



# **AGENDA**

**NTARIA**

**LOCAL AUTHORITY MEETING**

**TUESDAY 23<sup>RD</sup> SEPTEMBER, 2014**

The Local Authority meeting will be held in the  
MacDonnell Service Delivery Office,  
Ntaria at 10:30am

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**AGENDA**

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| <b>ITEM</b> | <b>SUBJECT</b>   |
|-------------|--|
| <b>1</b>    | <b>MEETING OPENING</b>                                       |
| <b>2</b>    | <b>WELCOME</b>   |
|             | 2.1 Welcome to Country                                       |
|             | 2.2 Attendance – members                                     |
|             | 2.3 Attendance – staff and visitors                          |
| <b>3</b>    | <b>APOLOGIES / ABSENCES / RESIGNATIONS</b>                   |
|             | 3.1 Apologies / Absentees                                    |
|             | 3.2 Resignations   |
| <b>4</b>    | <b>COUNCIL CODE OF CONDUCT (MEETING RULES)</b>               |
|             | 4.1 Council Code of Conduct                                  |
|             | 4.2 Conflict of Interest                                     |
| <b>5</b>    | <b>DEPUTATIONS / GUEST SPEAKERS</b>                          |
| <b>6</b>    | <b>TRAINING</b>  |
|             | 6.1 Finance  |
| <b>7</b>    | <b>MINUTES OF LOCAL AUTHORITY MEETINGS</b>                   |
|             | 7.1 Confirmation of Minutes of previous Meeting              |
|             | 7.2 Issues / Actions arising from Minutes                    |
| <b>8</b>    | <b>COUNCIL LOCAL GOVERNMENT</b>                              |
|             | 8.1 Standing Items Report – Actions Register                 |
|             | 8.2 Complaints received                                      |
|             | 8.3 Council Service Coordinator Report                       |
|             | 8.4 Community Services Reports                               |
| <b>9</b>    | <b>LOCAL AUTHORITY PLANS</b>                                 |
|             | 9.1 Local Authority Plan                                     |
| <b>10</b>   | <b>BUDGETS</b>   |
|             | 10.1 Finance Report at 31 July, 2014                         |
| <b>11</b>   | <b>OTHER BUSINESS</b>  |
|             | 11.1 NT Housing  |
|             | 11.2 Indigenous Advancement Strategy (IAS)                   |
| <b>12</b>   | <b>NEXT MEETING – TUESDAY 18<sup>TH</sup> NOVEMBER, 2014</b> |
| <b>13</b>   | <b>MEETING CLOSE</b>   |

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**4. MACDONNELL COUNCIL CODE OF CONDUCT**

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**ITEM NUMBER** 4.1  
**TITLE** MacDonnell Council Code of Conduct

**RECOMMENDATION**

- (a) That the Local Authority note the Council Code of Conduct.

**SUMMARY:**

This report contains all of the details about the MacDonnell Council Code of Conduct

**MacDonnell Regional Council Code of Conduct****1 Interests of the Council and Community come first**

A member must act in the best interests of the community, its outstations and the Council.

**2 Honesty**

A member must be honest and act the right way (with integrity) when performing official duties.

**3 Taking care**

A member must be careful to make good decisions (diligence), and must not be under the influence of alcohol or illegal drugs, when performing official duties.

**4 Politeness/Courtesy**

A member must be polite to other members, council staff, electors and members of the public.

**5 Conduct towards council staff**

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

**6 Respect for culture**

A member must respect different cultures, families and language groups (cultural diversity) and not be unfair towards others, or the opinions of others, because of their background.

**7 Conflict of interest**

A member must, if possible, avoid conflict of interest between the member's private interests (other job, business etc.) and duties.

Where a conflict exists, the member must inform the Council or Local Authority and not take part in the discussion or vote

**8 Accountable**

A member must be able to show that they have made good decisions for the community.

**9 Respect for private business**

A member must not share private (confidential) information that they heard as a member outside of meetings.

A member must not make improper use of confidential information to gain a benefit or to cause harm to another.

**BACKGROUND****ISSUES/OPTIONS/CONSEQUENCES**

A Code of Conduct helps Councils remain strong and focussed, and ensures all Councillors, staff and Local Authority Members are following the same rules. When Councils do not have a strong Code of Conduct they leave themselves open to negative external influences (such as pressure from certain groups or individuals) and do not appear to be serving the best needs of their residents.

**CONSULTATION & TIMING**

Nil

**ATTACHMENTS:**

There are no attachments for this report.

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**4. LOCAL AUTHORITY CONFLICT OF INTERESTS**

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**ITEM NUMBER** 4.2  
**TITLE** Conflict of Interests

**RECOMMENDATION**

- (a) That the Local Authority note the Local Authority Conflict of Interest Procedure and declare any conflict of interests.**

**SUMMARY:**

This report contains all of the details about the MacDonnell Council Local Authority Conflict of Interest Procedure.

**What to disclose**

Details of relevant particulars to be disclosed on both the Councillor and Council Employee Register of Interests can relate to any or all of the following;

- 1. For a corporation or organisation of which a Councillor or relevant employee is an officer**
  - name of organisation or corporation
  - the nature of the office held
  - the nature of the corporation or organisation's activities.
- 2. For a beneficial interest in a family or business trust**
  - the name of the Trust
  - the nature of the Trust's activities
  - the nature of the interest in the Trust.
- 3. For all land or real estate in which a Councillor or relevant employee has an interest in**
  - name of locality of the land or real estate
  - the approximate size of the land or house/unit
  - the purpose for which the land or real estate is/ or is intended to be used.
- 4. For debts or liabilities over \$ 10,000, other than credit card accounts including store accounts**
  - the name of the creditor
- 5. For shares and similar investments**
  - the nature of the investment
  - name of the corporation and type of business it is involved in.
- 6. For memberships of political parties, trade union or professional, business or representational association**
  - name and address of the organisation
  - position held (if any).
- 7. For undertaking second employment**
  - details of employer
  - nature of employment or consultancy.

**7. MINUTES OF LOCAL AUTHORITY MEETING**

**ITEM NUMBER** 7.1  
**TITLE** Minutes of the previous Local Authority Meeting  
**AUTHOR** Rachel Walsh, Governance Support Officer

**RECOMMENDATION**

- (a) That the Minutes of the Local Authority Meeting held on 22<sup>nd</sup> July, 2014 be taken as read and accepted as a true record of the meeting.**

**SUMMARY:**

DRAFT MINUTES OF THE NTARIA  
 LOCAL AUTHORITY MEETING HELD AT NTARIA  
 ON TUESDAY 22<sup>ND</sup> JULY, 2014 at 10AM

**1. MEETING OPENING**

The meeting was declared open at 10.15am

**2. WELCOME AND MEETING ARRANGEMENTS**

- 2.1 Welcome to Country – Helen Stuart  
 2.2 Local Authority members – introductions – as per below attendance  
 2.3 Council Staff – introductions – as per below attendance

**3. ATTENDANCE AND APOLOGIES****3.1 Attendance**

|                                |   |   |
|--------------------------------|---|---|
| <u>Local Authority Members</u> | Helen Stuart<br>Raphael Impu<br>Ivan Emitja | Katherine Mocketarinja<br>Maryanne Malbunka<br>Cassandra Williams (Yth) |
|--------------------------------|---|---|

|                      |   |
|----------------------|---|
| <u>Council Staff</u> | Jeff MacLeod (CEO)<br>Helen Smith (Manager Governance & Planning)<br>Rachel Walsh (Governance Support Officer)<br>Maurice Barclay (Council Services Coordinator)<br>Ken Newman (Area Manager) |
|----------------------|---|

|                    |                 |
|--------------------|-----------------|
| <u>Councillors</u> | Cr Barry Abbott |
|--------------------|-----------------|

|                  |  |
|------------------|--|
| <u>Observers</u> | Rex Kantawara (Community Member)<br>Kerry Smith (Dept of Local Govt and Regions)<br>Warren Snowdon MP (Member for Lingiari)<br>Vince Jeisman (Mr Snowdon's Electoral Office) |
|------------------|--|

**3.2 Apologies / Absentees**

|                                |                               |                         |
|--------------------------------|-------------------------------|-------------------------|
| <u>Local Authority Members</u> | Reggie Lankin<br>Marion Swift | Nicholas Williams (Yth) |
|--------------------------------|-------------------------------|-------------------------|

|                    |   |                                |
|--------------------|---|--------------------------------|
| <u>Councillors</u> | Cr Braydon Williams<br>President Sid Anderson | Deputy President Roxanne Kenny |
|--------------------|---|--------------------------------|

**3.3 Nominations / Resignations**

Nil

### 3.4 Chair / Deputy Chair Training / Local Authority Confirmation

Jeff gave an overview of the role of the Chair.

- The Chairperson will run the meetings
- Will keep speakers on topic
- Get feedback from community to give back to Council
- Work with the governance team to set agendas
- Chairperson will approve final agenda
- Must attend every meeting
- Will screen all requests to attend and / or present to Local Authority
- Provide feedback to Council re: financial spending on community

Jeff calls for nominations for the chairperson position.

**Comment:** *Helen Stuart voiced some concern about NT government employees attending Local Authority Meetings. Jeff replied stating that the Chief Minister is very supportive of Local Authorities and is fully supportive of NT government employees attending meetings.*

**The Local Authority members nominated Raphael Impu as the Chair**

**MOVED:** Helen Stuart

**SECONDED:** Cassandra Williams

**The Local Authority members nominated Helen Stuart at the Deputy Chair**

**MOVED:** Cassandra Williams

**SECONDED:** Ivan Emitja

**Both nominees accepted the nominations and both were voted in unanimously.**

Local Authority Confirmation

Rex Kantawara wanted to know why he was removed from the the approved list. Helen Smith provided a copy of the minutes of the last special council meeting listing the members approved by council. Helen explained council staff were asked to leave when the councillors made a decision on the members for the Ntaria Local Authority.

**RESOLUTION:** *At the Local Authority meeting held on 22 July 2014 the Local Authority by resolution requests that Rex Kantawara be appointed as a member of the Ntaria Local Authority.*

**MOVED:** Helen Stuart

**SECONDED:** Katherine Mocketarinja

**All in favour**

Training session and presentation conducted by Helen Smith.

- An overview government and local government and how local authorities fit. Discussed how local authorities are the link between the community and the council. How the needs and and goals of the community are expressed to the local authority through to the council.
- The separation of powers were discussed.
  - o Council approves and makes descisions – CEO and council staff carry out the business from the the decisions made by the council.
- Communication pathways were discussed.
  - o Community → Local Authority → Councillors → CEO → Council Staff.
- The MacDonnell Council Code of Conduct was discussed
  - o An explanation on the 8 points of the Code of Conduct was given.

**Meeting broke for lunch: 11.50am**

**Meeting resumed: 12.40pm**

**4. MACDONNELL COUNCIL CODE OF CONDUCT (MEETING RULES)****4.1 Council Code of Conduct****Motion:**

- (a) That the Ntaria Local Authority note and accept the Council Code of Conduct.

**NOTED AND ACCEPTED - CARRIED**

**4.2 Conflicts of Interest****Motion:**

- (a) That Ntaria Local Authority note and declare any Conflicts of Interests.

**NOTED – NIL TO DECLARE**

**5. MINUTES OF LOCAL BOARD MEETINGS****5.1 Confirmation of Minutes of previous Local Board Meeting****Motion:**

- (a) That the minutes of the Local Board Meeting Held on 18 March 2014 be taken as read and accepted as a true record.

Question: Horse Management – where would the yard be?

Question: The new childcare centre – is it going to be built? Local Authority would like a status update on this.

Minor amendment - a minor change to absentee list – change Conrad Kantawara to Rex Kantawara.

**MOVED:** Helen Stuart

**SECONDED:** Cassandra Williams

**CARRIED**

**5.2 Minutes of Youth Committee****Motion:**

- (a) That the Minutes of the Ntaria Youth Committee Meetings held on 19 March and 2014 and 13 May 2014 be noted.

**NOTED AND ACCEPTED - CARRIED**

**5.3 Issues Actions Arising from Minutes**

Nil

**6. COUNCIL LOCAL GOVERNMENT****6.1 Council Services Coordinator Report****Motion:**

- (a) That the Local Authority note and accept the Council Services Coordinator Report.

**MOVED:** Cassandra Williams

**SECONDED:** Helen Stuart

**CARRIED**



## 6.2 Community Services Reports

**Motion:**

(a) That the Local Authority note and accept the following Community Services Report.

1. Childrens Services Report
2. Home Care Report
3. Night Patrol Report
4. Youth Services Report

**MOVED:** Katherine Mocketarinja

**SECONDED:** Ivan Emitja

**CARRIED**

## 6.3 Standing Items Reports – Actions Register

**Motion:**

(a) That the Local Authority note and accept the Actions Register Report.

*Issue 1 – Community Library*

- Jeff advised the Local Authority that there are no funds available for a library.

**RESOLUTION:** *At the Local Authority meeting held on 22 July 2014 the Local Authority by resolution requests that the MacDonnell Regional Council write to Minister Matt Conlon to request funding to assist in the establishment of a historical library in Ntaria.*

*Issue 2 – Discretionary Funds – purchase of a shed and tools to be placed at the cemetery.*

- Area Manager Ken Newman obtained a quote totalling \$1500.00 for a shed and tools.
- Jeff advised the Local Authority that the discretionary funds have increased to \$4000.00 this financial year, and that it was for the Local Authority to decide how it wanted to spend those funds.

**NOTED AND ACCEPTED - CARRIED**

*Meeting break: 1.40pm*

*Meeting resumed: 1.55pm*

## 7. LOCAL AUTHORITY PLANS AND BUDGETS

### 7.1 Local Authority Plan – Review Draft Plan from March/April and Set Priorities

**Motion:**

(a) The the Local Authority note and accept the Local Authority Plan and set priorities.

**NOTED AND ACCEPTED - CARRIED**

**AND PRIORITIES SET**      Priority 1 – Footpaths  
                                 Priority 2 - A new park

### 7.2 Review Budget for Local Authority Area

**Motion:**

(a) The the Local Authority note and accept the Budget for the Ntaria area.

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**NOTED AND ACCEPTED - CARRIED**

**8. REGIONAL PLANS AND BUDGET**

**8.1 Financial and Budgets – Review Financial Report for May**

**Motion:**

- (a) The the Local Authority note and accept the Financial Report for May 2014.

**NOTED AND ACCEPTED - CARRIED**

**8.2 Review Adopted Regional Plan**

**REVIEWED**

**9. OTHER LOCAL AUTHORITY CONCERNS**

Rosemarry Malbunka: Would like trees planted to block off the view into the mens business area. Jeff commented that landscaping is part of the action plan for the area.

Helen Stuart: Would like to open communication between FAFT and Childrens Services regarding the enrolment of children in school.

**10. OTHER BUSINESS**

NIL

Complaints – Maurice Barclay reported no complaints received.

**11. DEPUTATIONS / GUEST SPEAKERS**

NIL

**12. NEXT MEETING – Tuesday 23<sup>rd</sup> September 2014**

**13. MEETING CLOSE**

Meeting Closed at 2.50pm

THIS PAGE AND THE PRECEEDING 4 PAGES ARE THE DRAFT MINUTES OF THE Ntaria Local Authority Meeting HELD ON Tuesday 22<sup>nd</sup> July 2014 AND UNCONFIRMED.

**8. COUNCIL LOCAL GOVERNMENT**

|                    |  |
|--------------------|--|
| <b>ITEM NUMBER</b> | 8.1                                      |
| <b>TITLE</b>       | Standing Items Report – Actions Register |
| <b>AUTHOR</b>      | Levina Phillips, Governance Officer      |

**RECOMMENDATION**

- (a) That the Local Authority note and accept the Standing Items Actions Register Report.

**SUMMARY:**

| ACTIONS   | UPDATES / STATUS  |
|---|---|
| <p><b>Library:</b></p> <p><b>22/7/14:</b><br/><b>RESOLUTION:</b> At the Local Authority meeting held on 22 July 2014 the Local Authority by resolution requests that the MacDonnell Regional Council write to Minister Matt Conlon to request funding to assist in the establishment of a historical library in Ntaria.</p> <p><b>7/9/12</b> - Local Board advise they would like a library for the community with a data base to record and store historic records. It has been suggested that the old clinic may be a good site for this.</p> | <p style="text-align: center;"><b>RE-OPENED</b></p> <p><b>29/8/14 UPDATE:</b> A letter was drafted to take to Council on 29 August 2014. Council decided not to send the letter and instead asked Council staff to investigate other opportunities for seeking funding for Libraries.</p> <p>Council staff will continue to investigate the possibility and request confirmation that the library will be for historical information, not for the collection and borrowing of books. This will assist them in creating a funding request.</p> |
| <p><b>Discretionary funds:</b></p> <p><b>29/10/13:</b> Local Board would like to use some discretionary funds for a shed and tools to be placed at the cemetery to be used to maintain family grave sites.</p> <p><b>ACTION:</b> Area Manager to follow-up with quotes for shed and tools.</p>  | <p style="text-align: center;"><b>RECOMMEND TO CLOSE</b></p> <p><b>August UPDATE:</b> Quotes have been provided for garden shed and tools at cemetery.</p>  |
| <p><b>Children’s Services and FAFT</b></p> <p><b>22/7/14:</b> Helen Stuart would like to open communication between FAFT and Children’s Services regarding the enrolment of children in school.</p> <p><b>ACTION:</b> CEO to pass on to Margaret Harrison to follow up with community.</p>  | <p style="text-align: center;"><b>RECOMMEND TO CLOSE</b></p> <p><b>August UPDATE:</b> Margaret Harrison, Manager Children’s Services is following this up.</p>  |
| <p><b>Tree planting</b></p> <p><b>22/7/14:</b> Would like trees planted to block off the view into the men’s business area.</p> <p><b>ACTION:</b> Investigate the possibility of using trees to block off the area.</p> <p><b>NOTE:</b> ‘Landscaping’ is part of the Local Authority Plan but not this specifically, so should either be included here or made as a specific action in the Local Authority Plan.</p>  | <p style="text-align: center;"><b>RECOMMEND TO CLOSE</b></p> <p><b>August UPDATE:</b> This has been moved to the Local Authority Plan to be done as part of infrastructure upgrades.</p>  |

**ITEM NUMBER** 8.3  
**TITLE** Council Services Coordinator Report  
**AUTHOR** Maurice Barclay, Council Service Coordinator



## **RECOMMENDATION**

- (a) **That the Local Authority note and accept the Council Service Coordinator's Report.**

### **SUMMARY:**

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Hermannsburg and documents any other relevant issues.

## **CORE LOCAL GOVERNMENT SERVICES**

### **Animal Management and Control**

- Dr Bob the vet is expected in the community in September. We have requested that he calls earlier in the week to catch animal owners at home.

### **Cemetery Management**

- Ongoing maintenance of the three cemeteries continued.

### **Internal Road Maintenance**

- Repairs to road verges to continue.

### **Maintenance of Parks and Open Spaces**

- Parks have been well maintained ensuring safe access by community members.

### **Waste Management Program**

- The waste management facility has been further improved.

### **Weed Control and Fire Hazard Reduction**

- The Civil Works team will combine with the Tjuwanpa Rangers to carry out a burn off of areas surrounding Ntaria.

## **Contractual Matters**

### **Essential Services**

- The ESO assisted by the Civil Works Team has continued to provide ongoing maintenance to P&W assets in the community.
- Ntaria is now connected to the Alice Springs grid and ESO duties will be amended.

### Airstrip

- Ongoing maintenance in accordance with prescribed guidelines has continued.



Civil Works team making repairs to fence line at Airstrip

### Future Projects

- A running track fully funded by Rob de Castella's SmartStart for Kids Ltd is being constructed within the boundaries of the BMX track. It will feature a firm running track with exercise equipment for school and community use



Preparing the running track for the SmartStart project

|                    |  |
|--------------------|--|
| <b>ITEM NUMBER</b> | 8.4  |
| <b>TITLE</b>       | Community Services Reports   |
| <b>AUTHOR</b>      | Children's Services – Bee Ong<br>Home Care Services – Winston Mimi<br>Community Safety – Merridie Satour<br>Youth Services – Reggie Lankin |



## RECOMMENDATION

(a) That the Local Authority note and accept the Community Services Reports.

## SUMMARY:

### **Children's Services Report** for the period 01/07/014 – 01/09/14

#### **Staffing**

- All positions are currently filled for both child care and OSHC

#### **Program Delivery**

- All children's services programs fully delivered, but we were closed for one day on 29<sup>th</sup> August 2014 due to flooding of premises. Services were moved to Youth centre for 1 and 1/2 weeks until centre was able to re-open.

#### **Average No of Children**

- Average number of 13 Children attended the Childcare centre daily.
- Average number of 25 Children attended the OSHC program.

#### **Training**

- 4 educators remain focused on their accredited training.

#### **Other successful partnerships and strategic matters of importance**

- 5 parents attended survey done by government representatives of the education department.

## Photo's

Caleb loves arranging things in order



Eating Bush honey



**Children learning to help prepare food****Home Care Report** for the reporting period 01/07/14 – 29/08/14**Staffing**

- Staffing numbers are stable.

**Service Disruptions**

- No disruptions in this reporting period.

**No of Clients**

- Client numbers have increased by 2, they have returned to Community after being away for sometime

**Training**

- No accredited training delivered this period.
- Home Care Coordinator, Winston continues to provide mentoring and on the job training.

**Community Safety** for the reporting period 01/07/14 – 31/08/14**Staffing**

- All positions have been filled within the Ntaria Night Patrol Team.

**Service Disruptions**

- Ntaria Night Patrol has been working a 7 day roster.

**No of People assisted**

- Number of people assisted this reporting period is 194, 1 Man, 3 Women & 302 Children
- the number of School Aged Children returned with family is 165 Males & 137 Females
- School Aged Children who don't agree to be taken to family is none.

**Training**

- There has been No training this reporting period – It is anticipated that training will start soon for Cert III in Community Night Patrol. When this commences, Teams will be away from Community for approximately 1 week per month for 3 months.

**Other Patrol Updates of relevance**

- All staff has been issued with new uniforms.
- The new MOU Agreement between Police & Ntaria Night Patrol has been signed and taken effect as of the 27th August 2014.

**Youth Services Report** *for the reporting period 01/07/14 – 08/09/14***Staffing**

- All positions currently filled within the Ntaria youth team.

**Service Disruptions**

- There have been no service disruptions during this period.

**Average No of Youth accessing programs**

- An average number of 360 youth have attended program over this reporting period

**Youth programs**

- Program has consisted of bush trips to get Witchetty grubs, Camp outs, basketball, BMX Biking, music, computers, soccer, cricket, football, softball, sports coaching, health promotion, fellas nights, girl nights, movie nights and discos.

**Training**

- All staff are undertaking a Cert II or IV in Community Services at CDU in town.
- All staff attained First Aid qualifications and Volatile Substance Abuse training certificates in September.
- Team leader attained Computer Training certificate in July as part of MacYouth's Indigenous Team Leader Workplace Development program.

**Other successful partnerships and strategic matters of importance**

- Children Services were able to utilise the Youth Facilities when the Child Care Centre flooded.
- CAYLUS connected internet in August and is now ironing out problems so there will be Internet access for youth programs, office work and the community.
- CAAC have partnered up for some health promotion programs.
- The police have donated bikes for running youth programs in July and Children services have also been able to use bikes to run BMX programs for the younger age group



**9. LOCAL AUTHORITY PLANS AND BUDGETS**

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**ITEM NUMBER** 9.1  
**TITLE** Local Authority Plan  
**AUTHOR** Helen Smith, Manager Governance & Planning

**RECOMMENDATION**

- (a) That the Local Authority note and accept the Local Authority Plan and confirm priorities.

**SUMMARY:**

Local Authority at it's last meeting on 22 July 2014, set the two following priorities for Ntaria;

- Priority 1. *footpaths*
- Priority 2. *a new park*

Council now ask that the Local Authority confirm these priorities.

**SEE NTARIA LOCAL AUTHORITY PLAN HANDOUT PROVIDED.**

**10. BUDGETS**

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**ITEM NUMBER** 10.1  
**TITLE** Finance Report at 31<sup>st</sup> July, 2014  
**AUTHOR** Chris Kendrick, Director Corporate Services

**RECOMMENDATION:**

- (a) That the Local Authority note and accept the Financial Report as at 31 July, 2014.

**SEE FOLLOWING ATTACHMENT:****EXPENDITURE BY COMMUNITY AS AT 31<sup>st</sup> JULY 2014**

**11 OTHER BUSINESS**

11.1 NT Housing

11.2 Indigenous Advancement Strategy (IAS)

**12 NEXT MEETING – TUESDAY 18<sup>TH</sup> NOVEMBER, 2014**

**13 MEETING CLOSE**