

Local Authority Information Pack 2

Local Authorities make sure communities are more involved in local government by having a strong voice in Council planning, policy making, budgeting, expenditure and recruitment.

Council will provide Local Authorities with administrative & secretariat support to manage reporting and compliance. The Office Manager is the contact person for the Local Authority.

No late applications will be accepted.

Local Authorities have advocacy and advisory roles with Regional Council and are under the control and direction of Council. Local Authorities replace the former Local Boards.

Tiwi Islands Regional Council



Local Authority Areas have been determined by Council in accordance with the Act & Guidelines.

LOCAL AUTHORITY	AREA
Wurrumiyanga	Bathurst Island Ward – incorporating Nguuu Ward & Wurankuwu Ward
Pirlangimpi	Pirlangimpi Ward, Melville Island
Milikapiti	Milikapiti Ward, Melville Island

Number of Ordinary Members

The Guidelines allow for as few as six (6) and as many as fourteen (14) ordinary members for each Local Authority.

Council has determined the final number of ordinary members {see table below}. Councillors who represent a Ward within the Local Authority area are counted as *ex officio* (automatic) members of that Local Authority. Councillors & Ordinary Members should make every effort to attend their Local Authority meetings. A quorum for a meeting is half of the members plus one – a majority.

Local Authority	Members		TOTAL	QUORUM
	Ordinary	Ex Officio		
Wurrumiyanga	11	6	17	9
Pirlangimpi	9	3	12	7
Milikapiti	9	3	12	7

Information Pack 2

Applications & Appointments Process.

Council allows 28 days in which residents of a Local Authority area may apply to become a member of their Local Authority. **From Wednesday 29 November to Tuesday 26 December 2017.**

Application Process

Application is by completion of an **Application and Eligibility Declaration Form**, available in the Regional Council Offices. Applicants must be on the **Electoral Roll** – staff can tell you how to enrol.

Receivers of Applications (Office Managers)

Council has appointed the following Office Managers to receive applications and provide assistance. The completed form will be signed and you will be given a copy, which you should keep.

Local Authority	Receiver of Applications
Wurrumiyanga	Nunuk Andayani
Pirlangimpi	Patricia Brogan
Milikapiti	Alice Williams

Tenure

Unless otherwise determined by Council - appointment to the Local Authority will be for a maximum term of 4 years or part thereof, the same time as Council.

Chairperson

Each Local Authority will appoint their own Chairperson (generally an Ordinary member).

Ordinary Members' Appointment Process

Council has determined that each Local Authority will have representatives from the four (4) skin groups - represented by a male and a female totalling 8 Ordinary Members and that provision should be made for an additional "non-skin group" member bringing the total to nine (9) Ordinary Members each for Pirlangimpi & Milikapiti Local Authorities. In addition Wurrumiyanga Local Authority will have one (1) male and one (1) female member representing Wurankuwu bring the total to eleven (11).

Local Authority	Skin Group 1		Skin Group 2		Skin Group 3		Skin Group 4		Non-Skin Group	Total	
	Male	Female	Male	Female	Male	Female	Male	Female	M/F		
1	Wurrumiyanga	1	1	1	1	1	1	1	1	9	11
	Wurankuwu	1	1							2	
2	Pirlangimpi	1	1	1	1	1	1	1	1		9
3	Milikapiti	1	1	1	1	1	1	1	1		9

When considering who to appoint, Council will try to ensure that each Local Authority reflects:-

- the key groups within the area;
- the desirability of youth representation;
- those committed to attending and actively participating in meetings;
- those motivated by service for the benefit of residents of the area and
- those who will provide feedback between the community and Council.

Delegations

Council may allocate Local Authority members a portfolio of services at the local community level, similar to the Council portfolios where a Councillor has special responsibility for a service or activity such as Sport & Recreation or Community Safety.

Information Pack 2

Number of meetings

Each Local Authority shall hold a minimum of six (6) meetings per calendar year. Council shall publish a schedule of meetings to accommodate the prescribed reporting.

Sitting Fees & Expenses

Regional Councillors and Council staff are not entitled to sitting fees for Local Authority meetings. Reasonable out of pocket expenses may be reimbursed on prior approval and presentation of receipts.

SITTING FEES 2014/15	Each Meeting	Meetings a Year	Total a Year
Chairperson	\$164.00	6	\$984.00
Ordinary Member	\$123.00	6	\$738.00

Ordinary Local Authority Meetings

Ordinary Local Authority Meetings are convened by the CEO or delegate against a schedule posted at the start of the calendar year. If there are changes to the schedule, members will be given at least seven days' notice of the rescheduled date, time and place for the meeting.

Templates of Agendas, Minutes, Notices & Reports will be provided to support the Office Managers as the secretariat for each Local Authority.

Community Representation

Local Authorities may act as representative bodies for their communities to Federal and NT governments, non-government organisations and other groups that wish to meet with the community.

Employment Panels

The Chair of the Local Authority, or another local authority member, will sit on selection panels for senior staff positions in their community. When the panel is convened they will be contacted with the interview time and date. They must declare any conflict of interest, including family relationships.

Code of Conduct

Local Authorities within the Tiwi Islands Regional Council area will operate under the Regional Council's Code of Conduct. Members of Local Authorities found in breach of the Code of Conduct will be dealt with through the Disciplinary Process.

Electoral Roll Information

The law requires all eligible persons to be enrolled correctly and to vote. To enrol you must be:

- ✓ 16 years of age
- ✓ An Australian Citizen (or a British Subject enrolled on 25 January 1984) and
- ✓ have lived at your current address for the last month.

Enrolment Forms can be printed off or completed on-line at:-

http://www.ntec.nt.gov.au/NTEC%20Forms%20and%20Documents/Forms%20and%20Handbooks/Enrolment%20Form_0208.pdf

Completed and signed enrolment forms can be posted to the:-

Northern Territory Electoral Commission

Reply Paid 2419

DARWIN NT 0801 (no stamp required)

Forms may be scanned and sent by **Fax:** 8999 7630 or **Email:** ntec@nt.gov.au

Further Information

NT Electoral Commission - <http://www.ntec.nt.gov.au/Enrolment/Pages/Enrolment.aspx>

To check that you are on the electoral roll - <https://oevf.aec.gov.au/>

Frequently Asked Questions - <http://www.ntec.nt.gov.au/Enrolment/Pages/Enrolment-FAQs.aspx>