



# Agenda

## Milyakburra

# LOCAL AUTHORITY MEETING

On

**25 September 2023**

**EAST ARNHEM REGIONAL COUNCIL**

Notice is given that a meeting of the Milyakburra Local Authority will be held at the East Arnhem Regional Council Office on Monday, 25 September 2023 at 10.00AM.

Dale Keehne  
**Chief Executive Officer**

Under closing the gap priority reforms, socio economic outcome 16 – Aboriginal and Torres Strait Islander languages are strong, supported and flourishing and it is standard practice for reports to be considered, discussed and debated in the traditional dialects of the East Arnhem region, Yolngu Matha or Anindilyakwan.

**Join on your computer or mobile app**

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**Or call in (audio only)**

Dial into the Conference# 02 8318 0005

Meeting ID: 882 568 767#

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## **APOLOGIES**

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<b>ITEM NUMBER</b>	2.1
<b>TITLE</b>	Apologies and Absence Without Notice
<b>REFERENCE</b>	1813642
<b>AUTHOR</b>	Wendy Brook, Executive Assistant to the CEO

### **SUMMARY**

This report is to table, for the Council's record, any absences, apologies and requests for leave of absence received from the Local Authority Members and what absences that the Local Authority gives permission for.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### **RECOMMENDATION**

**That Council:**

- (a) Notes the absence of <>.**
- (b) Notes the apology received from <>.**
- (c) Notes <> are absent with permission of the Local Authority.**
- (d) Determines <> are absent without permission of the Local Authority.**

### **ATTACHMENTS:**

There are no attachments to this report.



## **APOLOGIES**

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<b>ITEM NUMBER</b>	2.2
<b>TITLE</b>	Local Authority Membership
<b>REFERENCE</b>	1813643
<b>AUTHOR</b>	Dale Keehne, Chief Executive Officer



### **SUMMARY:**

This report lists the community and Council appointed members and the resignation and vacancies of the Local Authority.

### **BACKGROUND**

The meeting needs to consider the membership of the Local Authority.

A Local Authority can have between 6 and 14 members, including the appointed Councillors.

### **GENERAL**

Following are the current community members of this Local Authority:

#### **Milyakburra**

Terrance Wurramarra  
Victor Wurramarra  
Vail Wurramarra  
Lucinda Bara  
Janice Wurramarra  
Eric Wurramarra  
Nathaniel Murrungun  
Elliot Bara  
Tasma Lalara  
Conroy Mamarika  
Ainsley Wurramara

The following elected Councillors are appointed by the Council as members of the Local Authority:

#### **Milyakburra**

Cr Constantine Mamarika  
Cr Lionel Jaragba

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### **RECOMMENDATION**

**The Local Authority notes the member list and calls for new members to fill up existing vacancies.**

**ATTACHMENTS:**

There are no attachments to this report.

**CONFLICT OF INTEREST**

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<b>ITEM NUMBER</b>	3.1
<b>TITLE</b>	Conflict of Interest
<b>REFERENCE</b>	1813646
<b>AUTHOR</b>	Wendy Brook, Executive Assistant to the CEO

**SUMMARY**

This report is tabled for members to declare any conflicts they have within the agenda.

**BACKGROUND**

The Local Government Act (Chapter 7, Part 7.2, Section 114 – Conflict of Interest) details that “A member has a conflict of interest in a question arising for decision by the audit committee, council, council committee or Local Authority if the member or an associate of the member has any of the following interests in how the question is decided:

- (a) A direct interest
- (b) An indirect financial interest
- (c) An indirect interest by close association
- (d) An indirect interest due to conflicting duties”.

**GENERAL**

A conflict of interest is a situation that has the potential to undermine a person’s ability to be impartial because of the possibility of a clash between the person’s self-interest and professional interest or public interest.

When this occurs the Local Authority Member should declare the interest and remove them self from the decision making process.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**RECOMMENDATION**

**That the Local Authority notes no conflicts of interest declared at today’s meeting.**

**OR**

**That the Local Authority notes any conflicts of interest declared at today’s meeting.**

**ATTACHMENTS:**

There are no attachments to the report.

## PREVIOUS MINUTES

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<b>ITEM NUMBER</b>	4.1
<b>TITLE</b>	Previous Minutes for Ratification
<b>REFERENCE</b>	1813647
<b>AUTHOR</b>	Wendy Brook, Executive Assistant to the CEO

### SUMMARY

The Local Authority is asked to confirm the unconfirmed minutes from the previous meeting.

### BACKGROUND

In line with the Northern Territory *Local Government Act 2019 (Chapter 6, Part 6.3, Section 101- 3)*, The Audit Committee, Council, Council Committee or Local Authority must, at its next meeting, or next ordinary meeting, confirm the minutes (with or without amendment), including any confidential business considered at the meeting, as a correct record of the meeting.

According to the *Local Authority Guideline 1 (Part 12, Section 12.4)*, Members at a provisional meeting can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous Local Authority meeting.

### GENERAL

Local Authority members need to read the unconfirmed minutes carefully before they endorse them as a true record of the previous meeting.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### RECOMMENDATION

**That the Local Authority notes the minutes from the meetings of 24 July 2022 and 26 September 2022 to be true records of the meeting.**

### ATTACHMENTS:

- 1 [↓](#) Local Authority - Milyakburra 2023-07-24 [2110] Minutes.DOCX
- 2 [↓](#) Local Authority - Milyakburra 2022-09-26 [1928] Minutes.DOCX



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## Mission

East Arnhem Regional Council is dedicated to promoting the power of people, protection of community and respect for cultural diversity in the East Arnhem Regional Council. It does this by forming partnerships, building community capacity, advocating for regional and local issues, maximising service effectiveness and linking people with information.

### Core Values

Respect  
Professionalism  
Human Dignity  
Organisational Growth  
Equity  
Community

# **MINUTES FOR THE MILYAKBURRA PROVISIONAL LOCAL AUTHORITY MEETING**

**24 July 2023**

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Under closing the gap priority reforms, socio economic outcome 16 – Aboriginal and Torres Strait Islander languages are strong, supported and flourishing and it is

standard practice for reports to be considered, discussed and debated in the traditional dialects of the East Arnhem region, Yolngu Matha or Anindilyakwa.

Unconfirmed

MINUTES OF THE MILYAKBURRA LOCAL AUTHORITY MEETING HELD IN THE  
EAST ARNHEM REGIONAL COUNCIL OFFICE ON MONDAY, 24 JULY 2023 AT  
10.00AM.

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### **ATTENDANCE**

In the Chair Janice Wurramarra, Local Authority Members Victor Wurramarra, Vail Wurramarra, Lucinda Bara, and Ainsley Wurramara.

### **COUNCIL OFFICERS**

Dale Keehne – Chief Executive Officer.  
Shane Marshall – Director Technical and Infrastructure Services (via video).  
John Harpley – Council Operations Manager.

Minute Taker – Wendy Brook, Executive Assistant to the CEO.

### **MEETING OPENING**

Chair opened the meeting at 10.53AM and welcomed all members and guests.

### **Apologies**

#### **2.1 APOLOGIES AND ABSENCE WITHOUT NOTICE**

##### **SUMMARY**

This report is to table, for the Council's record, any absences, apologies and requests for leave of absence received from the Local Authority Members and what absences that the Local Authority gives permission for.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

#### **187/2023 RESOLVED (Janice Wurramarra/Lucinda Bara)**

##### **That Council:**

- (a) Notes the absence of Conroy Mamarika, Elliot Bara, Councillors Constantine Mamarika, Deputy President Lionel Jaragba, Nathaniel Murrungun and Terrance Wurramarra.**
- (b) Notes the apology received from Elliot Bara, Terrance Wurramarra and Conroy Mamarika.**
- (c) Notes Conroy Mamarika, Elliot Bara, Councillor Constantine Mamarika, Deputy President Lionel Jaragba, Nathaniel Murrungun and Terrance Wurramarra are absent with permission of the Local Authority.**

#### **2.2 LOCAL AUTHORITY MEMBERSHIP**

##### **SUMMARY:**

This report lists the community and Council appointed members and the resignation and vacancies of the Local Authority.

MINUTES OF THE MILYAKBURRA LOCAL AUTHORITY MEETING HELD IN THE  
EAST ARNHEM REGIONAL COUNCIL OFFICE ON MONDAY, 24 JULY 2023 AT  
10.00AM.

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**188/2023 RESOLVED (Vail Wurraramara/Lucinda Bara)**

The Local Authority notes the member list and calls for new members to fill up existing vacancies.

**Conflict of Interest**

**3.1 CONFLICT OF INTEREST**

**SUMMARY**

This report is tabled for members to declare any conflicts they have within the agenda.

**189/2023 RESOLVED (Lucinda Bara/Victor Wurraramara)**

That the Local Authority notes no conflicts of interest declared at today's meeting.

**Previous Minutes**

**4.1 PREVIOUS MINUTES FOR RATIFICATION – UNABLE TO RATIFY MINUTES 25  
JULY 2022 – PROVISIONAL MEETING**

**SUMMARY**

The Local Authority is asked to confirm the unconfirmed minutes from the previous meeting.

**190/2023 RESOLVED (Ainsley Wurramura/Victor Wurraramara)**

That the Local Authority notes the minutes from the meeting 26 September 2022 to be a true record of the meeting.

**MOTIONOVE TO BREAK 11.40AM**

**191/2023 RESOLVED (Ainsley Wurramura/Vail Wurraramara)**

**MOTION MEETING RESUMED AT 11.56AM**

**192/2023 RESOLVED (Ainsley Wurramura/Vail Wurraramara)**



MINUTES OF THE MILYAKBURRA LOCAL AUTHORITY MEETING HELD IN THE EAST ARNHEM REGIONAL COUNCIL OFFICE ON MONDAY, 24 JULY 2023 AT 10.00AM.

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### Local Authorities

#### 5.1 LOCAL AUTHORITY ACTION REGISTER

##### SUMMARY

The Local Authority is asked to review the range of actions and progress to complete them.

**193/2023 RESOLVED (Ainsley Wurramura/Vail Wurramara)**

That the Local Authority notes the progress of actions from the previous meetings, new actions and request that completed items be removed from the Action Register for the Council to endorse.

### General Business

#### **GUEST SPEAKER – Siobhan Dwyer, Engagement Assistant Director - National Indigenous Australians Agency**

Siobhan will be providing the Local Authority members with information on the Aboriginal and Torres Strait Islander Voice and Referendum.

##### RECOMMENDATION:

##### MOTION

**194/2023 RESOLVED (Lucinda Bara/Victor Wurramara)**

The Local Authority thanks the guest speaker for her presentation.

##### MOTION

**195/2023 RESOLVED (Janice Wurramarra/Vail Wurramara)**

#### 7.1 CEO REPORT

##### SUMMARY

This is a report of the key broad issues since the last report to Council, in addition to those covered in other parts of the agenda.

##### RECOMMENDATION:

That the Local Authority notes the CEO Report.

MINUTES OF THE MILYAKBURRA LOCAL AUTHORITY MEETING HELD IN THE EAST ARNHEM REGIONAL COUNCIL OFFICE ON MONDAY, 24 JULY 2023 AT 10.00AM.

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## **7.2 TECHNICAL AND INFRASTRUCTURE PROGRAM AND CAPITAL PROJECT UPDATES**

### **SUMMARY**

This report is tabled for the Local Authority to provide program updates within the Technical and Infrastructure directorate. In addition to progress updates associated with capital projects and initiatives associated with the 2022-2023 Annual Plan.

**196/2023 RESOLVED (Ainsley Wurramura/Victor Wurramura)**

**That the Local Authority:**

- (a) Notes the Technical & Infrastructure Services report.**
- (b) Approves funding towards the Jetty / Pontoon Priority Project to match the market submission of \$246,765.73 inclusive of GST and an additional 10% of contract value contingency.**
- (c) Approves \$8,000.00 towards a water tank and stand as requested at the barge landing.**

## **7.3 YOUTH, SPORT AND RECREATION COMMUNITY UPDATE - POSTPONED**

### **SUMMARY**

This report sets out to highlight Youth, Sport and Recreation staffing updates, events, activities, successes and challenges in your community.

## **7.4 COUNCIL OPERATIONS MANAGER / MUNICIPAL SERVICES SUPERVISOR**

### **SUMMARY**

This report is provided by the Council Operations Manager at every Local Authority meeting to provide information and updates to members.

**197/2023 RESOLVED (Janice Wurramarra/Victor Wurramura)**

**That the Local Authority notes the Council Operations report.**

## **7.5 CORPORATE SERVICES REPORT**

### **SUMMARY:**

This report presents the financials plus employment statistics as of 30 June 2023 within the Local Authority area.

MINUTES OF THE MILYAKBURRA LOCAL AUTHORITY MEETING HELD IN THE  
EAST ARNHEM REGIONAL COUNCIL OFFICE ON MONDAY, 24 JULY 2023 AT  
10.00AM.

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**MEETING CLOSE**

The meeting closed at 1.17PM.

**DATE OF NEXT MEETING**

25 September, 2023.

This page and the preceding pages are the minutes of the Local Authority Meeting held on  
24 July 2023.

Unconfirmed



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## Mission

East Arnhem Regional Council is dedicated to promoting the power of people, protection of community and respect for cultural diversity in the East Arnhem Regional Council. It does this by forming partnerships, building community capacity, advocating for regional and local issues, maximising service effectiveness and linking people with information.

### Core Values

Respect  
Professionalism  
Human Dignity  
Organisational Growth  
Equity  
Community

# **MINUTES FOR THE MILYAKBURRA LOCAL AUTHORITY PROVISIONAL MEETING**

**26 September 2022**

MINUTES OF THE LOCAL AUTHORITY MEETING HELD IN THE MILYAKBURRA  
COUNCIL OFFICE ON MONDAY, 26 SEPTEMBER 2022 AT 10.00AM

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**ATTENDANCE**

In the Chair Eric Wurramarra, Local Authority Members Vail Wurramarra, Lucinda Bara, Victor Wurramarra, Conroy Mamarika and Tasma Lalara.

**COUNCIL OFFICERS**

Dale Keehne – CEO.

Andrew Walsh – Director Community Development.

Minute Taker – Wendy Brook, Executive Assistant to the CEO.

**MEETING OPENING**

Chair opened the meeting at 10.33AM and welcomed all members and guests.

**Apologies**

**2.1 APOLOGIES AND ABSENT WITHOUT NOTICE**

**SUMMARY**

This report is to table, for the Council's record, any absences, apologies and requests for leave of absence received from the Local Authority Members and what absences that the Local Authority gives permission for.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**243/2022 RESOLVED (Lucinda Bara/Tasma Lalara)**

**That the Local Authority:**

- (a) Notes the absence of Janice Wurramarra, Terrance Wurramura, Cr. Lionel Jaragba, Cr. Constantine Mamarika, Ainsley Wurramura, Nathaniel Murrungun, and Elliot Bara.**
- (b) Notes no apologies were received.**
- (c) Notes Janice Wurramarra, Terrance Wurramura, Cr. Lionel Jaragba, Cr. Constantine Mamarika, Ainsley Wurramura, Nathaniel Murrungun and Elliot Bara are absent with permission of the Council.**

MINUTES OF THE LOCAL AUTHORITY MEETING HELD IN THE MILYAKBURRA  
COUNCIL OFFICE ON MONDAY, 26 SEPTEMBER 2022 AT 10.00AM

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## 2.2 LOCAL AUTHORITY MEMBERSHIP

### SUMMARY:

This report lists the community and Council appointed members and the resignation and vacancies of the Local Authority.

#### 244/2022 RESOLVED (Vail Wurraramara/Lucinda Bara)

That the Local Authority notes the member list and calls for new members to fill up existing vacancies.

### Conflict of Interest

## 3.1 CONFLICT OF INTEREST

### SUMMARY

This report is tabled for members to declare any conflicts they have within the agenda.

#### 245/2022 RESOLVED (Lucinda Bara/Tasma Lalara)

That the Local Authority notes no conflicts of interest declared at today's meeting.

### Previous Minutes

*'Unable to ratify minutes due to Provisional meeting'*.

## 4.1 PREVIOUS MINUTES FOR RATIFICATION

### SUMMARY

The Local Authority is asked to confirm the unconfirmed minutes from the previous meeting.

### RECOMMENDATION

That the Local Authority notes the minutes from the meeting of 25 July 2022 to be a true record of the meeting.

## MOTION TO MOVE TO BREAK AT 11.19AM

#### 246/2022 RESOLVED (Vail Wurraramara/Victor Wurraramara)

## MOTION MEETING RESUMED AT 11.50AM

#### 247/2022 RESOLVED (Lucinda Bara/Tasma Lalara)

MINUTES OF THE LOCAL AUTHORITY MEETING HELD IN THE MILYAKBURRA  
COUNCIL OFFICE ON MONDAY, 26 SEPTEMBER 2022 AT 10.00AM

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**Local Authorities**

**5.1 LOCAL AUTHORITY ACTION REGISTER**

**SUMMARY**

The Local Authority is asked to review the range of actions and progress to complete them.

**248/2022 RESOLVED (Conroy Mamarika/Tasma Lalara)**

**That the Local Authority notes the actions from the previous meetings, the addition of new actions, and requests that completed items be removed from the Action Register for the Council to endorse.**

**General Business**

**7.1 CEO REPORT**

**SUMMARY**

This is a report of the key broad issues since the last report to Council, in addition to those covered in other parts of the agenda.

**249/2022 RESOLVED (Eric Wurraramara/Lucinda Bara)**

**That the Local Authority notes the CEO Report.**

**7.2 PACIFIC AUSTRALIA LABOUR MOBILITY SCHEME - TRIAL**

**SUMMARY**

This report is to provide information to the Elected Members of the Pacific Australia Labour Mobility (PALM) scheme from the Federal Department of Foreign Affairs Tourism & Trade (DFAT), including recommendation following consultation with East Arnhem Regional Council Local Authorities and progress the scheme to a trial phase for the East Arnhem Regional Council.

**250/2022 RESOLVED (Lucinda Bara/Victor Wurraramara)**

**That the Local Authority notes the report on the progress of the Pacific Australia Labour Mobility scheme.**

**MOTION MOVE TO LUNCH AT 12.31PM**

**251/2022 RESOLVED (Victor Wurraramara/Lucinda Bara)**

**MOTION MEETING RESUMED AT 1.13PM**

**252/2022 RESOLVED (Eric Wurraramara/Vail Wurraramara)**

MINUTES OF THE LOCAL AUTHORITY MEETING HELD IN THE MILYAKBURRA  
COUNCIL OFFICE ON MONDAY, 26 SEPTEMBER 2022 AT 10.00AM

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*Tasma Lalara re-joined the meeting at 1.15pm.*

### **7.3 ROADS INFRASTRUCTURE - MAINTENANCE OF PUBLIC STREET LIGHTS**

#### **SUMMARY:**

This Report is tabled for the Milyakburra Local Authority in order to provide an update on the progress of the Maintenance of Public Street Lights and Solar Lights.

**253/2022 RESOLVED (Lucinda Bara/Conroy Mamarika)**

**That the Local Authority notes the report.**

### **7.4 LIBRARY SERVICES PRINCIPLES**

#### **SUMMARY**

This report is to inform and seek direction from the Local Authorities on the provision and design of East Arnhem Regional Council's Library services.

**254/2022 RESOLVED (Lucinda Bara/Eric Wurramara)**

**That Local Authorities:**

- (a) Notes the report.**
- (b) Recommends the following be included in Library design and programming:**
  - 1. Literacy and numeracy.**
  - 2. Reading and writing.**
  - 3. Personal development.**
  - 4. Improve English, so our kids can walk in both worlds.**
- (c) Supports further consultation with the Local Authority and community on library services.**

### **7.5 COMMUNITY DEVELOPMENT COORDINATOR REPORT**

This report is provided by the Community Development Coordinator at every Local Authority meeting to provide information and updates to members.

**255/2022 RESOLVED (Lucinda Bara/Conroy Mamarika)**

**That the Local Authority:**

- (a) Notes the Community Development Coordinator Report.**
- (b) Invites the Lagulaya Management and Anindilyakwa Land Council Support Officer for Aboriginal Corporations, to attend the next Local Authority meeting to discuss Lagulaya operations in Milyakburra.**



MINUTES OF THE LOCAL AUTHORITY MEETING HELD IN THE MILYAKBURRA  
COUNCIL OFFICE ON MONDAY, 26 SEPTEMBER 2022 AT 10.00AM

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*'Youth, Sport and Recreation Community update deferred'.*

#### **7.6 YOUTH, SPORT AND RECREATION COMMUNITY UPDATE**

##### **SUMMARY:**

This report sets out to highlight Youth, Sport and Recreation staffing updates, events, activities, successes and challenges in your community.

**256/2022 RESOLVED (Eric Wurraramara/Lucinda Bara)**

**That the Local Authority defers the Youth, Sport and Recreation Community update.**

#### **7.7 CORPORATE SERVICES REPORT**

##### **SUMMARY:**

This report presents the financial expenditure plus employment statistics as of 31 August 2022 within the Local Authority area.

**257/2022 RESOLVED (Tasma Lalara/Conroy Mamarika)**

**That the Local Authority receives the Financial and Employment information to 31 August 2022, noting the Local Authority Project Fund acquittals.**

#### **7.8 TECHNICAL AND INFRASTRUCTURE PROGRAM AND CAPITAL PROJECT UPDATES**

##### **SUMMARY**

This report is tabled for the Local Authority to provide program updates within the Technical and Infrastructure directorate. In addition to progress updates associated with capital projects and initiatives associated with the 2022-2023 Annual Plan.

**258/2022 RESOLVED (Vail Wurraramara/Lucinda Bara)**

**That the Local Authority notes the report.**

MINUTES OF THE LOCAL AUTHORITY MEETING HELD IN THE MILYAKBURRA  
COUNCIL OFFICE ON MONDAY, 26 SEPTEMBER 2022 AT 10.00AM

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**DATE OF NEXT MEETING**

14 November 2022.

**MEETING CLOSE**

The meeting terminated at 2:20PM.

This page and the preceding pages are the minutes of the Local Authority Meeting held on 26 September 2022.

## **LOCAL AUTHORITIES**

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<b>ITEM NUMBER</b>	5.1
<b>TITLE</b>	Local Authority Action Register
<b>REFERENCE</b>	1813648
<b>AUTHOR</b>	Wendy Brook, Executive Assistant to the CEO

### **SUMMARY**

The Local Authority is asked to review the range of actions and progress to complete them.

### **BACKGROUND**

The current Local Authority Action Items List, and updates on progress to complete them, is attached.

### **GENERAL**

The attached report gives the Local Authority an opportunity to check that actions from previous meetings are being implemented. New actions will be added to the Action Register.

If an action is completed the Local Authority need to request for the item to be removed from the Action Register, for the Council to endorse.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### **RECOMMENDATION**

**That the Local Authority notes the progress of actions from the previous meetings, new actions and request that completed items be removed from the Action Register for the Council to endorse.**

### **ATTACHMENTS:**

1 [↓](#) Local Authority - Milyakburra August 2023.docx

**MILYAKBURRA ACTIONS**

ACTION ITEM	ACTIONS	STATUS
The legal sale of Kava		<p>23.05.2022 - Call on the Northern Territory and Australian Governments to work with the Local Authorities and Regional Council to ensure genuine and thorough consultation and engagement with all communities and homelands of East Arnhem Land, on the important and pressing issues of the possible introduction of the legal sale of Kava and alcohol.</p> <p>25.07.2022 – no to Milyakburra - but will support decision made by the other Groote communities of Angurugu and Umbakumba and the Yolgnu communities and homelands.</p> <p>19.10.22 President and CEO to follow up a positive discussion on this issue at a meeting with the Chief Minister to the region, with the Executive Director of the Department of the Chief Minister and Cabinet, on gaining action on the Local Authority and Council resolutions.</p> <p>27.04.23 – Ongoing</p> <p>24.07.23 - CEO to speak to this later in his report.</p> <p><b>29.08.23 – Chief Minister update in CEO report.</b></p>
Alcohol		<p>25.07.2022 - The Local Authority have confirmed in the meeting with ALC and Government officials that they oppose the legal sale of alcohol in Milyakburra, and that no resident of Milyakburra be granted a permit to buy alcohol, to prevent them from being humbugged by people from other communities.</p> <p>26.09.2022 per the CEO report.</p> <p>29.06.23 – Nothing further at this stage.</p> <p>24.05.2021 – Ongoing.</p>
Cemetery Fence	Cemetery fence – 18/01/2021 – The cemetery fence falls outside town boundary. The Director of Technical and Infrastructure Services to update the Local Authority of any progress once NT Government and ALC recommence consultations – No update provided	<p>10.03.2022 – Ongoing no confirmation to date received.</p> <p>23.05.2022 – No finalisation on this one yet.</p> <p>30.6.2022 – As above - no finalisation on this as yet.</p>

**MILYAKBURRA ACTIONS**

ACTION ITEM	ACTIONS	STATUS
	by the department to date and consultations still pending.	<p>25.07.2022 – Still waiting on the NTG and Land Trust to finalise discussions on the Licence arrangements with the newly adopted Act.</p> <p>26.09.2022 – Ongoing</p> <p>24/10/22 – Local Govt. representatives are currently working on how to progress discussions with all interested parties and will provide an update in the coming weeks.</p> <p>27.04.23 – emails have been sent with no response.</p> <p>24.07.23 – Waiting on approvals updates to be provided.</p> <p><b>29.08.23 – waiting on update</b></p>
<p><b>FUTURE ACTION ITEM/ACTION ON HOLD/ADVOCACY</b></p> <p>Toilet needed at Barge Landing</p>	<p><b>ACTIONS</b></p> <p>26.09.2022 – Director Technical and Infrastructure Services to follow up.</p>	<p><b>STATUS</b></p> <p><b>19.10.22 Move to Advocacy</b></p>

## MILYAKBURRA ACTIONS

ACTION ITEM	ACTIONS	STATUS
Health Worker	Move to advocacy	Move to advocacy
Shift required from loud diesel generator to solar generator	Director Technical and Infrastructure Services to approach ALC about funding.	19.10.22 Emailed CEO ALC and AHAC and Power and Water requesting whether if that alternate power generation for the community was in their future infrastructure planning. – no response received to date
Need for upgrade of road from barge landing to town due to extra traffic from new college	Director Technical and Infrastructure Services to assess cost and options to fund including speed reduction humps, tarmacking and water truck.	19.10.22 Director Technical and infrastructure services has emailed ALC CEO requesting that available funding as part of their current or future development plans for the service access of the new college - no response has been received to date. 29.08 audit has been completed asked for additional lights being looked into currently.
163/2021 Series of Murals	That the Local Authority continue to consider and advise when agreed what significant person or people to include in the series of murals.	12.05.2021 – Ongoing 24.05.2021 – Update provided to LA members, Members have decided that they would like to use the elders and young people. Timeline agreed that Cr Elliot to consult with community members within 14 days, to advise council at next council meeting. 22.11.2021 – Ongoing. Some concerns were raised to have paintings of Anindilyakwa leaders on the outside of the building, but ok to have them inside. Will discuss this point with Umbakumba and Angurugu Local Authorities. 18.01.2022 – Suggestive option for the Groote Archipelago – which is tabled for this meeting is the recognition on the EARC Head office based in Nhulunbuy - a map to be

**MILYAKBURRA ACTIONS**

ACTION ITEM	ACTIONS	STATUS
		<p>the fixture for the acknowledgement of associated history of the Groote Area as part of the Regional history and long standing association.</p> <p>23.05.2022 – Ongoing</p> <p>25.07.2022 – Ongoing - To have a designer visit community.</p> <p>19.10.22 – Design consultant to work with each Local Authority, community and homeland members to develop an agreed design, of a map of the region, including key cultural aspects of each part of the region.</p> <p>27.04.23 – Move to Advocacy in interim.</p>

**COMPLETED ACTIONS:**

112/2020 – Approval of Welcome Signage for Milyakburra		<b>22.06.2022 – completed</b>
Street Lights		<b>26.09.2022 – completed</b>
Barge Landing Solar Lights One of the two lights at the Barge Landing is not working	26.09.2022 – Director Technical and Infrastructure Services to follow up.	<p>19.11/2022 – Update from the department of Chief Minister – Development Officer on the 24<sup>th</sup> of October</p> <hr/> <p>Good morning Shane,</p> <p>My name is xxxxxx and I recently joined the Local Government Unit. I wanted to reach out and introduce myself because I will be working with Ethan on various projects</p>

**MILYAKBURRA ACTIONS**

		<p>related to the Burial and Cremation Act 2022, including the Grootte Eylandt Cemetery Licence applications.</p> <p>We are currently working on how to progress discussions with all interested parties and will provide an update in the coming weeks. Please feel free to reach out if you have any questions.</p> <hr/> <p><b>27.04.23 – no response to email correspondence</b></p>
<p>Water tank required at Barge Landing Similar to one at airport.</p>	<p>Director Technical and Infrastructure Services to assess cost and options to fund.</p>	<p>19.10.22 Cost will be supplied to the Local Authorities to determine funding</p> <p>19/11/2022 – Quotation for tank received from Darwin based supplier for a 3000 ltr tank – awaiting quotation from LAC for a manufactured tank stand for the tank in addition to hold down cables for cyclone rating – further updates will be supplied in the next meeting.</p> <p>27.04.23 – LA to approve at next meeting (quotes)</p> <p>29.06.23 – Ongoing</p> <p>24.07.23 – Approvals have occurred Shane to address.</p> <p><b>29.08.23 Completed LAC</b></p>



## **GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	7.1
<b>TITLE</b>	CEO Report
<b>REFERENCE</b>	1818997
<b>AUTHOR</b>	Dale Keehne, Chief Executive Officer

### **SUMMARY**

This is a report of the key broad issues since the last report to the Local Authority, in addition to those covered in other parts of the agenda.

### **GENERAL**

#### Staff Survey and Action

The results of a comprehensive Staff Survey provide a very positive overall picture. This includes staff understanding and alignment to Council's overall goals; levels of pride, overall satisfaction and belonging, Council being viewed as a supportive and caring employer; learning and development; perceptions about immediate manager and Council's focus on community.

There are, however, a range of particular opportunities for improvement that have been identified that I will be working closely to address.

I discussed the Staff Survey results recently in a Council wide teleconference with all 9 communities and the Nhulunbuy and Darwin support offices, and an explanation of the next steps for action.

They include a detailed analysis of issues and workshopping of practical actions by staff from all different parts of Council to address them, followed by focused discussion and engagement between the Senior Leadership Team to decide on and implement necessary changes.

#### Local and Regional Decision Making and Voice

A letter from President Lapulung Dhamarrandji was sent to the Chief Minister, Minister for Indigenous Australians and Assistant Minister proposing a joint way forward through the development of a Local Decision Making Agreement, as detailed in Attachment 1.

#### Youth, Justice Law, Order and Support

Based on the resolutions of the Milingimbi and Yirrkala Local Authorities, and key points raised at a meeting with 15 Secretaries, CEOs and Deputy CEOs of Australian Government Departments and the CEO of the NT Department of the Chief Minister and Cabinet (CM&C) – Council endorsed a range of actions. These have been put to Jody Broun, the CEO of the National Indigenous Australians Agency and CEO of NT CM&C, as well Yingiya Guyula the NT Member for Mulka, as detailed in Attachments 2 and 3.

#### Kava and Alcohol Management

Council made a resolution to call for immediate action on clarifying the situation with kava and alcohol, as detailed in Attachment 4.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

## **RECOMMENDATION**

**That the Local Authority notes the CEO Report.**

## **ATTACHMENTS:**

- 1** [↓](#) Letter from EARC to Ministers Re Local Decision Making 8 Sep 23.pdf
- 2** [↓](#) Letter from EARC Re Youth Justice Law Order Support 8 Sep 23.pdf
- 3** [↓](#) Letter to Yingiya Guyula MLA from EARC Re Youth Justice Law Order Support 8 Sep 24.pdf
- 4** [↓](#) Letter from EARC Re Kava and Alcohol 8 Sep 23.pdf



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8 September 2023

Hon Natasha Fyles  
Chief Minister  
[Chief.minister@nt.gov.au](mailto:Chief.minister@nt.gov.au)

Hon Linda Burney  
Minister for Indigenous Australians  
[ministerburney@ia.pm.gov.au](mailto:ministerburney@ia.pm.gov.au)

Hon Malarndirri McCarthy  
Senator for the Northern Territory  
Assistant Minister for Indigenous Australians  
[Senator.Mccarthy@aph.gov.au](mailto:Senator.Mccarthy@aph.gov.au)

Dear Chief Minister and Ministers,

**Re: Local Decision Making Agreement with East Arnhem Regional Council**

I write following an important meeting held on Saturday 5 August in the East Arnhem Land community of Yirrkala, between 15 Council and Local Authority representatives, and 15 Secretaries, CEOs and Deputy CEOs of Australian Government Departments, as well as the CEO of the Northern Territory Department of the Chief Minister and Cabinet, Frank Daly.

This important meeting came out of a commitment given by the CEO of the National Indigenous Australians Agency, Jody Broun, in a meeting with a delegation of Council to Canberra in June.

Five key discussion points were put to the Senior Australian Government officials and their Departments in the weeks leading up to the meeting, to enable them to prepare and respond.



The first key point raised at the meeting was the broadest, fundamental issue of Council's Call for Recognition. That is:

Nationally consistent recognition of the role and value of Aboriginal Controlled Local and Regional Government, to help achieve real progress through Closing the Gap, Local Decision Making and, if successful the Local, Regional and National Indigenous Voice to Parliament and the Executive arms of Government, through deep engagement with the range of Indigenous voices, and capacity to deliver quality and innovative programs, projects and initiatives.

Further discussion points from Councilors and Local Authority Members on the Call for Recognition included the following.

*We want our voices to be heard.*

*Come to the communities and talk to the people and listen.*

*We need to hear our voices in Darwin and Canberra.*

*There are grass roots issues we need to talk about.*

*We are here to look after our people across the region.*

*We are voted in, properly, by our people.*

*Our regional council has been here for 15 years, following and building on our smaller community councils for decades before that.*

*We want the gap closed not widened.*

*It's not one size fits all.*

*The answers don't come from Canberra, it is with us.*

A productive discussion was held directly after the meeting between Jodi Broun, the Chief Executive Officer of the National Indigenous Australians Agency, Frank Daly, the Chief Executive Officer of the Northern Territory Department of the Chief Minister and Cabinet, and Dale Keehne, the Chief Executive Officer of the East Arnhem Regional Council.

We welcome that the CEOs of NIAA and NT CM&C stated they would be willing to enter into a Local Decision Making Agreement with the East Arnhem Regional Council. I also welcome the reflections and agreement on the need to ensure effective coordination and collaboration in agreement making processes between the multiple levels of government, and the need to work towards practical, achievable outcomes.





Of particular note in the Northern Territory was the Remote Service Delivery Strategy from 2009 to 2014, a tri-partite process in which 7 of the 9 East Arnhem Land communities were involved in extensive consultation and planning over many years to develop Local Implementation Plans, with only limited actual outcomes.

In the interests of achieving genuine and meaningful outcomes from any new whole of government planning process, Council has made the following resolution at its Ordinary Council Meeting on 31 August.

That Council endorses the development of a Local Decision Making Agreement with the Northern Territory and Australian Governments, based on:

- (a) The formal recognition of Council as East Arnhem Land's Aboriginal Controlled Local and Regional Government.
- (b) The formal recognition of the value of working in close collaboration and partnership to help hear and understand the range of voices of people of the region, and secure a commitment to work together in a flexible, creative and innovative way to achieve progress to address a range of different challenges over time.
- (c) Nationally consistent recognition of the role and value of Aboriginal Controlled Local and Regional Government, to help achieve real progress through Closing the Gap, Local Decision Making and, if successful the Local, Regional and National Indigenous Voice to Parliament and the Executive Arm of Government, through deep engagement with the range of Indigenous voices, and capacity to deliver quality and innovative programs, projects and initiatives.

As President of East Arnhem Regional Council, and on behalf of up to 126 Local and Regional representatives across East Arnhem Land, I look forward to formal engagement with the Northern Territory and Australian Governments.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Lapulung Dhamarrandji'. The signature is written in a cursive style and is positioned above the printed name.

Lapulung Dhamarrandji

President

East Arnhem Regional Council



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8 September 2023

Jody Broun  
Chief Executive Officer  
National Indigenous Australians Agency  
[jody.broun@niaa.gov.au](mailto:jody.broun@niaa.gov.au)

Frank Daly  
Chief Executive Officer  
Department of the Chief Minister and Cabinet  
[frank.daly@nt.gov.au](mailto:frank.daly@nt.gov.au)

Dear Jody and Frank,

**Re: Youth, Justice, Law, Order and Support**

I write following an important meeting held with on Saturday 5 August in the East Arnhem Land community of Yirrkala, between 15 Council and Local Authority representatives, and 15 Secretaries, CEOs and Deputy CEOs of Australian Government Departments, as well as the CEO of the Northern Territory Department of the Chief Minister and Cabinet, Frank Daly.

Council would like to express its gratitude to all the senior government officials who participated in this meeting, and the key support of NIAA CEO Jody Broun and the many NIAA staff who supported the engagement of so many significant agencies.

The issue of youth justice, law, order and support as one of the key points for discussion at the meeting. The specific discussion point raised was:

*The creation of in-community facilities and programs to provide effective and coordinated engagement and support of young offenders, to provide them a pathway out of incarceration, and into a healthy life, training and employment.*

At its Ordinary Council Meeting on 31 August Council also considered resolutions regarding the issue of youth justice, law, order and support made by the Yirrkala and Milingimbi Local Authorities.

Following discussion and consideration of the points made at the meeting of Senior Government officials and the particular resolutions of the two Local Authorities, Council made the following formal resolution.





That Council endorses the following actions to help address issues with youth justice, law and order across East Arnhem Land:

- (a) Calls on the Northern Territory Government for an increase in policing and an increase in Aboriginal Liaison Officers.
- (b) Calls for the establishment of a Justice and Mediation Committee in each community similar to established functions in areas of Northern Queensland and Yugal Mangi and Ngkurr.
- (c) Calls on urgent funding for Community CCTV and monitoring for Community Safety and include active monitoring.
- (d) Calls for the increased reporting by community members and local organisations of crime, and for further work to assess how to break down barriers to do this.
- (e) Calls for street lights to be repaired and new lights installed where needed, to improve community safety.
- (f) Calls for an increase in funding for Youth Sport and Recreation activities and Community Leaders to do more cultural activities for young people, for more engagement of young people.
- (g) Calls for the creation of in-community facilities and programs to provide effective and coordinated engagement and support of young offenders, to provide them a pathway out of incarceration, and into a healthy life, training and employment.
- (h) Include the following range of points made by Councillors and Local Authority Member representatives from across East Arnhem Land in correspondence on this important issue.

*Need support, to get off VSA, drugs, alcohol, deal with trauma, sport and rec, training and jobs – but need to stay at the facility, or go back to detention or jail.*

*Links to building a stronger CDP.*


*Need to include support for much higher school attendance, and stronger Rapirri, and have a real voice for the cultural leaders. Continue progress of NT judge connecting with authority of cultural leaders in Ramingining to take charge of young people in trouble.*

*Need to support parents to find ways to raise their kids strong, encourage the Government to reintroduce a program similar to the Federal Government ASSPA program of the 1990's and early 2000's, to provide financial incentive for parents to encourage improved school attendance.*

*Control of mobile phones.*

*Need for whole of government cooperation, with community, to make all this happen.*

*We need to find, to create another pathway. We need to work something out together. We are trying but we can do more. We are coming from two cultures, you need to listen to us.*



The Local Authorities and Regional Council recognise the issue of youth justice, law, order and support is extremely difficult and complex.

They also recognise and the need for close collaboration between the Local Authorities, Regional Council, and the Northern Territory and Australian Governments, and all community and organisational stakeholders to address it.

We look forward to engaging with the Northern Territory and Australian Governments to discussing and develop a positive way forward.

Yours sincerely,



Dale Keehne

Chief Executive Officer





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8 September 2023

Hon Yingiya Guyula  
Member for Mulka  
Legislative Assembly of the  
Northern Territory  
[electorate.mulka@nt.gov.au](mailto:electorate.mulka@nt.gov.au)

Dear Yingiya,

**Re: Youth, Justice, Law, Order and Support**

At its Ordinary Council Meeting on 31 August Council considered resolutions made by the Yirkkala and Milingimbi Local Authorities on the important issue of youth justice, law, order and support.

Following discussion and consideration of the particular resolutions of the two Local Authorities, Council made the following formal resolution.

That Council endorses the following actions to help address issues with youth justice, law and order across East Arnhem Land:

- (a) Calls on the Northern Territory Government for an increase in policing and an increase in Aboriginal Liaison Officers.
- (b) Calls for the establishment of a Justice and Mediation Committee in each community similar to established functions in areas of Northern Queensland and Yugal Mangi and Ngkurr.
- (c) Calls on urgent funding for Community CCTV and monitoring for Community Safety and include active monitoring.
- (d) Calls for the increased reporting by community members and local organisations of crime, and for further work to assess how to break down barriers to do this.
- (e) Calls for street lights to be repaired and new lights installed where needed, to improve community safety.
- (f) Calls for an increase in funding for Youth Sport and Recreation activities and Community Leaders to do more cultural activities for young people, for more engagement of young people.

(g) Calls for the creation of in-community facilities and programs to provide effective and coordinated engagement and support of young offenders, to provide them a pathway out of incarceration, and into a healthy life, training and employment.

(h) Include the following range of points made by Councillors and Local Authority Member representatives from across East Arnhem Land in correspondence on this important issue.

*Need support, to get off VSA, drugs, alcohol, deal with trauma, sport and rec, training and jobs – but need to stay at the facility, or go back to detention or jail.*

*Links to building a stronger CDP.*

*Need to include support for much higher school attendance, and stronger Rapirri, and have a real voice for the cultural leaders. Continue progress of NT judge connecting with authority of cultural leaders in Ramingining to take charge of young people in trouble.*

*Need to support parents to find ways to raise their kids strong, encourage the Government to reintroduce a program similar to the Federal Government ASSPA program of the 1990's and early 2000's, to provide financial incentive for parents to encourage improved school attendance.*

*Control of mobile phones.*

*Need for whole of government cooperation, with community, to make all this happen.*

*We need to find, to create another pathway. We need to work something out together. We are trying but we can do more. We are coming from two cultures, you need to listen to us.*

(i) Calls on the Independent Member for Mulka to meaningfully advocate for the above.

Council recognises and values your significant role as the Member of the Legislative Assembly for the Mulka electorate. In turn it seeks your advocacy and support for the very difficult issue of youth justice, law, order and support.

Yours sincerely,



Dale Keehne

Chief Executive Officer





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8 September 2023

Hon Natasha Fyles  
Chief Minister  
[Chief.minister@nt.gov.au](mailto:Chief.minister@nt.gov.au)

Hon Linda Burney  
Minister for Indigenous Australians  
[ministerburney@ia.pm.gov.au](mailto:ministerburney@ia.pm.gov.au)

Hon Malarndirri McCarthy  
Senator for the Northern Territory  
Assistant Minister for Indigenous Australians  
[Senator.Mccarthy@aph.gov.au](mailto:Senator.Mccarthy@aph.gov.au)


Dear Chief Minister and Ministers,

I write following a decision of the East Arnhem Regional Council that met last week on the important issues of kava and alcohol.

The Local Authorities and Regional Council have been considering and making decisions over the last two years to oppose the introduction of the sale of alcohol, and calling for thorough consultation on the possible regulated sale and of kava, and management of its impacts, by the respective communities and homeland areas of East Arnhem Land.

The series of relevant Local Authority and Regional Council resolutions regarding the legal sale of kava and alcohol are detailed in Attachment A.

The Local Authorities and Council have been advised over the last two months that the Department of Chief Minister and Cabinet has commenced funding the development of consultation materials on these issues, however to date no consultation has actually commenced.



At its most recent meeting on 31 August 2023 Council resolved to call for me as CEO to *'contact the Chief Minister of the Northern Territory to inform her that East Arnhem Regional Council requires immediate action on clarifying the kava and alcohol situation'*.

I have also written to yourselves Minister Burney and Assistant Minister and Senator McCarthy, in recognition of the significant role of the Australian Government and the need for effective cross-government collaboration to gain progress on this matter.

Council looks forward to your response.



Dale Keehne  
Chief Executive Officer

**Attachment A****Local Authority and Regional Council Resolutions Regarding  
the Legal Sale of Kava and Alcohol****23 February 2023 Ordinary Council Meeting Resolution**

*That Council:*

- (a) Notes the report.*
- (b) Writes a letter to Mayor Matt Patterson expressing its support of Alice Springs Town Council actions that have led to the return of Alcohol restrictions.*
- (c) Writes a letter to the Northern Territory Government acknowledging their actions to legislate new alcohol reforms and reiterate the resolutions of all Local Authorities and Council supporting the non-introduction of Alcohol in East Arnhem Land.*
- (d) Reiterate the resolutions of all Local Authorities and Council supporting the non-introduction of Alcohol in East Arnhem Land and in relation to the possible sale of Kava.*
- (e) Supports the development of comprehensive Community Safety Action Plans, including the provision of information of the current status of the actual use of all substances across the Region, and health education.*

**30 June 2022 Ordinary Council Meeting Resolution**

*That Council:*

*Calls on the Northern Territory and Australian Governments to;*

- a) Work with the Local Authorities and Regional Council to ensure genuine and thorough consultation and engagement with, and understanding of, all communities and homelands of East Arnhem Land, on the important and pressing issues of the possible introduction of the legal sale of kava and alcohol and support the leadership of the President on this issue.*
- b) Advise the Northern Territory and Australian Governments of the very strong position across Local Authorities and Council to oppose the introduction of the legal sale of alcohol to prevent the massive social and health affects it will bring; and*
- c) There is a need to focus on the issue of kava and consideration across the many communities and homelands across East Arnhem whether to approve it's legal sale, where, and if so, how that would be managed to properly deal with the health and social impacts on families and work, and that any profits go to the benefit of communities and homelands.*

**May 2022 Local Authority Meetings Resolutions.**

Unified resolution to:

*Call on the Northern Territory and Australian Governments to work with the Local Authorities and Regional Council to ensure genuine and thorough consultation and engagement with and understanding of all communities and homelands of East Arnhem Land, on the important and pressing issues of the possible introduction of the legal sale of kava and alcohol.*

*The Angurugu and Umbakumba Local Authorities strengthened the resolution further by adding "and support the leadership of the President on this issue".*



## GENERAL BUSINESS

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<b>ITEM NUMBER</b>	7.2
<b>TITLE</b>	Technical and Infrastructure Program and Capital Project Updates
<b>REFERENCE</b>	1808608
<b>AUTHOR</b>	Shane Marshall, Director Technical & Infrastructure Services

### SUMMARY

This report is tabled for the Local Authority to provide program updates within the Technical and Infrastructure directorate. In addition to progress updates associated with capital projects and initiatives associated with the 2022-2023 Annual Plan.

### BACKGROUND

As part of the Annual Plan, there were a range of tabled projects and initiatives subsequently approved by the Local Authorities and Council for the current financial year.

Each meeting will have updates associated with the annual plan actions, in addition to the reporting of any new initiatives or business arising for the community.

The information below covers actions associated with the below services:

- 108 – Veterinary and Animal Control Services
- 112 - Support Fleet and Workshop Services
- 116 – Lighting for Public Safety.
- 118 – Local Road Maintenance & Traffic Management.
- 119 – Local Road Upgrade and Construction.
- 122 – Building Infrastructure Services.
- 129 – Waste and Environmental Services.
- 169 – MS/Public Works & Infrastructure Services

### GENERAL

**Service Profile:** [108 - Core – Veterinary and Animal Control Services](#)  
**Business Unit:** [Veterinary and Animal Control](#)

Action ID:

**2.3.10.12 Provide program outcome statistics to Local Authority and Council meetings.**

Community: Milyakburra

Reporting month/period: July-August 2023

Overall comments:

- Milyakburra – visit every four to six weeks
  - Vet visit conducted, desexing surgery and worming medication provided.
  - Veterinary nurse trainee Charlie Murray volunteered with the program for two weeks to gain practical experience, travelling from Grafton NSW.
  - Transport to Milyakburra currently more difficult due to reduced aircraft service providers and the necessity to use twin engines. Ferry not running in July due to maintenance and poor weather, has resumed for August.

Service Delivery Table:

AMP Delivery: {Community name}	This period of reporting	Calendar Year to date	Last year's Annual delivery
<b>Dogs De-sexed</b>	Milyakburra: 1	Milyakburra: 2	Milyakburra: 12
<b>Cats De-sexed</b>	Milyakburra: 0	Milyakburra: 6	Milyakburra: 0
<b>Community consultations</b>	Milyakburra: 1	Milyakburra: 5	Milyakburra: 11
<b>EARC Veterinary Cabinet medication dispensed</b>	0	0	No data
<b>Minor procedures/other surgeries</b>	Milyakburra: 0	Milyakburra: 1	No data
<b>Parasite Treatments (other)</b>	Milyakburra: 2	Milyakburra: 67	Milyakburra: 48
<b>Euthanasia</b>	Milyakburra: 0	Milyakburra: 0	No data
<b>TOTAL Engagements</b>	<b>4</b>	<b>81</b>	

Community Education Activities:

- N/A

Staff Training:

- Dr Lauren currently working through online behavioural course on dog aggression and interventions (Behavet)

Additional Collaborations/Stakeholder engagements: N/AConcerns: N/AAny Issues or Concerns that need to be addressed at Local Authority or Council Meeting:  
N/AFollow-Up List for next Visit:

- Organise further school visits



*Clients with their puppies for a checkup*



*Vet nursing student Charlie holding a cute puppy at Milyakburra*

**Service Profile:** 116 - Core - Lighting for Public Safety

**Business Unit:** Transport Infrastructure

Action ID:

#### 4.2.6.8 Manage, maintain and upgrade streetlights

Audits have been undertaken on a range of lighting within the communities via the Konect Inspection software by the Municipal/Public Works team.

Contractor recently awarded the maintenance and repair of public street lights as identified in the audit. Public notice of commencement date will be provided in the coming weeks.

**Service Profile:** 122 - Support – Building and Infrastructure Services

**Business Unit:** Technical and Infrastructure

Action ID

**Provide relevant Program / Project updates to every Local Authority Community meeting as required.**

**Conduct minor and capital upgrades to various council controlled buildings throughout the region, in line with the allocated budget and completion time lines per community.**

#### Lot 24 Milyakburra (Council Office) – New Vinyl Flooring

The Council Office will receive new vinyl flooring throughout the office. Contractor has been awarded the project. Materials ordered with an update at the next meeting.



**Percentage Completed 20%**

**Service Profile:** 129 - Core - Waste and Environmental Services

**Business Unit:** Regional Waste and Environment

**Implement and manage appropriate public area litter infrastructure and collection schedules within all communities.**

Waste Services are in the process of organising a visit in August with Keep Australia Beautiful NT to assist in the development of community specific litter management plans, provide some education to local organisations and provide some strategies that are working in other communities.



EARC have also engaged a consulting team to canvas the local residents to identify potential issues with litter and investigate community led initiatives to improve litter management in East Arnhem Land. This project is nearly completed with the results expected in August, more details on this project are below and Cross Cultural Consultants will be delivering an update at this meeting.

The goal of the Council's litter management strategy is to have all communities looking as good as the below pictures from Ramingining. This public space is a popular walkway from the shops to the clinic and their homes yet with some simple litter bins, great work from the MS Team and community residents willing to use the bins they have some beautiful walk ways around the town.



**Undertake and report on the removal of recycling streams within each community location.**

#### Cash 4 Containers

The Milyakburra Council Depot processed 0 (Zero) containers for the 2022-23 financial year, Waste Services will be working with the Municipal Team and the new MSS on increasing engagement and outcomes in the project to improve recoveries. Overall EARC collected 452,698 containers for the 2022-23 financial year.



#### 4.1.7.2 Enter into partnerships and agreements, particularly for the transport or processing of recyclable material, to maximize the recycling opportunities for East Arnhem communities.

Currently, Council have ongoing recycling partnerships with:

- Sea Swift (Barging of materials back to Darwin).
- Envirobank (Container Deposit Scheme).
- Ecocycle (Household Batteries).
- Mobilemuster (Mobile Phones and Accessories).
- TechCollect (E-Waste).
- TyreCycle (Tyres).
- Sell & Parker (Scrap Metal and lead acid batteries) and
- Veolia (Waste Oil and other hazardous materials).

#### **Project Status – Ongoing review and assessment**

**Service Profile**      169 - Core - Municipal Services / Public Infrastructure  
**Business Unit:**      Technical and Infrastructure

#### **Municipal Services Supervisor Commences**

We are happy to announce that we have appointed Stewart Cunningham in the role of Municipal Services Supervisor, starting in the role 17 August. Stewart has a wealth of knowledge and is a qualified plumber that has worked in the Construction Industry for over 40 years.

Eight years ago he had the opportunity to move into a new trade discipline (Glazing), managing the workload and day-to-day tasks of thirteen tradesmen and two apprentices.

Stewart has owned and managed a service business for over thirty years in Victoria and has vast experience in all of the required qualities employing seven qualified plumbers at a time, including training apprentices.

Stewart will make a smooth transition into the Municipal Services/ Council Operations team with program managers organised to conduct induction training on respective areas and community visits by Wesley Van Zanden for landfill and waste / recycling overviews and Natasha Jackson for the broader Public works delivery and reporting, and I am sure you will all make Stewart feel welcome as he settles into his new role.

### Milyakburra Playground Maintenance



Milyakburra Playground



Bulka Bags of Sand

Five Bulka bags of sand have arrived on the island, the Municipal Services team will spread the sand at the playground in the coming weeks now that we have a new supervisor on board.

### Snap Send Solve Update

Great to see **EARC as a leading Enterprise Solver across Australia/NZ** based on snapper ratings for June 2023. Well done.



### Smartsheet

Municipal Services (MS) will complete the electronic form on a mobile/iPad to assist with freight notifications to all East Arnhem Communities. The form will provide evidence of delivery

for staff to process invoices and ensure their goods arrive in the correct community and coordinate works when materials arrive.

Automated workflows are set up, the MS Team's simply complete the form and the notification email sends to the Nhulunbuy Regional Support office and the applicable Community group email address.

**ACTION Item**      **LA Recommendation Required**  
**LAPF**                      **Technical and Infrastructure**

Priority Projects

As part of the 23-24 annual plan and approved budget and nominated priority projects through the LAPF in community locations, Milyakburra identified a community need and approval for pontoon jetty to be installed at the barge foreshore area on the right hand side of the Landing.

This project along with the Jetty at Umbakumba has been to Public Tender with only one response submitted within the timeframe.

Contractor	Total Price (inc GST)
Milyakburra Project	\$246,765.73

The Budget for these replacements approved in the 23-24 Annual Budget is as follows,

Milyakburra - \$190,000.00 Exclusive of GST

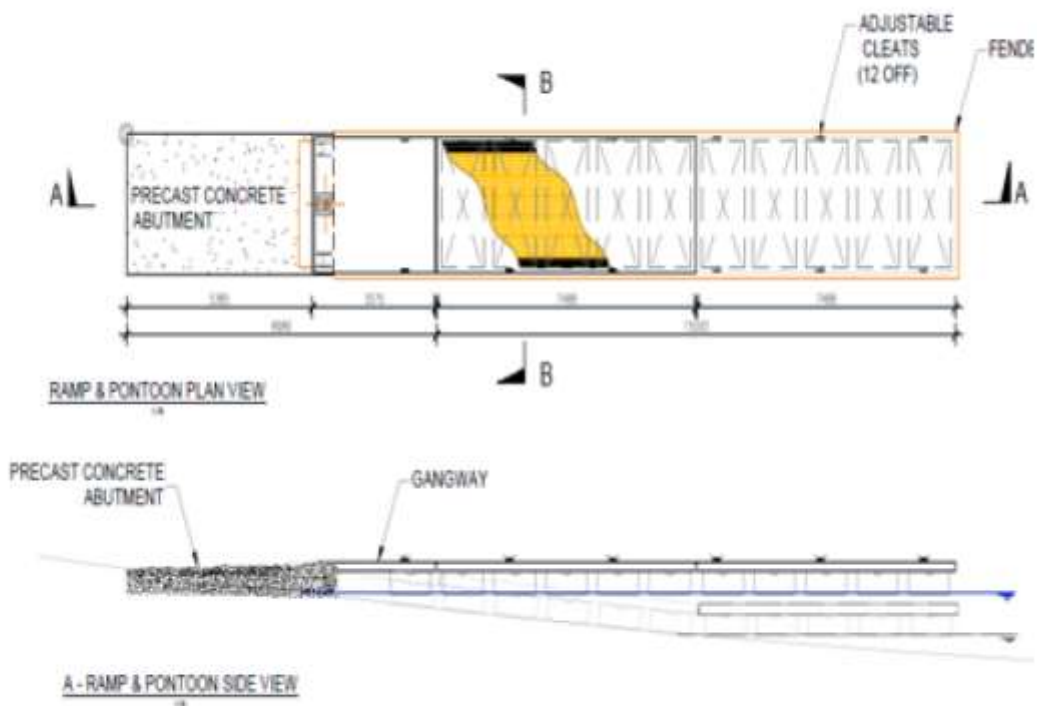
As outlined above the submitted figures are higher than the budgeted amount, but this is a specialized project and we have seen costs for works increase dramatically over the last two years.

Currently the balances available to Miyakburra are listed below.

	<b>Milyakburra</b>
<b>Carried Forward Opening Balances LAPF</b>	\$68,654.25
<b>Community Benefit Reserve</b>	\$333,333.33
<b>Infrastructure Reserve</b>	\$246,451.47
	<b>\$648,439.06</b>

**Concept design**

**Milyakburra**








**ACTION Item**                      **LA Recommendation Required**  
**LAPF**                                      **Technical and Infrastructure**

An action from a previous meeting was a request for a water tank similar to the airport to be situated at the Barge Landing for general community usage. Quotations have been obtained from a tank supplier and also LAC for the fabrication of an elevated tanks stand inclusive of cyclone tied downs.

Quotations



**QUOTE**

Quote Number: Q-40  
 Date: 8 Nov, 2022  
 Terms: Prepaid  
 Salesperson: Serina Aldridge

**Terracorp Industries**  
 9 Doresford Rd, Yanawonga, NT 0530, Australia  
 (08) 8932 8222  
 accounts@terracorp.com.au  
 ABN: 65992045074

**Bill To:**

SHANE MARSHALL  
 EAST ARNHEM REGIONAL COUNCIL  
 SHIP TO SEA SWIFT BARGE  
 Australia

**Ship To:**

SHIP TO SEA SWIFT BARGE  
 Australia


ML YAKULFORA LA

Qty	Item	Description	Price	Subtotal	Discount	Total
1.00	Zone B	TILT TRAY DELIVERY TO SEA SWIFT BARGE	\$220.00	\$220.00		\$220.00
1.00	FOB 40	FIT OUT BORE - 40MM	\$0.00	\$0.00		\$0.00
1.00	WT3MG	2 x 40MM (1 1/2") TANK BOSS - INLET & OUTLET 3KL TANK - MIST GREEN 3KL POLY WATER TANK - MIST GREEN	\$810.00	\$810.00		\$810.00

**TERMS & CONDITIONS**

- Quote is valid for 30 days only
- Freight / Delivery fees are subject to price increases based on current fuel levy at the time of delivery.

Subtotal            \$1,030.00  
 GST 10%            \$93.64  
**Total**                \$1,123.64

QUOTE		Date: 11/11/22 Quote 313	
LADJALVA ABORIGINAL CORPORATION Lot 7, Business Centre Milakburra, NT 0822 (08) 89877118 Mob: 0482 471 312 admin@lajnt.com.au [e-mail]	<b>For Tank Stand with cyclone cabling at Bickerton landing</b>		EARC PO Box 1060, Nhulunbuy NT 0881 Shane Marshall Director of Technical and Infrastructure Services Shane.Marshall@eastarntbe nt.gov.au www.eastarntbem.nt.gov. au Mob: 0448 662 127 08 8986 8916
Salesperson	Job	Payment Terms	Due Date
Bill Fuller	Construction of tank stand with cyclone cabling	14 days	25/11/2022
Qty	Description	Unit Price	Line Total
1	Tank stand with galvanized steel construction Galvanized steel (in stock LAC workshop) Treaded rod to encompass whole tank & stand Cement footings (treaded rod from footings to top of tank) Treaded rods & cement LABOUR - for Bill + 2 workshop team	\$440 + GST	1435.00 484.00 2790.00
	Seawulf freight Darwin to Bickerton Island		65.00
Subtotal			\$4,794.00
Sales Tax			incl
Total			\$4,794.00
Quotation prepared by: This is a quotation on the goods named, subject to the conditions noted below: Please provide Purchase Order of the amount in Total Term 14 days GST Inclusive			
			

The LA are requested to recommend the funds for \$8,000.00 inclusive of a freight allowance from LAMP funding for the purchase and installation of the tank.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**RECOMMENDATION**

**That the Local Authority:**

- (a) Notes the Technical & Infrastructure Services report.
- (b) Approves funding towards the Jetty / Pontoon Priority Project to match the market submission of \$246,765.73 inclusive of GST and an additional 10% of contract value contingency.
- (c) Approves \$8,000.00 towards a water tank and stand as requested at the barge landing.

**ATTACHMENTS:**

There are no attachments to this report.

## **GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	7.3
<b>TITLE</b>	Youth, Sport and Recreation Community Update
<b>REFERENCE</b>	1817791
<b>AUTHOR</b>	Peter Dunkley, Regional Manager Youth Sports and Recreation



### **SUMMARY**

This report sets out to highlight Youth, Sport and Recreation staffing updates, events, activities, successes and challenges in your community.

### **BACKGROUND**

The Youth, Sport and Recreation program aims to strengthen young people, helping them live happy, healthy lives. As such, we deliver a range of funded activities and programs which strengthen and support their connection to body, mind, kinship and culture.

### **GENERAL**

The Youth, Sport and Recreation program seeks input, feedback and support from the Local Authority in an effort to continually improve what we do. Please note the following updates for Youth, Sport and Recreation in your community.

- Community staffing update.
- Current after School hour's programs.
- School holiday programs.
- Upcoming events.
- Remote Sports Program (formal and informal competition, visits from peak sporting bodies).
- Youth Diversion (Yirrkala/Gunyangara, Milingimbi, Ramingining, Gapuwiyak).
- Program success / challenges.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### **RECOMMENDATION**

**That the Local Authority notes the Youth Sport and Recreation report.**

### **ATTACHMENTS:**

There are no attachments to this report.



**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	7.4
<b>TITLE</b>	Community Operations Report
<b>REFERENCE</b>	1812414
<b>AUTHOR</b>	Stewart Cunningham, Council Operations Manager/Municipal Services Supervisor

**SUMMARY**

This report is provided by the Council Operations Manager at every Local Authority Meeting to provide information or updates to members.

**BACKGROUND**

In line with Guidelines 1: Local Authorities; it is a requirement for a report to be included on service delivery issues in the Local Authority areas.

**GENERAL**

Firstly, can I say thank you for the welcome I have received from all community members. I look forward to working alongside the existing Municipal Service Team and Community Night Patrol teams to continue the positive outcomes they have been providing the community in the absence of a full time Council Operations Manager/Municipal Services Supervisor.

The delivery of East Arnhem Regional Council core services have continued in Milyakburra under the guidance of Stefano, Vail, and Darryl, ensuring core services are delivered in a timely and efficient manner.

The Community Night Patrol (CNP) team continue to deliver CNP services. The results of the recent CNP survey was very positive although limited as we only received eight survey response. Now, that I'm on board, we will aim to include a larger number of community members in next year's survey.

I must express my gratitude to all the team members for the impact they have on the health and wellbeing of the entire community. It is a credit to each individual in the local team here, and we as a community should be very proud of them all.

We appreciate all the assistance we are getting from all community members when it comes to keeping the community clean and free of loose rubbish. On behalf of the Municipal Services team I would also like to thank all community members for their assistance in our pre cyclone clean up and hard rubbish collection.

Recently there have been technical issues with the Centerlink Kiosk, this is a high priority and an issue I will be working towards a solution. At this time Stefano has been trained to assist with document certification, however all other services are self-help.

In closing, thank you for allowing me to be a part of this wonderful community and I look forward to a long and rewarding journey living and learning in this special part of the world.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**RECOMMENDATION**

That the Local Authority notes the Community Operations Report.

**ATTACHMENTS:**

There are no attachments for this report.

## GENERAL BUSINESS

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<b>ITEM NUMBER</b>	7.5
<b>TITLE</b>	Local Authority Policy
<b>REFERENCE</b>	1818341
<b>AUTHOR</b>	Chloe Irlam, Governance and Compliance Officer

### SUMMARY:

Due to a recent update within the *Local Government Act 2019* and the Guidelines, the Local Authority Policy has been updated and must get approval for publication by the Local Authorities and Council.

### BACKGROUND

The updated *Guideline 1: Local Authorities* was brought into effect by the Minister for Local Government on 08 August 2023. Subsequently, the East Arnhem Regional Council Local Authority Policy has been updated to reflect these changes.

### GENERAL

In response to the updated Act and Guidelines, the Local Authority Policy has been updated.

The key changes to the previous Policy are as follows:

- Meeting count per financial year
  - Provisional meetings of Local Authorities may be counted to satisfy the minimum number of meetings (4) per financial year.
- Proxies introduced:
  - A Local Authority may recommend to the Council that proxies are allowed. A proxy membership has the authority to represent someone else.
- Minimum one Councilor per Local Authority Meeting:
  - There must be, at a minimum, one (1) Councillor present in every Local Authority Meeting.
- Remuneration:
  - Local Authority Member sitting fees are now based on the length of time the meeting is held for.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

### RECOMMENDATION

**That the Local Authority notes the Local Authority Policy.**

### ATTACHMENTS:

- 1 [Local Authority Policy\\_September 2023.pdf](#)
- 2 [Guideline 1 - Local Authorities.pdf](#)



# Local Authority Policy

<b>Policy Number</b>	GOV/000
<b>Policy Category</b>	Governance
<b>Responsibility</b>	Corporate Services Manager
<b>Council decision (reference/date) or CEO Adoption:</b>	Reference & Date approved by Council
<b>Date to take effect:</b>	
<b>Legislative reference:</b>	Local Government Act 2019 Guideline 1: Local Authorities Northern Territory Remuneration Tribunal
<b>Policy reference:</b>	LGA8.7 – (Specific Part of an Act/Legislation/Regulation)
<b>Next Review date:</b>	Date of Next review – annual/ 2years/4years

## 1. Purpose

The purpose of this policy is to clarify the East Arnhem Regional Council's (EARC) commitment to upholding the Local Authorities and enabling them to provide vital community representation. To achieve this, EARC will ensure that the Local Authorities are valued resources and receive adequate support and recognition from both the council and the community.

## 2. Definitions

The Act	Local Government Act. 2019
Appointed Member	A member of a Local Authority
Elected Member	Elected representatives of a ward (Councillors)
Councillor	Elected member of the EARC
Eligibility	Nominee must be a permanent resident of the community
Quorum	Majority of Local Authority Members
Provisional	Meeting where requirements of quorum are not met but one third of the members are present
LA	Local Authority
CEO	Chief Executive Officer
COM	Council Operations Manager
EARC	East Arnhem Regional Council
Council	East Arnhem Regional Council

## 3. Principle

The following principles will be followed:

- East Arnhem Regional Council will actively and sufficient support and genuinely engage with Local Authorities;
- Local Authorities will actively engage with and support Council;
- Local Authorities are an advisory body to Council;
- To ensure that the legislative requirements of the *Local Government Act 2019* and Guideline 1: Local Authorities, are met;
- To provide guidance to Council staff and Local Authority members on how to run Local Authority Meetings; and
- To ensure Local Authorities are empowered to make decisions for their communities through an effective Governance Structure. This will lead to improved outcomes for the EARC Community residents.

## Local Authority Policy

### 4. Application of policy

#### 4.1 Local Authority Functions

The functions of the Local Authorities are stated in the Northern Territory *Local Government Act, 2019*, Section 78:

- 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 the locality as well as policies for the area and region;
- Take the views of local communities back to the Council and act as advocates on their behalf;
- Contribute to the development of the relevant regional plan;
- Make recommendations to the Council in relation to the Council's budget and the part of the Council's area within which the Local Authority performs its functions;
- Endorse the cemetery plan and cemetery policies for each public cemetery and community cemetery located within the authority's area; and
- Perform other functions assigned to the Local Authority by the Minister, in accordance with any Guidelines that the Minister may make.

***N.B. A Local Authority must comply with any guidelines that the Minister may make and is subject to control and direction by the Council, subject to any guidelines that the Minister may make.***

#### 4.2 Locations

Local Authorities will be established in the Communities listed in the schedule of Guideline 1: Local Authorities. The Council will determine the Local Authority areas which include in the Community and surrounding area.

East Arnhem Regional Council Local Authorities:

Community	#meetings p/a	Chair	# members	Cr. Apt.	Proxies?
Angurugu	6	Resolved Per Meeting	14	2	Allowed
Galiwin'ku	6	Resolved Per Meeting	14	3	Allowed
Gapuwiyak	6	Resolved Per Meeting	14	2	Allowed
Gunyangara	6	Resolved Per Meeting	14	3	Allowed
Milingimbi	6	Appointed	14	2	Allowed
Milyakburra	6	Resolved Per Meeting	14	2	Allowed
Ramingining	6	Appointed	14	2	Allowed
Umbakumba	6	Resolved Per Meeting	14	2	Allowed
Yirrkala	6	Resolved Per Meeting	14	3	Allowed

#### 4.3 Meetings Per Annum

As per the Guideline, the CEO must ensure that at least four (4) meetings for each Local Authority are held in the financial year. Provisional meetings of Local Authorities may be counted to satisfy the minimum number of meetings.

## Local Authority Policy

### 5. Membership

#### 5.1 Membership size

Local Authorities must have representation from key groups in the community. The Act mandates that at least one (1) Elected Member of the Council from each Ward be appointed to their respective Local Authorities by way of resolution. Other members of the community within the local authority's area are also required to make up the rest of the local authority.

The Council must appoint the members mentioned in accordance with any guidelines that the minister may make.

The number of members a Local Authority may have is a minimum of six (6) members and up to a maximum of fourteen (14) members. Different local authorities may have different numbers of members.

Council must keep a register, accessible to the public, of the following information in relation to each member of a local authority:

- Member name
- Date of appointment
- LA member represents
- Council member or community member
- Date of cessation of membership

#### 5.2 Nominations and Appointment for Membership

##### 5.2.1 Call for Nominations

In the event of a vacancy existing on a Local Authority, community members are invited to submit their applications for membership. The nominations received will be an item in the next scheduled Local Authority meeting.

##### 5.2.2 Eligibility for Membership

If you reside in the Ward, have strong connections with the community within the Local Authority's jurisdiction, and are 18 years or above, you can nominate yourself or another person for Local Authority membership. Fill out a nomination form and submit it to the Council Operations Manager (COM). The Local Authority and Council will review for consideration.

##### 5.2.3 Selection Process

The nominations received will be considered during the next scheduled Local Authority meeting. Following this, the nominations will be brought to the next Ordinary Meeting of Council for approval of appointment. It is important to note that the appointment to the Local Authority is solely at the discretion of East Arnhem Regional Council. The Council will assess all nominations and appoint the most suitable candidate for the vacancy via a resolution, taking into consideration the recommendations of the Local Authority. The assessment and appointment process will be a separate agenda item discussed during the Council Meeting.

##### 5.2.4 Proxy Membership

A Local Authority may recommend to the Council that proxies are allowed. A proxy membership has the authority to represent someone else.

A proxy membership can only substitute for each Local Authority member at a maximum of two (2) meetings in a financial year.

### Local Authority Policy

Appointment of a proxy for a meeting should be notified to the Council Operations Manager (COM) at least two (2) days before a meeting. The COM will provide a briefing to the proxy member including:

- Minutes from the previous meeting;
- Current Agenda items for discussion;
- An outline of the role and expectations of a Local Authority member.

### 5.3 Resignation and Revocation of Membership

Local Authority members shall have the same character and integrity requirements as Elected Members. Local Authority members cease being members if any of the s47(1) *Local Government Act 2019* prescribed criteria becomes applicable to them with the exception of s47(1)(d).

When a member resigns in writing or the appointment is revoked by the Council, a previously appointed membership position becomes vacant on the Local Authority.

Additionally, the Council must take into account specific circumstances that may lead to the revocation of an appointed member's position, which include:

- Dereliction of obligations under the Local Government Act, Guideline, EARC Policy, and Code of Conduct;
- Committing a criminal offense and receiving a custodial sentence;
- Leaving the local authority area for a period of three (3) months or more;
- Being absent from two (2) consecutive meetings of the local authority

## 6. Local Authority Procedure

### 6.1 Ordinary Local Authority Meetings

Below are the guidelines for when conducting Local Authority Meetings:

- A minimum of four (4) meeting must be held every financial year;
- The Local Authority should elect a chair at the initial meeting;
- The quorum for a Local Authority Meeting is half plus one (1) of its total members;
- For a provisional meeting, one-third (1/3) of the Local Authority members must be present;
- The Local Authority is supported by the Council staff who will provide secretarial assistance and advice the Chair and Members;
- Meeting notices with draft Agendas must be advertised at least three (3) days before the meeting; and
- Council has override provisions and can direct the Local Authority.

#### 6.1.1 Reporting

- Local Authority members will advise on strategic matters only, not operational;
- Council discusses both Local Authority reports and the management responses and decides on actions through the 'Action List'; and
- Local Authority Members report to their Community about their advice to Council and take Community views to Council.

#### 6.1.2 Chairperson

Each individual Local Authority chooses a Chairperson from its members, who can serve for a specific period or for each Local Authority meeting. Changes to the Chairperson can only be made with a quorum present to ensure fairness and that the selection process is done democratically. Having a Chairperson for

### Local Authority Policy

each Local Authority ensures efficient and effective meetings. The Local Authority decides who will serve as Chairperson and informs EARC of their choice.

#### 6.1.3 Administrative Support

Local authorities play an advisory role to Council. This implies that decisions taken regarding Council activities must be approved by Council Members.

At least one (1) of the Councillors who were appointed to their respective wards are required to attend the local authority meetings within their wards. There must be, at a minimum, one (1) Councillor present in every Local Authority Meeting.

The council is responsible for providing the necessary resources to the secretariat, ensuring that local authorities function adequately. Council staff maintain and report through local authority minutes to ensure that concerns raised by local authorities are addressed.

#### 6.1.4 Provisional Local Authority Meeting where quorum not present

If a quorum isn't reached for a meeting, but at least one-third (1/3) of the total number of Local Authority members are present, a provisional meeting may be held.

Provisional meetings operate very similarly to an ordinary meeting, however a few differences and limitations do arise:

- During a provisional meeting, all Agenda items may be discussed and minutes must be kept;
- Members at the provisional meeting may, by majority vote, make recommendations to Council. This recommendation must be specifically qualified as a recommendation of a provisional meeting;
- A provisional meeting may **not** approve the minutes of an Ordinary Local Authority Meeting, but they may approve the minutes of a previous provisional meeting;
- An ordinary Local Authority can ratify a provisional decision at a subsequent Local Authority Meeting, and if it chooses to do so, it becomes a decision of the Local Authority;
- A provisional meeting does not have the same powers or functions which Council may have delegated to the Local Authority; and
- Members present at the provisional meeting are entitled to the regular sitting fees.

#### 6.1.5 Special Local Authority Meetings

Additional Local Authority Meetings can be convened by the Chief Executive Officer in adherence to a decision of the Council, or by request of the Local Authority Chairperson. These meetings are subject to the *Local Government Act 2019* requirements, which include agenda items/contents, minutes, and deadlines.

Special Local Authority Meetings are held to discuss important or extraordinary issues that cannot wait until the next scheduled Ordinary Local Authority Meeting. Council may request the Local Authority to meet on a matter(s) that the Council deems to be in the best interests of the Local Authority and/or the community. Approval for holding extraordinary meetings by a Local Authority is necessary in all respects.

It is crucial to ensure that all Local Authority Meetings are conducted in a professional and organized manner. By adhering to the requirements set out in the *Local Government Act 2019*, the Local Authority can make sound decisions that benefit the community. Therefore, Local Authorities must make every effort to follow the rules and regulations set out in the Act to ensure that all meetings are productive and successful.

#### 6.1.6 Confidential Local Authority Meetings

Confidentiality is a crucial aspect of many meetings, particularly those involving sensitive topics or information. To ensure that confidentiality is maintained, it is common practice to ask any non-essential attendees, such as visitors, guest speakers, or staff members, to wait outside the meeting room while



### Local Authority Policy

confidential matters are being discussed. This helps to ensure that only those who need to be privy to the information are present, reducing the risk of leaks or breaches of confidentiality.

When attendees are asked to step out of the meeting, it is important to record the time that they leave and return. This is typically done in the meeting's minutes, which serve as a record of what was discussed and decided upon during the meeting. By noting the time that non-essential attendees stepped out and returned, the minutes provide a clear record of who was present during confidential discussions, which can be important for future reference or legal purposes.

Overall, maintaining confidentiality is an important responsibility for all attendees of a meeting, and taking steps such as asking non-essential attendees to step out can help to ensure that sensitive information remains secure.

## 6.2 Local Authority Meeting Agenda Items

Local Authority Meeting Agendas **must** comply with Guideline 1: Local Authorities, specifically s10(1)(2).

The Agenda must be prepared in consultation with the Chairperson of the Local Authority and include the following:

- Any declarations of interest;
- Previous minutes;
- Items requested by members;
- A report from the CEO (or delegate);
- Visitor presentations;
- General business;
- Community questions

Annually, the Agenda must include;

- The Council's Annual Report for the previous financial year;
- The Councils proposed Regional Plan for the upcoming financial year;
- The Councils budget for proposed projects for the Local Authority area for the upcoming financial year;
- Any relevant community plans.

## 6.3 Remuneration

Local Authority member allowance is a payment provided to members of the Local Authority for attending meetings. This payment is governed by the Local Government Act 2019 and its statutory instruments. Councils are responsible for ensuring that the payment of Local Authority member allowances is done in accordance with the legislation.

It is important to note that council staff who attend meetings as Local Authority members during their normal work hours will not receive a Local Authority member allowance. However, if a meeting is held outside of their normal work hours, or they are on leave, they may be entitled to the allowance.

Council members are not eligible for Local Authority member allowance payments for attending Local Authority meetings or provisional meetings.

Eligible members, including proxy and provisional members, can receive a local authority payment determined by the Remuneration Tribunal if they meet certain requirements. These requirements include complying with the guidelines and being present for at least 75% of the scheduled meeting time.

The Northern Territory Remuneration Tribunal's Determination of Allowances for Members of Local Government Authorities (determination No. 1 of 2023) has been set as below.

**Local Authority Policy**

*Chairperson Entitlement:*

<i>If the meeting is held up to 2 hours</i>	<i>\$300</i>
<i>If the meeting is held between 2 and 4 hours</i>	<i>\$450</i>
<i>If the meeting held for more than 4 hours</i>	<i>\$600</i>

*Local Authority Members Entitlement:*

<i>If the meeting is held up to 2 hours</i>	<i>\$200</i>
<i>If the meeting is held between 2 and 4 hours</i>	<i>\$300</i>
<i>If the meeting held for more than 4 hours</i>	<i>\$400</i>

**5. Version**

Version	Decision Number	Adoption date	History

# **Guideline 1: Local Authorities**

## **Contents**

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### **Guideline 1: Local Authorities**

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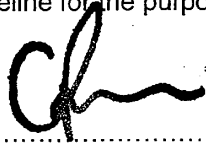
## **LOCAL GOVERNMENT GUIDELINE NO. 1**

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*Local Government Act 2019*

### **Making of Guideline**

I, Chanston James Paech, Minister for Local Government, under section 342 of the *Local Government Act 2019*, hereby make this Guideline for the purposes of the Act.



.....  
Minister for Local Government

8 / 8 / 2023

## ***Guideline 1: Local Authorities***

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### **1 Title**

- 1.1 This Guideline is titled *Guideline 1: Local Authorities*.

### **2 Commencement**

- 2.1 This Guideline commences on the day after it is made by the Minister for Local Government. All previous versions of this Guideline are revoked.

### **3 Definitions**

For the purposes of this Guideline:

**Act** means the *Local Government Act 2019*.

**council** means a council for a region.

**member** means a local authority member.

**provisional member** is a member nominated by the local authority and awaiting ratification by council.

**provisional decision** means a decision, by majority vote, made by the members at a provisional meeting (see clause 11.5).

**provisional meeting** means, at the time and place set for a local authority meeting when a quorum has not been established, at least one third of members are present and agree to hold a meeting (see clause 11.1).

### **4 Establishing and maintaining local authorities**

- 4.1 A council must establish and maintain the local authorities for the council listed in the Schedule to this Guideline.
- 4.2 A council must determine the area for each of its local authorities.
- 4.3 While area boundaries are defined it is acknowledged that initiatives that deliver community outcomes may cross boundaries.

### **5 Local authority members**

- 5.1 The council will consider recommendations from the local authority on its composition and membership of the local authority. A council must resolve the number of members for each local authority.
- 5.2 There must be at least 6 members and a maximum of 14 members for each local authority, unless the Minister approves a different maximum number of members for a particular local authority. Different local authorities of a council may have different numbers of members.
- 5.3 A local authority may recommend for consideration by the council, different categories of membership or representation at meetings (such as associate membership, stakeholder representation, honorary membership, observers; or specific representation from certain groups such as Traditional Owners, clans, young people, women).
- 5.4 A council must keep a register, accessible on the council's website and at the council's public office, of the following information in relation to each current member of a local authority:
- (a) the member's name;
  - (b) the date of appointment;
  - (c) the local authority the member represents;
  - (d) whether the member is a council member or otherwise a community member;
  - (e) the date of the cessation of the member's membership (if applicable).

## **Guideline 1: Local Authorities**

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### **6 Policy for appointments and resignations**

- 6.1** A council must have a policy for its local authorities that provides for the following:
- (a) calling for nominations as soon as practicable after a vacancy arises;
  - (b) how the call for nominations is to be advertised and promoted so that residents of the local authority area know about it, know who to give a nomination to and when nominations close;
  - (c) consideration of the nominations received, which must be an item of business at the first ordinary meeting of the council after nominations close;
  - (d) the selection process for local authority members;
  - (e) how it takes into account the recommendations of the local authority;
  - (f) the selection process and term of appointment of the chairperson, including the option of a rotating chairperson;
  - (g) the process for the resignation of a member in writing;
  - (h) how, and in what circumstances, appointment of a member may be revoked or otherwise cease (such as non-attendance).
- 6.2** The local authority may resolve to endorse provisional membership for any vacancies at an ordinary meeting or a provisional meeting. Provisional membership will count for the purposes of quorum but must subsequently be ratified by council.

### **7 Minimum number of meetings**

- 7.1** The CEO must ensure that at least 4 meetings for each local authority are held in a financial year, unless the local authority resolves to meet less than 4 times a year and the lesser number of meetings is ratified by council.
- 7.2** Provisional meetings may be counted to satisfy the minimum number of meetings.

### **8 Proxy membership**

- 8.1** A local authority may recommend to the council that proxies are allowed.
- 8.2** Where a local authority and the council agree to proxy membership, a proxy can only substitute for each local authority member at a maximum of 2 meetings in a financial year.
- 8.3** Appointment of a proxy for a meeting should be notified to council at least 2 days before a meeting. Council will provide a briefing to the proxy member, including:
- minutes from the previous meeting;
  - current agenda items for discussion;
  - an outline of the role and expectations of a local authority member.

### **9 Local authority payments**

- 9.1** Eligible members, including proxy and provisional members, are entitled to the respective local authority payment as determined by the Remuneration Tribunal if they comply with the requirements of this guideline and are present for at least 75 per cent of the scheduled meeting time for which the meeting payment is claimed.
- 9.2** To access the Remuneration Tribunal's Determination of Allowances for Members of Local Government Authorities, visit [cmc.nt.gov.au](http://cmc.nt.gov.au).
- 9.3** Council members are not eligible for a local authority payment in relation to attending local authority meetings or provisional meetings but may be entitled to claim extra meeting allowance.

## **Guideline 1: Local Authorities**

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### **10 Local authority meetings**

- 10.1** The agenda for local authority meetings must be prepared in consultation with the chairperson of the local authority and include the following:
- (a) any declarations of conflicts of interest by members;
  - (b) previous minutes;
  - (c) items requested by members;
  - (d) a report from the CEO (or delegate) on all local authority matters before council; including a progress and financial report on local authority projects and a report on current council services and projects in the local authority area;
  - (e) visitor presentations;
  - (f) general business and community questions.
- 10.2** Once in each financial year, a local authority agenda must include a review of:
- (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;
  - (d) community plans of the council or local authority where they exist.
- 10.3** The minutes of a local authority meeting must record decisions taken.

*Notes for clause 10*

- 1 Section 97(3) of the Act requires that notice convening a local authority meeting, which includes the agenda, must be publicly available on the council's website and at the council's public office.
- 2 Section 102(2) of the Act requires that a copy of local authority minutes must be publicly available on the council's website and at the council's public office within 10 business days after the date of the meeting.

### **11 Provisional meetings**

- 11.1** If there is no quorum for a local authority meeting, but one third of total members are present, the members who are present may hold a **provisional meeting**.
- Example for clause 11.1*
- If there are 9 total members of a local authority and 6 members are unable to attend, the 3 members who are present may agree to hold a provisional meeting.*
- 11.2** A provisional meeting does not have the powers or functions that the council may have delegated to the local authority.
- 11.3** During a provisional meeting, all agenda items may be discussed. Minutes must be taken and the minutes must clearly state that it was a provisional meeting.
- 11.4** Members at a provisional meeting can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous local authority meeting.
- 11.5** Members at a provisional meeting may, by majority vote, make recommendations to the council, provided any such recommendations are qualified as being a decision of the members at a provisional meeting (**provisional decision**).
- 11.6** The minutes of a provisional meeting must identify decisions taken as provisional decisions.
- 11.7** A copy of the minutes from provisional meetings must, within 10 business days after the date of the meeting, be available to the public on the council's website and

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Guideline 1: Local authorities

## ***Guideline 1: Local Authorities***

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at the council's public office.

- 11.8** A local authority meeting can confirm the minutes of a provisional meeting.
- 11.9** A local authority can ratify a provisional decision at a subsequent local authority meeting, and if it chooses to do so, it becomes a decision of the local authority.

### **12 Consideration of draft local authority minutes by council**

- 12.1** Draft minutes and items for attention from local authority meetings, including provisional meetings, must be tabled at the next ordinary meeting of the council and included in the agenda.

*Note for clause 12.1*

*Sections 101(4) and 101(5) of the Act have an equivalent requirement for local authority meetings.*

- 12.2** The council's response to the draft minutes from local authority meetings must be recorded in the minutes of the meeting of the council.

*Note for clause 12.2*

*Section 101(5) of the Act has an equivalent requirement for local authority meetings.*

### **13 Reporting**

- 13.1** The council must decide on and report back to the local authority on its response to the meeting minutes and items raised for attention.

*Note for clause 13.1*

*Section 40 of the Act provides that a council may delegate its powers and functions to a local authority, except where a council resolution is required under the Act.*

## ***Guideline 1: Local Authorities***

### **Schedule**

Local authorities to be established and maintained by councils:

#### **Barkly Regional Council:**

1. Ali Curung
2. Alupurrurulam
3. Ampilatwatja
4. Arparra
5. Elliott
6. Tennant Creek
7. Wutunugurra (Epenarra)

#### **Central Desert Regional Council:**

8. Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree)
9. Atitjere
10. Engawala
11. Lajamanu
12. Laramba
13. Nyirripi
14. Willowra
15. Yuelamu
16. Yuendumu

#### **East Arnhem Regional Council:**

17. Angurugu
18. Galiwin'ku
19. Gapuwiyak
20. Gnyangara
21. Milingimbi
22. Milyakburra
23. Ramingining
24. Umbakumba
25. Yirkala

#### **MacDonnell Regional Council:**

26. Amoonguna
27. Areyonga
28. Finke (Aputula)
29. Haasts Bluff (Ikuntji)
30. Hermannsburg (Ntaria)
31. Imanpa
32. Kaltukatjara (Docker River)
33. Kintore (Walungurru)
34. Mt Liebig (Amundurrngu)
35. Papunya
36. Santa Teresa (Ltyentye Apurte)
37. Titjikala
38. Wallace Rockhole

#### **Roper Gulf Regional Council:**

39. Barunga
40. Beswick (Wugularr)
41. Borrooloola
42. Bulman
43. Jilkminggan
44. Manyallaluk (Eva Valley)
45. Mataranka
46. Minyerri (Hodgson Downs)
47. Ngukurr
48. Numbulwar
49. Robinson River
50. Urapunga

#### **Tiwi Islands Regional Council:**

51. Milikapiti
52. Pirlangimpi
53. Wurrumiyanga (Nguu)

#### **Victoria Daly Regional Council:**

54. Amanbidji
55. Bulla
56. Kalkaringi / Dagaragu
57. Nauiyu (Daly River)
58. Pine Creek
59. Timber Creek
60. Yarralin / Pigeon Hole

#### **West Arnhem Regional Council:**

61. Gunbalanya (Oenpelli)
62. Maningrida
63. Minjilang
64. Warruwi

#### **West Daly Regional Council:**

65. Nganmariyanga
66. Peppimenarti
67. Wadeye



**GENERAL BUSINESS**



**ITEM NUMBER** 7.6  
**TITLE** Corporate Services Report  
**REFERENCE** 1805332  
**AUTHOR** Michael Freeman, Corporate Services Manager

**SUMMARY:**

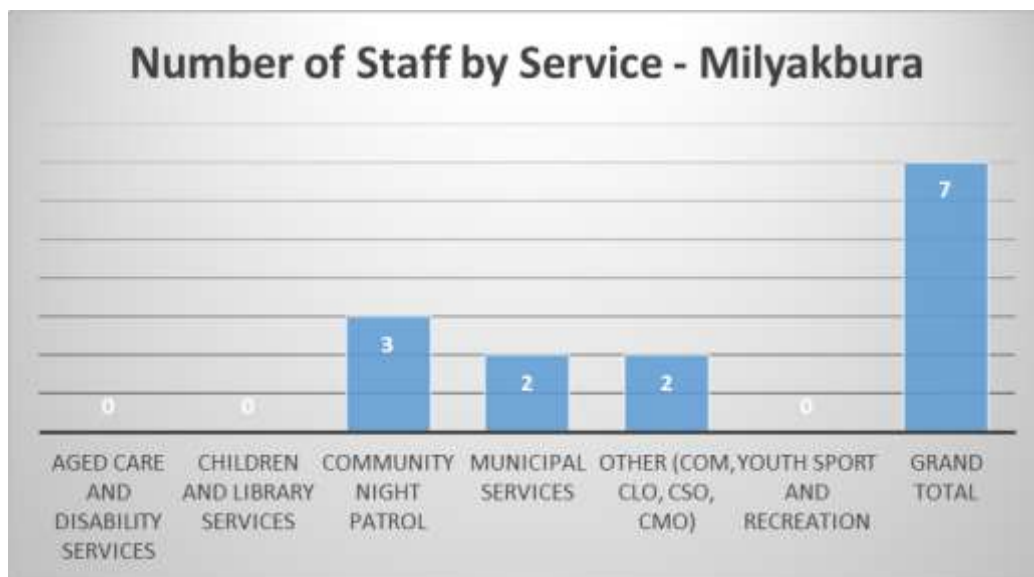
This report presents the financials plus employment statistics as of 31 August 2023 within the Local Authority area.

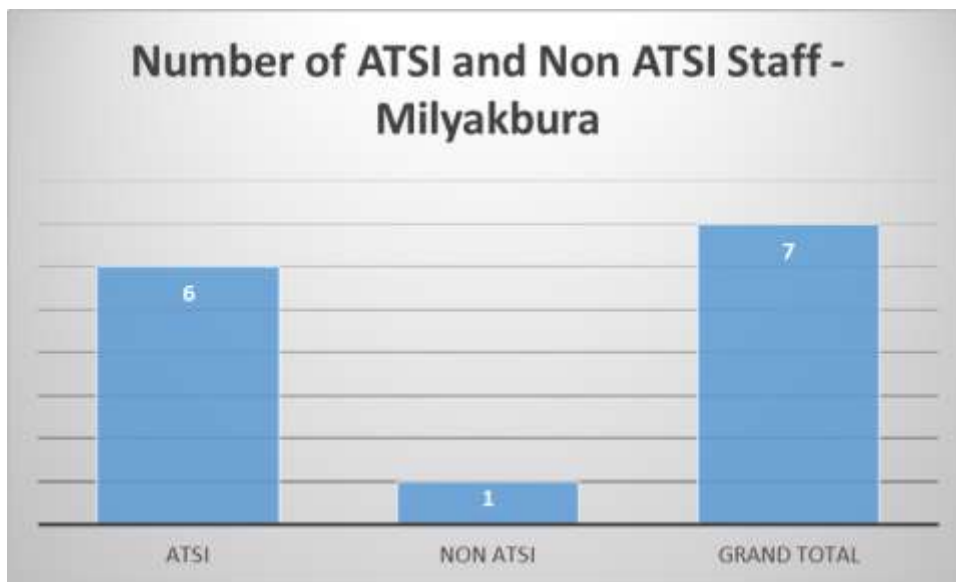
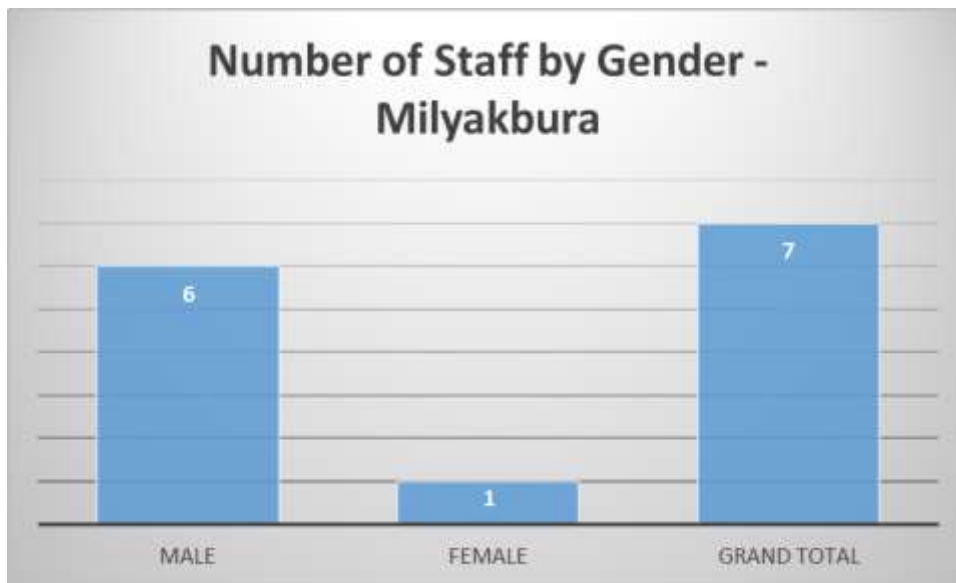
**BACKGROUND**

Local Authorities need to consider the Finance Report carefully as it details the current actual figures against the budget for the Local Authority area. Also the report details the number of staff against the different service areas.

**GENERAL**

Employee Statistics:





Vacancies as of 31 August 2023:

There are no vacancies as of 31 August 2023.

The report author does not have a conflict of interest in this matter (Section 179 of the Act).

**RECOMMENDATION**

**That the Local Authority receives the Financial and Employment information as of 31 August 2023.**

**ATTACHMENTS:**

1 [↓](#) INCOME AND EXPENSE - Milyakburra.pdf

EACH REPORTING LOCATION INCOME AND EXPENSE STATEMENT YEAR TO DATE 31 AUGUST 2023	Milyakburra		
	ACTUALS YTD	BUDGET YTD	VARIANCE YTD
<b>OPERATING REVENUE</b>			
Grants	-	55,153	(55,153)
User Charges and Fees	-	617	(617)
Rates and Annual Charges	-	-	-
Other Operating Revenues	2,058	325	1,733
Council Internal Allocations	(6,292)	-	(6,292)
Untied Revenue Allocation	162,345	162,345	-
<b>TOTAL OPERATING REVENUES</b>	<b>158,111</b>	<b>218,440</b>	<b>(60,329)</b>
<b>OPERATING EXPENSES</b>			
Employee Expenses	51,088	69,831	(18,743)
Materials and Contracts	3,094	19,283	(16,189)
Council Committee & LA Allowance	1,950	5,800	(3,850)
Other Operating Expenses	18,132	93,493	(75,361)
Council Internal Allocations	43,897	41,815	2,082
<b>TOTAL OPERATING EXPENSES</b>	<b>118,161</b>	<b>230,222</b>	<b>(112,061)</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>39,950</b>	<b>(11,782)</b>	<b>51,732</b>
<b>Less Additional Outflows</b>			
Capital Expenses	-	(90,000)	90,000
Transfer to Reserves	-	(1,039)	1,039
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>-</b>	<b>(91,039)</b>	<b>91,039</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>39,950</b>	<b>(102,821)</b>	<b>142,771</b>
<b>Add Additional Inflows</b>			
Carried Forward Grants Revenue	115,617	49,037	66,580
Transfer from Reserves	-	127,441	(127,441)
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>115,617</b>	<b>176,478</b>	<b>(60,861)</b>
<b>NET OPERATING POSITION - SURPLUS / (DEFICIT)</b>	<b>155,568</b>	<b>73,657</b>	<b>81,911</b>
			-