



AGENDA

AMOONGUNA LOCAL AUTHORITY MEETING

WEDNESDAY, 4 JULY 2018

The Amoonguna Local Authority Meeting of the MacDonnell Regional Council will be held at the Community Council Office on Wednesday, 4 July 2018 at 10:30AM .

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MACDONNELL COUNCIL CODE OF CONDUCT

ITEM NUMBER 4.1
TITLE MacDonnell Council Code of Conduct

**SUMMARY:**

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

RECOMMENDATION

That the Amoonguna Local Authority note the Council Code of Conduct.

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

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

Honesty

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

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.

Respect/Courtesy

A member must be respectful to other members, council staff, constituents and members of the public.

Conduct towards council staff

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

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.

Conflict of interest

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

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

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.

Gifts

A member must not ask for or encourage gifts or private benefits from anyone who might want to do business with or obtain a benefit from Council.

Accountable

A member must be able to show that they have made good decisions for the community, and have allocated the Council's resources carefully and to benefit the region.

Failure to comply with this Code of Conduct may result in disciplinary action.

ISSUES/OPTIONS/CONSEQUENCES

The Code of Conduct Policy helps Council to ensure that the:

- MacDonnell Regional Council (MRC) exercises strong and accountable governance;
- constituents of MRC are aware of the behaviours they can expect from members.

CONFLICTS OF INTEREST

ITEM NUMBER	4.2
TITLE	Conflict of Interests



SUMMARY:

This report outlines the minimum standard of behaviour expected of the Local Authority in relation to declaring personal or family financial interests that may impact on the performance of their roles and ability to make objective decisions.

RECOMMENDATION

That the Amoonguna Local Authority note the Conflict of Interest Policy and declare any conflicts either now or as they arise.

BACKGROUND

Conflicts of interest arise when members are influenced, or appear to be influenced, by personal interests when doing their jobs. The perception of a conflict of interest – the way it seems to the public - can be as damaging as an actual conflict, because it undermines public confidence in the integrity and fairness of MacDonnell Regional Council (MRC).

Under the *Local Government Act*, not declaring a conflict of interest or improperly disclosing information can lead to imprisonment.

Examples of conflicts of interest and improper disclosure of information:

Tendering and Purchasing – financial conflict of interest

- Example: Council has advertised for a contractor for irrigation of a football oval. A member is employed by a company which has tendered for the contract. This may affect, or it may reasonably be suspected that it could affect, their ability to make an unbiased or fair decision when the contract choice is considered by Council.

Tendering and Purchasing – non-financial conflict of interest

- Example: A contractor tendering for a Council contract for road works offers to seal the road to a member's house. The member would not be seen as impartial or fair when choosing the contractor for the job.

Information and Opportunities

- Example: a member may know a lot of information about tenders for contracts coming up in the MRC area before the tenders are made public. Conflicts can arise if the member gives this information to a friend or relative working for a company so they can have a better chance of winning the contract.

Undue Influence

- Example: a member tries to pressure a hotel in Alice Springs into providing free accommodation, because they are a member of Council.

Declaring a Conflict of Interest

As soon as practical after a member becomes aware of a conflict of interest in a matter that has come up or is about to come up before or during a meeting (council, local authority or council committee), the member must disclose or tell the relevant interest to the meeting and to the Chief Executive Officer (CEO) of MRC.

Details of members' interests and the nature of those interests will be recorded in the relevant Register of Interests published on the Council's website and to be available for any member of the public to look over at the Council's public office.

In addition, if a member enters into a personal or business relationship with another member or Council employee that could result in a conflict of interest, then this relationship must be reported to the President and CEO. A file note will be made and recorded on the relevant Register of Interests.

Uncertainty about whether a conflict of interest exists or not

If a member is unsure whether or not they have a conflict of interest, they should give full details to the CEO or seek independent legal advice.

The CEO does not have a responsibility to decide whether or not a member has a conflict of interest in a matter. The responsibility for determining whether a member has a conflict of interest is up to the individual member.

If you do have a Conflict of Interest

After a member has disclosed the nature of the interest, the member must not, without approval from the Minister:

- be present during any discussion of the meeting when the matter is being discussed
- take part in any decision related to the matter
- Influence another member in their decision.

Members will not become involved in the promotion or endorsement of products and/or services unless this has been approved in line with Council's policies and Code of Conduct.

Complaints Regarding Failure to Disclose an Interest

Any person may make a complaint that a member has or may have failed to disclose or tell of a conflict of interest. All complaints should be directed to the MRC CEO.

ISSUES/OPTIONS/CONSEQUENCES

The Disclosure of Interests Policy helps Council to ensure that:

- the business of Council is conducted with efficiency, fairness, and integrity; and

- members act in the best interests of Council and do not seek personal or family gain when performing their duties or use their public office for personal gain.

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 5.1
TITLE Confirmation of previous minutes
REFERENCE - 192660
AUTHOR Jacinta Barbour, Governance Officer

**SUMMARY:**

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

RECOMMENDATION

That the Local Authority note and confirm the minutes of the previous meeting.

BACKGROUND

Local Authority members are to consider the presented unconfirmed minutes carefully before they decide if they are a true record of their last meeting.

ATTACHMENTS:

1 Previous minutes of Local Authority meeting held 3 May 2018 .pdf



MINUTES OF THE AMOONGUNA LOCAL AUTHORITY MEETING HELD IN THE
AMOONGUNA COUNCIL OFFICE ON THURSDAY, 3 MAY 2018 AT 10:30AM

1 MEETING OPENING

The meeting was declared open at 10.40AM

2 WELCOME

2.1 Welcome to Country – Sharon Stuart

3 ATTENDANCE / APOLOGIES / RESIGNATIONS

3.1 Attendance

Local Authority Members: Sharon Stuart (Chairperson), Michael Ellis, Henry Oliver, Caroline Peters, Donna Dixon

Councillors: Deputy President Greg Sharman, Councillor Phillip Wilyuka, Councillor Susan Doolan

Council Employees: Jeff MacLeod (CEO), Sam Ashton (Area Manager), Levina Phillips (Council Service Coordinator), Jacinta Barbour (Policy and Governance Officer)

Others: Maria Viegas (Department of Housing and Community Development)

3.2 Apologies/Absentees

Apologies: Councillor Lynette Ellis

Absentees: Teresa Alice, Joylene Williams

3.2 Resignations – nil

3.1 MacDonnell Council Code of Conduct

17 RESOLVED (Cllr G Sharman/Michael Ellis)

That the Amoonguna Local Authority note the Council Code of Conduct.

3.2 Conflict of Interests

18 RESOLVED (Henry Oliver/Cllr S Doolan)

That the Amoonguna Local Authority note and declare any conflict of interests.

This is page 1 of 4 of the Minutes of the Amoonguna Local Authority Meeting held on Thursday, 3 May 2018

5.1 CONFIRMATION OF PREVIOUS MINUTES**SUMMARY:**

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

19 RESOLVED (Cllr G Sharman/Michael Ellis)

That the Local Authority note and confirm the minutes of the previous meeting.

5.2 ACTION REGISTER**SUMMARY:**

This report provides a running list of Local Authority action items as reported in previous meetings.

20 RESOLVED (Cllr P Wilyuka/Henry Oliver)

That the Local Authority:

- 1) Note the progress reports on actions from the minutes of previous meetings as received;
- 2) close action item regarding community safety staffing;
- 3) close action item regarding fire trailer
- 4) close action item regarding training someone for the community store;
- 5) leave action item open regarding fire training for the Civil Works Team; and
- 6) Open new action 5.2.1

5.2.1 LOCAL AUTHORITY MEMBER ATTENDANCE

21 RESOLVED (Joylene Williams/Henry Oliver)

In accordance with council Policy 111 if a member is absent for 2 meetings without permission of the Local Authority their member status may be revoked.

The Local Authority request council to write a letter to the following local Authority members who have missed two or more meetings in a row and ask them to either resign or start coming to meetings:

Teresa Alice

Joylene Williams

6.1 LOCAL AUTHORITY PROJECT REPORT**SUMMARY:**

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

22 RESOLVED (Cllr G Sharman/Michael Ellis)

That the Local Authority note and accept the progress of their LA projects.

6.2 DISCRETIONARY FUNDS - AMOONGUNA**SUMMARY:**

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

23 RESOLVED (Caroline Peters/Cllr G Sharman)

That the Local Authority note their spending of discretionary funds.

7.1 COMMUNITY SERVICES AMOONGUNA LOCAL AUTHORITY REPORT

EXECUTIVE SUMMARY:

This report provides an update on Community Services program delivery.

24 RESOLVED (Caroline Peters/Henry Oliver)

That the Local Authority note and accept the Community Services report.

7.2 SERVICE DELIVERY REPORT

SUMMARY:

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

25 RESOLVED (Caroline Peters/Henry Oliver)

That the Local Authority note and accept the Service Delivery Report.

7.3 COMPLAINTS RECEIVED

SUMMARY:

This report provides an update to the Local Authority about complaints received regarding Council Service Delivery.

26 RESOLVED (Donna Dixon/Cllr P Wilyuka)

That the Local Authority note the complaint received this reporting period and that it has been resolved.

8.1 EXPENDITURE REPORT AS AT 31 DECEMBER 2017

EXECUTIVE SUMMARY:

The expenditure report shows spending until 31 December 2017 in the Local Authority's community.

27 RESOLVED (Caroline Peters/Donna Dixon)

That the Local Authority note and accept the Expenditure Report as at 31 December 2017.

10.1 OTHER NON-COUNCIL BUSINESS

SUMMARY:

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

RECOMMENDATION

That the Local Authority:

- 1) note and accept any information or updates from the Department of Housing and Community Development (DoHCD);
- 2) leave invitation open for someone to talk about alcohol and drug management at the next Local Authority meeting;
- 3) ask the Executive Director of the DoHCD if residents can chose to pay rent to the DoHCD; and
- 4) request the Department of Infrastructure, Planning and Logistics to upgrade the Amoonguna entrance road to the Australian Standards of a double lane road.

DATE OF NEXT MEETING - WEDNESDAY 4 JULY, 2018

MEETING CLOSE

The meeting terminated at 12:25 pm.

This page and the preceding 2 pages are the minutes of the Amoonguna Local Authority meeting held on Thursday, 3 May 2018 and UNCONFIRMED.

UNCONFIRMED

This is page 4 of 4 of the Minutes of the Amoonguna Local Authority Meeting held on Thursday, 3 May 2018

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER	5.2
TITLE	Action Register
REFERENCE	- 192921
AUTHOR	Gracie-Rose Matteucci, Governance Officer

**SUMMARY:**

This report provides a running list of Local Authority action items as reported in previous meetings.

RECOMMENDATION

That the Local Authority note the progress reports on actions from the minutes of previous meetings as received.

BACKGROUND

This report gives the Local Authority an opportunity to check that actions from previous meetings are being implemented.

Action Item 1 - Fire training for Civil Works Team (raised on 02/11/2017)**Summary of action item:**

The Local Authority request council look into providing training to Amoonguna Civil Works staff to do controlled burning around the community.

Update: Area Manager is in the process of organising.

Action Item 2 - Members not coming to meetings (raised on 03/05/2018)**Summary of action item:**

In accordance with council Policy 111 if a member is absent for 2 meetings without permission of the Local Authority their member status may be revoked.

The Local Authority request council to write a letter to the following local Authority members who have missed two or more meetings in a row and ask them to either resign or start coming to meetings:

Teresa Alice

Joylene Williams

Update: Letters have been sent

LOCAL AUTHORITY PLANS

ITEM NUMBER	6.1
TITLE	Local Authority Project Report
REFERENCE	- 192928
AUTHOR	Graham Murnik, Director Service Centre Delivery

**SUMMARY:**

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Housing and Community Development.

RECOMMENDATION

That the Local Authority note and accept the progress of their LA projects.

Local Authority Projects

1. BBQ plate from Alice Hose Tech.
Update: has been ordered.
2. Allocate \$4,000 of their 2017/18 project money to a picnic table and chairs for Stuart Park.
Update: has been ordered.
3. Request council to look into the possibility of obtaining a site clearance from the Central Land Council to convert the old vineyard across the central office into an oval/park for community use.
Update: Sam Ashton (Area Manager) has been in touch with CLC and is waiting for a response.
4. Commit a maximum spend of \$4,000 towards a vandalism-proof community noticeboard (on poles, with plastic screening) to be located at Stuart Park.
Update: has been ordered.
5. Allocate \$2,000 of project money towards plants and trees for both Stuart and Ross Park.
Update: has been ordered.
6. Request Council obtain quotes to resurface the basketball court;
Update: quotes will be tabled at the meeting.
7. Request Council obtain quotes to re fence the basketball court;
Update: quotes will be tabled at the meeting.

ISSUES/OPTIONS/CONSEQUENCES

The Local Authority is responsible for consulting with community members to ensure that community priorities are taken into account when allocating project funds.

FINANCIAL IMPACT AND TIMING

Funds from the grant have two years from the date of issue to be acquitted (i.e. 1 July 2016 until 30 June 2018).

CONSULTATION

The Local Authority and community

LOCAL AUTHORITY PLANS

ITEM NUMBER	6.2
TITLE	Discretionary Funds - Amoonguna
REFERENCE	- 193553
AUTHOR	Graham Murnik, Director Service Centre Delivery

**SUMMARY:**

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

RECOMMENDATION

That the Local Authority note their spending of discretionary funds.

BACKGROUND

Local Authority discretionary funds \$4,000.

ISSUES/OPTIONS/CONSEQUENCES

The Local Authority is responsible for consulting with community members to ensure that community priorities are taken into account when allocating discretionary funds.

FINANCIAL IMPACT AND TIMING

Funds from the grant have one year from the date of issue to be acquitted (i.e. 1 July 2018 until 30 June 2019).

CONSULTATION

The Local Authority and community

COUNCIL LOCAL GOVERNMENT



ITEM NUMBER	7.1
TITLE	Community Service Amoonguna Local Authority Report
REFERENCE	- 193435
AUTHOR	Rohan Marks, Director Community Services

SUMMARY:

This report provides an update on Community Services program delivery.

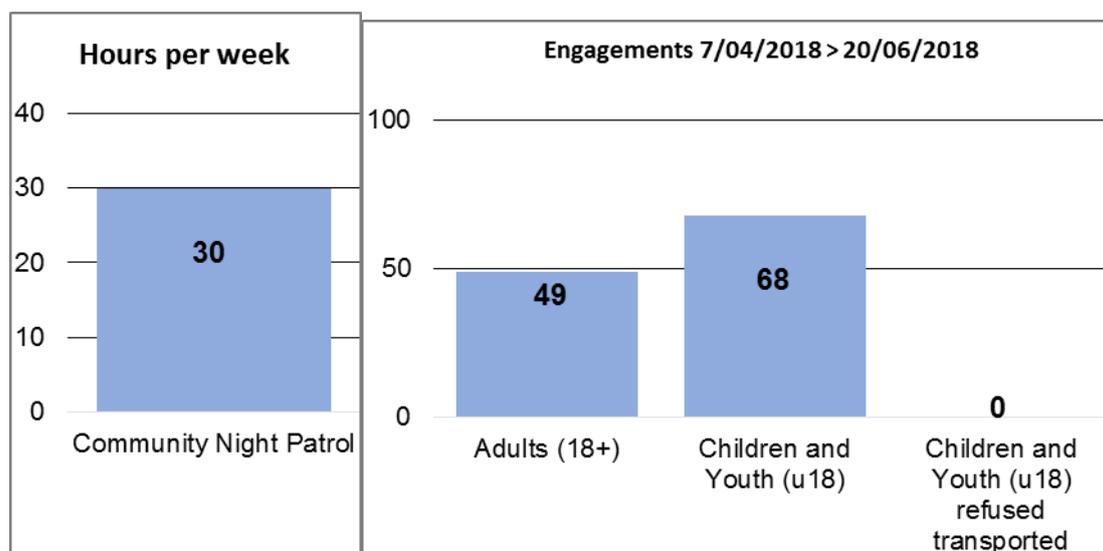
RECOMMENDATION

That the Local Authority note and accept the Community Services report.

COMMUNITY SAFETY

Service Delivery and Engagement

- All scheduled services were delivered.
- There was seven days where services were not scheduled due to staff attending Cert III Community Night Patrol Training and Leadership Training.



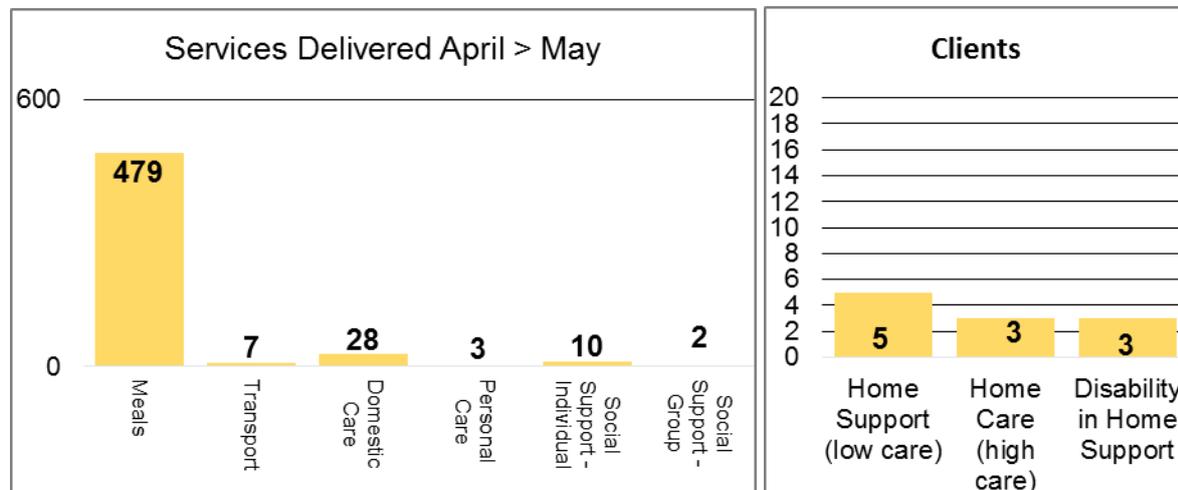
Other Updates

- The Team Leader Community Safety and five Community Safety Officers attended Certificate III in Community Night Patrol training at Ross River. This training was delivered by Charles Darwin University and all staff are on-track to complete the certification by December 2018.
- The Team Leader Community Safety and one Community Safety Officer attended a two-day Adaptive Leadership course in Alice Springs. Training focused on leadership challenges, decision making processes, and staff management.
- All staff attended language literacy and numeracy training (LLN) with IAD, held in Amoonguna. The training is work-place based and focussing on computer use, report writing and communication.
- MacSafe and NT Police are working closely to continue to hold Community Safety Action Plan Meetings (CSAP) in Amoonguna. The next meeting is scheduled for the second week of July.
- The Community Safety team continues to work closely with the Amoonguna School (Dept. of Education) to assist getting young people to school. There has been a reported increase in school attendance as a result of this relationship.

HOME CARE

Service Delivery and Engagement

- All Home Care services fully delivered this reporting period



Other Updates

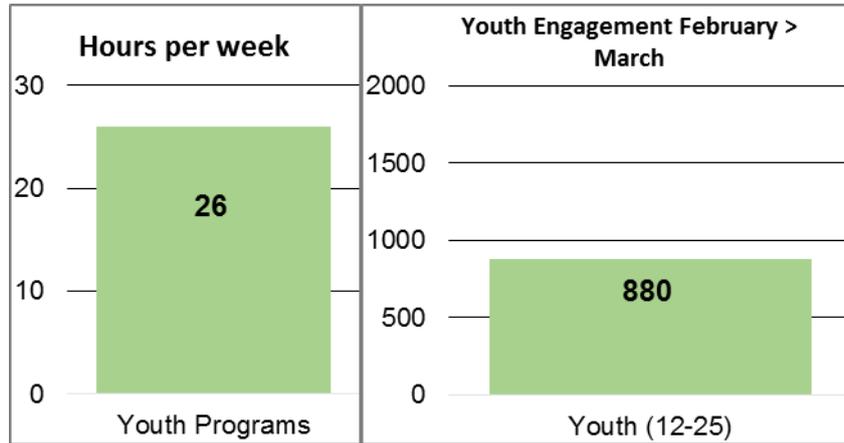
- One client has left the service due to moving to Alice Springs
- Three new casual employees commenced in this period
- The centre was broken into this reporting period. The Home Care vehicle was stolen and significant damage caused to the Home Care centre and fence. The vehicle was recovered but was beyond repair; a Hiace mini-bus has been allocated as a replacement vehicle. The fence and building damage have also now been repaired.
- All staff remain focused on their accredited training, Certificate III in Individual support (Aged Care).



YOUTH SERVICES

Service Delivery and Engagement

- All scheduled programs were delivered during this reporting period.
- Programming was delivered Tuesday to Saturday including soccer competitions, cooking workshops, discos, weight training, painting, computer time, poster making and basketball competitions.



Other updates

- MacYouth staff supported young men (under 25) travelling into Alice Springs for football training on a weekly basis. MacYouth supporting football training has led to this target group being more regularly engaged with other youth programs delivered by MacYouth.
- Night time BBQs and basketball competitions were popular on summer evenings as well as bush trips down to the riverbed and local waterholes.

ISSUES, CONSEQUENCES, OPTIONS

Nil

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

Executive Leadership Team
 Manager Home Care- Praveen Gopal
 Manager Community Safety- Peter Devine
 Acting Youth Manager Youth Services- Jessica Kragh

COUNCIL LOCAL GOVERNMENT

ITEM NUMBER	7.2
TITLE	Service Delivery Report
REFERENCE	\\5 - GOVERNANCE ADMINISTRATION\03-LA MTGS\AMOONGUNA\2018\MEETING 3 - 193554
AUTHOR	Levina Phillips, Council Service Coordinator

**SUMMARY:**

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

RECOMMENDATION:

That the Local Authority note and accept the Service Delivery Report.

Key Council Services Achievements and Relevant Issues**Parks and Open Spaces**

- Waiting on a new shade structure and seating for Stuart Park, also the new notice board
- Ross Park will have some works starting soon, clearing areas and replacing sand under play equipment
- Fruit trees have been planted with more to be done around the community
- Speed humps installed with 3 more to go

Weed Control and Fire Hazard Reduction

- Grass cutting done with more to do
- Fire breaks have been checked by the team leader, all good for now

Waste Management

- The compactor was out of service for repairs, now back and working fine
- The tip has been cleared, needing to order cracker dust for road

Other News

- 3 new workers have started with the Civil team, Anthony Stuart, Travis Williams and Wayne Dixon
- 6 Civil workers have been signed up for Cert. III in LG – Operational Works which will begin tomorrow (Thursday 5th)
- We have received a new ride on mower which is a welcome asset

Levina Phillips
Council Services Coordinator
Amoonguna

OTHER BUSINESS

ITEM NUMBER	10.1
TITLE	Other non-Council Business
REFERENCE	- 193434
AUTHOR	Gracie-Rose Matteucci, Governance Officer

**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

RECOMMENDATION

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development.

BACKGROUND

The Local Authority request the Department of Housing and Community Development (DHCD):

- 1) leave invitation open for someone to talk about alcohol and drug management at the next Local Authority meeting;
- 3) ask the Executive Director of the DHCD if residents can chose to pay rent to the DoHCD; and
- 4) request the Department of Infrastructure, Planning and Logistics to upgrade the Amoonguna entrance road to the Australian Standards of a double lane road.