



AGENDA

PIRLANGIMPI LOCAL AUTHORITY MEETING

MONDAY, 25 FEBRUARY 2019

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

- Monday, 25 February 2019 at
- Pirlangimpi via 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

Pirlangimpi Local Authority - 20 November 2018..... 1

2 BUSINESS ARISING

Nil

3 GENERAL BUSINESS

- 3.1 MEETING ATTENDANCE REGISTER 2018 - 2019 6
- 3.2 PRESENTATION REGARDING DRAFT BURIAL AND CREMATION BILL 8
- 3.3 PRESENTATION BY MENZIES - HEARING FOR LEARNING INITIATIVE
PROPOSAL 22
- 3.4 PIRLANGIMPI LOCAL AUTHORITY - RESIGNATION AS A MEMBER..... 25
- 3.5 PIRLANGIMPI LOCAL AUTHORITY - NOMINATIONS FOR 2 VACANCIES. 27
- 3.6 2018/19 - LOCAL AUTHORITY FINANCIAL REPORT TO 31 DECEMBER
2018 30

4 REPORTS FOR DECISION

- 4.1 PIRLANGIMPI LOCAL AUTHORITY COMMUNITY PROJECTS..... 35
- 4.2 VET VISIT..... 37
- 4.3 COMMUNITY NAIDOC CELEBRATION 2019 40

5 REPORTS FOR INFORMATION

- 5.1 GUIDELINE 8 - REGIONAL COUNCILS AND LOCAL AUTHORITIES 41

6 OTHER BUSINESS

Nil

7 CONFIDENTIAL ITEMS

- 7.1 CONFIRMATION OF PREVIOUS PIRLANGIMPI LOCAL AUTHORITY
CONFIDENTIAL MINUTES HELD ON 21 AUGUST 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.*



MINUTES OF THE PIRLANGIMPI LOCAL AUTHORITY MEETING HELD IN THE PIRLANGIMPI BOARD ROOM ON TUESDAY, 20 NOVEMBER 2018 AT 10:00 AM

1 Welcome & Apologies

1.1 Welcome

The meeting opened at 9:56 am.

1.2 NOMINATION OF ACTING CHAIRPERSON

1 RESOLUTION

Moved: Carol Puruntatameri

Seconded: Francesca Puruntatameri

That the PLA agrees for Mark Babui to chair the PLA Ordinary Meeting held on Tuesday 20 November 2018.

CARRIED

The Acting Chairperson Mark Babui welcomed members, staff and guest.

At this point of the meeting a one minute silent was held in respect for recent passing of family members on Tiwi Islands (9:58 am).

1.2 Present

Acting Chairperson: Mark Babui

Local Authority Members: Acting Mayor Leslie Tungatulum, Thecla Puruntatameri, Francesca Puruntatameri, Carol Puruntatameri, Cr Marius (Pirrawayingi) Puruntatameri and Cr Mary Dunn,

Visiting Councillors: Nil

Officers: Chris Smith (GM Infrastructure), Bill Toy (A/GM Community Engagement), Bala Donepudi (Finance Manager) and Maina Brown (Governance and Compliance Manager).

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

Minuter: Maina Brown.

1.3 Apologies

Accepted: Mayor Gawin Tipiloura, Marion Scrymgour, Cr Therese Wokay, Miriam Stassi, Henry Dunn, Patrick Puruntatameri and Matatia Andrew Warrior.

Not Accepted: Nil

1.3 APOLOGIES - PIRLANGIMPI LOCAL AUTHORITY MEETING - 20 NOVEMBER 2018

2 RESOLUTION

Moved: *Francesca Puruntatameri*

Seconded: *Thecla Bernadette Puruntatameri*

That the apologies of Mayor Gawin Tipiloura, Cr Therese (Wokay) Bourke, Miriam Stassi, Henry Dunn, Patrick Puruntatameri, Matatia Andrew Warrior and staff Marion Scrymgour be accepted by Pirlangimpi Local Authority.

CARRIED

1.4 Leave of Absence

Nil

1.5 Declaration of Interest of Members or Staff

Nil

1.6 Confirmation of Previous Minutes

Pirlangimpi Local Authority - 21 August 2018

3 RESOLUTION

Moved: *Carol Puruntatameri*

Seconded: *Thecla Bernadette Puruntatameri*

That the minutes of the Pirlangimpi Local Authority held on 21 August 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 PLA Meeting 21 August 2018).

RECOMMENDATION:

That the Pirlangimpi Local Authority accepts these discussions and reports.

Action:

2.1 Item 3.2 from PLA meeting minutes held on 27 February 2018

Governance and Compliance Manager to follow up with Kate Wheen from the Department of Housing and Community Development regarding governance and finance training and when they can deliver some of these training.

6.1 Information on photographic projects

Governance and Compliance Manager to follow up with Ricky Maynard who presented at the last PLA meeting to provide an update on his visit at the Pirlangimpi community about human interest stories from Tiwi people regarding their experiences during and after World War Two.

3 GENERAL BUSINESS

3.1 MEETING ATTENDANCE REGISTER 2017 - 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 PLA meeting.

RECOMMENDATION:

That the Pirlangimpi Local Authority members note the updated 2017 -2018 meeting attendance register.

3.2 PIRLANGIMPI LOCAL AUTHORITY - RESIGNATION AS A MEMBER

The Governance & Compliance Manager received a letter dated 23 August 2018 from Pirlangimpi Local Authority (PLA) member (Simona Wonaeamirri) advising of her resignation due to relocation to Milikapiti community.

4 RESOLUTION

Moved: Carol Puruntatameri

Seconded: Francesca Puruntatameri

That the Pirlangimpi Local Authority notes and accepts resignation received and members to record vote of thanks to the outgoing PLA member Simona Wonaeamirri.

CARRIED

3.3 2018/19 - LOCAL AUTHORITY FINANCIAL REPORT TO 30 SEPTEMBER 2018

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

RECOMMENDATION:

That the Pirlangimpi Local Authority notes this report number 221955 for information and provides any comments or feedback on the new financial reporting format.

Action:

Manager Shire Services Pirlangimpi and Milikapiti to attend the next meeting to provide an update to the PLA members on all the program deliveries on Melville Island.

At this point of the meeting a lunch break was called at 11:50 am.

The meeting recommenced at 12:40 pm.

4 REPORTS FOR DECISION

4.1 PIRLANGIMPI LOCAL AUTHORITY COMMUNITY PROJECTS

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

5 RESOLUTION

Moved: *Thecla Bernadette Puruntatameri*
Seconded: *Carol Puruntatameri*

That the Pirlangimpi Local Authority:

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

Project Description	Project ID	Upper Limit	Action Officer
Tiwi Day Celebration (26 January 2019) <ul style="list-style-type: none">- Fishing Competition- Culture dancing/singing- Sporting activities- Prizes	PLA 18/19-1	\$3000.00	A/GM Community Engagement and A/Manager Community Engagement.

CARRIED

Action:

GM Infrastructure to seek quotes and scope of plans and liaise with OTL regarding spaces and confirmation of ownership of subleases on the following projects:

- BMX bike tracks and a suitable location;
- Old tennis court near school to be transformed to a basketball court;
- Inspect toilets near the library for public access during ceremonies and funerals.

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

6 OTHER BUSINESS

6.1 RESIGNATION FROM FRANCESCA PURUNTATAMERI

PLA Member Francesca Puruntatameri have advised that she would like to resign from the Pirlangimpi Local Authority as a member due to personal matters.

6 RESOLUTION

Moved: *Carol Puruntatameri*
Seconded: *Thecla Bernadette Puruntatameri*

That the Pirlangimpi Local Authority notes and accepts resignation received and members to record vote of thanks to the outgoing PLA member Francesca Puruntatameri.

CARRIED

6.2 DHCD – Remote Program Deliver Office for Pirlangimpi 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 Pirlangimpi community plan for the Remote Housing Program. The Department also seeks feedback on how Pirlangimpi Local Authority like the Department to engage with Pirlangimpi 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?

Members recommended that for the whole community of Pirlangimpi, traditional owners, Pirlangimpi local authority members and elected members to be engaged. Members also suggested for January 2019 or February 2019 to hold the first meeting. Acting Mayor Leslie Tungatulum suggested to move old people near shops, clinic and oval and move young people in outer camps.

7 Next Meeting

Tuesday 19 February 2019.

8 Closure

The meeting closed at 1:44 pm.

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

Signed:

Acting Chairperson

GENERAL BUSINESS

ITEM NUMBER	3.1
TITLE	Meeting Attendance Register 2018 - 2019
REFERENCE	223770
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 PLA meeting.

BACKGROUND

As an important element of good governance and meeting procedures, an attendance register has been put together for all of the Pirlangimpi Local Authority meetings held since inception.

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.

Also, the CEO and Mayor 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 the Pirlangimpi Local Authority members note the updated 2018 - 2019 meeting attendance register.

ATTACHMENTS:

- 1 PLA - Meeting Attendance for 2018 - 2019.pdf

**TWI ISLANDS REGIONAL COUNCIL
PIRLANGIMPI LOCAL AUTHORITY MEETINGS - 2018/19
OFFICIAL ATTENDANCE REGISTER**

MEMBER NAME	COUNCILLOR / ORDINARY MEMBER	Rep Group	Date Appointed by Council	2018					2019	
				Feb 27 LA P	May 23 LA P	Aug 21 LA P	Nov 20 LA P	Feb 19 LA P	Feb 19 LA P	
Marius (Pirawayngi) Puruntatameri	Pirlangimpi Ward Councillor	Council Rep	Automatic Member	Y	Y	A	Y			
Mary Dunn	Pirlangimpi Ward Councillor	Council Rep	Automatic Member	Y	A	A	Y			
Therese (Wokay) Bourke	Pirlangimpi Ward Councillor	Council Rep	Automatic Member	Y	Y	Y	Y			
Francesca Puruntatameri	Ordinary Member	Wamtarringuwi	27-May-15	Y	Y	A	Y			
Mark Babui	Ordinary Member	Wamtarringuwi	28-Feb-17	Y	Y	Y	Y			
Simona Jane Wonaearnirri (Resigned 23 August 2018)	Ordinary Member	Miyartuwi	25-Feb-15	Y	A	A				
Carol Maria Puruntatameri	Ordinary Member	Miyartuwi	11-Mar-14	A	Y	Y	Y			
Miriam Stassi	Ordinary Member	Lorrula	25-Nov-15	A	Y	A	A			
Henry Dunn	Ordinary Member	Lorrula	11-Mar-14	A	X	Y	A			
Thecla Puruntatameri	Ordinary Member	Takaringuwi	24-May-18				Y			
Patrick Gerard Puruntatameri	Ordinary Member	Takaringuwi	11-Mar-14	Y	Y	Y	A			
Andrew Warrior	Ordinary Member	Non-Skin			Y	Y	A			

Irene Mungatopi - Resigned on 27-12-2014	Ordinary Member	Wamtarringuwi	11-Mar-14
Bernard Pangiraminini - Resigned on 05-03-2015	Ordinary Member	Lorrula	11-Mar-14
Anne Marie Puruntatameri Resigned 22-11-2016	Ordinary Member	Wamtarringuwi	11-Mar-14
Regis Pangiraminini Automatic Dismissal 28-11-2017	Pirlangimpi Ward Councillor	Council Rep	11-Mar-14
Ebony Williams-Costa Relocated to Bathurst	Ordinary Member	Non-Skin	24-Sep-14

LEGEND

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

Location
 P = Pirlangimpi
 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.

2018

Pirlangimpi Local Authority Meeting Attendance

GENERAL BUSINESS

ITEM NUMBER	3.2
TITLE	Presentation regarding Draft Burial and Cremation Bill
REFERENCE	223786
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 Pirlangimpi 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 Pirlangimpi Local Authority receive and notes this report number 223786 for information and welcomes Peter Wyatt from Department of Housing Community Development and listens to the short presentation.

ATTACHMENTS:

- 1 Pirlangimpi Burial and Cremation Bill Local Authority presentation v2.pdf

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

CONSULTATION

DRAFT BURIAL AND CREMATION BILL

PIRLANGIMPI LOCAL AUTHORITY

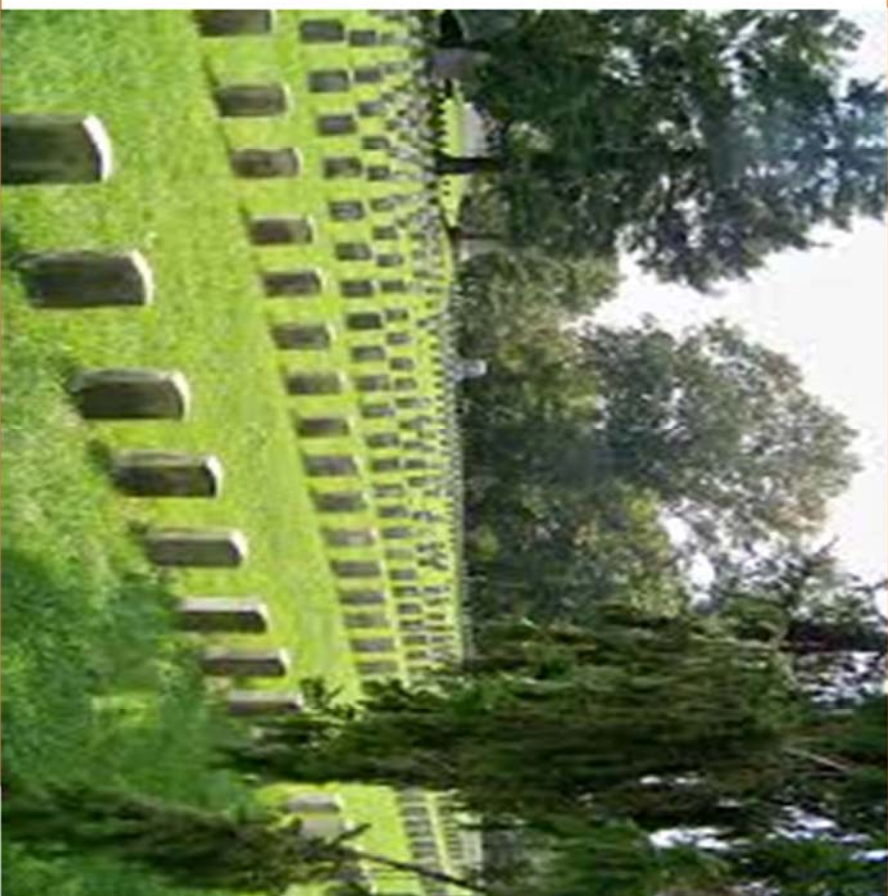




New burial and cremation law is proposed for the Northern Territory

The new law will make sure:

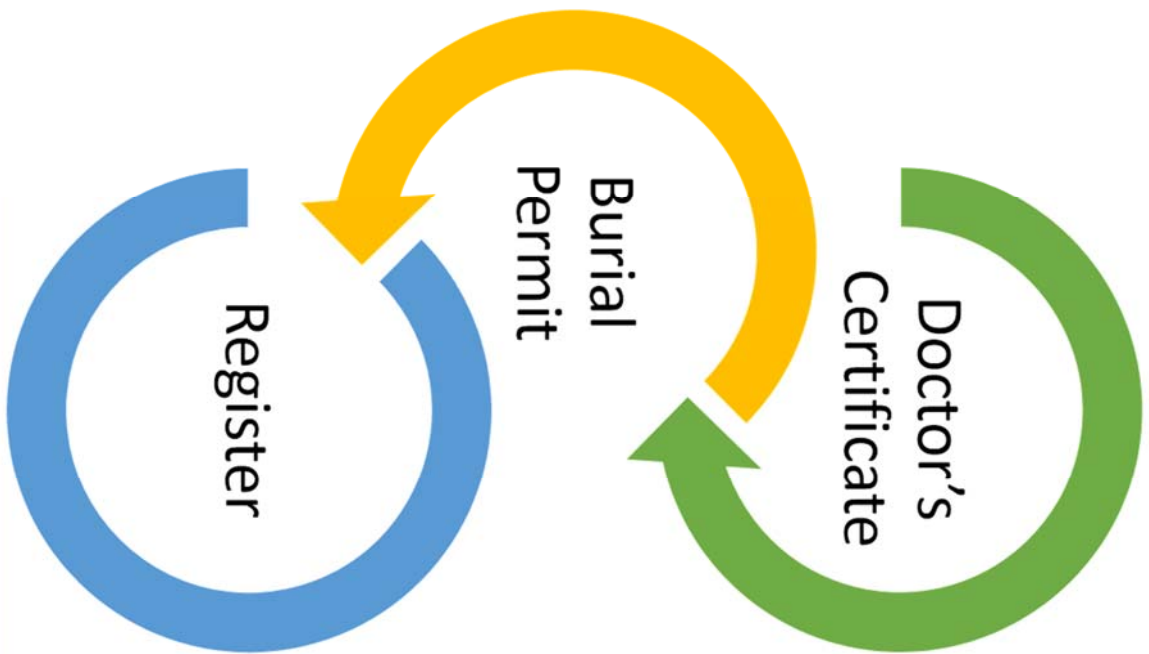
- Burial records are kept
- Cemeteries on Aboriginal land are recognised by law



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 Pirlangimpi Local Authority do under the new law?

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

Pirlangimpi Cemetery

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



Pirlangimpi Cemetery



Pirangimpi Cemetery

Transport

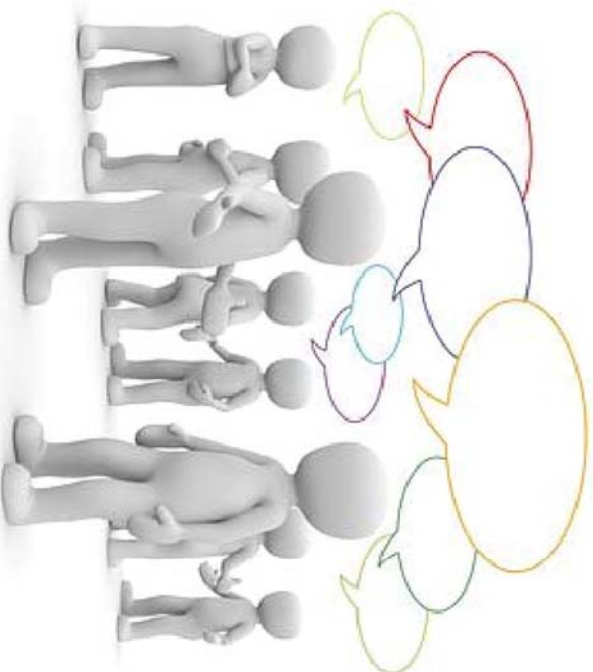




Cremation

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	3.3
TITLE	Presentation by Menzies - Hearing for learning initiative proposal
REFERENCE	223795
AUTHOR	Maina Brown, Governance & Compliance Manager



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

BACKGROUND

A representative from Menzies School of Health Research, Amanda Leach (Research Fellow) 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 Pirlangimpi Local Authority receive and notes this report number 223795 for information and welcomes Amanda Leach from Menzies School of Research and listens to the short presentation.

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-

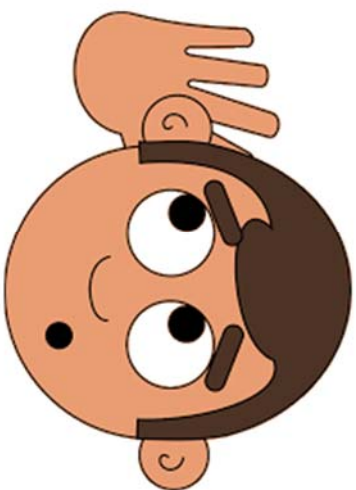
Benefits for the Community

- 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).



PO Box 4,1096, Casuarina NT 0811 Australia
 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, but 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.

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



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 Balnaves Foundation
- Northern Territory Government
- Federal Government Department of Health

GENERAL BUSINESS

ITEM NUMBER	3.4
TITLE	Pirlangimpi Local Authority - Resignation as a Member
REFERENCE	223777
AUTHOR	Maina Brown, Governance & Compliance Manager



The Governance & Compliance Manager received a letter dated 20 November 2018 from Pirlangimpi Local Authority (PLA) member (Francesca Puruntatameri) advising of her resignation due to relocation to Darwin.

BACKGROUND

A resignation letter dated 20 November 2018 from Francesca Puruntatameri is attached for members information.

On behalf of the Pirlangimpi Local Authority a vote of thanks would be in order for the outgoing PLA member Francesca Puruntatameri.

A call for nominations was advertised for 28 days as per Ministerial Guideline 8 to fill the Warntarringuwi skin group position.

The Council have now received two nominations to fill the two vacant positions for Warntarringuwi and Miyartuwi vacancies. A separate report will be tabled for PLA members for recommendation to Council for appointment.

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Pirlangimpi Local Authority note and accept the resignation received and members to record vote of thanks to the outgoing PLA member Francesca Puruntatameri.

ATTACHMENTS:

- 1 Resignation Letter from Francesca Puruntatameri - 20.11.2018.pdf

20/11/18

To: Pirlangimpi Local Authority

I Francesca Puruntatameri would like to resign my position on Pirlangimpi Local Authority as I will be moving to Darwin due to my husbands health.

Francesca Puruntatameri

GENERAL BUSINESS

ITEM NUMBER	3.5
TITLE	Pirlangimpi Local Authority - Nominations for 2 vacancies.
REFERENCE	223778
AUTHOR	Maina Brown, Governance & Compliance Manager



The Council have been actively seeking nominations to fill the Miyartuwi and Warntarringuwi skin groups since late last year (2018) and have now recently received two nominations and members are asked to review both application and make a recommendation to Council for appointment.

BACKGROUND

There were two resignations received for the last 4 months and Council have been actively seeking nominations from the Pirlangimpi Ward and posters were placed around the community.

I am pleased to advice that we have now received two nominations to fill the Miyartuwi and Warntarringuwi skin group vacancies. New nominations recently received from Belinda Lee to fill the Miyartuwi skin group vacancy and Andrew Orsto to fill the Warntarringuwi skin group vacancy.

Local Authority members ares asked to review the two new applications and recommend if suitable to Council for appointment.

Once endorsed by the Pirlangimpi Local Authority these applications will then go to the next Tiwi Islands Regional Council Meeting for appointment (Wednesday 20 February 2019 to be held at Wurrumiyanga).

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

That the Pirlangimpi Local Authority members review the two new applications and recommend to Council for appointment to the Milikapiti Local Authority.

ATTACHMENTS:

- 1 Nomination Forms from Belinda Lee and Andrew Orsto - Feb 2019.pdf

TIWI ISLANDS

**Regional
Local Authority
Membership**



**Council
Application &
Declaration**

I (Full Name) Belinda Lee
Of (Address) Pirlangimpi

Declare that:-

1. I am seeking appointment to the position of ordinary member of a Local Authority.
2. I am enrolled as an elector in the Northern Territory/TIWI Islands/Local Authority Area.
3. I do not hold a judicial office (other than Justice of the Peace).
4. I am not bankrupt or subject to a composition or arrangement with creditors under the Bankruptcy Act 1966.
5. I have not been sentenced to a term of imprisonment (which has not expired) of one year or longer.
6. I am not indebted to the council for rates or surcharge and shall not fail to discharge any such debt within 6 months after the debt becomes due and payable.
7. I am mentally fit to hold the position of ordinary member of a Local Authority.

Signature of Applicant Belinda Lee

Contact Details 0447191134

Proof of identity provided Yes No

Type of Id (e.g. Driver's Licence)

Witness Name Helena Nanna Signature [Signature]

Receiving Officer Patricia Bogan PB Date 13/2/2018

Applicant Details

Island of Residence	Bathurst <input type="checkbox"/>	Location	Bathurst Island
	Melville <input checked="" type="checkbox"/>		Pirlangimpi <input checked="" type="checkbox"/>
			Milikapiti <input type="checkbox"/>
Skin Group Representative.....	<input checked="" type="checkbox"/>	Sex	Male..... <input type="checkbox"/>
Non-Skin Group Representative...	<input type="checkbox"/>		Female..... <input checked="" type="checkbox"/>
Skin Group	Wartarringuwi <input type="checkbox"/>	Age	Under 25 years <input type="checkbox"/>
	Miyartuwi <input checked="" type="checkbox"/>		25 – 50 years <input checked="" type="checkbox"/>
	Lorrula <input type="checkbox"/>		Over 50 years <input type="checkbox"/>
	Takaringuwi <input type="checkbox"/>	Copy to Governance & Compliance Manager/...../2018	
Council Staff.....Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Signed Copy to Applicant Y <input checked="" type="checkbox"/> N <input type="checkbox"/>			

Authorised for distribution by Ms. Marion Scrymgour CEO Tiwi Islands Regional Council December 2018

TIWI ISLANDS

**Regional
Local Authority
Membership**



**Council
Application &
Declaration**

I (Full Name)..... Andrew Orsto
 Of (Address)..... Pirlangimpi Community

Declare that:-

1. I am seeking appointment to the position of ordinary member of a Local Authority.
2. I am enrolled as an elector in the Northern Territory/TIWI Islands/Local Authority Area.
3. I do not hold a judicial office (other than Justice of the Peace).
4. I am not bankrupt or subject to a composition or arrangement with creditors under the Bankruptcy Act 1966.
5. I have not been sentenced to a term of imprisonment (which has not expired) of one year or longer.
6. I am not indebted to the council for rates or surcharge and shall not fail to discharge any such debt within 6 months after the debt becomes due and payable.
7. I am mentally fit to hold the position of ordinary member of a Local Authority.

Signature of Applicant..... Andrew Orsto

Contact Details..... 0439680030

Proof of identity provided Yes No

Type of Id (e.g. Driver's Licence)

Witness Name..... Leanie Carpenter Signature..... [Signature]

Receiving Officer..... Patricia Brogan PB Date 13/2/2018

Applicant Details

Island of Residence	Bathurst <input type="checkbox"/>	Location	Bathurst Island	<input type="checkbox"/>
	Melville <input checked="" type="checkbox"/>		Pirlangimpi	<input checked="" type="checkbox"/>
			Milikapiti	<input type="checkbox"/>
Skin Group Representative.....	<input type="checkbox"/>	Sex	Male.....	<input checked="" type="checkbox"/>
Non-Skin Group Representative...	<input type="checkbox"/>		Female.....	<input type="checkbox"/>
Skin Group	Warrtarringuwi <input checked="" type="checkbox"/>	Age	Under 25 years	<input type="checkbox"/>
	Miyartuwi <input type="checkbox"/>		25 – 50 years	<input checked="" type="checkbox"/>
	Lorrula <input type="checkbox"/>		Over 50 years	<input type="checkbox"/>
	Takaringuwi <input type="checkbox"/>	Copy to Governance & Compliance Manager /...../2018		
Council Staff..... Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Signed Copy to Applicant Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/>				

Authorised for distribution by Ms. Marion Scrymgour CEO Tiwi Islands Regional Council December 2018

GENERAL BUSINESS

ITEM NUMBER	3.6
TITLE	2018/19 - Local Authority Financial Report to 31 December 2018
REFERENCE	223779
AUTHOR	Bala Donepudi, Finance Manager



This report is provided for information to the Pirlangimpi Local Authority to advise on expenditure to 31 December 2018 for the 2018/19 F/Y.

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 Pirlangimpi 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 Pirlangimpi Local Authority notes this report number 223779 for information and provides any comments or feedback on the new financial reporting format.

ATTACHMENTS:

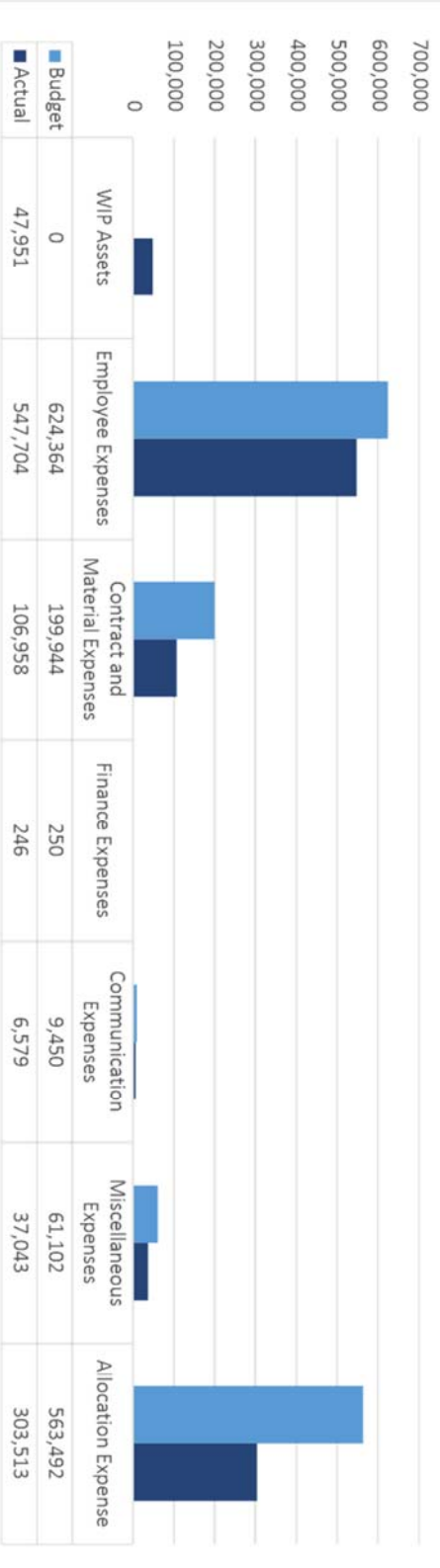
- 1 Pirlangimpi LA Finance Report - Dec.18.pdf

Tiwi Islands Regional Council Pirlangimpi Local Authority Expenditure Report as at 31-Dec-2018

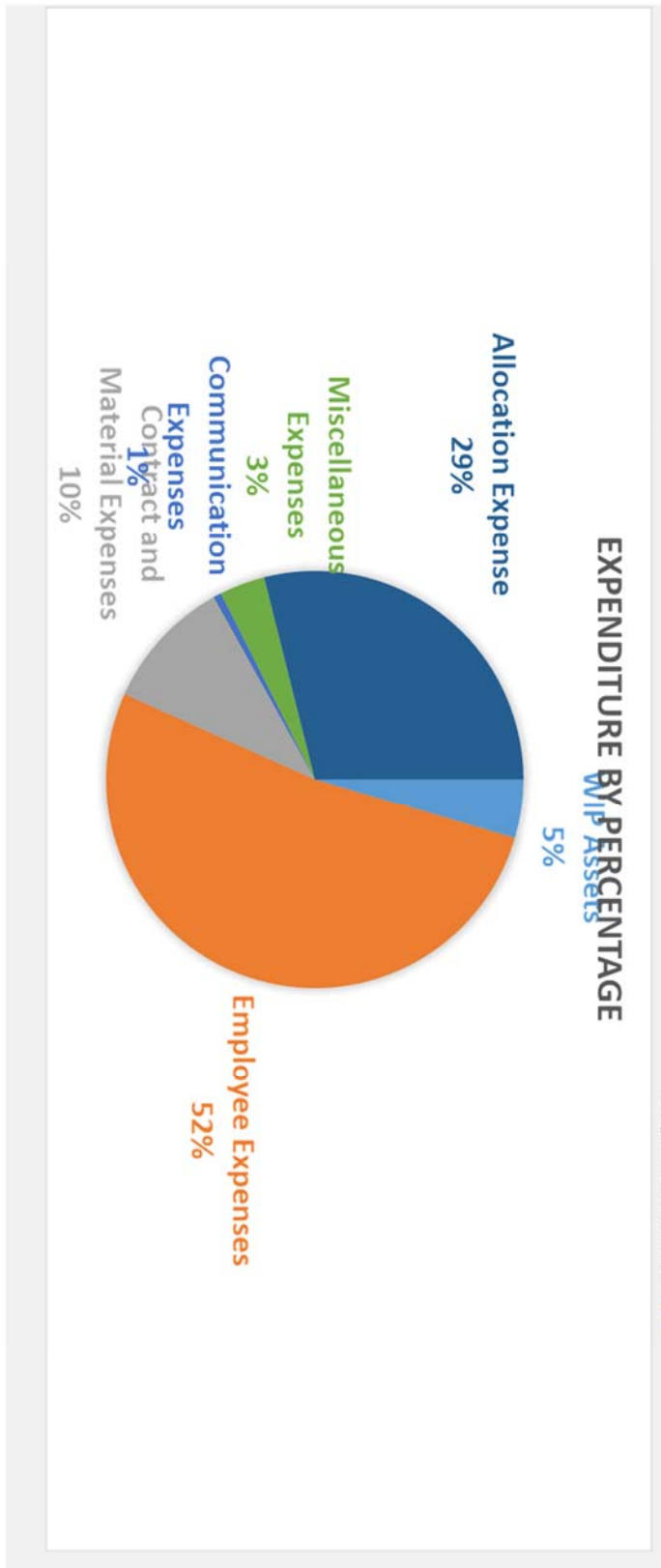


Description	Budget YTD	Actuals YTD	Variance	%	Annual Budget
Expense by Account Category INCLUDING Allocations and Capital Expense					
WIP Assets	0	47,951	(47,951)	(100%)	0
Employee Expenses	624,364	547,704	76,660	12%	1,253,616
Contract and Material Expenses	199,944	106,958	92,985	47%	404,887
Finance Expenses	250	246	4	1%	500
Communication Expenses	9,450	6,579	2,871	30%	18,900
Miscellaneous Expenses	61,102	37,043	24,059	39%	210,430
Allocation Expense	563,492	303,513	259,979	46%	1,126,984
Total	1,458,602	1,049,995	408,606	76%	3,015,317

Expenditure by Account Category



Tiwi Islands Regional Council Pirlangimpi Local Authority Expenditure Report as at 31-Dec-2018



Expense by Local Authority Area as at 31-Dec-2018



Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
Expense by Directorate INCLUDING Allocations and Capital Expense						
Chief Financial Officer	73,134	5,852	67,282	92%	«	146,268
147802 (Tied) - Local Authority Project Fi	73,134	5,852	67,282	92%	The Budget Will be amended to Reflect new funding allocation of 57,950. The Only Project Approved till date is Tiwi day Celebrations for 3,000	146,268
GM Infrastructure	908,833	572,447	336,386	37%	«	1,808,973
163002 (Tied) - Purchase of Plant and Eq	0	41,100	(41,100)	(100%)	Budget will be amended to take care of the expenditure .	0
103902 (Untied) - Commercial Facilities -	131	0	131	100%	Favourable Variance due to lower spend on Fuel Expenses - 9,753;Favourable Variance due to lower spend on Workshop labour and material expenses - 10,817	262
105502 (Untied) - Fleet Administration - F	24,000	7,430	16,570	69%	Favourable Variance due to lower spend on Fuel purchase costs . The is due to lower sales .	48,000
108802 (Untied) - Town Services Pirlangimpi	191,621	171,530	20,091	10%	Favourable Variance due to lower spend on Emp Costs	383,243
111502 (Untied) - Street Lighting Pirlangimpi	4,700	2,056	2,644	56%	Favourable Variance due to lower spend on Town Services labour costs .	14,400
113402 (Untied) - Waste collection and di	64,150	12,410	51,740	81%	Favourable Variance due to lower spend on Fuel purchase costs .	128,300
116002 (Untied) - Fuel - Pirlangimpi	22,847	11,011	11,836	52%	Favourable Variance due to lower spend on fleet costs - 4,514 ; Underspend on Materials - 4,405	45,695
118902 (Untied) - Post Office Pirlangimpi	7,275	0	7,275	100%	«	14,551
119102 (Untied) - Waste Management Pir	9,550	1,514	8,036	84%	Favourable Variance due to lower spend on fleet costs - 4,514 ; Underspend on Materials - 4,405	19,100
119302 (Untied) - Civil Works Pirlangimpi	97,998	88,031	9,967	10%	«	182,304
119502 (Untied) - Airport Maintenance Pii	39,000	6,086	32,914	84%	«	78,000
119602 (Untied) - Airport Inspection Pirla	15,275	0	15,275	100%	«	30,550
119702 (Untied) - Mechanical Workshops	149,654	123,573	26,082	17%	Favourable Variance due to lower spend on materials	299,308
119802 (Untied) - Staff Housing - Pirlangimpi	61,214	24,878	36,336	59%	Favourable Variance due to lower spend on building repair costs - 39K	122,428
120202 (Untied) - Recreation Hall Pirlangimpi	1,083	360	723	67%	«	2,166
120302 (Untied) - Oval Pirlangimpi	3,100	6,749	(3,649)	(118%)	The Time sheets for the maintenance of the pool are yet to be sent to finance.	6,200
120902 (Untied) - Pirlangimpi Pool	51,550	8,108	43,441	84%	«	103,100
121402 (Untied) - Facilities Pirlangimpi	10,886	5,698	5,188	48%	«	21,772
121902 (Untied) - Horticulture Pirlangimpi	0	68	(68)	(100%)	«	0
122202 (Untied) - Transit Accommodator	4,575	3,671	904	20%	«	9,150
129602 (Untied) - Airport Landing Fees Pi	1,175	977	198	17%	«	2,350
130002 (Untied) - Roads General Mainten	76,750	4,698	72,052	94%	«	153,500

Description	Budget YTD	Actuals YTD	Variance	%	Comments	Annual Budget
131102 (Untied) - Commercial Building Se	61,847	52,497	9,350	15%	Favourable variance due to lower spend on Staff housing costs - 7,473 ;	123,694
152102 (Untied) - Funeral Services - Pirla	10,450	0	10,450	100%	«	20,900
Chief Executive Officer	52,278	38,914	13,365	26%	«	104,557
147002 (Untied) - Local Authority Pirlangi	4,145	3,703	442	11%		8,290
147102 (Untied) - Regional Council & Elec	48,134	35,211	12,923	27%	Favourable Variance due to lower spend on councillor Allowai	96,267
GM Community Development and Services	424,357	432,783	(8,426)	(2%)		955,519
120402 (Tied) - Outside School Hours Car	30,191	30,666	(474)	(2%)		60,382
120502 (Tied) - Child Services Pirlangimp	71,583	105,853	(34,270)	(48%)	Unfavourable variance due to excess spend on Salary costs - 15K ; Overspend on Building repair costs - 13,799 and overspend on Staff Housing allocation - 3,750	143,165
120802 (Tied) - Community Safety - Pirla	100,172	62,397	37,775	38%	Favourable Variance due to lower spend on salary costs - 33,684 ; Underspend on Fleet Maintenance costs - 2,569 ; Underspend on materials - 1,468	200,343
121002 (Tied) - Active Remote Communit	13,566	0	13,566	100%	There is miscoding with one employee ,Correction Journal to Unfavourable Variance due to excess spend on Salary costs - 4,482 ; Depreciation costs - 5,866	27,131
121502 (Tied) - Library Pirlangimpi	16,202	25,421	(9,219)	(57%)	Unbudgeted spend purchase of freezer - 6,851	32,404
123602 (Tied) - Pirlangimpi School Meals	47,293	55,563	(8,270)	(17%)		181,563
134002 (Tied) - ISRP - Indigenous Sport :	26,963	28,112	(1,148)	(4%)		53,927
149302 (Tied) - Community Fitness Progr	0	0	0	0%		1,249
119002 (Untied) - Centralink Pirlangimpi	45,319	47,057	(1,738)	(4%)		90,638
146402 (Untied) - Administration Service	73,068	77,716	(4,648)	(6%)		164,716
Total Expenditure	1,458,602	1,049,995	408,606			3,015,317

REPORTS FOR DECISION

ITEM NUMBER	4.1
TITLE	Pirlangimpi Local Authority Community Projects
REFERENCE	223783
AUTHOR	Bala Donepudi, Finance Manager



At the last meeting (20 November 2018) members discussed and reviewed a number of possible community projects to be reinstated. We have now prepared a new updated spreadsheet list of proposed projects for further discussion at today's meeting.

BACKGROUND

The Council has received \$ 57,950 in funding for the 18/19 financial year. Projects worth of \$ 3,000 have been approved by the Pirlangimpi Local Authority (PLA) .This provides the PLA with available funding of \$ 54,950 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 PLA 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 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 Pirlangimpi Local Authority:

- 1. Review and update the approved Project Summary;**
- 2. Notes the funding allocations for 2018/19;**
- 3. Recommends any new projects to Council for approval to proceed.**

ATTACHMENTS:

- 1 Pirlil LAPF as at 31 12 2018.pdf**

Pirlangimpi Local Authority Project Funding A/SDC 147802

Summary of available funding as at 31/12/2018

2018/19 Grant Funding - must be spent by 30 June 2021	\$57,950
Total Income:	\$57,950

Summary of Current Projects - Expenditure

Expenditure	Budget
--------------------	---------------

PLA 18/19-1	Tiwi Day Celebrations (26 January 2019)	\$0	\$3,000
-------------	---	-----	---------

Total of Current Projects:	\$0	\$3,000
-----------------------------------	------------	----------------

Balance to be spent as at 30/06/2021

Spend by 30 June 2021	\$57,950
Total:	\$57,950

Available for new projects: \$54,950

**Pirlangimpi Local Authority Project Funding A/SDC 147802
Approved Projects Listing - Expenditure as at 31/12/2018**

WLA 19-1	Tiwi Day Celebration (26 January 2019)	GM CD&S
In Progress		

30/10/2018 - Stage one - \$48,000 - Approved	\$3,000
Total expenditure	\$0
Balance to be spent	\$3,000

20/11/18 - Council Approved the project under the 2018/19 Funding

REPORTS FOR DECISION

ITEM NUMBER	4.2
TITLE	Vet Visit
REFERENCE	223807
AUTHOR	Deanne Rioli, A/GM Community Engagement



This report seeks funding from the Pirlangimpi 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 August 2018.

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

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

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

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR DECISION

ITEM NUMBER	4.3
TITLE	Community NAIDOC Celebration 2019
REFERENCE	223921
AUTHOR	Maina Brown, Governance & Compliance Manager



This report is seeking the Pirlangimpi 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 Pirlangimpi Local Authority can fund \$1,000 to assist with hosting the Pirlangimpi 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 Milikapiti and Wurrumiyanga Local Authority.

Council have

ISSUES/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

RECOMMENDATION:

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

ATTACHMENTS:

There are no attachments for this report.

REPORTS FOR INFORMATION

ITEM NUMBER	5.1
TITLE	Guideline 8 - Regional Councils and Local Authorities
REFERENCE	223785
AUTHOR	Maina Brown, Governance & Compliance Manager



This report is provided to the Pirlangimpi 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 Pirlangimpi 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*.

Contents

- 1. Title 2
- 2. Commencement 2
- 3. Revocation of previous guidelines 2
- 4. Definitions..... 2
- 5. Where local authorities are to be established and maintained 2
- 6. Publicly available information..... 3
- 7. Number of members 3
- 8. Delegations and conflict of interest 3
- 9. Policy for member appointments, terminations and resignations..... 3
- 10. No proxies 4
- 11. Provisional meeting where quorum not present 4
- 12. Local authority meetings..... 4
- 13. Council consideration of minutes 5
- 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

Page 4 of 7

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.

GUIDELINE 8: Regional Councils and Local Authorities

Page 5 of 7

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.

GUIDELINE 8: Regional Councils and Local Authorities

Page 6 of 7

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.

GUIDELINE 8: Regional Councils and Local Authorities

Page 7 of 7

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

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) Borroolola 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 Naiyiu (Daly River) Kalkaringi/Dagaragu Pine Creek Timber Creek Yarralin/Pigeon Hole</p> <p><u>West Arnhem Regional Council:</u> Gunbalanya (Oenpelli) Maningrida Minjilang Waruwi</p> <p><u>West Daly Regional Council:</u> Nganmariyanga Peppimenarti Wadeye</p>
--	--