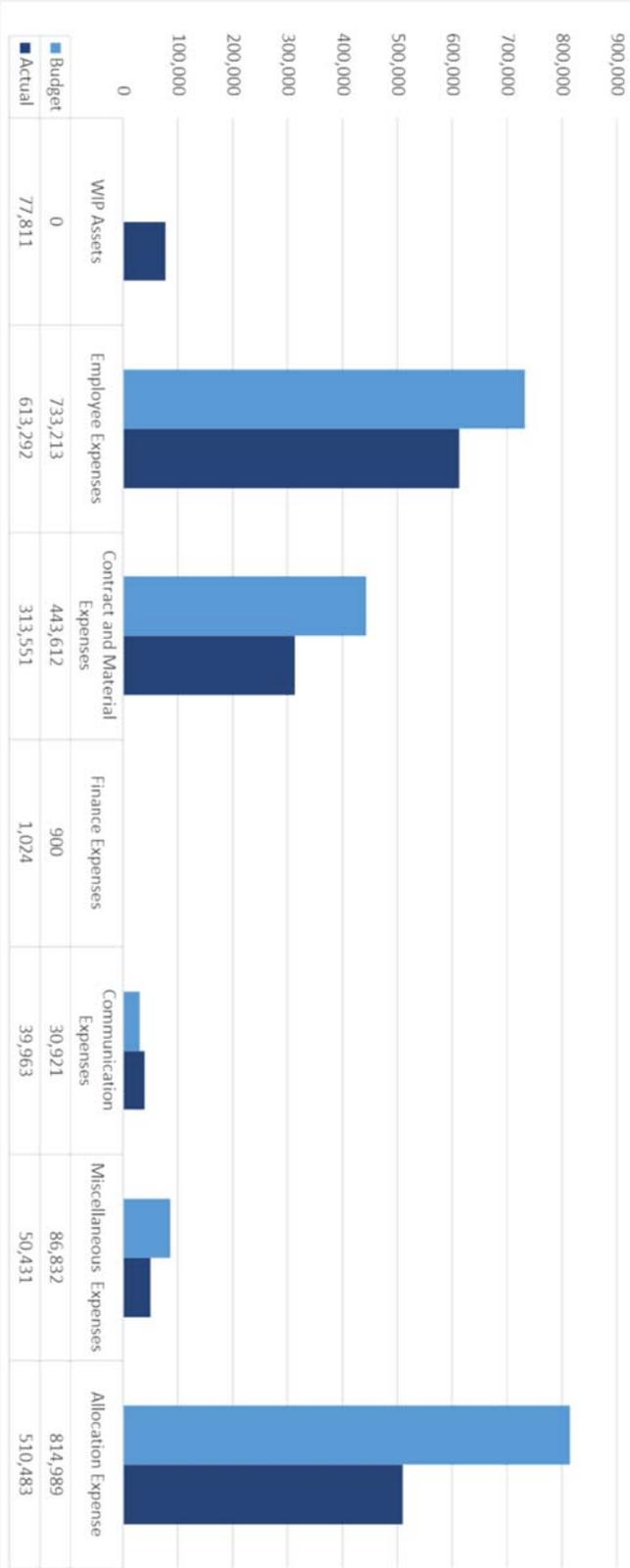
- 1 Milikapiti LA Finance Report - Feb.19.pdf

Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 28-Feb-2019

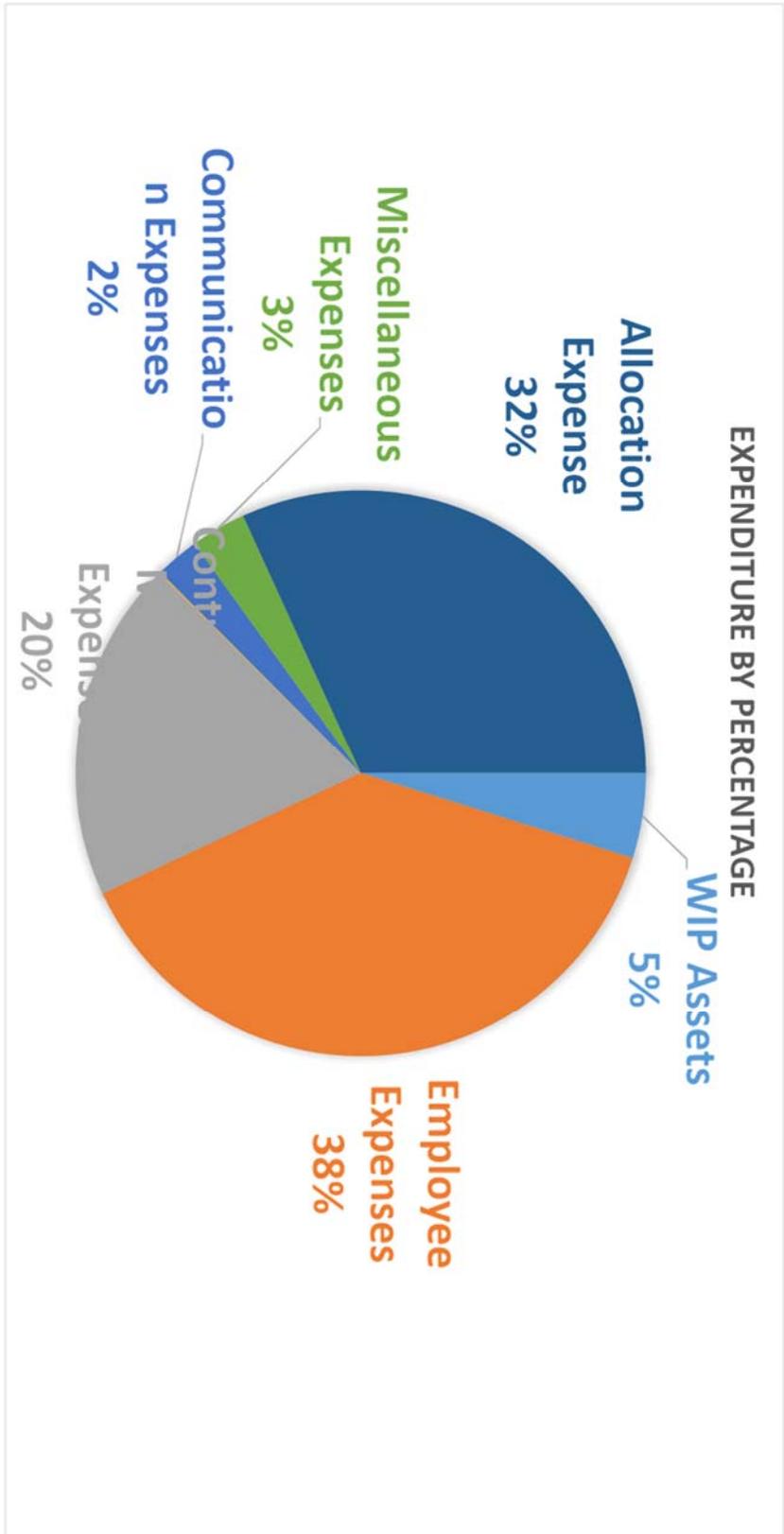


Description	Budget YTD	Actuals YTD	Variance	%	Annual Budget	Forecast
Expense by Account Category INCLUDING Allocations and Capital Expense						
WIP Assets	0	77,811	(77,811)	(100%)	0	77,811
Employee Expenses	733,213	613,292	119,921	16%	1,117,924	1,010,835
Contract and Material Expenses	443,612	313,551	130,061	29%	665,568	537,173
Finance Expenses	900	1,024	(124)	(14%)	1,350	1,474
Communication Expenses	30,921	39,963	(9,042)	(29%)	46,350	55,392
Miscellaneous Expenses	86,832	50,431	36,401	42%	289,543	253,142
Allocation Expense	814,989	510,483	304,506	37%	1,222,483	917,977
Total	2,110,467	1,606,554	503,913	(76%)	3,343,218	2,853,805

Expenditure by Account Category



Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 28-Feb-2019



Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 28-Feb-2019



Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget	Forec
Expense by Directorate INCLUDING Allocations and Capital Expense							
Milikapiti	2,110,467	1,606,554	503,913	24%		3,343,218	2,853,8
Chief Financial Officer	144,992	37,322	107,670	74%	«	217,488	109,8
147803 (Tied) - Local Authority Project Fi	144,992	37,322	107,670	74%	Milikapiti Community is given \$ 65,210 for the 2018-19 Local authority Funds . See the project Listing.	217,488	109,8
GM Infrastructure	1,330,989	988,321	342,668	26%	«	2,174,790	1,805,7
160003 (Tied) - Milikapiti Oval Upgrade A	0	93,048	(93,048)	(100%)	The Milikapiti Oval works are in progress . The new budget is in the forecast covers all the expenditure.	159,427	252,4
103903 (Untied) - Commercaill Facilities -	7,838	4,541	3,297	42%		12,201	8,9
105503 (Untied) - Fleet Administration - ↑	6,667	2,575	4,092	61%		10,000	5,9
108803 (Untied) - Town Services Milikapiti	312,777	331,056	(18,279)	(6%)	Unfavourable Variance due to excess spend on the purchase of garbage truck . The total budget is still less than the annual budget .	469,165	480,0
111503 (Untied) - Street Lighting Milikapiti	5,815	3,064	2,750	47%		9,222	6,4
113403 (Untied) - Waste collection and di	186,283	0	186,283	100%	The works are being carried out as per schedule . The job cards have not been sent to the finance to capture the costs.	279,425	93,1
116003 (Untied) - Fuel - Milikapiti	176,991	209,059	(32,067)	(18%)	Increased spend on the purchase of fuel due to increase in fuel prices .	265,487	297,5
118903 (Untied) - Post Office Milikapiti	9,701	0	9,701	100%		14,551	4,8
119103 (Untied) - Waste Management Mi	24,533	9,478	15,055	61%	Favourable Variance due to lower spend on Labour costs	36,800	21,7
119303 (Untied) - Civil Works Milikapiti	147,087	128,096	18,991	13%	Favourable Variance due to lower spend on salary costs - 19K	238,735	198,0
119503 (Untied) - Airport Maintenance Mi	39,367	3,106	36,261	92%	We are yet to receive the daily job cards for the airport maintenance work.	59,050	22,7
119603 (Untied) - Airport Inspection Milik	22,467	0	22,467	100%	The Airport Inspections are being carried out . The daily job cards have not been sent to finance .	33,700	11,2
119703 (Untied) - Mechanical Workshops	146,083	85,037	61,046	42%	Favourable Variance due to lower spend on Emp Exp - 39K ; Underspend on material costs - 22K	219,125	160,7
119803 (Untied) - Staff Housing - Milikapiti	56,408	77,323	(20,914)	(37%)	Unfavourable Variance due to excess spend Maintenance work for the house Lot 301. Total exp still less than the annual budget 105,526	84,612	105,5
120203 (Untied) - Recreation Hall Milikapiti	11,988	12,411	(423)	(4%)		17,750	18,1

Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 28-Feb-2019



Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget	Forec
120303 (Untied) - Oval - Milikapiti	34,600	608	33,992	98%	Stage 1 of the Milikapiti Oval is done .The Maintenance money will be used for the repairs works on fencing .	51,900	17,9
121403 (Untied) - Facilities Milikapiti	14,918	929	13,989	94%	«	22,440	8,4
122203 (Untied) - Transit Accommodator	4,800	4,169	631	13%	«	7,200	6,5
129603 (Untied) - Airport Landing Fees M	1,000	532	468	47%	«	1,500	1,0
130003 (Untied) - Roads General Mainten	115,333	22,752	92,582	80%	The funds will be used for the maintenance of drains ,culverts speed cross etc. .	173,000	80,4
152103 (Untied) - Funeral Services - Milik	6,333	539	5,794	91%	«	9,500	3,7
Chief Executive Officer	75,638	45,935	29,703	39%	«	113,457	83,7
147003 (Untied) - Local Authority Milikapiti	5,560	3,249	2,311	42%	«	8,340	6,0
147103 (Untied) - Regional Council & Elec	70,078	42,686	27,392	39%	Favourable Variance due to underspend on councillor allowance - 22K ; Underspend on Travel costs - 5K	105,117	77,7
GM Community Development and Services	558,848	534,977	23,871	4%	«	837,483	854,5
120403 (Tied) - Outside School Hours Car	72,414	9,913	62,501	86%	There are some miscoding's in HR ;some staff costs relating to OSHC is coded to Mill Creche ; correction Journal will be posted.	107,833	32,6
120503 (Tied) - Creche Milikapiti	62,140	152,676	(90,536)	(146%)	There are some miscoding's in HR ;some staff costs relating to OSHC is coded to Mill Creche ; correction Journal will be posted.	93,210	228,5
120803 (Tied) - Community Safety - Milik	129,433	97,494	31,939	25%	Favourable variance due to underspend on Emp Expns	194,149	150,1
121003 (Tied) - Active Remote Communit	19,325	979	18,345	95%	Favourable Variance due to lower spend on emp expns - 18K	28,987	13,1
121503 (Tied) - Library Milikapiti	21,771	15,984	5,787	27%	«	32,656	27,1
122503 (Tied) - Milikapiti Creche Establis	0	111	(111)	(100%)	«	0	1
134003 (Tied) - ISRP - Indigenous Sport :	34,847	19,971	14,876	43%	Favourable Variance due to lower spend on Emp exps	52,271	37,9
119003 (Untied) - Centrelink Milikapiti	63,713	72,293	(8,580)	(13%)	«	95,569	93,9
146403 (Untied) - Administration Service	155,206	165,556	(10,350)	(7%)	Unfavourable variance due to excess spend on the building repairs . The total spend is less than the annual budget.	232,808	270,7
Total Expenditure	2,110,467	1,606,554	503,913	24%		3,343,218	2,853,81

REPORTS FOR DECISION

ITEM NUMBER	4.1
TITLE	Milikapiti Local Authority Community Projects
REFERENCE	224941
AUTHOR	Bala Donepudi, Finance Manager



To get the consent of the Milikapiti local authority to undertake new projects under 2018-19 Local Authority project Funding.

BACKGROUND

The Council has received \$ 65,210 in Local authority Project funding for the 18/19 financial year for Milikapiti. Project worth of \$ 1,500 have been approved by the Milikapiti Local Authority (MLA) .This provides the MLA with available funding of \$ 63,710 to recommend to the Regional Council for expenditure on community projects.

The NT Department of Housing and Community Development (DHCD) has confirmed that The LAPF funds must be fully expended within 2 years from receipt of the funds or DHCD May request unspent funds to be repaid.

The MLA Community Projects Listing will continue to be used for projects and a new A4 Approved Projects Summary will be used to focus discussion on the status of approved Projects.

The Approved Projects summary has been updated to highlight the total funding received, Total expenditure, the balance to be spent by financial year and the total available for new projects.
a methodology developed by the Northern Territory Grants Commission.

ISSUES/OPTIONS/CONSEQUENCES

The aim of today's meeting will be to explain the information presented and get feedback from Local Authority members. The status and expenditure of current projects will be discussed. Any variations required to existing projects and possible unapproved projects will be discussed.

CONSULTATION & TIMING

Variations to existing projects and proposed new projects will be recommended to the Regional Council for approval to proceed.

RECOMMENDATION:

That the Milikapiti Local Authority:

- 1. Reviews and updates the approved project summary.**
- 2. Notes the funding allocation for 18/19.**
- 3. Recommends any projects to Council for approval to proceed.**

ATTACHMENTS:

- 1** MLA Project Listing as at 28.02.2019 v2.pdf

Milikapiti Local Authority Project Funding A/SDC 147803

Summary of available funding as at 28/02/2019

MLA18-19	2018/19 Grant Funding - must be spent by 30 June 2021	\$65,210
	Total:	<u>\$65,210</u>

Summary of Completed Projects - Expenditure as at 28/02/2019

Expenditure Budget

Total for Completed Projects: \$0 \$0

Summary of Current Projects - Expenditure as at 28/02/2019

Expenditure Budget

MLA18/19-1	MLA Polo Shirts	\$0	\$1,500
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Total for Current Projects: \$0 \$1,500

Total for Completed and Current Projects: \$0 \$1,500

Balance to be spent

Spend by 30 June 2021	\$65,210
Total:	<u>\$65,210</u>

Available for new projects: \$63,710

Milikapiti Local Authority Project Funding A/SDC 147803

Approved Projects Listing - Expenditure as at 28/02/2019

MLA18/19-1	MLA Polo Shirts		Governance
In Progress			Manager
		Approved budget	\$1,500
		Total Expenditure	\$0
		Balance to be spent	\$1,500

18/12/2018 - Local allocated LA Funds for \$1,500 towards the Purchase of Polo Shirts in Dec-2018 Local authority meeting

REPORTS FOR DECISION

ITEM NUMBER	4.2
TITLE	Vet Visit
REFERENCE	224834
AUTHOR	Deanne Rioli, Community Engagement Manager



This report seeks funding from the Milikapiti Local Authority approval to authorise the amount of \$6086.66 for two vet visits in 2019.

Cost estimates and quotes are attached for information.

It's proposed local authority fund the project with users to be charged \$50 for users to recover some of the costs of the service.

BACKGROUND

Tiwi islands animal control program delivers a vet service to ensure healthy dogs for all 3 communities.

Services:

- Parasite control
- Surgical desexing
- Contraceptive injections (chemical desexing)
- Euthanasia of unwanted animals

The program has been funded by local authorities in previous years with dog owners making a small contribution through vet consultation fees.

Dr Steve Cutter has recommended the fee is removed due as it has impacted the program with less local people using the services. It is recommended that the fees be removed until dog population is under control and more manageable.

There have been many community members approaching council offices asking when the next vet visit will be. A lot of the dogs will need immunisation including the contraceptives this month.

The last visit was between 4 – 8 March 2019.

Council received Special Purpose Grant from NTG – DHCD for an amount of \$89,445 to assist with animal management on the Tiwi Islands. The grant will be used to purchase management animal vehicle and to train staff in effective practices.

ISSUES/OPTIONS/CONSEQUENCES

Dr Stephen Cutter from Animal Ark has provided a quote to visit the Tiwi Islands for our week to provide his vet services. The quote contains three options

Option 1	
All-inclusive paid vet daily rate	\$1500
All-inclusive daily drug & equipment fee (microchip and chemical desexing drugs extra on request)	\$250
All-inclusive paid vet nurse daily rate	\$350
One box of C3 core vaccination (25 vaccinations per box) (more on request)	\$300
	(inc. GST) total \$2400

Option 2	
All-inclusive paid vet daily rate	\$1500
All-inclusive daily drug & equipment fee (microchip and chemical desexing drugs extra on request)	\$250
One box of C3 core vaccination (25 vaccinations per box) (more on request)	\$300
	(inc. GST) total \$2050

Option 3	
All-inclusive paid vet daily rate	\$1500
All-inclusive daily drug & equipment fee (microchip and chemical desexing drugs extra on request)	\$250
	(inc. GST) total \$1750

Other costs

Travel & Accommodation	
Fly Tiwi Darwin to Wurrumiyanga x 2 passengers	\$320
Fly Tiwi Garden Point to Darwin x 2 passengers	\$360
TIRC Fleet car hire x 5 days	\$1,250
Accommodation crèche (in-kind)	\$0
	(inc. GST) total \$1930

Recommend the top option for approval as it will ensure maximum coverage of animals on the Tiwi Islands.

Costs to be divided per community (not inc. travel)		
	Total cost	\$\$\$\$
60%	Wurrumiyanga	\$7,200
20%	Pirlangimpi	\$2,400
20%	Milikapiti	\$2,400
	TOTAL	\$12,000

Costs to be divided per community (Inc. travel & accommodation)		
	Total cost	\$\$\$\$
60%	Wurrumiyanga	\$7,843.33
20%	Pirlangimpi	\$3,043.33
20%	Milikapiti	\$3,043.33
	TOTAL	\$13,929.99

CONSULTATION & TIMING

Vet dates availability:

4 - 8 March 2019

Including three days at Wurrumiyanga, one day at Pirlangimpi and one day at Milikapiti. A total of 5 days of Vet program throughout the Tiwi Islands.

TIRC should budget for a second visit during 2019.

Include total costs of a second visit.

RECOMMENDATION:

That the Milikapiti Local Authority recommend this project to Council for approval of \$6086.66 for expenditure on vet visits in 2019.

ATTACHMENTS:

REPORTS FOR DECISION

ITEM NUMBER	4.3
TITLE	Community NAIDOC Celebration 2019
REFERENCE	224884
AUTHOR	Maina Brown, Governance & Compliance Manager



This report is seeking the Milikapiti Local Authority consent to assist with the Community NAIDOC Celebration 2019 and to be recommended to Council for approval to proceed.

BACKGROUND

This year's NAIDOC Celebration's theme is 'VOICE TREATY TRUTH' and Council is looking at hosting this celebration on the Tiwi Islands from 7 – 14 July 2019. The proposal is for each three community to celebrate NAIDOC during this period.

Council is applying for a grant from the Commonwealth Government to fund for this celebration. However the amount we are seeking won't be enough to cover the cost of hosting three communities and therefore we are asking if the Milikapiti Local Authority can fund \$1,000 to assist with hosting the Milikapiti celebration.

We have also made contacts with other businesses and stakeholders on the islands to join in and seek assistance in respectively whether in a form of donation, catering, volunteers etc.

Council will also be seeking assistance to fund the NAIDOC Celebration 2019 from the Wurrumiyanga Local Authority. A request will be tabled at the WLA meeting in April 2019.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority funds an amount of \$1000 to assist with the NAIDOC Celebration 2019 and recommend to Council for approval to proceed.

ATTACHMENTS:

REPORTS FOR DECISION

ITEM NUMBER	4.4
TITLE	2019/20 Draft Council Plan & Budget - Consultation with MLA
REFERENCE	224840
AUTHOR	Marion Scrymgour, Chief Executive Officer



As part of the preparation of the new 19/20 Council Plan & Budget, Council is required to consult with the Local Authority and the Public covering service delivery across the Tiwi Islands.

BACKGROUND

Based on consultation with MLA members in March 2018, below are information provided to members for discussions and identifying Core Services or basic Regional Council Services and start developing Council Plan and Budget for 19/20.

Council provides a combination of services covering traditional core and grant funded programs.

Council allocates funding either as untied (our funds) or grant funded programs (tied funds).

The following lists of services are provided today for information and further discussion.

In accordance with Guideline 8 Regional Councils and Local Authorities (update January 2019)

Clause 12

12.3 Once in each financial year a local authority agenda must include reviewing:

- a. the council's annual report for the previous financial year;
- b. the councils proposed regional plan for the next financial year;
- c. the council's budget for proposed projects for the local authority area for the next financial year; and
- d. any relevant community plan of the council or local authority.

Clause 15

15.1. A council must take the projects and priorities of its local authorities into consideration, whether submitted to council or recorded in minutes, when developing the council regional plan and budget.

15.2. The budget of a council must include a separate budget for each local authority area.

15.3. At each local authority meeting, the council is to submit a current financial report of actual results against the latest approved budget for the local authority area.

Service delivery input

The following section lists a number of TIRC service delivery activities. Local authority members are invited to provide their feedback on each area and suggestions to improve service delivery in their community.

Directorate Infrastructure & Asset Services

- A. Waste Management (collection, dump management and litter)
- B. Roads (Community & Connector roads)
- C. Staff Housing
- D. Building Asset Maintenance & Fleet
- E. Parks and Gardens (community beautification)
- F. Cemeteries
- G. Public Transport (inter island ferry)
- H. Street Lighting
- I. Airports
- J. Drainage
- K. Playgrounds
- L. Outstations

Directorate Community Engagement

- M. Sport & Libraries – (rec halls and activity, pools and ovals)
- N. Youth Diversion
- O. Centrelink
- P. Community Safety
- Q. Animal Management
- R. Broadcasting
- S. Administration Offices (No office closure during lunch)

Directorate Finance

- T. Finance
- U. Grants and Policy
- V. Human Resources
- W. Records Management

Directorate CEO

- X. Council
- Y. Local Authorities
- Z. Governance
- AA. Compliance
- BB. Cultural Advisor
- CC. Children's Services
- DD. FaFT (Family as First Teacher)
- EE. ICT

This schedule is to be reviewed and refined as needed but the final set up must reflect what the Council seeks to achieve.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

All comments and text for the plan and budget should be submitted by 20 May 2019.

RECOMMENDATION:

That the Milikapiti Local Authority receives and notes this report for information and recommends any local authority priorities to Council as part of the overall budget development process.

ATTACHMENTS:

REPORTS FOR INFORMATION

ITEM NUMBER	5.1
TITLE	Guideline 8 - Regional Councils and Local Authorities
REFERENCE	224833
AUTHOR	Maina Brown, Governance & Compliance Manager



This report is provided to the Milikapiti Local Authority members regarding the new Guideline 8: Regional Councils and Local Authorities for information.

BACKGROUND

Council have recently received an email notification from the Department of Housing and Community Development dated Thursday 10 January 2019 notifying Council of the new version of Guideline 8: Regional Councils and Local Authorities approved by Minister Gerry McCarthy 7 January 2019.

The new Guidelines are effective immediately and include the following changes from the previous version:

- Clause 6 - provides that the names of local authority members need to be made available on the council's website. This was not previously required.
- Clause 8 - emphasises that the council can delegate decision making to local authorities. This has always been possible under the Local Government Act but was not discussed in the previous version of the Guideline.
- Clause 9 - provides that councils must have a policy on the appointment, revocation of appointment and resignation process of members; and a selection process for the chair position. The previous guideline only required councils to have a policy on revocation of appointment. This clause also reduced the time that must be allowed for nominations to fill a vacancy from 28 to 21 days.
- Clause 12 - better explains what is necessary for local authority meetings, including requirements for agendas and the minimum number of meetings. Of note, an agenda now has to include general business, meaning that local authority members are free to raise any new issues.
- Clause 14 - provides clarity around the issue that elected members and council staff cannot receive the sitting fee prescribed by the Guideline for attending a local authority meeting. Elected members and council staff may be able to claim reimbursement of personal travel expenses. Elected members may be entitled to an extra meeting allowance for attending a local authority meeting. As for payment of council staff attending a local authority meeting, it is a matter for the council's chief executive officer whether council staff will receive any remuneration for attending a local authority meeting.
- Clause 15 - simplifies the financial reporting requirements for local authority meetings.

Attached to this report a completed version of Guideline 8: Regional Councils and Local Authorities

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority receives and notes this report for information.

ATTACHMENTS:

- 1 Guideline 8 - Regional Councils and Local Authorities.pdf

GUIDELINE 8: Regional Councils and Local Authorities

Page 1 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

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- 14. Local authority sitting fee 6
- 15. Council regional plans, budgets and financial reports 6
- 16. Council annual report..... 6
- SCHEDULE:..... 7

MINISTERIAL APPROVAL

I, Gerald Francis McCarthy, Minister for Housing and Community Development, hereby make these guidelines under Parts 5.1A and 19.10 of the *Local Government Act*.



GERRY MCCARTHY

7 / 1 / 2019

GUIDELINE 8: Regional Councils and Local Authorities

Page 2 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

1. Title

- 1.1. These guidelines are called "*Guideline 8: Regional Councils and Local Authorities*".

2. Commencement

- 2.1. These guidelines commence on the date they are made by the Minister.

3. Revocation of previous guidelines

- 3.1. The version of Guideline 8 that applies on any date is the latest version made at the time. Previous versions do not apply from the date that this guideline is made by the Minister.

4. Definitions

In these guidelines:

appointed member means a member appointed by the council. It does not include elected members who are on the local authority.

elected member means a member of the council who represents a ward that covers the local authority's area and the mayor / president.

provisional meeting means, at the time and place set for a local authority meeting when a quorum has not been established, a majority (over 50%) of appointed members are present.

Note: A provisional meeting is able to make recommendations to council pursuant to clause 11.

quorum means majority (over 50%) of all local authority members including appointed members, elected members and mayor / president are present.

chair is responsible for running the meeting and ensuring that members are following the conventions of the meeting.

5. Where local authorities are to be established and maintained

- 5.1. A council must have a local authority at places listed in the Schedule to these guidelines.
- 5.2. A council must determine the area for each local authority.

GUIDELINE 8: Regional Councils and Local Authorities

Page 3 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

6. Publicly available information

- 6.1. A council must have an up-to-date list of its local authorities, the names of the members, meeting dates, agendas and minutes available on the council's website.

7. Number of members

- 7.1. A council must make a resolution about the number of appointed members that a local authority has. There must be at least 6 appointed members and a maximum of 14 members (including elected members), unless the Minister has approved a different maximum number of members for a particular local authority.

Note: Different Local Authorities may have different numbers of members.

8. Delegations and conflict of interest

- 8.1. Subject to the *Local Government Act* a council can delegate decision making to local authorities.

Note: It is best practice for local authority project expenditure decisions to be delegated to local authorities.

- 8.2. When a local authority is making a decision, or considering a matter, each member must consider whether they have a conflict of interest and, if so, they must leave the meeting while the matter is considered.

Note: Sections 32 and 73 of the Local Government Act deal with delegations and conflict of interest respectively.

9. Policy for member appointments, terminations and resignations

A council must have a policy that provides for:

- 9.1. The council CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received.
- 9.2. How the call for nominations is to be advertised and promoted so that residents of the area know about it, know who to give a nomination to and when nominations close.
- 9.3. Consideration of the nominations received, which must be an agenda item at the first ordinary meeting of council after nominations have closed.

GUIDELINE 8: Regional Councils and Local Authorities

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These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

- 9.4. How, and in what circumstances, appointment of a local authority member may be revoked.

Note: The policy could require, for example, that the council must give consideration to revoking an appointment where a member is absent, without permission of the local authority, from two consecutive meetings of the local authority.

- 9.5. The process for the resignation of a local authority member in writing.

- 9.6. Selection process for the chair and the term of appointment of the chair.

Note: It is best practice to have an appointed member as chair with a constant term length (not a rotating chair).

10. No proxies

- 10.1. A local authority member is not allowed to send a proxy or substitute if the member cannot attend a meeting.

11. Provisional meeting where quorum not present

- 11.1. If a quorum is not attained for a local authority meeting, but the majority of appointed members are present, the members who are in attendance may hold a provisional meeting.
- 11.2. During a provisional meeting, all agenda items may be discussed. Minutes must be taken and clearly identified that it was a provisional meeting.
- 11.3. Members at a provisional meeting may, by majority vote, make recommendations to the council, including local authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than a local authority.
- 11.4. A provisional meeting can approve the minutes of a provisional meeting but cannot approve the minutes of a local authority meeting. A local authority may approve minutes of a provisional meeting or a local authority meeting.
- 11.5. A provisional meeting does not have the powers or functions that a council may have delegated to a local authority.

12. Local authority meetings

- 12.1. The council CEO must ensure that a minimum of four meetings for each local authority are held in each financial year.

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These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

Note: Either a local authority meeting or a provisional meeting can be counted in reaching the minimum total of four. For example, three provisional meetings and one local authority meeting would make up the required minimum number of four.

- 12.2. The agenda must be prepared in consultation with the Chair of the local authority and include, at least:
- a. items requested by members;
 - b. any reports on service delivery issues in the local authority area;
 - c. any responses by the council to matters raised at a previous local authority meeting or provisional meeting;
 - d. a written report from the council CEO on current council services in the local authority area and, after any council meeting that considers local authority projects, a report on what project(s) has been approved or the reason why the project(s) has not been approved;
 - e. visitor presentations; and
 - f. general business.
- 12.3. Once in each financial year a local authority agenda must include reviewing:
- a. the council's annual report for the previous financial year;
 - b. the council's proposed regional plan for the next financial year;
 - c. the council's budget for proposed projects for the local authority area for the next financial year; and
 - d. any relevant community plan of the council or local authority.

13. Council consideration of minutes

- 13.1. The minutes from local authority meetings or provisional meetings (these will normally be unconfirmed minutes) must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting.
- 13.2. The council's response to items above (at clause 13.1) must be recorded in the minutes of the council meeting and communicated to the local authority.

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These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

14. Local authority sitting fee

- 14.1. Appointed members are entitled to a sitting fee for each local authority meeting or provisional meeting they attend:

- a. Chair, if eligible, 143 revenue units
- b. other eligible members, 107 revenue units

Note: The value of a revenue unit is on the website of the Department of Treasury and Finance.

- 14.2. Elected members and council staff are not entitled to the sitting fee for attending local authority meetings or provisional meetings.

Note: Subject to council policy, reimbursement of personal travel expenses is allowed for all members, e.g. kilometre allowance paid for the use of a private vehicle.

Note: Subject to council policy, elected members are entitled to extra meeting allowances pursuant to Guideline 2 for attending a Local Authority meeting or provisional meeting.

Note: It is a matter for a council CEO as to whether council staff will receive any payment for attending a local authority meeting or provisional meeting.

15. Council regional plans, budgets and financial reports

- 15.1. A council must take the projects and priorities of its local authorities into consideration, whether submitted to council or recorded in minutes, when developing the council regional plan and budget.
- 15.2. The budget of a council must include a separate budget for each local authority area.
- 15.3. At each local authority meeting, the council is to submit a current financial report of actual results against the latest approved budget for the local authority area.

16. Council annual report

- 16.1. The annual report of a council must include information which assesses performance in relation to service delivery and planned projects in each of its local authority areas.

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SCHEDULE:

Where local authorities are to be established and maintained.

<p><u>Barkly Regional Council:</u> Ali Curung Alupurrurulam Ampilatwatja Arparra Elliott Tennant Creek Wutunugurra (Epenarra)</p> <p><u>Central Desert Regional Council:</u> Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree) Atitjere Engawala Lajamanu Laramba Nyirripi Willowra Yuelamu Yuendumu</p> <p><u>East Arnhem Regional Council:</u> Angurugu Galiwin'ku Gapuwiyak Gunyangara Milingimbi Milyakburra Ramingining Umbakumba Yirrkala</p> <p><u>MacDonnell Regional Council:</u> Amoonguna Areyonga Finke (Aputula) Haasts Bluff (Ikuntji) Hermannsburg (Ntaria) Imanpa Kaltukatjara (Docker River) Kintore (Walungurru) Mt Liebig (Amundurrngu) Papunya Santa Teresa (Ltyentye Apurte) Titjikala Wallace Rockhole</p>	<p><u>Roper Gulf Regional Council:</u> Barunga Beswick (Wugularr) Borrooloola Bulman Jilkminggan Manyallaluk (Eva Valley) Mataranka Minyerri (Hodgson Downs) Ngukurr Numbulwar Urapunga</p> <p><u>Tiwi Islands Regional Council:</u> Milikapiti Pirlangimpi Wurrumiyanga (Nguiu)</p> <p><u>Victoria Daly Regional Council:</u> Amanbidji Bulla Nauiyu (Daly River) Kalkaringi/Dagaragu Pine Creek Timber Creek Yarralin/Pigeon Hole</p> <p><u>West Arnhem Regional Council:</u> Gunbalanya (Oenpelli) Maningrida Minjilang Warruwi</p> <p><u>West Daly Regional Council:</u> Nganmarriyanga Peppimenarti Wadeye</p>
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