



**AGENDA**

**BULMAN LOCAL AUTHORITY MEETING**

**THURSDAY, 14 FEBRUARY 2019**

Notice is given that the next Bulman Local Authority Meeting of the Roper Gulf Regional Council will be held on:

- Thursday, 14 February 2019 at
- The Conference Room Council Service Delivery Centre, Bulman
- Commencing at 10.00 AM

Your attendance at the meeting will be appreciated.

## **BULMAN CURRENT MEMBERSHIP:**

### **Elected Members**

- 1. Mayor Judy MacFARLANE,**
- 2. Deputy Mayor Helen LEE,**
- 3. Cr Selina ASHLEY,**
- 4. Cr Deanna KENNEDY,**

### **Appointed Members**

- 1. Darilyn MARTIN,**
- 2. Margaret LINDSAY,**
- 3. Annunciata BRADSHAW,**
- 4. John DALYWATER,**
- 5. Jill CURTIS,**
- 6. Peter Apaak Jupurrula MILLER,**
- 7. Annette MILLER.**

**MEMBERS: 12**

**COUNCIL: 4**

**LA: 8**

**QUORUM: 7 (minimum requirement)**

**PROVISIONAL: 5**

### **Explanatory Note:**

**Meetings must meet a 'quorum' of 50% + 1 of all members.**

**If no quorum, but a majority of appointed members (50% + 1) a 'provisional meeting' can be held.**

**During a 'provisional meeting', all agenda items may be discussed, and minutes must be kept.**

**Members at a 'provisional meeting' may by majority vote make recommendations to Council, however the recommendations shall be considered as those of a 'provisional meeting' rather than a Local Authority.**

**A 'provisional meeting' does not have the powers or function delegated to a Local Authority, and it cannot approve minutes of a Local Authority meeting.**

**Local Authority appointed members are paid for attending meetings, (not for Informal Meetings or Roper Gulf Regional Council Employees during their hours of work).**

## PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant”.

## PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijnul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”



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	<i>Nil</i>	
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**CONFIRMATION OF PREVIOUS MINUTES**

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<b>ITEM NUMBER</b>	5.1
<b>TITLE</b>	Confirmation of Previous Meetings
<b>REFERENCE</b>	789055
<b>AUTHOR</b>	Velonia Dalywater, Senior Administration Support Officer

**RECOMMENDATION**

- (a) That the Bulman Local Authority approves the minutes as a true and accurate record of the Bulman Local Authority's Meeting held on Wednesday 05 December 2019.

**BACKGROUND**

The Bulman Local Authority previous meeting was held on Wednesday 05 December 2018.

Attached are the minutes of this meeting.

**ISSUES/OPTIONS/SWOT**

Nil

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS:**

- 1 [↓](#) BULMAN LA MEETING MINUTES 05 DEC 2018.pdf



MINUTES OF THE BULMAN LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BULMAN ON WEDNESDAY, 5 DECEMBER 2018 AT 10.00AM

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**PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Mayor Judy MacFARLANE  
Councillor Deanna KENNEDY

**1.2 LA Members**

Jill CURTIS  
Darilyn MARTIN  
Margaret LINDSAY  
Peter Apaak MILLER  
Annette MILLER

**1.3 Staff**

Nathan McIVER , Area Manager  
Velonia DALYWATER, Senior Administration Support Officer (Minute Taker)  
Justin PEDERSON, Council Service Coordinator  
Perna RAMAWAT , Acting Local Authority Support Coordinator  
Brodie BISHOP, Sports and Recreation

**1.4 Guests**

Rod HOFFMAN, Department of Housing and Community Development  
Lee MacFARLANE, Department of Housing and Community Development

**2. MEETING OPENED**

Meeting opened at 10:33 am as a provisional.

**Note: Councillor Deanna KENNEDY joined the Meeting at 11:10 am, and the Local Authority reviewed agenda items, which were discussed again, and decided on, once Councillor Deanna KENNEDY was in attendance, So therefore a full **quorum** was attained for the meeting rather than merely a provisional.**

**3. WELCOME TO COUNTRY**

Mayor Judy MacFarlane welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

**4. APOLOGIES AND LEAVE OF ABSENCE**68/2018 **RESOLVED** (Jill Curtis/Darilyn Martin)**4.1 APOLOGIES AND LEAVE OF ABSENCE**

That Bulman Local Authority accepts the apologies of Local Authority Member John DALYWATER, Anunciata BRADSHAW and Deputy Mayor Helen LEE..

**CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MEETINGS**69/2018 **RESOLVED** (Peter Miller/Jill Curtis)

- (a) That the Bulman Local Authority approves the minutes as a true and accurate record of the Bulman Local Authority's Meeting held on Wednesday 15<sup>th</sup> November, 2017.
- (b) That the Bulman Local Authority approves the minutes as a true and accurate record of the Bulman Local Authority's Meeting held on Thursday 22<sup>nd</sup> February 2018.

**DISCLOSURES OF INTEREST**

There were no declarations of interest at this Bulman Local Authority.

**BUSINESS ARISING FROM PREVIOUS MINUTES****8.1 ACTION LIST**70/2018 **RESOLVED** (Peter Miller/Deanna Kennedy)

- (a) That the Bulman Local Authority receives and notes the Action List.

<b>Date</b>	<b>Agenda Item #</b>	<b>Item Description</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Status Comments – Completion Date</b>
05.12.2018	8.1 New Action	Light on hill and mobile transmitter on hill	Area Manager	ongoing	Include Care flight, Sunrise health and RGRC all advocating light on hill and mobile transmitter on hill.
27.09.17	12.2 ISSUES IN THE COMMUNITY <i>Road Management</i>	Advocate to NTG for the Central Arnhem Highway to reduce the dust issues and to seal and upgrade from the bridge to WEEMOL turnoff – including WEEMOL Road and to the	CEO/Area Manager/Mar c	Ongoing	26.10.18: Currently with DIPL. <b>Work will commence in dry season 2019.</b>



		Airstrip.			
22.02.18	9.1 BULMAN LOCAL AUTHORITY PROJECT FUNDING.  <i>Solar Light WEEMOL</i>	BULMAN Local Authority requests a solar light at the entry site in WEEMOL.	CEO/ DCCS	Ongoing	7.03.2018: CSC to confirm the actual location with an aerial map. Solar lights are purchased every year. This will be added to the location requests.  <b>Incorporated into DIPL Roads Programme.</b>
05.12.2018	11.5 Community Safety	24 Vacant Position in Bulman, only 17 filled.  Age CARE- 3, Night Patrol- 3, Sport and Rec – 2, Brax – 1, MUNS – 4, SASO – 1, Centerlink– 1, CDP - 2	Area Manager/ Mayor	Ongoing	Area Manager to look into the Vacant POSITION.
05.12.2018	11.4 Australia Day – Tree Planting	6 Mango Tree, 3 Lemon tree, 3 Lime tree, 3 Guava Tree	Area Manager	Ongoing	CDP to mark out holes for tree planting and fencing.  Local Authority allocated 2000\$ from LA Project Funding for tree planting, fertilizer and Irrigation. If anything extra costs will come out of operational Funding.
05.12.2018	11.5 Community Safety – Dry Toilet	Dry Toilet to be built near RGRC Office	Area Manager	Ongoing	Local Authority allocated \$72000 from LA Project Funding for building Dry Toilet near office

## 8.2 UPDATE - BULMAN AIRPORT LIGHT ON THE HILL

71/2018 **RESOLVED** (Peter Miller/Darilyn Martin)

- (a) That the Bulman Local Authority receives and notes the Letter from Michael Berto, CEO to Minister Nicole Manision, MLA, Territory Government regarding the Bulman Airport Light on the Hill

#### **INCOMING CORRESPONDENCE**

#### **OUTGOING CORRESPONDENCE**

#### **BUSINESS ARISING**

#### **GENERAL BUSINESS**

##### **11.1 ELECTED MEMBERS REPORT**

72/2018 RESOLVED (Darilyn Martin/Margaret Lindsay)

- (a) That the Bulman Local Authority receives and notes the Elected Member Report.

##### **11.2 COSTINGS FOR ERECTION OF BUS SHELTER**

73/2018 RESOLVED (Jill Curtis/Peter Miller)

- (a) That the Bulman Local Authority receives and notes costings for erection of Bus Shelter

##### **11.3 COUNCIL SERVICES REPORT**

74/2018 RESOLVED (Peter Miller/Margaret Lindsay)

- (a) That the Bulman Local Authority receives and notes the Council Services Report for the 5 December 2018 meeting

##### **11.4 AUSTRALIA DAY CITIZENS OF THE YEAR AWARDS**

75/2018 RESOLVED (Deanna Kennedy/Peter Miller)

- (a) That the Bulman Local Authority receives and notes the Australia Day Citizens of the Year Awards.  
(b) Tree planting at Australia Day, 6 Mango trees, 3 Lemon trees, 3 Lime trees and 3 Guava trees

**ACTION :** CDP to mark out holes for tree planting and fencing. Local Authority allocated \$2000 from LA Project Funding for tree planting, fertilizer and Irrigation. If anything extra costs will come out of operational funding.

##### **11.5 COMMUNITY SAFETY REPORT**

76/2018 RESOLVED (Darilyn Martin/Jill Curtis)

- (a) That the Bulman Local Authority receives and notes the Community Safety Report for the 5 December 2018 meeting.

- (b) 24 vacant position at Bulman, only 17 filled. Age CARE- 3, Night Patrol- 3, Sport and Rec – 2, Brax – 1, MUNS – 4, SASO – 1, Centerlink– 1, CDP – 2
- (c) Dry Toilet to be built near RGRC Office

**ACTION :** Area Manager to look into vacant position

**ACTION :** Local Authority allocated \$72000 from LA Project Funding for building Dry Toilet near office

#### **11.6 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT: HOMEBUILD**

**77/2018 RESOLVED** (Darilyn Martin/Peter Miller)

- (a) That the Bulman Local Authority receives and notes the Department of Housing and Community Development Report.

#### **11.7 REGIONAL PLAN 2018-2019**

**78/2018 RESOLVED** (Margaret Lindsay/Peter Miller)

- (a) That the Bulman Local Authority receives and notes the 2018-19 Regional Plan.

#### **11.8 TOWN PRIORITIES 2018-2019**

**79/2018 RESOLVED** (Darilyn Martin/Margaret Lindsay)

- (a) That the Bulman Local Authority receives and notes the Town Priorities that were included in the 2018/2019 Regional Plan.

#### **11.9 COMMUNITY DEVELOPMENT PROGRAMME**

**80/2018 RESOLVED** (Deanna Kennedy/Darilyn Martin)

- (a) That the Bulman Local Authority receives and notes CDP Report

#### **11.10 GOVERNANCE REPORT - COMPLAINTS REGISTER**

**81/2018 RESOLVED** (Deanna Kennedy/Jill Curtis)

- (a) That the Bulman Local Authority receives and notes the Complaints Register.

#### **11.11 BULMAN LOCAL AUTHORITY - EXPENDITURE REPORT UPDATE Q1 & PROJECT REGISTER UPDATE**

**82/2018 RESOLVED** (Peter Miller/Deanna Kennedy)

- (a) That the Bulman Local Authority receives and notes the Updated Financial (Expenditure) Report for the first Quarter of 2018-19 financial year
- (b) That the Bulman Local Authority receives and notes the LA Project Register Update Report as at 23th November 2018.

**11.12 BULMAN AND WEEMOL COMMUNITY LAND USE PLAN**

83/2018 RESOLVED (Peter Miller/Deanna Kennedy)

- (a) That the Bulman Local Authority receives and notes Bulman and Weemol Community Land Use Plan Report
- (b) That the Bulman Local Authority decides which of two lines most closely represents the area normally flooded in the wet.
- (c) That the Bulman Local Authority approves the attached draft ensuring that 99 Contour follows the road.

**11.13 MATARANKA CEMETERY REPORT**

84/2018 RESOLVED (Peter Miller/Margaret Lindsay)

- (a) That the Bulman Local Authority receives and notes the cemetery Master Plan.
- (b) That the Bulman Local Authority wants somebody from Cemetery ACT must visit to the next LA Meeting.

**11.14 DANGEROUS DOGS REPORT**

85/2018 RESOLVED (Darilyn Martin/Margaret Lindsay)

- (a) That the Bulman Local Authority receives and notes this report regarding Dangerous Dogs.
- (b) That the Bulman Local Authority elects to destroy cheeky dogs.

**11.15 DOG DETERRENTS**

86/2018 RESOLVED (Peter Miller/Darilyn Martin)

- (a) That the Bulman Local Authority receives and notes the Dog Deterrents Report from the Department of Housing and Community Development.
- (b) That the Bulman Local Authority endorses the use of 'Dog Dazers' in communities for Department of Housing and Community Development Staff.

**OTHER BUSINESS****CLOSE OF MEETING**

The meeting terminated at 14:42 pm.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Bulman Local Authority Meeting HELD ON Wednesday, 5 December 2018 AND CONFIRMED .

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Chairperson

**BUSINESS ARISING FROM PREVIOUS MINUTES**

<b>ITEM NUMBER</b>	8.1
<b>TITLE</b>	Action List
<b>REFERENCE</b>	789056
<b>AUTHOR</b>	Perna RAMAWAT, Governance Officer

**RECOMMENDATION:**

- (a) That the Bulman Local Authority receives and notes the Action List.

<b>Date</b>	<b>Agenda Item #</b>	<b>Item Description</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Status Comments – Completion Date</b>
05.12.2018	8.1 New Action	Light on hill and mobile transmitter on hill	Area Manager	Ongoing	Include Care flight, Sunrise health and RGRC all advocating light on hill and mobile transmitter on hill.  Area Manager and CSC still working on this.
27.09.17	12.2 ISSUES IN THE COMMUNITY <i>Road Management</i>	Advocate to NTG for the Central Arnhem Highway to reduce the dust issues and to seal and upgrade from the bridge to WEEMOL turnoff – including WEEMOL Road and to the Airstrip.	CEO/Area Manager/Marc	Ongoing	26.10.18: Currently with DIPL.  <b>Work will commence in dry season 2019.</b>
22.02.18	9.1 BULMAN LOCAL AUTHORITY PROJECT FUNDING. <i>Solar Light WEEMOL</i>	BULMAN Local Authority requests a solar light at the entry site in WEEMOL.	CEO/ DCCS	Ongoing	7.03.2018: CSC to confirm the actual location with an aerial map. Solar lights are purchased every year. This will be added to the location

				requests. <b>Incorporated into DIPL Roads Programme.</b>
05.12.2018	11.5 Community Safety	24 Vacant Position in Bulman, only 17 filled.  Age CARE- 3,Night Patrol- 3, Sport and Rec – 2, Braccs – 1, MUNS – 3, SASO – 1, Centerlink– 1, CDP – 2, Housing – 1, ESO – 1, CSC - 1	Area Manager/ Mayor	Area Manager to look into the Vacant POSITION.  Only one vacancy in Sport and Rec and one vacancy in Housing.  01.02.2019 Vacancies filled
05.12.2018	11.4 Australia Day – Tree Planting	6 Mango Tree, 3 Lemon tree, 3 Lime tree, 3 Guava Tree	Area Manager	CDP to mark out holes for tree planting and fencing.  Local Authority allocated 2000\$ from LA Project Funding for tree planting, fertilizer and Irrigation. If anything extra costs will come out of operational Funding.  01.02.2019 Trees planted.
05.12.2018	11.5 Community Safety – Dry Toilet	Dry Toilet to be built near RGRC Office	Area Manager	In Progress  Local Authority allocated \$72000 from LA Project Funding for building Dry Toilet near

					office. Project form commenced.
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**ATTACHMENTS:**

Nil

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.1
<b>TITLE</b>	Elected Members Report
<b>REFERENCE</b>	789665
<b>AUTHOR</b>	Prerna RAMAWAT, Governance Officer

**RECOMMENDATION**

- (a) **That the Bulman Local Authority receives and notes the Elected Member Report.**

**BACKGROUND**

This Elected Member Report is designed to give Local Authorities an overview of Agenda Items that have been raised and decisions made at the Ordinary Meeting of Council since the last Local Authority Meeting, in order for them to convey the information to community members.

Complete details can be found in the Agendas and Minutes, which are available on the Council Website and at Council Offices.

**ISSUES/OPTIONS/SWOT**

**At the Finance Committee Meeting of Council held in Katherine on 28 November 2018: The Minutes of the Finance Committee Meeting are publicly available on Council's website.**

**Decisions include:**

- That the Finance Committee receives and notes the gifted lights from the Northern Territory Government of the Katherine Sport and Rec Oval Lights;
- That the Finance Committee receives and notes the Composition of the Bulman Local Authority;
- That the Finance Committee accepts the funding offer of \$1,000,000 (GST Exclusive), for infrastructure, upgrade and renewal at Mulgan town camp, by signing, dating, and affixing the common seal to one copy of the agreement;
- That the Finance Committee accepts the funding offer of \$265,513 (GST Exclusive), for the 2018-19 Remote Sport Program, by signing, dating, and affixing the common seal to one copy of the agreement;
- That the Finance Committee accepts the funding offer of \$228,382 (GST Exclusive), for the 2018-19 Special Purpose Grant to revitalize Urapunga, by signing and dating one copy of the agreement;
- That Finance Committee receives and notes 2017-18 Audited General Purpose Financial Statements;
- That Finance Committee adopts the First Quarter Amended Budget for 2018-19.
- That the Finance Committee approves the changes to the title and position description as presented;
- That the Finance Committee notes the report in relation to the Auction held on the 15 November 2018;
- That the Finance Committee executes formal name registration via Common Seal;
- That the Confidential Finance Committee allocates \$50 per capita for each Katherine-based staff member for the 2018 End of Year Awards Function, to be organized by the Roper Gulf Regional Council Social Club;



- That the Finance Committee allocates \$50 per capita funding for each Community Staff member for the 2018 End of Year Awards Function for Community-based Staff, to be organized by respective Area Managers and Council Service Coordinators;
- That the Finance Committee awards the contract RGRC-2019-AMS to provide cleaning services for Katherine premises to Yaanma Services Pty Ltd;
- That the Finance Committee approves the works carried out in Daly Waters pertaining to the waste water system;
- That the Finance Committee approves the rates concession of \$147,153.89 to be provided to King Ash Bay;
- That the Finance Committee authorizes the following:
  - A 3.5% wage increase for all Level 1 to Level 9 employees effective date first full pay period commencing 26 November 2018;
  - An ex gratia payment for all Level 1 to Level 9 employees calculated as described in Financial Considerations;
  - All future increases to be indexed to the national minimum wage increases awarded each financial year by the Fair Work Commission.
- That the Finance Committee receives and notes the correspondence received from rate-payer from Daly Waters, and agrees to waive the accrued interest and accepts a payment-plan for the outstanding rates owed to Council.

**At the Roads Committee Meeting held in Katherine on 24 October 2018:  
The Minutes of the Roads Committee Meeting are publicly available on Council's website.**

**Decisions include:**

- The Roads Committee receives and notes its Terms of Reference;
- The Roads Committee recommends Terms of Reference be amended to change size of Committee to six (6) Elected Members, including the Mayor;
- That the Roads Committee develops a Work Plan;
- That the Roads Committee nominates meeting dates for 2019;
- That the Roads Committee receives and notes the report of current roads Projects;
- That the Roads Committee nominates the following roads projects as priority matters for approval by Council:
  - 1) Weemol - \$69,000 to be allocated for design and scoping;
  - 2) Bulman – Roads and Drains – obtain quote;
  - 3) Borroloola Town Camp (GARAWA 1 and 2, YANYULA) co-contribution of \$300,000. Council to advocate to stakeholders for additional funding (\$800,000 benchmark);
  - 4) Design and Documentation for Jilkminggan's main road (Jilkminggan Rd), Urapunga Store and Mataranka cemetery car-park (\$100,000);
  - 5) Hodgson Downs / Minyerri – the Roads Committee supports compounding of LA grants, additional \$14,000 from FAG Roads, and for Council to allocate \$100,000 additional funding for roads;
  - 6) Larrimah and Daly Waters - \$250,000 for reseal of roads;
  - 7) Manyallaluk – investigate edges, culverts, seals, drainage.
- That the Roads Committee receives and notes the Tonkin Road and Storm Water Audit report;
- That the Roads Committee adds an eighth priority to previous resolution to include investigations into high-priority needs roads projects in Numbulwar.

**At the Ordinary Meeting of Council held in Katherine on 19 December 2018:  
The Minutes of the Ordinary Meeting of Council are publicly available on Council's website.**

**Decisions include:**

That the council receives and notes the following Ward reports:

- South West Gulf Ward Report;
- Never Never Ward Report;
- Yugul Mangi Ward Report;
- Nyirranggulung Ward Report;
- Numbulwar Numburindi Ward Report.

That the Council approves the recommendations of the following Local Authority:

- Borroloola Local Authority from the minutes 31 October 2018;
- Jilkminggan Local Authority from the minutes 02 October 2018;
- Mataranka Local Authority from the minutes 08 October 2018;
- Hodgson Downs Local Authority from the minutes 11 October 2018;
- Barunga Local Authority from the minutes 16 October 2018;
- Beswick Local Authority from the minutes 22 October 2018;
- Manyallaluk Local Authority from the minutes 22 October 2018;
- Numbulwar Local Authority from the minutes 09 October 2018.

- That the Council receives and notes the Mayor report;
- That the Council supports the license application for the Larrimah hotel in general and aims to provide feedback in regards to concerns about late trading hours;
- That the Council receives and notes the resignation of Geoff Bishop, Independent Member of the Finance Committee;
- That the Council decides whether or not to continue having an independent member on the Finance Committee;
- That the Council approves 6 members for the Urapanga Local Authority: Cleven Woods, Antonella Pascoe, Annie Daniels, Richard Collins, Elaine Duncan and Clifford Duncan;
- That the Council decides the inaugural and subsequent meeting dates of the Urapanga Local Authority;
- That the Council considers the invitation of the minister for housing and Community Development, and other dignitaries for the inaugural meeting of the Urapanga Local authority;
- That Council adopts the revised dates for the 2019 Meeting Calendar for council meetings, Committee Meetings and Local Authority Meetings;
- That Council receives and notes summary of National Local Roads and Transport Congress Conference in Alice Springs from the Elected Members who attended the Conference;
- That Council receives and notes the update from the elected members who attended the 2019 LGANT Annual General meeting;
- That Council accepts the Town Camps Program funding offer of \$1,100,000(GST Inclusive) from Department of Housing and Community Development for works to occur in the Mulgan town Camp;
- That Council adopts the Town Camps Dwelling Funding Agreement TC0004 by signing and affixing the document with the Common seal;
- That Council receives and notes update from the Department of Housing and Community Development pertaining to support and training of Local Authority members;
- That Council endorses the draft Beswick Community land Use Plan;
- That Council endorses the draft Bulman Community land use plan, subject to the changes recommended by the Bulman/Weemol Local Authority at the Local Authority Meeting on 05 Dec 2018;
- That Council endorses the Weemol Community Land Use Plan;

- That Council endorses the reclassification of the level 4 Information Technology Officer position to a level 5/6 Information Technology Coordinator;
- That Council receives and notes Service Delivery over the Christmas Period;
- That Council receives and adopts the report for Community Services;
- That Council receives and notes the financial reports as at 30 November 2018;
- That Council receives and notes the Call for Motions Discussion paper 2019 published by the National General Assembly of Local Government 2019;
- That Council is to appoint a tender assessment panel for the Bulman workshop project to include the Director of Commercial Services, Project Manager, Project Coordinator and Contract Manager;
- That the CEO is to investigate the advice provided to a job applicant in Borroloola.
- That Council receives and notes the request to read out the Australian Citizenship Affirmation at its Australia day events in 2019;
- That Council receives the report from the Department of Housing and Community Development;
- That Council resolves to engage the services of Mr. Mark Blackburn in accordance with the document titled Blackburn Consultancy;
- That Council receives and notes the Addendum;
- That the report of the CEO review be deferred to the February 2019 Ordinary Meeting of Council;
- That Council receives and notes the report in relation to progress and expenditure of the 2 Crawford Street project;
- That Council receives and notes the report in relation to the Barunga Oval Light Tenders;
- That Council delegates authority to the Acting Chief Executive Officer to award a tender in relation to the Barunga Oval Lights project;

**Special Meeting of Council held on 18 January 2019, the meeting was conducted in confidential session and the resulting resolutions are confidential.**

**FINANCIAL CONSIDERATIONS**

NIL

**ATTACHMENTS:**

## **GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.2
<b>TITLE</b>	Council Services Report
<b>REFERENCE</b>	<b>793370</b>
<b>AUTHOR</b>	Nathan Mclvor, Area Manager

### **RECOMMENDATION**

- (a) **That the Bulman Local Authority receives and notes the Council Services Report for the 14 February 2019 meeting.**

### **Bulman**

#### *Core Services*

##### *111 – Councils Services General*

- A successful Australia Day
- Operating as required

##### *160 – Municipal Services*

- Installed speed humps in Cul-de-sac and outside office
- Weeds are being sprayed
- Repaired road edges on the Sport and Recreation access road
- All other services as per normal operation.

##### *161 – Waste Management*

- Maintained.

#### *Agency Services*

##### *350 – Centrelink*

- Serviced as per contract

##### *348 – Indigenous Broadcasting*

- Operating

### **ATTACHMENTS:**

There are no attachments for this report.

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.3
<b>TITLE</b>	Community Safety Report
<b>REFERENCE</b>	<b>793542</b>
<b>AUTHOR</b>	Nathan McIvor, Area Manager

**RECOMMENDATION**

- (a) **That the Bulman Local Authority receives and notes the Community Safety report for the 14 February 2019 meeting**

**Bulman**

*The Bulman Community Safety Team now have a dedicated Regional Community Safety Coordinator, Peter Lee. He commenced in early January 2019, based in Beswick and services the community of Beswick too. The Community Safety Program looks after Community Safety Patrol (Night Patrol), Sport and Recreation and Youth Services.*

**401: Community Safety Patrol (formerly Night Patrol)**

- Great effort by CSP with an extremely high workload over Christmas/New Year.
- A number of serious incidents recorded, police were called to attend to these incidents as well.
- Vacancy has been filled with Nathaniel Miller as the new CSP worker.
- CSP has a crew of three now in Bulman.

**404: Indigenous Sport and Recreation**

- Sport and Recreation workers have not been turning up to work regularly, CSP has had to provide programs over the Christmas holiday period.
- Vacancy has closed and interviews organised at the writing of this report.

**407: Remote Sport and Recreation**

- Nil to report

**ATTACHMENTS:**

There are no attachments for this report.

## **GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.4
<b>TITLE</b>	The Draft burial and Cremation Bill 2018 Report - DHCD
<b>REFERENCE</b>	793560
<b>AUTHOR</b>	Perna RAMAWAT, Governance Officer

### **RECOMMENDATION**

- (a) **That the Bulman Local Authority receives and notes The Draft Burial and Cremation Bill 2018 report.**

### **BACKGROUND**

The Department of Housing and Community Development will conduct a presentation on the Draft Burial and Cremation Bill 2018 that is currently out for consultation. The Presentation will take approximately 15 minutes excluding a questions and answer session.

Copies of the Burial and Cremation Bill will be provided as a handout. A copy of the draft Bill will also be provided as a handout.

The draft Burial and Cremation Bill 2018 has been released for public consultation and comment.

More information on the Bill including FAQs can be found at:

<https://dhcd.nt.gov.au/publications-and-policies/draft-northern-territory-burial-andcremation-bill>

Submissions close on 31 March 2019. Questions about the Bill and submissions can be made, please email:

[baca@nt.gov.au](mailto:baca@nt.gov.au)

### **ISSUES/OPTIONS/SWOT**

Nil

### **FINANCIAL CONSIDERATIONS**

Nil

### **ATTACHMENTS:**

**GENERAL BUSINESS**

**ITEM NUMBER** 11.5  
**TITLE** Local Authority Project Funding Acquittals  
**REFERENCE** 793866  
**AUTHOR** Josh Chevailier-Brine, Grants Coordinator

**RECOMMENDATION**

- (a) **That the Bulman Local Authority receives and notes the 2017-18 LAPF Certification Form, signed by the CEO on 12 December 2018.**

**BACKGROUND**

Under the LAPF Funding Guidelines the CEO is required to certify that funds have been expended in accordance with the Guidelines, the *Local Government Act*, the *Local Government (Accounting) Regulations*, and the Northern Territory Government's Buy Local Policy.

Each certification was signed by the Acting CEO on 12 December 2018 and is tabled before your LA as required by the Guidelines (see attached and below summary).

<b>Local Authority:</b> Bulman	
<b>INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018</b>	
LAPF Grant	\$41,620.00
Other income/carried forward balance from 2016-17	\$71,803.48
Total income	\$113,423.48
<b>Expenditure</b>	\$0
Total Expenditure	\$0
Surplus/(Deficit)	<b>\$113,423.48</b>

**ISSUES/OPTIONS/SWOT**

Nil

**FINANCIAL CONSIDERATIONS**

Nil

**ATTACHMENTS:**

1 [↓](#) 138 Bulman Certification.pdf



Roper Gulf Regional Council

CERTIFICATION OF 2017-18 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Bulman	
File number: LGR2016/00050	
<b>INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018</b>	
LAPF Grant	\$41,620.00
Other income/carried forward balance from 2016-17	\$71,803.48
Total income	\$113,423.48
Expenditure	\$0
Total Expenditure	\$0
Surplus/(Deficit)	\$113,423.48
We certify that the LAPF was spent in accordance with:	
<ul style="list-style-type: none"> <li>the projects submitted by the Local Authority</li> <li>the LAPF funding guidelines</li> <li>the Local Government Act and the Local Government (Accounting) Regulation</li> <li>the Northern Territory Government's Buy Local Policy</li> </ul>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Certification report prepared by Joshua Chevalier-Brine:	13/12/2018
Acquittals laid before Council at OCM (copy of minutes attached):	29/08/2018
Signed, Marc Gardner, CEO (A/G):	14/12/2018
<b>DEPARTMENTAL USE ONLY</b>	
Grant amount correct:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Balance of funds to be spent	\$
Date next certification due:	
CERTIFICATION ACCEPTED:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	



## **GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.6
<b>TITLE</b>	BULMAN LOCAL AUTHORITY RGRC FINANCIAL REPORT Q2 2018-19 & PROJECT REGISTER UPDATE
<b>REFERENCE</b>	794282
<b>AUTHOR</b>	Jasjit Rai, Financial Accountant

### **RECOMMENDATION**

- (a) That the Bulman Local Authority receives and notes Financial (Expenditure) Report for the second Quarter of 2018-19 financial year;
- (b) That the Bulman Local Authority receives and notes the LA Project Register Update Report as at 31 January 2019.

### **BACKGROUND**

As per the Guideline 8 of the *Local Government Act*, the quarterly finance report is to be presented to the Local Authority.

### **ISSUES/OPTIONS/SWOT**

Nil

### **FINANCIAL CONSIDERATIONS**

Nil

### **ATTACHMENTS:**

- 1 [↓](#) Bulman Local Authority - Expenditure Report Q2 2018-19.pdf
- 2 [↓](#) Bulman Local Authority Project Register 31.01.19.pdf

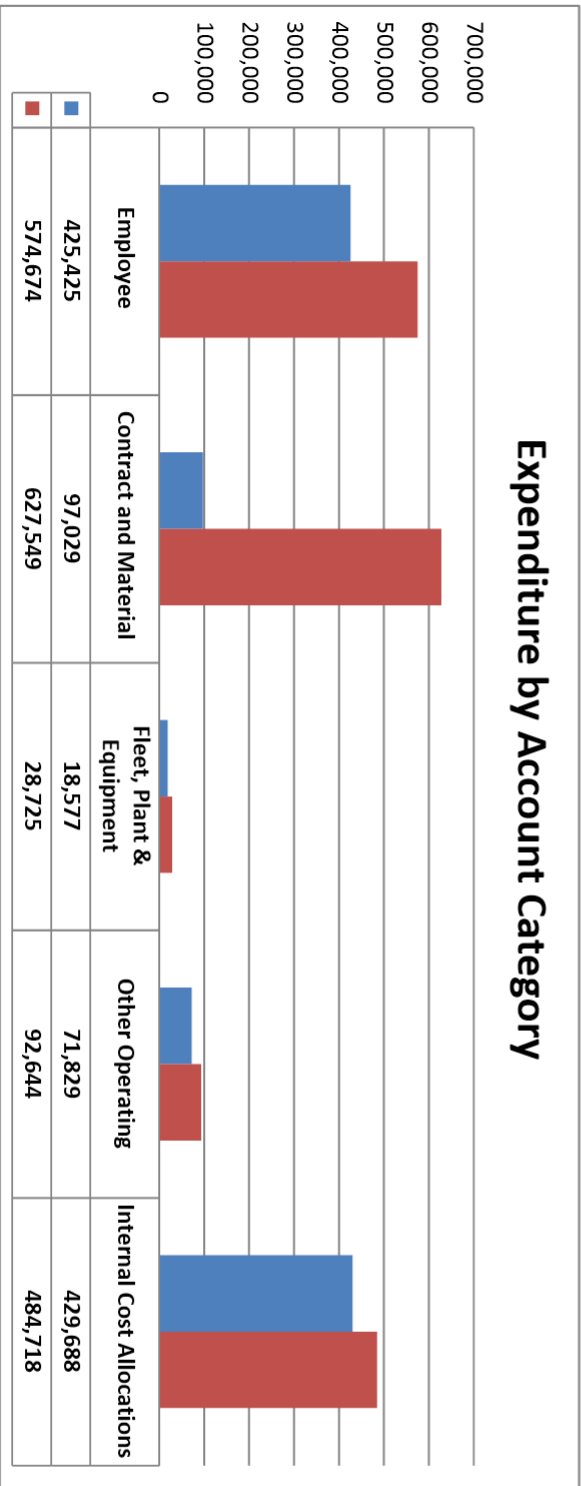
**Roper Gulf Regional Council  
Bulman**



**Expenditure Report as at 31st December 2018**

Expenditure by Account Category	Current Quarter		Year to Date - As of Period 7		Proportion of Budget Spent		
	2nd Quarter Actual	2nd Quarter Budget	YTD Actual	YTD Budget	2nd Quarter Variance	Annual Budget	Spent
Employee	425,425	574,674	495,815	670,453	149,248	1,149,348	74%
Contract and Material	97,029	627,549	123,944	732,140	530,520	1,255,097	15%
Fleet, Plant & Equipment	18,577	28,725	20,481	33,513	10,148	57,450	65%
Other Operating	71,829	92,644	80,678	108,085	20,815	185,289	78%
Internal Cost Allocations	429,688	484,718	429,688	565,504	55,029	969,435	89%
<b>Total Expenditure</b>	<b>1,042,548</b>	<b>1,808,310</b>	<b>1,150,606</b>	<b>2,109,695</b>	<b>765,762</b>	<b>3,616,620</b>	<b>58%</b>

**Expenditure by Account Category**



Activity Listing	Current Quarter		Year to Date - As of Period 7		2nd Quarter Annual	
	2nd Quarter Actual	2nd Quarter Budget	YTD Actual	YTD Budget	Variance	Annual Budget
<b>Corporate Governance</b>						
110 - Assets Management -	0	6,032	0	7,037	6,032	12,063
131 - Council and Elected M	725	500	725	583	225	1,000
132 - Local Authority	4,825	14,450	7,812	16,858	9,625	28,900
138 - Local Authority Proje	0	77,522	0	90,442	77,522	155,043
202 - Staff Housing	3,267	3,506	5,017	4,091	239	7,012
245 - Visitor Accommodati	8,434	3,206	8,434	3,740	5,228	6,412
Sub Total	17,252	105,216	21,989	122,752	87,963	210,431
<b>Commercial Serv.</b>						
220 - Territory Housing Rel	22,738	29,498	23,052	34,415	6,760	58,997
221 - Territory Housing Ter	29,693	33,151	32,920	38,676	3,458	66,302
241 - Alrstrip maintenance	6,266	6,000	6,266	7,000	266	12,000
244 - Power Water contrac	85,368	132,498	92,429	154,581	47,130	264,997
246 - Commercial Australia	1,733	1,743	1,733	2,033	10	3,486
314 - Service Fee - CDP	228,572	297,019	234,018	346,522	68,447	594,038
318 - Outcome Payments -	0	67,500	0	78,750	67,500	135,000
Sub Total	374,371	567,410	390,417	661,978	193,039	1,134,819
<b>Council &amp; Comm. Serv</b>						
111 - Council Services Genr	139,301	149,930	162,208	174,919	10,629	299,861
160 - Municipal Services	136,572	149,115	152,490	173,967	12,543	298,229
161 - Waste management	29,510	30,639	29,510	35,746	1,129	61,279

Activity Listing	Current Quarter		Year to Date - As of Period 7		2nd Quarter Annual Variance	Annual Budget
	2nd Quarter Actual	2nd Quarter Budget	YTD Actual	YTD Budget		
162 - Cemeteries Managen	964	2,500	964	2,917	1,536	5,000
169 - Civic Events	0	1,000	0	1,167	1,000	2,000
171 - Naidoc Week	0	150	0	175	150	300
200 - Local roads maintena	130	407,500	130	475,417	407,370	815,000
201 - Street lighting	7,112	6,100	7,864	7,117	1,012	12,200
341 - Commonwealth Agec	5,277	2,125	5,277	2,479	3,152	4,250
342 - Indigenous Aged Care	42,762	57,387	47,262	66,951	14,625	114,773
344 - Commonwealth Hom	18,959	15,313	21,128	17,865	3,646	30,627
346 - Indigenous Broadcasti	14,530	20,502	16,310	23,919	5,972	41,004
349 - School Nutrition Prog	82,030	80,500	93,464	93,917	1,530	161,000
350 - Centrelink	38,228	40,090	41,937	46,772	1,863	80,180
355 - National Disability In:	890	2,730	967	3,185	1,840	5,460
381 - Animal Control	764	1,000	764	1,167	236	2,000
401 - Night Patrol	85,349	96,754	102,694	112,880	11,405	193,508
404 - Indigenous Sports an	45,823	56,949	52,507	66,440	11,125	113,898
407 - Remote Sports and R	1,103	0	1,103	0	1,103	0
414 - Drug and Volatile Sut	0	700	0	817	700	1,400
416 - Youth Vibe Grant	0	850	0	992	850	1,700
474 - CBF - Bulman Youth F	1,621	850	1,621	992	771	1,700
<b>Sub Total</b>	<b>650,925</b>	<b>1,122,684</b>	<b>738,200</b>	<b>1,309,799</b>	<b>471,760</b>	<b>2,245,369</b>
<b>Other Services</b>						
429 - AOD - Weemol BBQ /	0	13,000	0	15,167	13,000	26,000
<b>Sub Total</b>	<b>0</b>	<b>13,000</b>	<b>0</b>	<b>15,167</b>	<b>13,000</b>	<b>26,000</b>

**Bulman Local Authority Project Funding - as at 31.01.19**

Funding received from Department	Income	Funds Allocated	Project Variance	Remaining Unallocated Funds	
2014-15	\$ 41,260.00	\$ 41,260.00			
2015-16	\$ 41,260.00	\$ 41,260.00			
2016-17	\$ 41,260.00	\$ 41,260.00	\$ 14,803.90	\$ 14,803.90	Carry-forward to 2018-19FY
2017-18	\$ 41,620.00	\$ 15,740.00	\$ 15,740.00	\$ 41,620.00	Carry-forward to 2018-19FY
2018-19	\$ 41,620.00	\$ 74,000.00		-\$ 32,380.00	
<b>Total</b>	<b>\$ 207,020.00</b>	<b>\$ 213,520.00</b>	<b>\$ 30,543.90</b>	<b>\$ 56,423.90</b>	
<b>Projects funding has been allocated to:</b>					
Project ID		Prjct Budget	Tot Prjct Cost	Prjct Variance	Project Status
1413802	Bollard Lot 22	\$ 10,000.00			Project Approved in April - 2017 :Acquiring quotes
1413803	Dry Toilet Weemol	\$ 25,000.00			Project Approved in April - 2017 ;in Planning Stages
1413804	Top dress the oval	\$ 15,000.00			Project Approved in April - 2017 :Acquiring Quotes
1413805	Solar light for cudesac	\$ 7,000.00			Project Approved in April - 2017 ;in Planning Stages
	Dry toilet near office	\$ 72,000.00			\$72,000 LA Allocated 05.12.2018
	Australia day tree Planting	\$ 2,000.00			\$2,000 LA Allocated 05.12.2018
	Total for current projects in progress	\$ 131,000.00	\$ -	\$ -	
	<b>Grand total</b>	<b>\$ 213,520.00</b>	<b>\$ 51,976.10</b>	<b>\$ 30,543.90</b>	

**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.7
<b>TITLE</b>	Guideline 8
<b>REFERENCE</b>	<b>794993</b>
<b>AUTHOR</b>	Cristian Coman, Manager - Governance and Corporate Planning

**RECOMMENDATION**

- (a) **That the Bulman Local Authority receives and notes the revised Ministerial Guideline 8 pertaining to Local Authorities.**

**BACKGROUND**

On 07 January 2019 the Minister for Housing and Community Development adopted a revised Ministerial Guideline 8 pertaining to Local Authorities.

**ISSUES/OPTIONS/SWOT**

The new Guideline 8 requires Council to publicly list the members of Local Authorities on its website. This is currently being actioned.

The Guideline also states that Council can delegate decision-making to Local Authorities. This will be presented to Council at its next meeting on 27 February 2019. It should be noted that decision-making is subject to necessary quorums being attained at Local Authority Meetings.

Provisional meetings cannot make decisions, and as such, Council will assess each Local Authority's attendance pattern before deciding on which decision making delegations it will make.

**FINANCIAL CONSIDERATIONS**

N/A

**ATTACHMENTS:**

1 [↓](#) guideline-8-regional-councils-local-authorities.pdf

# GUIDELINE 8: Regional Councils and Local Authorities

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

## Contents

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- 2. Commencement ..... 2
- 3. Revocation of previous guidelines ..... 2
- 4. Definitions..... 2
- 5. Where local authorities are to be established and maintained ..... 2
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- 7. Number of members ..... 3
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- 12. Local authority meetings..... 4
- 13. Council consideration of minutes ..... 5
- 14. Local authority sitting fee ..... 6
- 15. Council regional plans, budgets and financial reports ..... 6
- 16. Council annual report..... 6
- SCHEDULE:..... 7

### MINISTERIAL APPROVAL

I, Gerald Francis McCarthy, Minister for Housing and Community Development, hereby make these guidelines under Parts 5.1A and 19.10 of the *Local Government Act*.



GERRY MCCARTHY

7 / 1 / 2019

# GUIDELINE 8: Regional Councils and Local Authorities

Page 2 of 7

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These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

## 1. Title

- 1.1. These guidelines are called "*Guideline 8: Regional Councils and Local Authorities*".

## 2. Commencement

- 2.1. These guidelines commence on the date they are made by the Minister.

## 3. Revocation of previous guidelines

- 3.1. The version of Guideline 8 that applies on any date is the latest version made at the time. Previous versions do not apply from the date that this guideline is made by the Minister.

## 4. Definitions

In these guidelines:

**appointed member** means a member appointed by the council. It does not include elected members who are on the local authority.

**elected member** means a member of the council who represents a ward that covers the local authority's area and the mayor / president.

**provisional meeting** means, at the time and place set for a local authority meeting when a quorum has not been established, a majority (over 50%) of appointed members are present.

*Note: A provisional meeting is able to make recommendations to council pursuant to clause 11.*

**quorum** means majority (over 50%) of all local authority members including appointed members, elected members and mayor / president are present.

**chair** is responsible for running the meeting and ensuring that members are following the conventions of the meeting.

## 5. Where local authorities are to be established and maintained

- 5.1. A council must have a local authority at places listed in the Schedule to these guidelines.
- 5.2. A council must determine the area for each local authority.



# GUIDELINE 8:

## Regional Councils and Local Authorities

Page 3 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

### 6. Publicly available information

- 6.1. A council must have an up-to-date list of its local authorities, the names of the members, meeting dates, agendas and minutes available on the council's website.

### 7. Number of members

- 7.1. A council must make a resolution about the number of appointed members that a local authority has. There must be at least 6 appointed members and a maximum of 14 members (including elected members), unless the Minister has approved a different maximum number of members for a particular local authority.

*Note: Different Local Authorities may have different numbers of members.*

### 8. Delegations and conflict of interest

- 8.1. Subject to the *Local Government Act* a council can delegate decision making to local authorities.

*Note: It is best practice for local authority project expenditure decisions to be delegated to local authorities.*

- 8.2. When a local authority is making a decision, or considering a matter, each member must consider whether they have a conflict of interest and, if so, they must leave the meeting while the matter is considered.

*Note: Sections 32 and 73 of the Local Government Act deal with delegations and conflict of interest respectively.*

### 9. Policy for member appointments, terminations and resignations

A council must have a policy that provides for:

- 9.1. The council CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received.
- 9.2. How the call for nominations is to be advertised and promoted so that residents of the area know about it, know who to give a nomination to and when nominations close.
- 9.3. Consideration of the nominations received, which must be an agenda item at the first ordinary meeting of council after nominations have closed.

## GUIDELINE 8: Regional Councils and Local Authorities

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These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

- 9.4. How, and in what circumstances, appointment of a local authority member may be revoked.

*Note: The policy could require, for example, that the council must give consideration to revoking an appointment where a member is absent, without permission of the local authority, from two consecutive meetings of the local authority.*

- 9.5. The process for the resignation of a local authority member in writing.

- 9.6. Selection process for the chair and the term of appointment of the chair.

*Note: It is best practice to have an appointed member as chair with a constant term length (not a rotating chair).*

### 10. No proxies

- 10.1. A local authority member is not allowed to send a proxy or substitute if the member cannot attend a meeting.

### 11. Provisional meeting where quorum not present

- 11.1. If a quorum is not attained for a local authority meeting, but the majority of appointed members are present, the members who are in attendance may hold a provisional meeting.
- 11.2. During a provisional meeting, all agenda items may be discussed. Minutes must be taken and clearly identified that it was a provisional meeting.
- 11.3. Members at a provisional meeting may, by majority vote, make recommendations to the council, including local authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than a local authority.
- 11.4. A provisional meeting can approve the minutes of a provisional meeting but cannot approve the minutes of a local authority meeting. A local authority may approve minutes of a provisional meeting or a local authority meeting.
- 11.5. A provisional meeting does not have the powers or functions that a council may have delegated to a local authority.

### 12. Local authority meetings

- 12.1. The council CEO must ensure that a minimum of four meetings for each local authority are held in each financial year.

## GUIDELINE 8: Regional Councils and Local Authorities

Page 5 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

*Note: Either a local authority meeting or a provisional meeting can be counted in reaching the minimum total of four. For example, three provisional meetings and one local authority meeting would make up the required minimum number of four.*

12.2. The agenda must be prepared in consultation with the Chair of the local authority and include, at least:

- a. items requested by members;
- b. any reports on service delivery issues in the local authority area;
- c. any responses by the council to matters raised at a previous local authority meeting or provisional meeting;
- d. a written report from the council CEO on current council services in the local authority area and, after any council meeting that considers local authority projects, a report on what project(s) has been approved or the reason why the project(s) has not been approved;
- e. visitor presentations; and
- f. general business.

12.3. Once in each financial year a local authority agenda must include reviewing:

- a. the council's annual report for the previous financial year;
- b. the council's proposed regional plan for the next financial year;
- c. the council's budget for proposed projects for the local authority area for the next financial year; and
- d. any relevant community plan of the council or local authority.

### 13. Council consideration of minutes

13.1. The minutes from local authority meetings or provisional meetings (these will normally be unconfirmed minutes) must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting.

13.2. The council's response to items above (at clause 13.1) must be recorded in the minutes of the council meeting and communicated to the local authority.

# GUIDELINE 8: Regional Councils and Local Authorities

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These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

## 14. Local authority sitting fee

- 14.1. Appointed members are entitled to a sitting fee for each local authority meeting or provisional meeting they attend:

- a. Chair, if eligible, 143 revenue units
- b. other eligible members, 107 revenue units

*Note: The value of a revenue unit is on the website of the Department of Treasury and Finance.*

- 14.2. Elected members and council staff are not entitled to the sitting fee for attending local authority meetings or provisional meetings.

*Note: Subject to council policy, reimbursement of personal travel expenses is allowed for all members, e.g. kilometre allowance paid for the use of a private vehicle.*

*Note: Subject to council policy, elected members are entitled to extra meeting allowances pursuant to Guideline 2 for attending a Local Authority meeting or provisional meeting.*

*Note: It is a matter for a council CEO as to whether council staff will receive any payment for attending a local authority meeting or provisional meeting.*

## 15. Council regional plans, budgets and financial reports

- 15.1. A council must take the projects and priorities of its local authorities into consideration, whether submitted to council or recorded in minutes, when developing the council regional plan and budget.
- 15.2. The budget of a council must include a separate budget for each local authority area.
- 15.3. At each local authority meeting, the council is to submit a current financial report of actual results against the latest approved budget for the local authority area.

## 16. Council annual report

- 16.1. The annual report of a council must include information which assesses performance in relation to service delivery and planned projects in each of its local authority areas.

# GUIDELINE 8: Regional Councils and Local Authorities

Page 7 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

## SCHEDULE:

Where local authorities are to be established and maintained.

<p><u>Barkly Regional Council:</u> Ali Curung Alupurrurulam Ampilatwatja Arparra Elliott Tennant Creek Wutunugurra (Epenarra)</p> <p><u>Central Desert Regional Council:</u> Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree) Atitjere Engawala Lajamanu Laramba Nyirripi Willowra Yuelamu Yuendumu</p> <p><u>East Arnhem Regional Council:</u> Angurugu Galiwin'ku Gapuwiyak Gunyangara Milingimbi Milyakburra Ramingining Umbakumba Yirrkala</p> <p><u>MacDonnell Regional Council:</u> Amoonguna Areyonga Finke (Aputula) Haasts Bluff (Ikuntji) Hermannsburg (Ntaria) Imanpa Kaltukatjara (Docker River) Kintore (Walungurru) Mt Liebig (Amundurrngu) Papunya Santa Teresa (Ltyentye Apurte) Titjikala Wallace Rockhole</p>	<p><u>Roper Gulf Regional Council:</u> Barunga Beswick (Wugularr) Borrooloola Bulman Jilkminggan Manyallaluk (Eva Valley) Mataranka Minyerri (Hodgson Downs) Ngukurr Numbulwar Urapunga</p> <p><u>Tiwi Islands Regional Council:</u> Milikapiti Pirlangimpi Wurru Miyanga (Nguu)</p> <p><u>Victoria Daly Regional Council:</u> Amanbidji Bulla Naiyu (Daly River) Kalkaringi/Dagaragu Pine Creek Timber Creek Yarralin/Pigeon Hole</p> <p><u>West Arnhem Regional Council:</u> Gunbalanya (Oenpelli) Maningrida Minjilang Waruwi</p> <p><u>West Daly Regional Council:</u> Nganmariyanga Peppimenarti Wadeye</p>
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**GENERAL BUSINESS**

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<b>ITEM NUMBER</b>	11.8
<b>TITLE</b>	Project Funding Guidelines
<b>REFERENCE</b>	794999
<b>AUTHOR</b>	Cristian Coman, Manager - Governance and Corporate Planning

**RECOMMENDATION**

- (a) **That the Bulman Local Authority receives and notes LA Project Funding Guidelines.**

**BACKGROUND**

The Local Authority Project Funding Guidelines outline the rules pertaining to Local Authority Projects Funding from the Territory.

**ISSUES/OPTIONS/SWOT**

The Local Authority grants are for the purpose of continued development of Local Authorities and Communities, and must be completely expended within two (2) years.

The Objectives of the Grants Funding Program are:

- 1) Building stronger communities and assist community priority projects as recommended by Local Authorities;
- 2) Assisting governing bodies and their communities become stronger and self-sustaining;
- 3) Developing capacity of local government to provide legitimate representation, effective governance, improved service delivery, and sustainable development.

Local Authorities must formally resolve, and record what funding is to be spent on.

Project funds must be spent on matters which have a general community benefit. They may not be spent on matters such as motor vehicles, fuel, administration costs, meeting costs, salaries, uniforms, allowances, or matters outside the scope of local government.

As a general rule, project funding is for infrastructure-type projects.

The complete Guideline is attached for the Local Authority's reference.

**FINANCIAL CONSIDERATIONS**

Outlined in Guideline

**ATTACHMENTS:**

- 1 [↓](#) new-local-authority-project-funding-guidelines-2018-19.pdf

## Local Authority Project Funding - Guidelines

### 1. Purpose

To encourage the continued development of local authorities and their respective communities through the provision of funding to undertake priority community projects that are in line with these guidelines.

### 2. Objectives

The objectives of the program are to:

- Assist in building stronger communities and assist community priority projects as recommended by local authorities
- To assist local governing bodies and the constituent communities they represent to become stronger and self sustaining
- Assist in the provision of quality community infrastructure that facilitates community activity and integration
- Assist in developing local government capacity to provide legitimate representation, effective governance, improved service delivery and sustainable development.

### 3. Funding pool

The Local Authority Project funding pool is non-application based and is distributed through a methodology developed by the Northern Territory Grants Commission to regional councils.

This funding is only available for those local authorities published in the guidelines made by the Minister under Part 5.1A of the *Local Government Act*.

### 4. Local Authority Project Approvals

Individual local authorities must formally resolve each initiative this funding will be used for. A copy of this resolution is to be recorded in the minutes of the relevant local authority meeting.

At each local authority meeting, a report is to be submitted detailing the total amount of funding available and spent on local authority projects under this program in each financial year. The report is to include details and amount spent on each project of the relevant local authority for which funding has been provided.



## 5. Examples of Acceptable Purposes for Expenditure

- Repairs and maintenance of community assets controlled or owned by the council. For example:- office upgrades, fencing, solar lighting, road repairs and ablution facilities
- Acquisition of plant and equipment directly related to local government service delivery. For example:- trailers, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures /stands.
- Upgrade/enhancement of community sporting facilities. For example upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation.
- Festivals or other events – but must only be conducted within a council's own Local Authority area.

### Employee costs

If council employees are utilised as general labour to assist with approved projects, the value of such labour that can be expensed to the project is a maximum of \$30 per hour. The maximum amount that can be costed to general labour hours is 5% of the total annual local authority funding.

### Risk Management

Where funds are to be used for a purpose outside the council's control or on an asset that is not owned or controlled by council, the council should consider the liability and insurance requirements associated with that project. Councils should consider each project on its merit before progressing with the project. All risks associated with the project are to be considered and met by the council. The Department will not be held responsible for any liability arising out of the use of these funds.

### Pre-conditions

If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act*), then the project should not be undertaken until there is conclusive evidence that the condition will not hinder the progress of the project for which funds have been allocated.

## 6. Examples of Unacceptable Purposes for Expenditure

- Purchase of vehicles and fuel expenses
- Payment of salaries, cash prizes or recurrent operating costs of council
- Meeting costs and payments to local authority members
- Sponsorship by way of uniforms, travels cost and allowances
- Purposes that are not related to local government services and that should be addressed by another government agency.

Administration and/or project management fees are not to be levied on this grant funding.

## 7. Process for Grant Payment

Once the respective allocations for each local authority have been calculated regional councils will receive a letter of offer and acceptance documentation from this Department.

This advice will comprise the total grant amount being offered to the regional council as well as a breakdown of the amount to be made available to each local authority.

Regional councils eligible to receive these grants will need to comply with the following:-

- Ensure that there are no outstanding grant acquittals relevant to this Department's local government grants, otherwise there will be no payment made of approved grant/s
- Return the signed acceptance form back to the Department with appropriate authorisation.

These grants will be released around mid-September once the signed acceptance and the previous year's certification reports are received

## 8. Annual Certification

- The grant must be fully expended within two years of receipt of funding. Failure to do so may result in the Department taking action, including but not limited to: withholding further grant payments under this program or requesting unspent funds to be repaid.
- Councils are to submit a certified income and expenditure report (financial report) for the year ended 30 June for each of its local authorities.
- The financial report must be completed in the format as required by the Department and formally approved by Council. The financial report is to be submitted to the Department on or before 31 August in each year. Failure to provide the financial reports by 31 August will result in delays in paying further funds.
- All approved projects are required to be procured in accordance with the *Local Government Act* and, as far as practical under the NT Government's Buy Local Plan: <https://nt.gov.au/industry/government/sell-my-goods-and-services-to-government/buy-local-plan>
- Requests to carry-over unspent funds remaining after two consecutive years is to be submitted via email to: [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au). All requests will be considered on a case by case basis and approval is not automatic.
- The Department reserves the right to request the full value of the grant to be returned if the council disposes of an asset acquired with this funding within four years of the payment of the grant.

## 9. Contact Details

For further information please contact: [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au) or (08) 8999 8820.