



AGENDA

PIRLANGIMPI LOCAL BOARD MEETING

WEDNESDAY, 22 FEBRUARY 2012

Notice is given that the next Pirlangimpi Local Board Meeting of Tiwi Shire Council will be held on:

- Wednesday, 18th April 2012 at
- Pirlangimpi Council Boardroom
- Commencing at 10:00

Your attendance at the meeting will be appreciated.

AGENDA

1 WELCOME & APOLOGIES

- 1.1 WELCOME
- 1.2 PRESENT
- 1.3 APOLOGIES
- 1.4 LEAVE OF ABSENCE
- 1.5 DECLARATION OF INTEREST OF MEMBERS OR STAFF
- 1.6 CONFIRMATION OF PREVIOUS MINUTES

2 BUSINESS ARISING

- 2.1 NEW ISSUE TO BE TABLED 3

3 GENERAL BUSINESS

- 3.1 APPOINTMENT OF THE CHAIR 4
- 3.2 MINUTES FROM SKIN GROUP MEETINGS 11

4 REPORTS FOR INFORMATION

Nil

5 REPORTS FOR DECISION

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- 5.2 LOCAL BOARD - CODE OF CONDUCT 19

6 OTHER BUSINESS

7 NEXT MEETING

Wednesday, 18 April 2012

BUSINESS ARISING

ITEM NUMBER	2.1
TITLE	New issue to be tabled
REFERENCE	94676
AUTHOR	Pauline Corpus, Executive Officer



The Local Board Member are invited to table any local issue that is relevant to the shire functions

BACKGROUND**ISSUES/OPTIONS/CONSEQUENCES****CONSULTATION & TIMING****RECOMMENDATION:**

That the Pirlangimpi Local Board table any issue relevant to Shire functions that the Board wishes to bring to Council

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS

ITEM NUMBER	3.1
TITLE	Appointment of the Chair
REFERENCE	94627
AUTHOR	Pauline Corpus, Executive Officer



This report is to determine the appointment of the Chair of this Local Board

BACKGROUND

The Local Government Act 2008 – Chapter 6 – Part 6.2 item no 64– Procedure of Meetings.
See page 82 of the attachment

The Chair of a meeting of a local board or council committee will be:

a) in the case of a local board – a member appointed by the board as its chair

ISSUES/OPTIONS/CONSEQUENCES

There are 2 options

- A) Nominate a chairperson for all meetings OR
- B) Nominate a chairperson on a rotational basis for each meeting (a different person for every meeting you have)

Option A) Nominations are consider for a member to become the chair for the duration of this local board. This can be done by a show of hands.

Option B) Upon every meeting after Welcome and Apologies – Members will nominate or schedule a difference person to be the chair for that day.

CONSULTATION & TIMING**RECOMMENDATION:**

That the Pirlangimpi Local Board nominate a Chair either on a Permanent basis or; on a Rotational basis.

ATTACHMENTS:

- 1 Extract - LG Act 2008 - Chapter 6 - Meetings - See Page 82.pdf

Chapter 6 Meetings

Part 6.1 Council meetings

58 Nature and timing of council meetings

- (1) A council must hold a meeting of its members (an **ordinary meeting**) at least once in each successive period of 2 months.
- (2) Subject to this Act, a council may deal with business of any kind at an ordinary meeting.
- (3) The first ordinary meeting of a council to be held after a general election must be held within 14 days after the conclusion of that general election.
- (4) The council may hold a meeting to deal with a particular item of business (a **special meeting**) whenever circumstances require.

59 Convening of meetings

- (1) Meetings of a council are convened by the CEO.
- (2) The CEO must convene a special meeting of the council at a specified time and place to deal with specified business if:
 - (a) the principal member or 3 or more other members request the CEO in writing to convene the meeting; or
 - (b) the council resolves that the special meeting should be convened.
- (3) If the CEO fails to convene a meeting required under this Act, a meeting may be convened by any member of the council.
- (4) A notice convening a council meeting:
 - (a) must be in writing; and
 - (b) must state the date, time, place and agenda for the meeting; and
 - (c) must be given to the members:
 - (i) in the case of an ordinary meeting – at least 3 business days before the date of the meeting; and
 - (ii) in the case of a special meeting – at least 4 hours before the time appointed for the meeting; and
 - (d) must be accessible on the council's website a reasonable time before the time appointed for the meeting; and

- (e) must be posted on a notice board at the council's public office.
- (5) The notice may be given to a member personally, by post, by email, by fax or in any other way pre-arranged by the CEO with the member.

60 Business to be considered at a meeting

An ordinary meeting may deal with business of any kind but a special meeting may deal only with the business for which the special meeting was convened unless all members are present at the special meeting and unanimously agree to deal with other business.

61 Procedure at meeting

- (1) The Chair of a meeting of a council will be:
 - (a) if the principal member is present – the principal member; or
 - (b) if the principal member is not present but the deputy principal member is present – the deputy principal member; or
 - (c) if neither the principal member nor the deputy principal member is present but an acting principal member is present – the acting principal member; or
 - (d) if neither the principal member nor the deputy principal member is present and there is no acting principal member or the acting principal member is not present – a member chosen by the members present at the meeting to chair the meeting.
- (2) A quorum at a meeting of a council consists of a majority of the council's members.
- (3) If a quorum is not present within 30 minutes after the time appointed for a meeting, the meeting is postponed to a time and place to be fixed by the CEO and notified to the members.
- (4) A member who is not physically present at a meeting of a council is taken to be present at the meeting if:
 - (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with council policy; and
 - (b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and

- (c) the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting.
- (5) Subject to this Act, a decision carried by a majority of the votes of the members present at a meeting of a council is a decision of the council.
- (6) Each member present at a meeting has one vote on a question arising for decision at the meeting and, if the council has a policy allowing the Chair to exercise a casting vote, the Chair may exercise, in the event of an equality of votes, a second or casting vote.
- (7) A policy to allow the Chair to exercise a casting vote:
 - (a) may only be established by resolution of the council passed at the first meeting of the council to be held after a general election; and
 - (b) cannot be altered or revoked during the term of the council; and
 - (c) lapses at the conclusion of the next general election.
- (8) Unless the council decides unanimously to take a vote by secret ballot voting is to be by show of hands.
- (9) Subject to this Act, and any by-laws regulating the procedure at a meeting, a council may determine its own procedures.

Part 6.2 Meetings of local boards and council committees

62 Timing of meetings of local boards and council committees

Subject to direction by the council, a local board or council committee meets at times determined by the local board or council committee.

63 Convening of meetings

- (1) Meetings of a local board or council committee are convened by the CEO.
- (2) The CEO may, at the request of the Chair of a local board or council committee, convene a meeting of the local board or committee.
- (3) A notice convening a meeting:

- (a) must be in writing; and
 - (b) must state the date, time, place and agenda for the meeting; and
 - (c) must be given to the members of the local board or council committee a reasonable time before the time appointed for the meeting; and
 - (d) must be accessible on the council's website a reasonable time before the time appointed for the meeting; and
 - (e) must be posted on a notice board at the council's public office.
- (4) The notice may be given to a member personally, by post, by email, by fax or in any other way pre-arranged by the CEO with the member.

64 Procedure at meeting

- (1) The Chair of a meeting of a local board or council committee will be:
- (a) in the case of a local board – a member appointed by the board as its Chair; or
 - (b) in the case of a council committee – a member appointed by the council as Chair of the committee; or
 - (c) if the Chair is not present (or no-one currently holds the position of the Chair) – a member chosen by the members present at the meeting to chair the meeting.
- (2) A quorum at a meeting of a local board or council committee consists of a majority of its members.
- (3) If a quorum is not present within 30 minutes after the time appointed for a meeting, the meeting is postponed to a time and place to be fixed by the CEO and notified to the members.
- (4) A member who is not physically present at a meeting is taken to be present at the meeting if:
- (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with council policy; and
 - (b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and

- (c) the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting.
- (5) A decision of a local board or a council committee is to be by majority vote of the members present at a meeting.
- (6) Subject to this Act, and any direction by the council, a local board or council committee may determine its own procedures.

Part 6.3 Provisions of general application to meetings of councils, local boards, and council committees

65 Meetings to be open to the public

- (1) As a general rule, a meeting of a council, local board or council committee must be open to the public.
- (2) However, the public may be excluded while business of a kind classified by the regulations as confidential business is being considered.

66 Postponement of meeting

- (1) The CEO may, if it becomes impracticable to proceed with a meeting of a council, local board or council committee at the appointed time and place, postpone the meeting for up to 21 days.
- (2) The CEO must ensure, as far as practicable, that each member receives notice of the postponement and of the time and place to which the meeting has been postponed.

67 Minutes

- (1) The CEO must ensure that proper minutes of meetings of the council, local boards and council committees are kept.
- (2) The minutes must:
 - (a) set out:
 - (i) the names of the members present at the meeting; and
 - (ii) the business transacted at the meeting; and
 - (iii) any other information required by the regulations; and
 - (b) include references to any written reports or recommendations considered in the course of the meeting together with information about how to obtain access to the reports or

recommendations.

- (3) The council, local board or council committee must, at its next meeting, or next ordinary meeting, confirm the minutes (with or without amendment) as a correct record of the meeting.
- (4) A copy of the minutes must, within 10 business days after the date of the meeting to which they relate, be available to the public:
 - (a) on the council's website; and
 - (b) at the council's public office.

Note

Confidential matter may be suppressed from the material that is made publicly available under section 201.

- (5) A member of the public:
 - (a) may inspect without fee, at the council's public office, the copy of the minutes made available to the public; and
 - (b) may, on payment of the appropriate fee fixed by the council, obtain an identical copy of the minutes; and
 - (c) may, on payment of the appropriate fee fixed by the council, obtain from the CEO a certified copy of, or extract from, the minutes of a meeting.
- (6) However, until the council, local board or council committee has confirmed the minutes as a correct record of the meeting:
 - (a) the minutes, in the form in which they are made available to the public, must be marked with a warning to the effect that they have not been confirmed as a correct record of the meeting; and
 - (b) no certified copy of, or extract from, the minutes is to be issued.

GENERAL BUSINESS



ITEM NUMBER	3.2
TITLE	Minutes from Skin Group Meetings
REFERENCE	94675
AUTHOR	Kevin Doolan, Coordinator - Youth Services

This report provides information on Skin Group Meeting Minutes and to advise the Local Board how we use these minutes to communicate with the Shire Council

BACKGROUND

Lines of Communications;

Minutes from the Skin Group Meetings are tabled at the Council Meetings. Some items that are directly related to the Shire functions are brought to their attention and responses will be tabled at the next Pirlangimpi Local Board Meeting.

ISSUES/OPTIONS/CONSEQUENCES

Current Actions of the Shire:

Minutes from Warntarringuwi / Lorrula – 29th June 2011.

Item 2 – Invitation to TISC Members – Directors and Managers may not be able to attend skin group meeting all the time, However information from all skin group meeting are circulated to TISC staff and now with the new Wurrumiyanga Local Board in place, lines of communications are well established.

Item 3 – Wheelie Bins at card games – Bins are provided in common areas, TISC is looking into get more bin stands so that dog can not knock them over and or people removing the bins from the allocated place.

Item 4 – There is a Litter Act that can enforce the law. However the TISC must seek approval from a Minister to endorse Authorised Officers to have the power to fine people. Once this is done – then the Shire can enforce the law.

Item 8 – Sport and Recreational activities are on hold at the moment – until staffing issues are resolved.

Item 9 - Street Lights – Last week before the festival – 20 streets lights have been repaired – TISC officers now just need to do a review on all the street lights to see how many more need to be repaired.

CONSULTATION & TIMING

RECOMMENDATION:

That the Pirlangimpi Local Board receive and note this report for Information

ATTACHMENTS:

Attachment 1

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Tiwi Skin Group Meeting

Warntarringuwi/Lorrula

29.06.2011

1) Facilitator – Barry Puruntatameri/Manny Tipungwuti



Meeting opened: Meeting opened by Manny Tipungwuti at 10.30am.

Chairperson: Janie Puautjimi.

Members Present: Barry Puruntatameri, Andrew Kelantumama, Janie Puautjimi, Donald Puautjimi, Noel A. Puantulura, Godfrey Intalui, Celses Kantilla, Barry Ullungura, Ronald Joseph Tipungwuti, Camillus Puautjimi, Paul Ullungura, Charles Portaminni, Mary Madeline Tipungwuti, Alberta W Tipungwuti, Rosemary Tipungwuti, Terina Kelantumama, Francis T Portaminni, Marita Kantilla, Madeline Puantulura, Joseph Kantilla, Michaeline Puruntatameri, Patricia Mungatopi, Katie Tipiloura, Lisa Munkara, Maxine Orsto, Cyprian Orsto, Barry Kantilla, Michael Munkara, Gonzaga Puautjimi, Guy Munkara, Ricky Puruntatameri, Bede Tungutalum, John Vienne Babui, Nola Tipungwuti, Joesetta Puantulura, Sheena Tungutalum, Poe Tungutalum, Joanna Tipungwuti, Flora Tipungwuti, Angelina Tipungwuti, Eusebia Puantulura, Kalina Palipuaminni, Theodora Pilakui, Cathy Stassi, Robert Cunningham. (45) **Visitors:** Richard Tungutalum, Ernie Williams, Bill Toy

Issues Discussed:

1. Skin Group meetings are to be held at Nguiu every 6 weeks. **Follow up:** Manny to make sure meetings are scheduled every 6 weeks at Nguiu
2. Invite TISC members to Skin Group meetings. **Follow up:** Kevin to send email to Rosanna to invite Shire representatives to Skin Group meetings
3. Wheelie Bins at card games. **Follow up:** Kevin to email to Rosanna and Ernie Williams at CDEP for more rubbish bins at card games.
4. Is there a Litter By-Law? People need to be fined if they throw rubbish on the ground. All rubbish needs to be put in the bins to make and keep Nguiu a clean place. **Follow up:** Kevin to email Rosanna and Pauline to have issues put on the TISC meeting agenda for discussion.
5. Move card games out bush and stop gambling during meetings. The main problem is rubbish every where. **Follow up:** Manny to talk to CDEP to help with a Community clean up day for Nguiu.
6. Everyone needs to clean their houses properly every day so people and mainly children won't get sick from dirty houses.
7. If kids have sores or sickness their parents or guardians or carers need to take the kids to the health clinic for treatment straight away.
8. Games are held now on the oval when club is opened to stop children from standing at the club fence asking family for money. Greg Orsto is now the Regional Manager for Sport and Rec on the Tiwi Islands.
9. Street lights need replacement as its too dark at night for people walking on the roads at night. **Follow up:** Kevin to email to Rosanna for follow up action.

Meeting closed 12.30pm.

Next Meeting to be advised

REPORTS FOR DECISION



ITEM NUMBER	5.1
TITLE	Policy - Local Boards
REFERENCE	94212
AUTHOR	Pauline Corpus, Executive Officer

This report is to provide information to the local board members on the purpose and function for the Wurrumiyanga Local Board

BACKGROUND

The attached Draft Policy document is for use of all local boards to guide members and staff on the objectives, legislation and internal procedures.

Local Government Act 2008, Part 4:s52 is quoted below:

(1) **The functions of a local board are:**

- (a) to involve local communities more closely in issues related to local government; and
- (b) to ensure that local communities are given an opportunity to express their opinions on questions affecting local government; and
- (c) to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region; and
- (d) to take the views of local communities back to council and act as advocates on their behalf; and
- (e) to contribute to the development of the relevant regional management plan and the relevant municipal or shire plan.

(2) A local board is subject to control and direction by the council.

Lines of Communication:

- Minutes or Reports from the Local Board – will be tabled at the Shire Council Ordinary Meetings for discussion and decisions. (Presented by the relevant Ward Elected Member or the Shire CEO)
- Minutes or extracts from Shire Council minutes will be tabled at the Wurrumiyanga Local Board. (via WLB Agenda Paper and presented by the CEO).

ISSUES/OPTIONS/CONSEQUENCES

This document also provides information on the following:

- Composition (make up the board members)
- Filling of Vacancies
- Tenure (Time frame of board members (2years))
- Naming of the Local Boards
- Meetings
- Reporting – (Lines of Communication between Local Boards and Council)
- Resources
- Administrative Support

CONSULTATION & TIMING

RECOMMENDATION:

That the Pirlangimpi Local Board endorse the attached draft Policy to be used as a guide for all board members.

ATTACHMENTS:

1 PLB - Draft Code of conduct.doc

1. Honesty and integrity.

A member must act honestly and with integrity in performing official functions.

2. Care and diligence.

A member must act with reasonable care and diligence in performing official functions

3. Courtesy.

A member must act with courtesy towards other members, council staff, electors and members of the public.

4. Conduct towards council staff.

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

5. Respect for cultural diversity.

A member must respect cultural diversity and must not therefore discriminate others, or the opinions of others, on ground of their cultural background.

6. Conflict of interest.

A member must, if possible avoid conflict of interest between the member's private interest and official functions and responsibilities.

Where a conflict in fact exists, the member must comply with the member's statutory obligations of disclosure.

7. Respect for confidences.

A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

8. Gifts

A member must not solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

9. Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

10. Interests of municipality or shire to be paramount.

A member must act in what the member genuinely believes to be in the best interest of municipality or shire.

In particular, a member must seek to ensure that the member's decision and actions are based on an honest, reasonable, and properly informed judgment about what will be the best way forward for the future.

REPORTS FOR DECISION

ITEM NUMBER	5.2
TITLE	Local Board - Code of Conduct
REFERENCE	94673
AUTHOR	Pauline Corpus, Executive Officer



This report is to provide a draft Code of Conduct for Local Boards

BACKGROUND

All meeting needs procedures in particular this code of conduct show us how we should treat each other at these meeting.

ISSUES/OPTIONS/CONSEQUENCES

CONSULTATION & TIMING

Seeking input and comments relating to the proposed Code of Conduct.

RECOMMENDATION:

That the Board either endorse this code of conduct or request to develop their own code of conduct

ATTACHMENTS:

- 1 PLB - Draft Code of conduct.doc

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In particular, a member must seek to ensure that the member's decision and actions are based on an honest, reasonable, and properly informed judgment about what will be the best way forward for the future.