



AGENDA

MILIKAPITI LOCAL AUTHORITY MEETING

TUESDAY, 21 SEPTEMBER 2021

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

- Tuesday, 21 September 2021 at
- Milikapiti
- Commencing at 10:30am

Your attendance at the meeting will be appreciated.

Valerie Rowland
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
- Milikapiti Local Authority - 22 June 2021* 1

2 GENERAL BUSINESS

Nil

3 REPORTS FOR DECISION

- 3.1 MILIKAPITI LOCAL AUTHORITY COMMUNITY PROJECT 5

4 REPORTS FOR INFORMATION

- 4.1 2020/2021 – LOCAL AUTHORITY FINANCIAL REPORT TO 31 AUGUST
2021 9
- 4.2 DRAFT MILIKAPITI LOCAL AUTHORITY HANDBOOK..... 13

5 OTHER BUSINESS

Nil

6 BUSINESS ARISING

Nil



MINUTES OF THE MILIKAPITI LOCAL AUTHORITY MEETING HELD IN THE MILIKAPITI ON TUESDAY, 22 JUNE 2021 AT 10:30AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 10:30am

The MLA Chairperson welcomed councillors and guests.

1.2 Present

Chairperson

Malcolm Wilson

MLA member

Councillors & MLA Members

Mayor Leslie Tungutalum

Wurumiyanga Ward

Deputy Mayor Lynette Desantis

Milikapiti Ward

Councillor Connell Tipiloura

Milikapiti Ward

Councillor Pius Tipungwuti

Milikapiti Ward

Loretta Cook

MLA member

Trevor Wilson

MLA member

Christine Joran

MLA member

Jed Leach

MLA member

Edwina Moreen

MLA member

P.F. Puruntatameri

MLA member

Roy Farmer

MLA member

TIRC Staff

Valerie Rowland

CEO

Bala Donepudi

Chief Financial Officer

Chris Smith

General Manager for Infrastructure

Bill Toy

Manager for Community Services

Helen Daiyi

Manager Governance & Compliance

Guests

Peter Gamlin

Department of Chief Minister & Cabinet

1.3 Apologies

Apologies from members who were absent from the meeting

Thomas Puruntatameri

MLA Member

9 RESOLUTION

Moved: Loretta Cook

Seconded: Trevor Wilson

That members

- 1. Accept the acknowledgement from the member that they were unable to attend the meeting.**
- 2. Approve the applications from the members for leave of absence from the meeting.**

3. 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 - 23 March 2021

10 RESOLUTION

Moved: Christine Joran

Seconded: Edwina Moreen

That the minutes of the Milikapiti Local Authority on 23 March 2021 as circulated, be confirmed as a true and correct record of that meeting.

CARRIED

2 GENERAL BUSINESS

Nil

3 REPORTS FOR DECISION

3.1 MILIKAPITI LOCAL AUTHORITY COMMUNITY PROJECT

11 RESOLUTION

Moved: Jed Leach

Seconded: Patrick Puruntatameri

- 1. That the Milikapiti Local Authority reviews and updates the Approved Projects Summary.**
- 2. Notes the funding allocations for 20/21**
- 3. Recommends any new projects to Council for approval to proceed.**

CARRIED

12 RESOLUTION

Moved: Lynette DeSantis

Seconded: Edwina Moreen

That the Milikapiti Local Authority approve for \$20,000 of MLA Funding to be quarantined to cover costs for the Milikapiti fuel bowser shed

CARRIED

3.1 ACTION ITEMS

- Electric BBQ's in the Sports and Recreation Hall to be moved inside to safeguard it from the elements
- Manager for Community Services to arrange for outdoor playground equipment to be removed due to it being earmarked as a hazard.
- General Manager for Infrastructure to direct staff to submit internal work orders for works completed on the Milikapiti Sports and Recreation Hall.

4 REPORTS FOR INFORMATION

4.1 2020/2021 – LOCAL AUTHORITY FINANCIAL REPORT TO 31 MAY 2021

13 RESOLUTION

Moved: Loretta Cook

Seconded: Lynette DeSantis

That the Milikapiti Local Authority notes this report number 239290 for information and provides any comments or feedback on the new financial reporting format.

CARRIED

5 OTHER BUSINESS

Nil

6 BUSINESS ARISING

Nil

7 Next Meeting

Tuesday, 21 September 2021

8 Closure

The meeting closed at 12:14pm.

7 NEXT MEETING

Tuesday, 14 December 2021

REPORTS FOR DECISION

ITEM NUMBER	3.1
TITLE	Milikapiti Local Authority Community project
REFERENCE	240117
AUTHOR	Bala Donepudi, Chief Financial Officer

**SUMMARY**

To get the consent of the Milikapiti Local Authority to undertake new projects under Local Authority project Funding.

BACKGROUND

The Council has received \$ 195,314 in funding for the last three financial years. Projects worth of \$ 174,901 have been approved by the Milikapiti Local Authority (MLA). This gives the Milikapiti Local authority \$ 20,413 to take up new 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.

ISSUES/OPTIONS/CONSEQUENCES

The aim of today's meeting will be to present MLA in 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.

RECOMMENDATION:

- 1. That the Milikapiti Local Authority reviews and updates the Approved Projects Summary.**
- 2. Notes the funding allocations**
- 3. Recommends any new projects to Council for approval to proceed.**

ATTACHMENTS:

- 1 MLA Project Listing as at 31.08.2021(003).pdf 3 Pages**

Milikapiti Local Authority Project Funding A/SDC 147803

Summary of available funding as at 31/08/2021

MLA18-19	2018/19 Grant Funding - must be spent by 30 June 2021	\$65,210	
MLA19-20	2019/20 Grant Funding - must be spent by 30 June 2022	\$65,210	
MLA - 20-21	2020/21 Grant Funding - must be spent by 30 June 2023	\$64,800	
MLA20-21-V	Income from Vet Visits	\$94	
	Total:	\$195,314	

Summary of Completed Projects - Expenditure as at 31/08/2021

	Expenditure	Budget
MLA-18/19-3		
MLA-18/19-4	\$0	\$0
MLA-18/19-7	\$0	\$0
MLA18/19-1	\$867	\$867
MLA-18/19-5	\$572	\$572
MLA-18/19-6	\$31,288	\$31,288
MLA-20/21-1	\$15,087	\$15,087
	\$0	\$0
Milikapiti Community Easter Celebration		

Total for Completed Projects:

\$47,814

Summary of Current Projects - Expenditure as at 31/08/2021

	Expenditure	Budget
MLA18/19-2	\$5,802	\$6,087
MLA-19/20-1	\$0	\$60,000
MLA-20/21-2	\$0	\$55,000
MLA-20/21-3	\$0	\$6,000
Vet Visit 2020-21		

Total for Current Projects:

\$5,802

Total for Completed and Current Projects:

\$53,616

Milikapiti Local Authority Project Funding A/SDC 147803

Summary of available funding as at 31/08/2021

Balance to be spent

Spend by 30 June 2022	\$11,594
Total:	\$11,594

Available for new projects:

	\$20,413
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Milikapiti Local Authority Project Funding A/SDC 147803

Approved Projects Listing - Expenditure as at 31/08/2021

MLA18/19-2 In Progress	Vet Visit	GM CD&S
	Approved budget	\$6,087
	Total Expenditure	\$5,802
	Balance to be spent	\$284

26/03/2019 - Local Authority Allocated LA Funds of 6,086.66 towards Vet Visits .
 12/06/2019 - A Vet Visit is planned in September
 31/12/2019 - Vet visit carried out week of 5/12/19
 16/03/2020 - First Vet visit of the year has been carried out.

MLA-19/20-1	Refurbishment of Rec Hall	GM Infrastructure
	Approved budget	\$60,000
	Total Expenditure	\$0
	Balance to be spent	\$60,000

23/06/2020 - Local Authority allocated LA Funds \$60,000 towards refurbishment of the Rec Hall.
 29/10/2020 - Hall which includes new tiles, lighting, painting, painting and fixing internal basketball court; internal painting of walls and toilets.
 29/10/2020 - Bill Toy to obtain measurements and quotes for the roller door replacement -Figures to be presented to members at the next Special MLA meeting

Milikapiti Local Authority Project Funding A/SDC 147803

Summary of available funding as at 31/08/2021

MLA-20/21-2	Fuel Bowser - Roof	\$0
	Approved budget	\$55,000
	Total Expenditure	\$0
	Balance to be spent	\$55,000
	23-Mar-21 Fuel Bowser - Roof Approved by Milikapiti L.A. Total Budget \$2000.	
MLA-20/21-3	Vet Visit 2020-21	\$0
	Approved budget	\$6,000
	Total Expenditure	\$0
	Balance to be spent	\$6,000
	23-Mar-21 Milikapiti local authority funds be allocated to cover costs for the 2021 veterinary visits.	

REPORTS FOR INFORMATION

ITEM NUMBER	4.1
TITLE	2020/2021 – Local Authority Financial Report to 31 August 2021
REFERENCE	240118
AUTHOR	Bala Donepudi, Chief Financial Officer

**SUMMARY**

This information is provided for information to the Wurrumiyanga Local Authority to report on expenditure to 31 August 2021 for the 2020/2021 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 Milikapiti 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.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Milikapiti Local Authority notes this report number 240118 for information and provides any comments or feedback on the new financial reporting format

ATTACHMENTS:

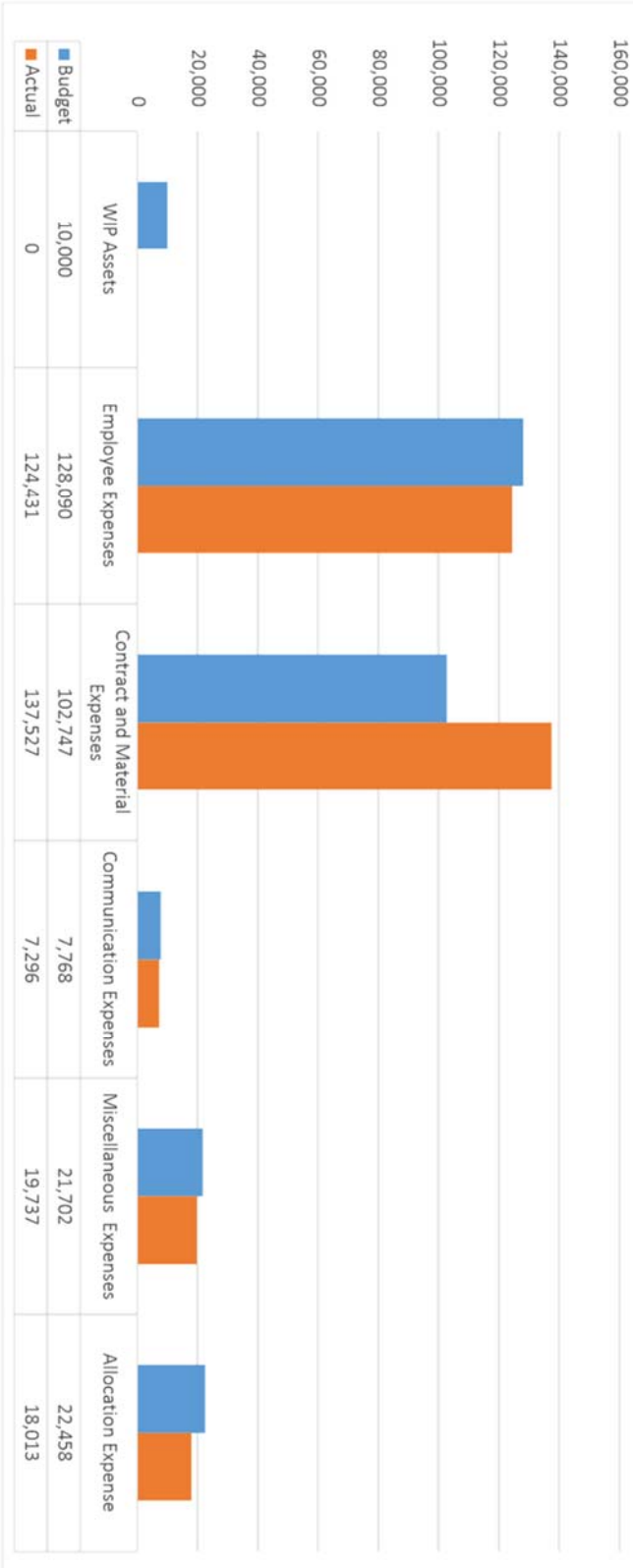
1 MLA Finance Report - Aug.21.pdf 3 Pages

Tiwi Islands Regional Council Milikapiti Local Authority Expenditure Report as at 31-Aug-2021

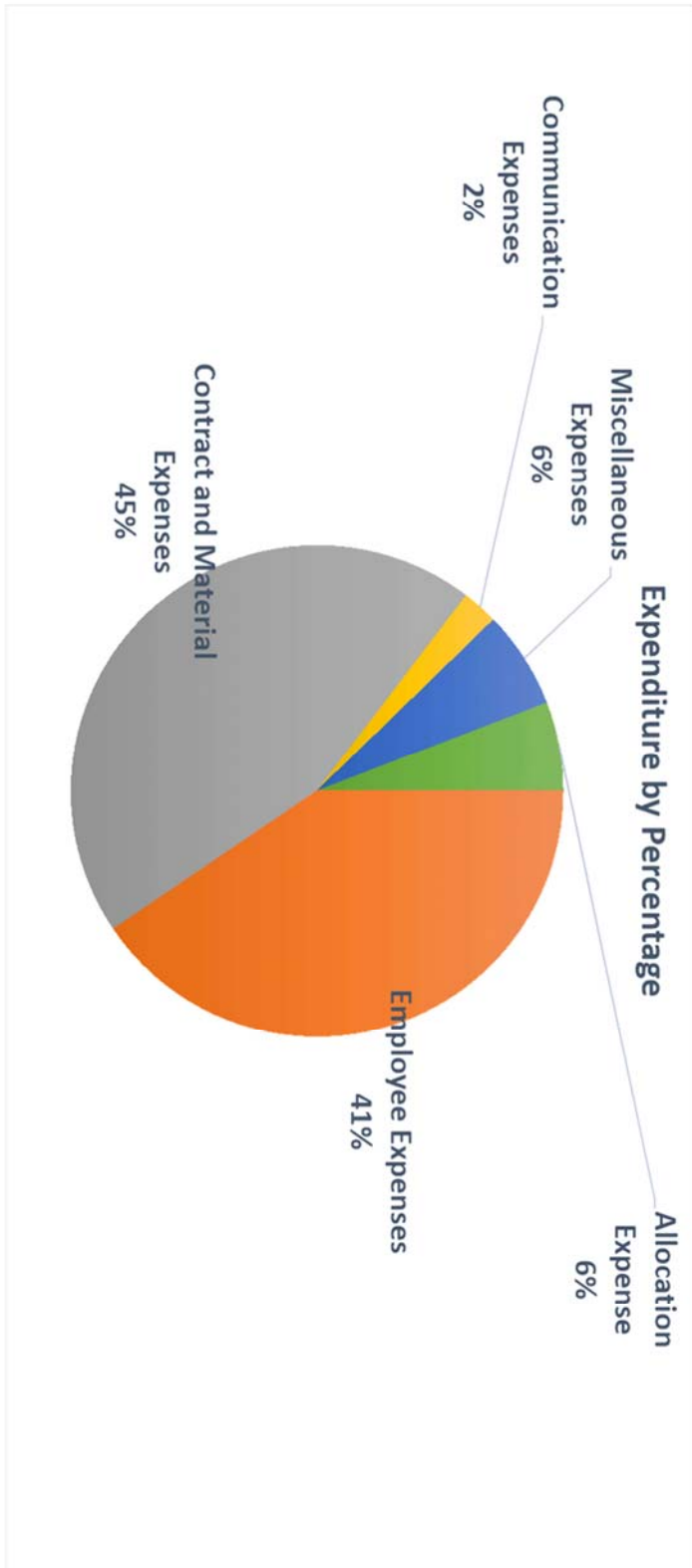


Description	Budget YTD	Actuals YTD	Variance	%	Annual Budget
Expense by Account Category INCLUDING Allocations and Capital Expense					
WIP Assets	10,000	0	10,000	100%	60,000
Employee Expenses	128,090	124,431	3,659	3%	785,998
Contract and Material Expenses	102,747	137,527	(34,780)	(34%)	616,482
Communication Expenses	7,768	7,296	472	6%	46,610
Miscellaneous Expenses	21,702	19,737	1,965	9%	130,212
Allocation Expense	22,458	18,013	4,446	20%	134,750
Total Expenditure	292,766	307,004	(14,238)		1,774,052

Expenditure by Account Category



Tiwi Islands Regional Council
Milikapiti Local Authority
Expenditure Report as at 31-Aug-2021



Tiwi Islands Regional Council **Milikapiti Local Authority** **Expenditure Report as at 31-Aug-2021**



Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
Expense by Directorate INCLUDING Allocations and Capital Expense						
Milikapiti	292,766	299,504	(6,738)	(2%)		1,774,052
Chief Financial Officer	24,202	0	24,202	100%	«	145,210
147803 (Tied) - Local Authority Project Fi	24,202	0	24,202	100%	Please refer to LA project Register	145,210
GM Infrastructure	181,542	238,963	(57,421)	(32%)	«	1,089,253
163303 (Tied) - Milikapiti Oval Upgrade -	233	94,836	(94,602)	###	This projects has Carried forward funds and new funds to be released .	1,400
103903 (Untied) - Commercial Facilities -	975	1,212	(238)	(24%)		5,850
105503 (Untied) - Fleet Administration - P	417	0	417	100%		2,500
108803 (Untied) - Town Services Milikapiti	50,827	53,303	(2,476)	(5%)		304,960
111503 (Untied) - Street Lighting Milikapiti	2,025	850	1,175	58%		12,150
116003 (Untied) - Fuel - Milikapiti	51,513	29,154	22,358	43%	«	309,077
119303 (Untied) - Civil Works Milikapiti	20,035	14,666	5,370	27%		120,212
119503 (Untied) - Airport Maintenance Mi	67	0	67	100%		400
119603 (Untied) - Airport Inspection Milik	733	2,772	(2,039)	(278%)		4,400
119703 (Untied) - Mechanical Workshops	41,956	36,194	5,761	14%		251,734
119803 (Untied) - Staff Housing - Milikapiti	10,233	4,852	5,382	53%		61,400
120203 (Untied) - Recreation Hall Milikapiti	933	739	194	21%		5,600
121403 (Untied) - Facilities Milikapiti	750	0	750	100%		4,500
122203 (Untied) - Transit Accommodator	783	385	399	51%		4,700
129603 (Untied) - Airport Landing Fees M	62	0	62	100%		370
Chief Executive Officer	18,811	11,910	6,900	37%		112,863
147003 (Untied) - Local Authority Milikapiti	1,752	0	1,752	100%		10,512
147103 (Untied) - Regional Council & Elec	17,059	11,910	5,148	30%		102,351
GM Community Development and Services	68,211	48,631	19,580	29%	«	426,726
120803 (Tied) - Community Safety - Milik.	16,331	10,024	6,307	39%		97,984
121003 (Tied) - Active Remote Communit	0	0	0	0%		17,459
121503 (Tied) - Library Milikapiti	2,933	756	2,177	74%		17,595
165803 (Tied) - Australia Day Celebration	158	0	158	100%		950
119003 (Untied) - Centrelink Milikapiti	11,612	10,026	1,586	14%		69,674
146403 (Untied) - Administration Service	37,177	27,825	9,352	25%		223,065
Total Expenditure	292,766	299,504	(6,738)			1,774,052

REPORTS FOR INFORMATION

ITEM NUMBER	4.2
TITLE	Draft Milikapiti Local Authority Handbook
REFERENCE	240120
AUTHOR	Helen Daiyi, Governance & Compliance Manager

**SUMMARY**

Draft local authority member's handbook

BACKGROUND

Developing member's handbooks for all three local authorities on the Tiwi Islands.

ISSUES/OPTIONS/CONSEQUENCES

To enhance LA members understanding of roles and responsibilities.

CONSULTATION & TIMING

Milikapiti Local Authority members to provide feedback and input.

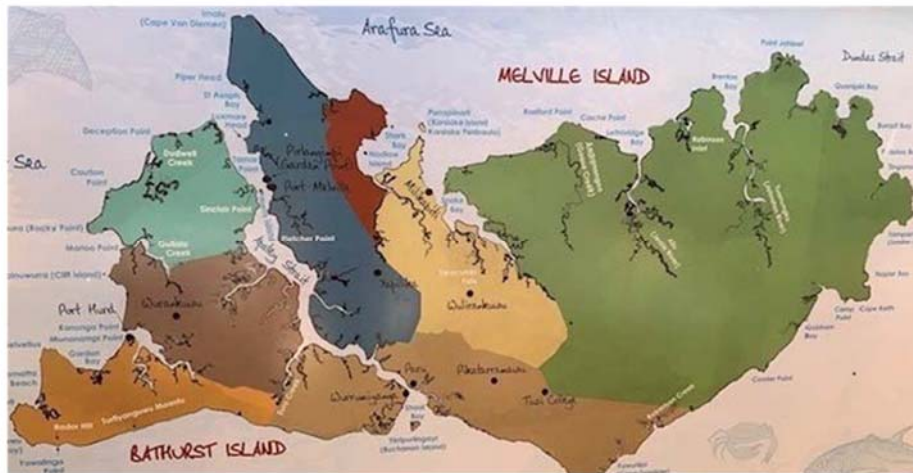
RECOMMENDATION:

That the Milikapiti Local Authority accept report number 240120 for information.

ATTACHMENTS:

1 Draft MLA Handbook 2021.pdf 19 Pages

Local Authority Handbook



Milikapiti Local Authority Members

Members Name	Councillor / Ordinary Member	Rep Group
Lynette De Santis	Milikapiti Ward Councillor	Council Rep
Jeffrey Simon Ullungura	Milikapiti Ward Councillor	Council Rep
Pius Tipungwuti	Milikapiti Ward Councillor	Council Rep
Malcolm Wilson (Chairperson)	Ordinary Member	Takaringuwi (Mullet)
Trevor Wilson	Ordinary Member	Warntarringuwi (Sun)
Edwina Moreen	Ordinary Member	Warntarringuwi (Sun)
Thomas Puruntatameri	Ordinary Member	Miyartuwi (Pandanus)
Patrick Freddy Puruntatameri	Ordinary Member	Miyartuwi (Pandanus)
Roy Farmer	Ordinary Member	Lorrula (Rock)
Loretta Cook	Ordinary Member	Lorrula (Rock)
Christine Joran	Ordinary Member	Takaringuwi (Mullet)
Jed Leach	Ordinary Member	Non-Skin

LOCAL AUTHORITIES

- The Local authorities were formally established in 2014 under the 2008 Act to provide a conduit for remote community members to have a structured way to advocate for their community and have a say in, and obtain information about, their respective council's planning and service delivery in their community.

This was a response by the NT Government to concerns raised by remote community members that they could lose their voice with councils following the establishment of shire councils in 2008, and that the connection between them and their councils had diminished. The Local Government Act 2019 (2019 Act) has further strengthened the role of local authorities, again reflecting the commitment of the NT Government to the importance of this intent.

- Local Authorities must meet a minimum of four times per year.
- Members are paid for attending these scheduled meetings.
- A minimum of 6 and maximum of 14 members allowed per Local Authority.
- The Local Authority members are; The Mayor, Councillor for the Ward and appointed community members.
- Meetings must meet a quorum of 50% + 1.
- A Provisional meeting is held in the event only appointed members are present
- LA members get paid when Local Authority Meeting or Provisional Meeting has a quorum.

THE ROLE OF LOCAL AUTHORITY MEMBERS

Local Authorities enable people to have a say in what happens in their community. It means community and government have shared authority that ultimately leads to greater community control.

That makes you a local decision maker



THE RESPONSIBILITIES OF LOCAL AUTHORITY MEMBERS

- ❖ To consult with their community and to have input into the Tiwi Islands Regional Council policies and future planning.
- ❖ Make sure their community has a strong voice about the issues that affect them.
- ❖ Help with developing Regional Development and Community Plans.
- ❖ Take community views and recommendations back to Council.
- ❖ Inform the community about what Council is doing.
- ❖ Help organise local events and consult about issues such as street naming, dog control, noise management and any other issues as they arise.
- ❖ To raise issues to be discussed via Agenda items. These items must be given to the Chairperson/Council Administration at least 2 weeks prior to the meeting.
- ❖ Local Authority Members will be encouraged to undertake Training and Professional Development to assist you with your role as a Local Authority Member.
- ❖ Attend meetings, as required by the Local Government Act 2019.
- ❖ Local Authority Members must follow all Tiwi Islands Regional Council's Policies, Procedures and the Code of Conduct



Tiwi Islands Regional Council

Title: Local Authority Policy
Policy No: 03
Adopted By: Council
Next Review Date: April 2021
Responsibility: Chief Executive Officer
MagiQ Document Number 201924

Version	Decision Number	Adoption Date	History
1			Original document

1. Purpose

Local Authorities are formed to encourage participation and involvement of local communities in the system of Local Government. This policy has been developed to ensure that Local Authorities are run in accordance with the provisions of the Local Government Act, and so that the community has a strong voice and is actively engaged in their local decision making.

2. Organisation Scope

This policy applies to all Tiwi Islands Regional Council's (TIRC) Local Authority Members.

3. Policy Statement

All Local Authority established within the boundaries of the Tiwi Islands Regional Council region shall:

- Advise TIRC on services delivery plans including infrastructure requirements for communities, outstations or local region or wards.
- Contribute to the development of Councils Regional Plans.
- Be actively supported by the Council to ensure opportunities exist for residents to meaningfully engage in local government processes.
- Alert and advise TIRC on new and emerging issues within the scope of TIRC activity.

- Advise on specific Council, community and social projects that impact on community or region.
- Advise and support the Tiwi Islands Regional Council staff on local implementation of the Regional Plan, particularly on cross-culture best practice in governance and service delivery.
- Respond to identified community needs. This may involve organising and participating in activities such as community events, youth, community safety, housing and community planning and infrastructure development.

4. Principles

4.1 Roles and functions of a Local Authority

The Local Authority shall be a voluntary, group that provides advice and recommendations to TIRC about issues in their local community. Recommendations made at Local Authority meetings are not 'final' decisions. Council needs to decide on all issues and/or request from all communities.

The functions of a Local Authority are to:

- involve local communities more closely in issues related to local government
- ensure that local communities are given an opportunity to express their opinions on questions affecting local government
- allow local communities a voice in the formulation of policies for their locality and on policies for the area and the region
- take the views of local communities back to council and act as advocates on their behalf
- share Council information and decisions with the community so people are more aware
- contribute to the development of the relevant Regional Management plan and the Municipal or Council plan
- provide a representative for employment selection advisory panels in relation to TIRC managerial positions in the Local Authority area.

4.2 Membership

4.2.1 Membership size

The size of the Local Authority should reflect the community size and structure as well as represent key groups in the community. The membership of the Local Authority will include community members, Ward Councillors and Mayor of the TIRC. The number of community members that a local Authority should have is minimum of four (4) and up to a maximum of fourteen (14). If Council wishes to have more than 14 members, The CEO must request in writing to the Minister to have more than 14 members.

When a vacancy arises people who nominate for Local Authority memberships are to be approved by the Council at the next Ordinary Council Meeting.

Number for each Local Authority will be as follows:

Community Ward	Appointed members	Ex Officio	Quorum (Total)	Provisional (Appointed only)
Bathurst Island	11	6 *	9	6
Pirlangimpi	9	3*	7	5
Milikapiti	9	3*	7	5

* Includes Mayor. The Mayor is entitled to sit on the Local Authority beyond their ward. However is not included in calculations for quorum of those local authorities.

4.2.2 Ordinary Members' Appointment Process:

Council has determined that each Local Authority will have representatives from the four (4) skin groups. This membership is represented by a male and a female totalling eight (8) Ordinary Members. Provision should be made for an additional "non-skin group" member bringing the total to nine (9) Ordinary Members each for Bathurst Island, Pirlangimpi & Milikapiti Local Authorities. However in the case of Bathurst Island Ward will also include two (2) representatives from Wurankuwu bringing the total to 11 appointed members.

Local Authority	Bathurst Island (Wurumiyanga)	Pirlangimpi (Garden Point)	Milikapiti Snake Bay)
Warntarringuwi (SUN)	2	2	2
Miyartuwi (Pandanus)	2	2	2
Lorrula (Rock)	2	2	2
Takaringuwi (Mullet)	2	2	2
Wurankuwu	2	0	0
Non Skin Group	1	1	1
TOTAL			

4.2.3 Period of membership

At its Council meeting held on 29 June 2017, Council approved for Local Authority members to have unlimited terms.

This means that, once appointed, members do not need to reapply for their position on the Local Authority.

See section 4.2.5 for how a member's appointment can be terminated.

4.2.4 Eligibility for membership

Community residents over 16 years or who are on the electoral roll and live in the Ward for the majority of the time, can nominate or be nominated to become a Local Authority member.

Local Authorities are permitted to have up to two members under the age of 18.

4.2.5 How to nominate for membership

As Local Authority vacancies arise nominations will be called for in the relevant community, the nomination period being 28 days. To become a local Authority member, the candidate must complete a Local Authority nomination form. The form can be handed directly to a TIRC Office, in any of our communities, it will then be submitted for Council decision at the next Ordinary Council meeting.

Council will have the final say on all Local Authority membership

4.2.6 Membership termination:

Local Authority members stop being members if they:

- resign in writing
- pass away
- do not attend 2 consecutive meetings without an apology
- commit a serious offence or are sent to prison for 1 year (Council can use its discretion)
- are dismissed by Council.

4.2.7 No proxies (substitute members)

A member of a Local Authority may not be represented by a proxy (substitute) during a meeting. [Section 12.0, Guideline 8]

4.3 Local Authority meetings:

The following points cover the running of Local Authority meetings. A Local Authority:

- shall hold a minimum of four each year
- shall elect a permanent chair at the first meeting of the Local Authority
- the quorum for meetings will be of half plus one of the community-nominated members
- shall be supported by TIRC staff who will provide the secretariat and act as advisors to the chair and the Local Authority, but will not run the meeting
- will publicly advertise meetings with draft agendas at least three days before the meeting
- will follow and adopt the draft agenda suggested by Council.

4.3.1 Provisional meeting where quorum not present:

- In the event that a quorum is not present for a meeting, but the majority of appointed members are present, the members that are in attendance may hold a provisional meeting [Section 13.1, Guideline 8].
- During a provisional meeting agenda items may be discussed and minutes must be kept [Section 13.2, Guideline 8]
- Members at the 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 the Local Authority [Section 13.3 Guideline 8].
- A provisional meeting may not approve the minutes of a Local Authority meeting but a Local Authority may approve the minutes of a provisional meeting [Section 13.4 Guideline 8].
- A provisional meeting does not have the powers or functions which a council may have delegated to a Local Authority [Section 13.5, Guideline 8]

4.3.2 Roles and responsibilities

The following outlines the roles and responsibilities of key stakeholders when reporting to and from the Local Authority:

- Local Authority members will advise on strategic, not operational matters (operational matters are the responsibility of Council Officers).

- The Council discusses both the Local Authority reports and the management responses and then decides on actions.
- The Mayor and Ward Councillors will report to Local Authorities on Council decisions and take the views of Local Authority to Council.
- Local Authority members report to their community about their advice to Council and take community views to Council.

Each new Local Authority will receive training at its first meeting on roles and responsibilities, meeting procedures, council responsibilities and separation of powers.

Anyone wishing to make a deputation to a Local Authority must seek permission from the Local Authority's chair person in writing at least 10 business days prior to the meeting.

4.4 Administrative support and secretariat

Local Authority meetings are convened by the TIRC CEO. The TIRC Governance unit will be responsible for coordinating the Local Authority meetings.

Dates for Local Authority meetings shall be set out the beginning of the calendar year. If there are any changes to the scheduled meeting time, members of the Local Authority must be given at least three days' notice about the rescheduled date, time and venue for the meeting.

Governance and Compliance area will provide admin support as required for creating and distributing agenda, recording of minutes and organising meeting venue.

Governance unit will be a central depository and will be responsible for keeping records of Local Authority Member's details, agenda, minutes and attendance.

4.5 Community meetings

Community meetings can be called at any time. Community meetings are different from Local Authority meetings and these types of meeting will determine their own procedures. Decisions made at these meetings may be used to advise the Local Authority.

4.6 Local Authority member allowances

The Local Authority member allowance is a sum of money provided to Local Authority members when they attend a Local Authority meeting.

Local Authority members will be paid at the end of each Local Authority meeting.

TIRC staff attending a Local Authority meeting, as a Local Authority member within that staff member's normal hour of work, will not be paid a Local Authority Member allowance unless that staff member is casual staff. If a meeting is held outside the staff members normal hours of work, that staff member, who is also a Local Authority member will be entitled to the Local Authority member allowance.

5. Definition

Appointed members

Means a Local Authority member who has been appointed pursuant to section 53C(1)(b) of the Act. [Section 4, Guideline 8]

Members

Includes appointed members and non-appointed members. [Section 4, Guideline 8]

Non-appointed member

Means a person who is Local Authority member by virtue of section 53C(1)(a) or (2) of the Local Government Act. [Section 4, Guideline 8]

Provisional meeting

Means, at the time and place set for a local authority meeting when a quorum has not been established, a majority of appointed members. [Section 4, Guideline 8]

Note: a provisional meeting is able to make recommendations to council pursuant to clause 13 (Provisional meeting where quorum not present). There must be more than half of the appointed members present. [Section 4, Guideline 8]

References

- *Local Government Act*
- *Local Government Guideline 8: Regional Councils and Local Authorities*
- *Relevant Policies: Code of Conduct, Workplace Drugs & Alcohol, Privacy, Travel & Accommodation and Elected Members and LA Chairs ICT Support.*
- *Relevant Forms: Local Authority Member Nomination Form, New Member Details Form and Tax File Declaration Form.*



Tiwi Islands Regional Council

Title: Attendance at meetings via audio or audiovisual conference system policy

Policy No: 65

Adopted By: Council

Next Review Date: May 2024

Responsibility: Governance and Compliance Manager

MagiQ Document Number

Legislative reference: Sections 95(3)(a) and 98(3)(a) of the Local Government Act 2019

Version	Decision Number	Adoption Date	History
1	TBA	26 May 2021	Original document

Purpose

This policy authorises members' attendance at meetings via audio or audiovisual conferencing system and outlines the responsibilities associated with utilizing a conferencing system.

Definitions

For the purpose of this policy:

meeting includes any meeting of council, audit committee, council committee, or local authority

member means a member of council, audit committee, council committee or local authority

Principle

Council is committed to facilitate access and participation in meetings by permitting members to be present and participate remotely via audio or audiovisual conferencing system if specific needs arise

Application of policy

4.1 Attendance

It is preferable that members attend meetings in person and members are encouraged to do so where possible. However, a member may attend a meeting via audio or audiovisual conferencing system.

Except in cases of emergency, members will give at least *24 hours* written notice to the CEO or Governance and Compliance Manager that they intend to attend a meeting via audio or audiovisual conferencing system and the reason(s) for not being physically present at the meeting.

4.2 CEO responsibilities

The CEO will ensure the provision of adequate conferencing system and information that enables members to attend

4.3 Chairing the meeting

If the Chair is attending the meeting via audio or audiovisual conferencing system, the Chair may decide to delegate the function of chairing the meeting to the deputy, or if there is no deputy, another member.

4.4 General responsibilities

A member in attendance via audiovisual conferencing system is to consider the appropriateness of their personal presentation and surrounding environment.

The Chair is to confirm which participants are present at the commencement of the meeting.

A member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting. A member must also advise the Chair if they re-join the

meeting. These details are to be recorded in the minutes with a reference to the member's time of departure and time of return.

Meeting minutes will identify whether each member attended in person or via audio or audiovisual means.

4.5 Conflicts of interests

Where a conflict is declared, the member must disconnect from the conferencing system prior to the discussion of the particular agenda item.

If member has disconnected from the conferencing system due to a declared conflict, the Chair will contact the member as soon as the agenda item has concluded and invite the member to re-join the meeting.

4.6 Confidentiality

Members attending meetings remotely will:

- (a) Ensure that people in their presence who are not members cannot see, overhear or listen to the member or the meeting (unless the Council is aware and accepts the circumstances); and
- (b) Not record the meeting

4.7 Voting

To ensure the participation of any members attending remotely, the Chair will confirm that members attending remotely are able to hear the discussion and vote.

If a member is attending via an audio conferencing system without video capability, the Chair is to ask for verbal confirmation of the member's vote. If a member is attending via audiovisual conferencing system, the Chair is to ask for the member's vote by show of hands or verbal confirmation.

Review

This policy will be reviewed in May 2024.



Tiwi Islands Regional Council

Title: Code of Conduct – Elected Members, Local Authorities and Council Committee Members

Policy No: 52
 Adopted By: Council
 Next Review Date: January 2024
 Responsibility: Manager Organisational Development and Change
 Magiq Document ID: 233289

Version	Decision Number	Adoption Date	History
Original document	Resolution 9 on Wednesday 22 January 2020	22 January 2020	Adapted from policy 31 Code of Conduct 216659

POLICY

This Code of Conduct is to provide Elected Members and Local Authority members and Council Committee Members with guidelines for an acceptable standard of professional conduct.

The Local Government Act 2019 requires Councils to have a code of Conduct. Section 77 – Obligations to have a code of conduct.

- (1) A council must have a code of conduct
- (2) The code of conduct must govern the conduct of members of the council, members of local boards, and members of council committees
- (3) A council's code of conduct must be accessible on its website

The Code addresses in a concise manner the ethical responsibilities of Elected Members, and Local Authority members and encourages a high level of accountability and transparency in Local Government.

The provisions of the Northern Territory Local Government Act and regulations apply to all Elected Members and Local Authority members in the Tiwi Islands Regional Council (TIRC). These provisions are legally enforceable. The Code, whilst having no legislative force aims to be complementary to the provisions of the Tiwi Islands Regional Council and regulations.

The Code provides a guide and a basis of expectations for Elected Members and Local Authority members and encourages a commitment to ethical and professional behaviour of all Elected Members and Local Authority members. All Elected Members and Local Authority members are urged to read the Code and retain a copy as a personal reference source.

All new Elected Members and Local Authority members receive a copy of this Code and sign to declare their acceptance and understanding.

Code of Conduct – Elected Members, Local Authorities and Council Committee Members – Core Provisions

The code of conduct set out in the draft Local Government Act (NT) 2019 governs the conduct of members of council, local authority and council committee.

1 Honesty and integrity

A member must act honestly and with integrity in performing official functions.

2 Care and diligence

A member must act with reasonable care and diligence in performing official functions.

3 Courtesy

A member must act with courtesy towards other members, council staff, electors and members of the public.

4 Conduct towards council staff

A member must not direct, reprimand, or interfere in the management of, council staff.

5 Respect for cultural diversity

A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6 Conflict of interest

6.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

6.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

7 Respect for confidences

7.1 A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

7.2 A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

8 Gifts

8.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

8.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

9 Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources

10 Interests of municipality, region or shire to be paramount

10.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.

10.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.

11 Training

A member must undertake relevant training in good faith.

Availability of the Code

The availability of this Code should be promoted to the local community, published on the Council website and displayed in a prominent position at the offices of the Council.

Adoption of the Code

The Code of Conduct – elected members, local authorities and council committee should be signed by each party to demonstrate their commitment and understanding of the expectations for those roles.

Declaration:

I have read and agree to the Code of Conduct policy.

.....

Signature

Name

Date:...../...../.....



TIWI ISLANDS REGIONAL COUNCIL

Staff Conflict of Interest Declaration

(Local Government Act)

I declare a **Conflict of Interest** pursuant to Section 107 of the Local Government Act, in the following matter before this meeting of the:

☐

Committee on / /

Item No.

☐

Council on / /

Item No.

(Here state the matter under discussion)

.....

My Conflict of Interest arises in the following way:

.....

.....
Name

.....
Signature

Date:

.....
Chief Executive Officer

Date:

