



AGENDA

WALLACE ROCKHOLE LOCAL AUTHORITY MEETING

WEDNESDAY, 7 NOVEMBER 2018

The Wallace Rockhole Local Authority Meeting of the MacDonnell Regional Council will be held in Wallace Rockhole on Wednesday, 7 November 2018 at 10:30am.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	MEETING OPENING	
2	WELCOME	
	2.1 Welcome to Country	
3	ATTENDANCE / APOLOGIES / RESIGNATIONS	
	3.1 Attendance	
	3.2 Apologies / Absentees	
	3.3 Resignations	
4	MACDONNELL COUNCIL CODE OF CONDUCT	
	4.1 MacDonnell Council Code of Conduct	5
	4.2 Conflicts of Interest	7
5	CONFIRMATION OF PREVIOUS MINUTES	
	5.1 Confirmation of Previous Minutes	9
	5.2 Action Register	13
6	LOCAL AUTHORITY PLANS	
	6.1 Local Authority Project Report	14
	6.2 Community Consultation & Planning	15
	6.3 Local Authority Discretionary Funds	16
7	COUNCIL LOCAL GOVERNMENT	
	7.1 Service Delivery Report	17
8	FINANCE	
	8.1 Expenditure Report as at 30 June 2018.....	19
9	DEPUTATIONS / GUEST SPEAKERS	
	<i>Nil</i>	
10	OTHER BUSINESS	
	10.1 Other non-Council Business	21
11	NEXT MEETING - 2019	
12	MEETING CLOSE	

MACDONNELL COUNCIL CODE OF CONDUCT

ITEM NUMBER	4.1
TITLE	MacDonnell Regional Council Code of Conduct

**SUMMARY:**

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

RECOMMENDATION

That the Wallace Rockhole 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 Wallace Rockhole 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 - 203039
AUTHOR Jacinta Barbour, Policy and 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 16 May 2018.pdf



MINUTES OF THE WALLACE ROCKHOLE LOCAL AUTHORITY MEETING HELD
IN THE COMMUNITY COUNCIL OFFICE ON WEDNESDAY, 16 MAY 2018 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 10.36AM

2 WELCOME

2.1 Welcome

3 ATTENDANCE / APOLOGIES / RESIGNATIONS

3.1 Attendance

Local Authority Members: Ken Porter (Chairperson), Bobby Abbott, Terry Abbott, Mr Abbott, Carmen Spratt

Councillors: President Roxanne Kenny, Councillor Barry Abbott

Council Employees: Jeff MacLeod (CEO), Ken Newman (Area Manager), Max Baliva (Council Service Coordinator), Jacinta Barbour (Policy and Governance Officer)

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

3.2 Apologies/Absentees

Apologies: Councillor Braydon Williams, Colleen Abbott

Absentees: Nil

3.2 Resignations – Nil

3.1 MacDonnell Council Code of Conduct

62 RESOLVED (Cllr B Abbott/Mr Abbott)

That the Wallace Rockhole Local Authority note the Council Code of Conduct.

3.2 Conflict of Interests

63 RESOLVED (Terry Abbott/C Spratt)

That the Wallace Rockhole Local Authority note and declared that there were no conflict of interests.

This is page 1 of 3 of the Minutes of the Wallace Rockhole Local Authority Meeting held on
Wednesday, 16 May 2018

5.1 CONFIRMATION OF PREVIOUS MINTUES

SUMMARY:

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

64 RESOLVED (Ken Porter/Mr Abbott)

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.

65 RESOLVED (Cllr B Abbott/Mr Abbott)

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

- 1) leave open action item regarding Litter By-Law; and
- 2) close action item regarding privatising the workshop and fuel station.

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.

66 RESOLVED (Carmen Spratt/Mr Abbott)

That the Local Authority note and accept the progress of their projects:

- 1) allocate \$8,000 towards 2 x port-a-loos; and
- 2) allocate the remainder of project funds towards the machinery shed.

6.2 DISCRETIONARY FUNDS

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.

67 RESOLVED (Cllr B Abbott/Bobby Abbott)

That the Local Authority note their spending of discretionary funds and allocate \$1,468.08 towards outdoor furniture (tables and chairs).

7.1 SERVICE DELIVERY REPORT

SUMMARY:

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

68 RESOLVED (Ken Porter/Carmen Spratt)

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

8.1 EXPENDITURE REPORT AS AT 31 DECEMBER 2017

SUMMARY:

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

69 RESOLVED (Cllr B Abbott/Ken Porter)

That the Local Authority note and accept the expenditure report as at 31 December 2017.

8.2 EXPENDITURE REPORT AS AT 31 MARCH 2018

EXECUTIVE SUMMARY:

The expenditure report shows spending until 31 March 2018 in the Local Authority's community.

70 RESOLVED (Leo Abbott/Mr Abbott)

That the Local Authority note and accept the expenditure report as at 31 March 2018.

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.

71 RESOLVED (Cllr B Abbott/Bobby Abbott)

That the Local Authority note and accept information and updates from the Department of Housing and Community Development and further:

- 1) request Territory Housing to visit Wallace Rockhole to meet with residents to discuss housing refurbishments; and
- 2) request the Department of Health to follow up on fencing and vegetation maintenance in the clinic.

DATE OF NEXT MEETING - WEDNESDAY 1 AUGUST, 2018

MEETING CLOSE

The meeting terminated at 11:20 pm.

This page and the preceding 2 pages are the minutes of the Wallace Rockhole Local Authority meeting held on Wednesday, 16 May 2018 and UNCONFIRMED.

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER	5.2
TITLE	Action Register
REFERENCE	- 203040
AUTHOR	Jacinta Barbour, Policy and 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.

Litter By-Law (raised on 19/09/2017)**Summary of action item:**

In 1988 Wallace Rockhole established a Litter By-Law. Recent advice from the Department of Housing and Community Development is that Council must put this by-law on its website or being the process of repealing it. Therefore, the Local authority approves the Council to start the process of repealing the by-Law.

Council President Kenny has written to the NT Dept of Housing and Community Development saying the Wallace Rockhole LA has been consulted about this and agreed this by-law should be revoked, instructing Council to start the process of revocation. This letter asks the Dept to contact our CEO as the steps in that process, without response at 31 July 2017.

The following resolution was made at the Ordinary Council Meeting held 31 August 2018:

Item 13.7 REPEAL OF WALLACE ROCKHOLE LITTER BYLAW

That Council approve the drafting instruction as provided by the Department of Housing and Community Development to repeal the Wallace Rockhole Community Government (litter) By-Laws.

CONSULTATION

Executive Leadership Team

LOCAL AUTHORITY PLANS

ITEM NUMBER 6.1
TITLE Local Authority Project Report
REFERENCE - 203041
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 Local Authority projects.

Local Authority Project Fund

Project 1: Machinery Shed for Workshop
Approved Allocation: \$56,300
Meeting approved: 16 May 2018
Update: Complete

Project 2: Port-a-loos
Project Scope: 2x port-a-loos quoted at \$3,500 each
Approved Allocation: \$7,000
Meeting approved: 16 May 2018
Update: Complete

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

The Wallace Rockhole Local Authority have a total of \$16,540 to allocate from the 2018/19 Project Funds.

CONSULTATION

The Local Authority and community

LOCAL AUTHORITY PLANS

ITEM NUMBER 6.2
TITLE Community Consultation & Planning
REFERENCE - 203042
AUTHOR



Wallace Rockhole Local Authority at its meeting on 01 August 2018 resolved that the matter be deferred to the meeting to be held on 31 October 2018.

SUMMARY:

The Local Authority is asked to think about projects (big and small) and other ways to improve the community. Each year NT Government and Council gives each community project money to spend on improvements but Local Authority should also consider what other services could be engaged to improve community life and infrastructure. Council asks Local Authority to think about what they would like to see in their community in the next 5 years.

RECOMMENDATION

That the Local Authority discuss community planning and project spending under the following headings.

COMMUNITY	MEETING DATE	PROJECT & PLANNING		COMMENTS
		PROJECT	PRIORITY	

BACKGROUND

The Northern Territory Government makes Local Authority Project funding available to Council, to be spent in a fair way and to benefit the whole community.

The Local Authority members (with direction from community members) decide where this budgeted money will be spent and must follow MRC policy, guidelines and legislation.

Good decision making about the use of funds should include prioritising decisions. E.g. which decisions are the most important and which ones can wait until more funds come in.

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 to be spent in a fair way and to benefit the whole community, and According to MRC policy, guidelines and legislation.

CONSULTATION

The Local Authority and community
 The Executive Leadership Team

LOCAL AUTHORITY PLANS

ITEM NUMBER	6.3
TITLE	Local Authority Discretionary Funds
REFERENCE	- 203043
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 discuss what to spend their 2018/19 discretionary money on.

BACKGROUND

2018/19 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 2016 until 30 June 2017).

CONSULTATION

The Local Authority and community

COUNCIL LOCAL GOVERNMENT

ITEM NUMBER	7.1
TITLE	Service Delivery Report
REFERENCE	\\5 - GOVERNANCE ADMINISTRATION\03-LA MTGS\WALLACE ROCKHOLE\10 - 2018 MEETINGS\MEETING 4 - 203044
AUTHOR	Max Baliva, Council Service Coordinator

**SUMMARY:**

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

RECOMMENDATION:

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

Local Government Services Update**Cemetery Management**

- The cemetery is kept neat and tidy & clean.
- It has irrigation installed and the trees that have been planted are doing fine.

Animal Management

- The VETs last visit was on the 20th September and the next visit is 27th March 2019

Internal Roads and Traffic Management

- We are looking at getting the road verges repaired in the near future.
- Pot holes will need repairing soon.

Parks and Open Spaces

- The parks are maintained and checked on a monthly basis and a safety checklist of each playground is completed monthly.
- All trees planted are growing good and on irrigation.

Waste Management

- Domestic rubbish is collected twice a week and hard rubbish once a month.
- The dump is maintained once a week and has recently been cleaned up and new signage has been installed.



Weed Control and Fire Hazard Reduction

- Weed growth has been slashed
- Grader crew completed fire breaks and road

Other Issues

- Jill Grant, TTT judge visited the Community Monday 8th October

Max Baliva
Council Service Coordinator
Wallace Rockhole

FINANCE

ITEM NUMBER	8.1
TITLE	Expenditure Report as at 30 June 2018
REFERENCE	- 203045
AUTHOR	Bhan Pratap, Director Corporate Services

**SUMMARY:**

The expenditure report shows spending until 30 June 2018 in the Local Authority's community.

RECOMMENDATION

That the Local Authority note and accept the expenditure report as at 30 June 2018.

BACKGROUND

The attached Finance Report details the budget, variance, and actual expenditure on the Council services in the community.

ISSUES, CONSEQUENCES, OPTIONS

Nil.

FINANCIAL IMPLICATIONS

The attached report details the expenditure for the Local Authority which is part of the full Council's approved budget.

CONSULTATION

Executive Leadership Team
Management Team
Barry Lysaght, Manager Finance
Sheree Sherry (Kane), Co-Ordinator Grants

ATTACHMENTS:

[1](#) Expenditure Report at 30 June 2018

{June 2018 Final - Local Authority Expenditure Detail by Location1_ORG_NAME}

MacDonnell Regional Council - Wallace Rockhole					
Expenditure by Community as at 30th June 18					
Expenditure Category	Actual YTD	Budget YTD	Variance YTD	Budget Full Year	Notes on variations greater than 10% or \$10,000
COUNCIL SERVICES					
Service Centre Delivery					
Manage Council Buildings & Facilities	29,295	33,550	4,255	33,550	
Other Operational	29,295	33,550	4,255	33,550	
Maintain Roads	13,088	17,850	4,762	17,850	
Wages and Other Employee Costs	678	2,610	1,932	2,610	
Other Operational	12,410	15,240	2,830	15,240	
Manage Council Service Delivery	125,535	147,830	22,295	147,830	
Wages and Other Employee Costs	94,282	91,950	(2,332)	91,950	
Other Operational	31,253	55,880	24,627	55,880	Underspent operational costs due to savings in internet service provider costs
Civil Works	207,741	256,520	48,779	256,520	
Wages and Other Employee Costs	144,753	202,270	57,517	202,270	Underspent salaries due to vacancy in the works team for a period
Other Operational	62,988	54,250	(8,738)	54,250	
Parks, Ovals and Public Spaces	-1,070	4,696	5,766	4,696	
Other Operational	(1,070)	4,696	5,766	4,696	
Street & Public Lighting	1,382	3,226	1,844	3,226	
Other Operational	1,382	3,226	1,844	3,226	
Council Engagement					
Local Authorities	33,931	28,230	(5,701)	28,230	
Other Operational	33,931	28,230	(5,701)	53,780	
Support and Administration					
Staff Housing	11,363	8,910	(2,453)	8,910	
Other Operational	11,363	8,910	(2,453)	8,910	
Manage HR	132	220	88	220	
Other Operational	132	220	88	220	
Training & Development	305	910	605	910	
Wages and Other Employee Costs	305	910	605	910	
SUB-TOTAL:- COUNCIL SERVICES	421,702	501,942	80,240	514,717	
NON-COUNCIL SERVICES					
Commercial Operations					
Essential Services	9,839	12,600	2,761	12,600	
Wages and Other Employee Costs	6,339	8,500	2,161	8,500	
Other Operational	3,500	4,100	600	4,100	
Centrelink	45,675	55,850	10,175	55,850	
Wages and Other Employee Costs	45,675	55,850	10,175	55,850	Accounting adjustment required to balance a portion of salaries applied to another function
MES SPG Projects	106,876	117,082	10,206	117,082	
Wages and Other Employee Costs	750	750	0	750	
Other Operational	106,126	116,332	10,206	116,332	
Manage Projects	-110,804	0	110,804	0	Funds moved to new function code.
Other Operational	(110,804)	0	110,804	0	
SUB-TOTAL:- NON-COUNCIL SERVICES	51,586	185,532	133,946	185,532	
TOTAL	473,288	687,474	214,186	700,249	

The variance is over 10% or \$10,000 due to more money being spent than budget.
 The variance is over 10% or \$10,000 due to less money being spent than budget.

Please note the figures above include internal allocations between functions, so that the program expenditure shown is the true cost to Council's budget

	Actual YTD	Budget YTD	Variance YTD	Budget Full Year
Discretionary Funds	3,826	4,000	174	4,000

OTHER BUSINESS

ITEM NUMBER 10.1
TITLE Other non-Council Business
REFERENCE - 203046
AUTHOR Jacinta Barbour, Policy and 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 ask the Department of Housing and Community Development:

- 1) Request Territory Housing to visit Wallace Rockhole to meeting with residents to discuss housing refurbishments; and
- 2) Request the Department of Health follow up on fencing and vegetation maintenance in the clinic.