



AGENDA

PAPUNYA

LOCAL AUTHORITY MEETING

THURSDAY 27TH NOVEMBER 2014

The Local Authority meeting will be held in the
MacDonnell Service Delivery Office,
PAPUNYA at 10.30am

AGENDA

ITEM	SUBJECT
1	MEETING OPENING
2	WELCOME AND ATTENDANCE
	2.1 Welcome to Country
	2.2 Attendance – members
	2.3 Attendance – staff and visitors
3	APOLOGIES / ABSENTEES / RESIGNATIONS
	3.1 Apologies / Absentees
	3.2 Resignations
4	COUNCIL CODE OF CONDUCT (MEETING RULES)
	4.1 Council Code of Conduct
	4.2 Conflict of Interest
5	DEPUTATIONS / GUEST SPEAKERS
	5.1 NT Housing
6	TRAINING
	6.1 Policies and Procedures
	6.2 Future Training Needs
7	MINUTES OF LOCAL AUTHORITY MEETINGS
	7.1 Confirmation of Minutes of Previous Meeting
	7.2 Issues / Actions arising from Minutes
8	COUNCIL LOCAL GOVERNMENT
	8.1 Standing Items Report – Actions Register
	8.2 Complaints Received
	8.3 Council Service Coordinator Report
	8.4 Community Services Report
9	ANNUAL REPORT
	9.1 Review MacDonnell Regional Council 2013/14 Annual Report
	9.2 Local Planning
10	OTHER BUSINESS
	10.1 Communications Strategy and Community Engagement Plan
11	NEXT MEETING
12	MEETING CLOSE

4. MACDONNELL COUNCIL CODE OF CONDUCT



ITEM NUMBER	4.1
TITLE	MacDonnell Council Code of Conduct
AUTHOR	Helen Smith, Manager – Governance and Planning

RECOMMENDATION

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

SUMMARY:

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

BACKGROUND

MacDonnell Regional Council Code of Conduct

1 Interests of the Council and Community come first

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

2 Honesty

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

3 Taking care

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

4 Politeness/Courtesy

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

5 Conduct towards council staff

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

6 Respect for culture

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

7 Conflict of interest

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

Where a conflict exists, the member must inform the Council or Local Authority

and not take part in the discussion or vote

7 Accountable

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

8 Respect for private business

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

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

ISSUES/OPTIONS/CONSEQUENCES

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

CONSULTATION & TIMING

Nil

ATTACHMENTS:

There are no attachments for this report.

4. LOCAL AUTHORITY CONFLICTS OF INTEREST

ITEM NUMBER	4.2
TITLE	Conflicts of Interest
AUTHOR	Helen Smith, Manager – Governance and Planning

**RECOMMENDATION**

(a) That the Local Authority note the Local Authority Conflict of Interest Procedure and declare any conflicts of interest.

SUMMARY:

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

What to disclose

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

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

5. DEPUTATIONS / GUEST SPEAKERS

ITEM NUMBER 5.2
TITLE NT Housing

**6. TRAINING**

ITEM NUMBER 6.1
TITLE Policies and Procedures

ITEM NUMBER 6.2
TITLE Future Training Needs

7. MINUTES OF LOCAL AUTHORITY MEETINGS

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

RECOMMENDATION

(a) That the Minutes of the Local Authority Meeting held on 16 October 2014 be taken as read and accepted as a true record of the meeting.

SUMMARY:

DRAFT MINUTES OF THE PAPUNYA LOCAL AUTHORITY
MEETING HELD ON 16 OCTOBER 2014

1. MEETING OPENING

The meeting was declared open at 11.00am

2. WELCOME AND ATTENDANCE

- 2.1 Welcome to Country – Sylvana Marks
- 2.2 Attendance – Members and Councillors
- 2.3 Attendance – Staff and Visitors

Local Authority Members:

Sylvana Marks (Chair), Punata Stockman, Linda Anderson, Isobel Gorey, Sammy Butcher

Councillors:

Lance Abbott, Sid Anderson

Staff:

Graham Murnik (Director Service Delivery), Helen Smith (Manager – Governance and Engagement), Rachel Walsh (Governance Support Officer), Rhonda Wilcomes (Council Services Coordinator), Barry Lysaght (Manager – Finance)

Visitors:

Rohan Mathews (GEC)

3. APOLOGIES AND ABSENTEES

3.1 Apologies / Absentees

Apologies:

Denis Minor, Lance McDonald, Graham Poulson, Sheila Dixon, Karen McDonald, Cr Irene Nangala

Absentees:

3.2 Resignations

No members announced that they would like to resign.

4. COUNCIL CODE OF CONDUCT (MEETING RULES)

4.1 MacDonnell Council Code of Conduct

Motion:

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

MOVED: Sammy Butcher

SECONDED: Lance Abbott

CARRIED

Action: The Local Authority requests that the MacDonnell Council Code of Conduct to be written in language (Luritja).

4.2 Conflict of Interest

Motion:

- (a) That the Local Authority note the Conflicts of Interest Report.

MOVED: Punata Stockman

SECONDED: Isobel Gorey

CARRIED

No conflicts of interest were declared at this meeting

Action: The Local Authority requests that the Conflicts of Interest policy to be written in language (Luritja).

5. OTHER BUSINESS

5.1 Revision – Number of LA meetings per year

The Local Authority are happy with having six meetings per year.

The Indigenous Advance Strategy (IAS) was discussed

Governance Training

The Local Authority discussed the whether all local authority members could receive governance training.

Central Australian Waste Management

The Local Authority were advised that Papunya has received a \$5,000 grant for the the purpose of education on waste management.

The following ideas were discussed by the Local Authority –

- An education program regarding picking up rubbish and what rubbish does to the environment.
- Recycling and waste initiatives.
- A clean up Papunya Day/Week.
- Posters in language to educate what rubbish does to their totem - honey ants, with this as something the children can create.
- A community BBQ to promote this program.

A plan will be set based on the ideas discussed and taken to the next meeting for the Local Authority to approve. Funds needs to be spent by 31 December 2014, and reported on in January 2015.

Meeting broke for lunch at 12.15pm meeting resumed at 12.50pm

6. DEPUTATIONS / GUEST SPEAKERS

6.1 NT Housing

No representative from NT Housing attended this meeting

7. LOCAL AUTHORITY PLANS AND BUDGETS

7.1 Training – Finance

Training session conducted by Barry Lysaght

- Review of last training on Governance which covered
 - the 3 levels of government
 - links from Community → Local Authority → Council → CEO → Staff
 - roles of Local Authority, Council and Staff – separation of powers
 - Code of Conduct
- Understanding Council reports
- Council Budget
 - Where does your community fit?
 - What reports you will get from Council
 - What the numbers could be telling you
- MacDonnell Regional Plan – Priorities for Community
- Balancing what Community wants and what Council can afford
- Where Council gets its money for Services in Community
 - Expenditure
 - Money spent so far YTD
 - What could have been spent YTD
 - Difference – Variance YTD
 - What we can spend – budget for the full year

Meeting break 1.54pm meeting resumed: 2.10pm

7.2 Finance and Budgets – Review the Financial Report for July 2014

Motion:

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

MOVED: Lance Abbott
SECONDED: Punata Stockman
CARRIED

7.3 Local Authority Plan – Confirm priorities and approve plan**Motion:**

- (b) That the Local Authority confirm priorities and approve the Local Authority Plan

MOVED: Sid Anderson
SECONDED: Sammy Butcher
CARRIED

With an amendment to changing Sorry Camp to be Priority One. A Laundromat is not a service delivered by Council. The Local Authority allocates all funding be spent on Priority One.

Papunya has been allocated \$74k for infrastructure projects in the community.

Priority 1 – Upgrade sorry camp.

The Local Authority would like two shade structures instead of four shade structures. One shade structure for men, and one for women with the one large camp to be turned into three camps. The location of the three camps were identified on a map of the community.

Priority 2 – Laundromat - Local Authority accepts the gifted washing machines. The Local Authority will discuss with the Store Committee about setting up machines in the store.

8. MINUTES OF LOCAL AUTHORITY MEETINGS**8.1 Confirmation of the minutes of the last Local Authority Meeting.****Motion:**

- (a) That the minutes of the Local Authority Meeting held on 21 August 2014 be taken as read and be accepted as a true record of the meeting.

MOVED: Sid Anderson
SECONDED: Sylvana Marks
CARRIED

8.2 Issues / Action arising from Minutes

Nil

9. COUNCIL LOCAL GOVERNMENT**9.1 Standing Items Report – Actions Register****Motion:**

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

MOVED: Sammy Butcher
SECONDED: Punata Stockman
CARRIED

Item 1. Whipper sniper and lawnmowers – ITEM CLOSED

Item 2. Road Grading – ITEM CLOSED

Item 3. Sports Weekend – ONGOING

Action: Put on the agenda for the first meeting in the new year for further discussion.

Item 4. Road Trains – ONGOING

Item 5. Discretionary funds – ITEM CLOSED

Item 6. Outstations – ONGOING

The Local Authority commented that assistance is needed with helping to clean up rubbish at 5 mile and 3 mile outstations. Possibly a truck and works assistants to go to the stations to help with the clean up. Can outstation residents be employed to do this work?

The Local Authority were advised that a budget will be put to the next Ordinary Council Meeting for additional staff – a Senior outstation worker and two outstation assistants.

Item 7. Housing – ITEM CLOSED

Item 8 Recreation Area – ONGOING

The Local Authority will discuss this item at a later meeting.

9.2 Complaints received

Motion:

- (b) That the Local Authority note and accept the complaints received.

MOVED: Sylvana Marks
SECONDED: Isobel Gorey
CARRIED

Nil complaints received.

9.3 Council Services Coordinator Report

Motion:

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

MOVED: Sid Anderson
SECONDED: Sammy Butcher
CARRIED

9.4 Community Services Report

Motion:

- (d) That the Local Authority note and accept the Community Services Report.

MOVED: Sammy Butcher

SECONDED: Isobel Gorey
CARRIED

10. DEPUTATIONS/GUEST SPEAKERS

11. NEXT MEETING

Thursday, 27th NOVEMBER 2014

Isobel Gorey submits her apology for the next meeting, as she will be away at another meeting on this day.

12. MEETING CLOSE

The meeting closed at 5.05pm.

THIS PAGE AND THE PRECEEDING 5 PAGES ARE THE DRAFT MINUTES OF THE PAPUNYA LOCAL AUTHORITY MEETING HELD ON 16 OCTOBER 2014 AND UNCONFIRMED.

8 COUNCIL LOCAL GOVERNMENT

ITEM NUMBER	8.1
TITLE	Standing Items Report – Actions Register
AUTHOR	Helen Smith, Manager – Governance and Planning

**RECOMMENDATION**

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

SUMMARY:

ACTIONS	UPDATES / STATUS
<p>21/08/2014 Sports Weekend:</p> <p>16/10/14 Action: To be put on the agenda for the first meeting in 2015 for further discussion.</p> <p>Local Authority would like the Sports Weekend to be advertised and be open to everyone, possibly contact the NTG about getting recognition for the sports weekend, advertising for the next sports weekend. Possibly in through ICTV and CAAMA, Imparja TV, newspapers, ABC TV and Radio. To start with the sports weekend in September 2015.</p>	<p>ONGOING</p> <p>UPDATE 29/09/14: We will support the Local Authority to do this next year. We suggest not providing updates on this item and discussing further next year.</p> <p>Local Authority to advise on whether this is still a priority after the most recent sports weekend.</p>
<p>21/08/2014 Road Trains:</p> <p>Road Trains driving through cultural sites (honey ant sites) around the edge of the community. Major concern for the children when road trains drive through.</p>	<p>ONGOING</p> <p>UPDATE: 10/10/14 MRC have contacted the Department of infrastructure to request this, the request will go to Council for endorsement at the October meeting which will then be sent to DOI. The work will cost a significant amount of money if it proceeds so will need to go in forward estimates with DOI for future work.</p>
<p>31/5/12 Signage and Outstations:</p> <p>Signs and equipment needed for Outstations</p> <p>ACTION 1: signs are needed at the turn off to Green Valley, Town Bore, Ulumbara, Blackwater, 3 Mile and Atji Creek Outstations.</p> <p>ACTION 2:</p> <ul style="list-style-type: none"> Town Bore outstation request a shed to store the generator or equipment. Green Valley Outstation request solar power and a phone for emergency purposes. <p>ACTION 3: Department of Regional Development to be invited to attend next Local Board meeting to discuss Outstation Policy.</p>	<p>ONGOING</p> <p>UPDATE ACTION 1: 6/10/14 Signs will be put up shortly now that we have finished the sports carnival.</p> <p>UPDATE ACTION 1: 19/08/14 Signs (road and entrance signs) have been delivered to Papunya and will be installed at all outstations in the region.</p> <p>UPDATE ACTION 2: 19/08/14 MES SPG applications have been submitted to the Dept. Community Services for these requests in the 2014/15 funding round. It is at the Dept. Community Services discretion to approve these applications. Can not be done using current funds under the MES guidelines.</p> <p>UPDATE ACTION 3: 19/08/14 Antony Yoffa, Regional Director for the Department Community Service has been contacted and is unavailable to attend the August LA meeting. He has advised he would be happy to meet with the LA at their October meeting if not required to be in Darwin, or attend the November LA Meeting.</p> <p>PREVIOUS UPDATES:</p> <p>ACTION 1 UPDATE: 03/01/14 Request sent to Tech Services to procure road signs for the Outstations mentioned.</p> <p>UPDATE: 15/03/14 Signs are currently being procured for Outstations including Outstation entrance signs</p>

	<p>ACTION 2 UPDATE: 03/01/14 Requests will need to be submitted with the next round of CIG funding applications for 2014/15</p> <p>ACTION 3 UPDATE: An invite can be extended to the Dept. of Regional Development to attend the first Local Authority meeting after July 1st to discuss the Outstation Policy if still required.</p> <p>25/11/13 UPDATE 1: Area Manager has been attending all Outstations in the Papunya region and conducting audits as per the Outstations Minimum Level Service Standards outlined in the new MES/Housing agreement.</p> <p>25/11/13 UPDATE 2: A/Dir SCD has contacted the Department Community Service and requested someone attend the LB meeting to discuss the new Outstations Policy. Email sent to Terry McMahon.</p>
<p>28/11/13 – Recreation Area:</p> <p>16/10/14 Action: The Local Authority will discuss this item at a later meeting.</p> <p>Local Board request the open space between houses is developed into a recreation area for camping with shade structures, water and/or trees.</p> <p>ACTION: Shire to check the community maps re: boundaries.</p>	<p style="text-align: center;">ONGOING</p> <p>UPDATE: 19/08/14 There has been no further feedback on this action from the LA and is beyond budget allocations for the 2014/15 FY. It is suggested due to the nature of the request that this be incorporated into the LA Plan.</p> <p>PREVIOUS UPDATES: UPDATE: 15/03/14 The area situated between Puntungka Cres, Bush St & Raggett Road has been identified by the Department of Lands & Planning as Public Open Space. Local Board to decide on a design for the area including access, position of shade structures and camping area.</p>
<p>16/10/14 – Translation of Policies:</p> <p>The Local Authority requests that the Code of Conduct and the Conflicts of Interest policies to be written in language (luritja) so members can read and understand them.</p> <p>Action: MRC to translate the Code of Conduct and Conflicts of Interest Policies to language.</p>	

ITEM NUMBER 8.2
TITLE Complaints Received
AUTHOR Rhonda Wilcomes, Council Services Coordinator



RECOMMENDATION

That the Local Authority note the Complaints received.

ITEM NUMBER 8.3
TITLE Council Services Coordinator Report
AUTHOR Rhonda Wilcomes, Council Services Coordinator

RECOMMENDATION

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

SUMMARY:

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

<INSERT CSC REPORT>

ITEM NUMBER 8.4
TITLE Community Services Report
AUTHOR Margaret Harrison, Children's Services
Nina Bullock, Home Care
Bob Allen, Night Patrol
Sarsha River, Youth Services



RECOMMENDATION

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

SUMMARY:

Children's Services Report
Period: 13/10/2014 – 15/11/2014

Staffing

- Recruitment for a Team leader is currently in progress.

Program Delivery

- The Early Childhood Program was closed for two days this reporting cycle due to staff absence.
- The OSHC Program was closed for eleven days this reporting cycle due to staff absence - OSHC has been struggling to open due to lack of staff. Recruitment measures are underway. Please encourage suitable local people to apply.

Average No of Children

- An average of 15 children are attending Childcare and 16 children attending the OSHC program.

Training

- A number of Early Childhood Educators travelled into Alice Springs to attend a module of their Cert III accredited training.
- Training to maintain the high standard of cleaning will take place soon to value add to the childcare centre's major clean.

Other successful partnerships and strategic matters of importance

- The Papunya Childcare Centre is scheduled for a commercial clean later this month – the comprehensive clean will enable the Council to maintain high quality cleaning and environmental health standards.



Pics – children attending the Papunya Early Childhood Program having sand play and keeping cool in the hot weather

Home Care Report

Period: 01/10/2014 – 13/11/2014

Staffing

- All positions filled.
- Recruitment underway for a new Coordinator.

Service Disruptions

- Services were disrupted due to sorry business, royalty meetings and sports days. No services were delivered for two days and clients were reimbursed with food hampers. Reduced staff attendance on approximately 6 days resulted in reduced services.

No of Clients

- 22 clients are accessing Home Care services, including 2 younger clients with disabilities.

Training

- No accredited training delivered this reporting period. Practical 'on the job' training and mentoring continues. Charles Darwin University have been engaged to deliver Cert II Community Services Training and anticipated to commence in February 2015.

Strategic Matters

- As of 1 July 2015 national reforms begin which will support older people to have more say over their care.

Night Patrol Report

Period: 01/10/2014 – 13/11/2014

Staffing

- Three positions vacant. One position under recruitment.
- Please encourage suitable local people to apply for the two remaining vacancies.

Service Disruptions

- Service delivery has been maintained by two members. Disruption is expected between now and Christmas due to ceremonial business.

Number of People assisted

- Papunya Night Patrol assisted 353 people this reporting period;
 - 184 Men and 169 Women were assisted
 - 243 School Aged Children returned to family
 - 190 school aged children refused Night Patrol transport.

Training

- Training is provided by Zone Co-ordinator during regular field visits.
- Team members are keen for computer training to give them an ability to send email.
- All MRC Patrols will commence accredited training in Night Patrol operations in February 2015.

Other Patrol Updates of relevance

- Although no specific operations have been conducted with police, team members do maintain an informal liaison with local officers.

Youth Services Report**Period: 02/10/2014 – 18/11/2014****Staffing**

- Currently there are no local staff working in the Papunya Youth Program.
- Sarsha Rivers - MacYouth Coordinator has been located in Papunya to deliver youth programs from 5-8pm. This is however, limiting due to lack of staffing.
- The Team Leader position is now filled. Jules Galliers has been offered the position. Jules comes with a wealth of experience in youth services and will commence early December.
- Please encourage suitable local people to apply for youth positions.

Service Disruptions

- Due to lack of staffing, the program has not operated for 11 days this reporting cycle. Until the new Team Leader commences, limited Youth Programs will be delivered.

Average Number of Youth accessing programs

- An average of 8 young people have accessed the youth program this reporting period.

Youth programs

- Cooking, small bush trips and basketball have been popular youth activities.

Training

- Nil

Other successful partnerships and strategic matters of importance

- MacYouth continue to work in partnership with the Papunya Community School - supporting the middle school PE lesson every Thursday afternoon.

9 ANNUAL REPORT



ITEM NUMBER 9.1
TITLE Review 2013/14 Annual Report
AUTHOR Helen Smith, Manager – Governance and Planning

RECOMMENDATION

(a) That the Local Authority note the MacDonnell Regional Council 2013/14 Annual Report.

ITEM NUMBER 9.2
TITLE Local Planning

RECOMMENDATION

(b) That the Local Authority note and accept.....

10 OTHER BUSINESS

10.1 Communications Strategy and Community Engagement Plan

11 NEXT MEETING

2015 – DATES TO BE ADVISED

12 MEETING CLOSE