



AGENDA

**MANYALLALUK LOCAL AUTHORITY
MEETING**

MONDAY, 11 FEBRUARY 2019

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

- Monday, 11 February 2019 at
- The Conference Room Council Service Delivery Centre, Manyallaluk
- Commencing at 14.30 PM

Your attendance at the meeting will be appreciated.

MANYALLALUK LOCAL AUTHORITY CURRENT MEMBERSHIP

Elected Members

1. Mayor Judy MacFARLANE,
2. Deputy Mayor Helen LEE,
3. Cr Selina ASHLEY,

Appointed Members

1. Eileen LAWRENCE,
2. Shaunette MUMBIN,
3. Robert WILLIRI,
4. Ben KLEING,
5. Rachael KENDINO,
6. Mikala ASHLEY (Youth Member)

MEMBERS: 9

COUNCIL: 3

LA: 6

QUORUM: 5 (minimum requirement)

PROVISIONAL: 4

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, eprobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul 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



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE 789133
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) That the Manyallaluk Local Authority approves the minutes as a true and accurate record of the Manyallaluk Local Authority's meeting held on 17 December 2018.

BACKGROUND

The Manyallaluk Local Authority provisional meeting was held on the 17 December 2018.

Attached are the minutes of the meeting.

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 [↓](#) Manyallaluk Local Authority 2018-12-17 [786116].DOCX



MINUTES OF THE MANYALLALUK LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BARUNGA ON MONDAY, 17 DECEMBER 2018 AT 14:30 PM

PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor Judy MacFARLANE

1.2 Local Authority Members

Rachael KENDINO

Eileen LAWRENCE

Mikala ASHLEY

1.3 Staff

Virginya BOON, Acting Director of Council and Community Services

Alisha SULLIVAN, Executive Assistant to DCCS

Larisa LEE, Acting SASO Barunga and Manyallaluk

Nathan McIVOR, Area Manager Central Arnhem Region

1.4 Guest

Keegan WILLIAMS, Department of Housing and Community Development

MEETING OPENED

Provisional Meeting opened at 14:33 PM

WELCOME TO COUNTRY

Chairperson welcomed everyone and the Roper Gulf Regional Council pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

Virginya Boon has expressed Michael Berto (CEO) currently still on sick leave, and progressing well.

69/2018 RESOLVED (Rachael Kendino/Eileen Lawrence)

- (a) That the Mataranka Local Authority accepts the apologies of Deputy Mayor Helen Lee and Cr. Selina Ashley.

CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS MINUTES**

70/2018 RESOLVED (Eileen Lawrence/Rachael Kendino)

- (a) That the Manyallaluk Local Authority approves the minutes as a true and accurate record of the Manyallaluk Local Authority's meeting held on 23 October 2018.

DISCLOSURES OF INTEREST

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

BUSINESS ARISING FROM PREVIOUS MINUTES**8.1 ACTION LIST**

71/2018 RESOLVED (Eileen Lawrence/Rachael Kendino)

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments – Completion Date
14.09.17	UPDATE ON PROPOSED VENDING MACHINE	LA requested update from Council regarding vending machine.	CEO/DCCS	Ongoing	07.03.18 - Email sent to CEO to find out what has occurred. AM has confirmed Scott GRUMMITT is still keen to provide the service and our CEO is discussing with Jawoyn. 22.10.2018 - Mayor expressed that CEO Michael Berto was in discussion with Jawoyn Association. This action is ongoing until further advised. 17.12.18 - Virginya to follow up with CEO and report back to next LA.
06.11.17	9.1 Incoming Correspondence	Letter from Alison Andrews, Manyallaluk Health Centre requesting support for housing	CSC/Assets	Ongoing	22.10.2018 - Currently in discussion with Assets, there are 2 options: 1. RGRC renovate and

		for Sunrise Nurse or Health Professional. CSC to follow up with Alison Andrews on the request for a house for Sunrise Registered Nurse or Aboriginal Health Professional.			rent Lot 51 2. RGRC rents LOT 51 as it is. 17.12.18 - Quotes to be fixed up, Virginia is seeking quotes in progress to fix up.
17.12.18	12.1 Can Crusher	Local Authority to allocate \$3000 funding for shared can crusher	Area Manager	Ongoing	Local Authority allocated \$3000 funding for shared can crusher. Area Manager to provide bags for recycling.
17.12.18	12.3 Army Truck	Army Truck to relocate from Eva valley to Mataranka Museum	Mayor	New	Mayor to contact Traditional Owner's to get permission to relocate Army Truck from Eva Valley to Mataranka Museum
17.12.18	12.3 Slide at Playground	Installation of small slide at the playground.	Area Manager	New	Area Manager to confirm small slide installation at the playground.

INCOMING CORRESPONDENCE**OUTGOING CORRESPONDENCE****BUSINESS ARISING****GENERAL BUSINESS****11.1 COSTINGS FOR ERECTION OF BUS SHELTER**

72/2018 RESOLVED (Eileen Lawrence/Mikala Ashley)

- (a) That the Manyallaluk Local Authority receives and notes costings for erection of Bus Shelter;
- (b) That the Manyallaluk Local Authority allocated \$10,000 funding to bus Shelter at Airstrip.

Note : New bus shelter to be installed next year at the Airport.

11.2 ELECTED MEMBERS REPORT

73/2018 RESOLVED (Eileen Lawrence/Rachael Kendino)

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

Note : Local Authority members to report all business arising to Local Councillors Selina Ashley, Deanna Kennedy and Deputy Mayor Helen Lee.

11.3 AUSTRALIA DAY CITIZENS OF THE YEAR AWARDS

74/2018 RESOLVED (Mikala Ashley/Rachael Willika)

- (a) That the Manyallaluk Local Authority receives and notes the Australia Day Citizens of the Year Awards;
- (b) That the Manyallaluk Local Authority nominated two Community members, one for Citizen of the Year and one for Youth Citizen of the year. Names will be announced on Australia Day.

11.4 CEMETERY MASTER PLAN REPORT

75/2018 RESOLVED (Eileen Lawrence/Rachael Willika)

- (a) That the Manyallaluk Local Authority endorses the Cemetery Master Plan.

Note : Upgrading all cemetery in the Roper Gulf Region, structure to be organised properly including record keeping.

11.5 MANYALLALUK LOCAL AUTHORITY - RGRC FINANCIAL REPORT Q1 2018-19 & PROJECT REGISTER UPDATE

76/2018 RESOLVED (Eileen Lawrence/Rachael Kendino)

- (a) That the Manyallaluk Local Authority receives and notes Financial (Expenditure) Report for the first Quarter of 2018-19 financial year
- (b) That the Manyallaluk Local Authority receives and notes LA Project Register Update Report as at 27 November 2018.

11.6 ROAD AND SAFETY AUDIT REPORT

77/2018 RESOLVED (Eileen Lawrence/Rachael Kendino)

- (a) That the Manyallaluk Local Authority receives and notes Road and Safety Audit Report .

OTHER BUSINESS

12.1 RAMCAN CAN CRUSHER

78/2018 RESOLVED (Eileen Lawrence/Rachael Kendino)

- (a) That the Manyallaluk Local Authority approves the allocation of \$3000 towards the purchase of the shared Can Crusher.

ACTION : (a) Recycled bags to be distributed to Manyallaluk Residents
(b) New CSC to use trailer and organise/manage routine recycle run.

12.2 COMMUNITY SERVICES AND COMMUNITY SAFETY REPORT

Community Safety and Community Services Report was verbally introduced by Area Manager

79/2018 RESOLVED (Rachael Kendino/Mikala Ashley)

- (a) **That the Manyallaluk Local Authority receives and notes the Community Services and Community Safety Report.**
- (b) **New Recruitment David Forder commences on 31 December 2018 as a CSC for Manyallaluk.**
- (c) **Community Safety position was won by Eddie Oenpelli, He also assists Beswick and Barunga.**

Note: Area Manager spoke about introducing flyer and let everyone know about Vet visit in the community.

12.3 RELOCATION OF ARMY TRUCK AND SMALL SLIDE INSTALLATION AT PLAYGROUND

Verbal report was introduced about getting permission from TO's to relocate army truck from Eva Valley to Mataranka museum.

Verbal report was introduced in regards to the installation of small slide at the playground.

80/2018 RESOLVED (Rachael Kendino/Mikala Ashley)

- (a) **That the Manyallaluk Local Authority receives and notes verbal report on Army truck relocation.**
- (b) **That the Manyallaluk Local Authority receives and notes verbal report on installation of small slides at the playground.**

ACTION : Mayor to contact Traditional Owner's for permission to relocate Army truck from Eva valley to Mataranka Museum.

ACTION : Area Manager to investigate about small slide installation at the playground.

CLOSE OF MEETING

The meeting terminated at 03:32 pm.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Manyallaluk Local Authority Meeting HELD ON Monday, 17 December 2018 AND CONFIRMED .

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE Action List
REFERENCE 789134
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION:

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments – Completion Date
14.09.17	UPDATE ON PROPOSED VENDING MACHINE	LA requested update from Council regarding vending machine.	CEO/DCCS	Ongoing	22.10.2018 - Mayor expressed that CEO Michael Berto was in discussion with Jawoyn Association. This action is ongoing until further advised.
06.11.17	9.1 Incoming Correspondence	Letter from Alison Andrews, Manyallaluk Health Centre requesting support for housing for Sunrise Nurse or Health Professional. CSC to follow up with Alison Andrews on the request for a house for Sunrise Registered Nurse or Aboriginal Health Professional.	CSC/Assets	Ongoing	22.10.2018 - Currently in discussion with Assets, there are 2 options: <ol style="list-style-type: none"> 1. RGRC renovate and rent Lot 51 2. RGRC rents LOT 51 as it is. <p>17.12.18 - Quotes to be fixed up A/DCCS is seeking quotes in progress to fix up.</p>
21.02.18	10.3 PROJECT FUNDING REPORT	Stephen, CSC to obtain quote for a goal post for oval.	CSC	In Progress	22.10.2018 Total Costing- \$ 4870 for one set. CSC advised the LA that a Purchase Order has to be completed and approved by 10/11/2018 to have the Goal posts installed this year (2018). <p>Purchase Order raised on 03/12/2018. Goal posts to be sent over Christmas period. Install to occur in early 2019.</p> <p>Goal post for oval delivered.</p>

17.12.18	12.1 Can Crusher	Local Authority to allocate \$3000 funding for shared can crusher	Area Manager	Ongoing	Local Authority allocated \$3000 funding for shared can crusher. Area Manager to provide bags for recycling.
17.12.18	12.3 Army Truck	Army Truck to relocate from Eva valley to Mataranka Museum	Mayor	New	Mayor to contact Traditional Owner's to get permission to relocate Army Truck from Eva Valley to Mataranka Museum
17.12.18	12.3 Slide at Playground	Installation of small slide at the playground.	Area Manager	New	Area Manager to confirm small slide installation at the playground. Confirmed that the old slide was repaired, with new parts and a new slide for smaller kids will be purchased and installed. Seeking quotes.

ATTACHMENTS:1

INCOMING CORRESPONDENCE



ITEM NUMBER 9.1
TITLE More signs for Community
REFERENCE 793713
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority accepts the correspondence.**

Letter received from Alcohol Action Officer from Harm Minimisation Unit stating that they still have AAI funds available for signage a Wugularr, Barunga, Manyallaluk and Jilkminggan (especially, but not only to replace those old and white signs). This is how the project was described to DPMC.

Demand and Harm Reduction: These communities have alcohol signage that is out-of-date and faded. People are keen to replace old and out of date signs with community-developed messages to encourage safe driving, responsible drinking where appropriate and community rules for residents and visitors. Inclusion of local indigenous artwork will increase the sense of cultural relevance and enhance the strength of the messages. This AAI aims to reduce alcohol demand and harm challenge the negative drinking culture that is so pervasive.

If above mentioned communities want to do any more signs and they fit to the description. They may be able to get funding. This would not include street names.

Correspondence will be tabled

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.1
TITLE	Elected Members Report
REFERENCE	789661
AUTHOR	Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Manyallaluk 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 15th 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) Borrooloola 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 Borrooloola.
- 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



ITEM NUMBER	11.2
TITLE	Council and Community Services Report
REFERENCE	793397
AUTHOR	Nathan McIvor, Area Manager

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority receives and notes the Council Services report for 11 February 2019 meeting**

BACKGROUND

Manyallaluk:

Core Services

111 – Councils Services General

- New Council Service Coordinator commenced in January 2019.

160 – Municipal Services.

- MUNS team working with CDP on parks in community cutting grass and removing fallen trees.
- Large tree removed from road going to water tank that came down after big storm blocking road.
- Community water turn off on the 09/01/2019 for one hour so 110 meters of pipe could be replaced from power shed by contractors.
- Drainage of road through community creating washouts that have been sign posted indicating hazards. This needs ongoing observation so problem can be elevated and guide water in a more desirable direction.
- Airport maintenance completed.
- Night patrol providing events for youth in the afternoon as required. Cricket NT providing program 16/01/2019.
- Crèche running program providing food for elderly in the community. Also running the program to provide support for young youth and families. School nutrition program will start up again when school starts again.
- Roper Gulf vet visited on the 16/01/2019 providing worming medicine, Parvo shots, and tick treatment.
- Australia post offices moved back into CSC offices to provide greater security with bank cards and personal information.

161 – Waste Management

- Waste Facility maintained

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.3
TITLE	The Draft burial and Cremation Bill 2018 Report - DHCD
REFERENCE	793557
AUTHOR	Prerna RAMAWAT, Governance Officer

RECOMMENDATION

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

BACKGROUND

DHCD will do the presentation on the Draft Burial and Cremation Bill 2018 that is out for consultation. Presentation will take approximately 15 minutes plus questions time.

Copies 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

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.4
TITLE	LAPF Acquittals
REFERENCE	793864
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That the Manyallaluk 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).

Local Authority: Manyallaluk	
INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018	
LAPF Grant	\$12,940.00
Other income/carried forward balance from 2016-17	\$25,728.64
Total income	\$38,668.64
Expenditure	\$1,230.4
Total Expenditure	\$1,230.4
Surplus/(Deficit)	\$37,438.24

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 [↓](#) Manyallaluk 138 Certification.pdf

Roper Gulf Regional Council

CERTIFICATION OF 2017-18 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Manyallaluk	
File number: LGR2016/00050	
INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018	
LAPF Grant	\$12,940.00
Other Income/carried forward balance from 2016-17	\$25,728.64
Total Income	\$38,668.64
Expenditure	\$1,230.4
Total Expenditure	\$1,230.4
Surplus/(Deficit)	\$37,438.24
We certify that the LAPF was spent in accordance with:	
<ul style="list-style-type: none"> the projects submitted by the Local Authority the LAPF funding guidelines the Local Government Act and the Local Government (Accounting) Regulation the Northern Territory Government's Buy Local Policy 	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	
DEPARTMENTAL USE ONLY	
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

ITEM NUMBER	11.5
TITLE	Community Safety Services Report
REFERENCE	794012
AUTHOR	Nathan McIvor, Area Manager

RECOMMENDATION

- (a) **That the Manyallaluk Local Authority receives and notes the Community Safety Services Report for the 11 February 2019 meeting**

The Manyallaluk Community Safety Team have a dedicated Regional Community Safety Coordinator, Donna Donzow. She also coordinates Barunga, Mataranka and Jilkminggan. The Community Safety Program looks after Community Safety Patrol (Night Patrol), Sport and Recreation and Youth Services.

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

- New team leader has commenced with the crew in Manyallaluk. The Team Leader lives in Barunga and travels to Manyallaluk every evening to provide the service to the residents at Manyallaluk.
- Manyallaluk has been quiet over the Christmas Holiday period.
- Community Safety has been providing activities for the youth for Sport and recreation.
- Reporting of incidents has improved with the Manyallaluk team.

404: Indigenous Sport and Recreation

- Sports and Rec is going great. The Community Safety team are getting attendance from kids daily, with loads of activities.
- Programs and activities have been provided over the school holiday period
- Very hot days, has limited the amount of kids turning up.

407: Remote Sport and recreation

- NIL

423: Alcohol and Other Drugs

- 2 x AOD evenings were done during the School holiday period. Cissy from Sunrise assisted in both events.
- One evening a movie night and on the other a cookup. AOD Grog glasses were used for shooting hoops at night. The children were asked if this was dangerous especially driving a car and the children all agreed.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.6
TITLE	MANYALLALUK LOCAL AUTHORITY RGRC FINANCIAL REPORT Q2 2018-19 & PROJECT REGISTER UPDATE
REFERENCE	794265
AUTHOR	Jasjit Rai, Financial Accountant

RECOMMENDATION

- (a) That the Manyallaluk Local Authority receives and notes Financial (Expenditure) Report for the second Quarter of 2018-19 financial year
- (b) That the Manyallaluk Local Authority receives and notes 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 [↓](#) Manyallaluk Local Authority - Expenditure Report Q2 2018-19.pdf
- 2 [↓](#) Manyallaluk Local Authority Project Register 31.01.19.pdf

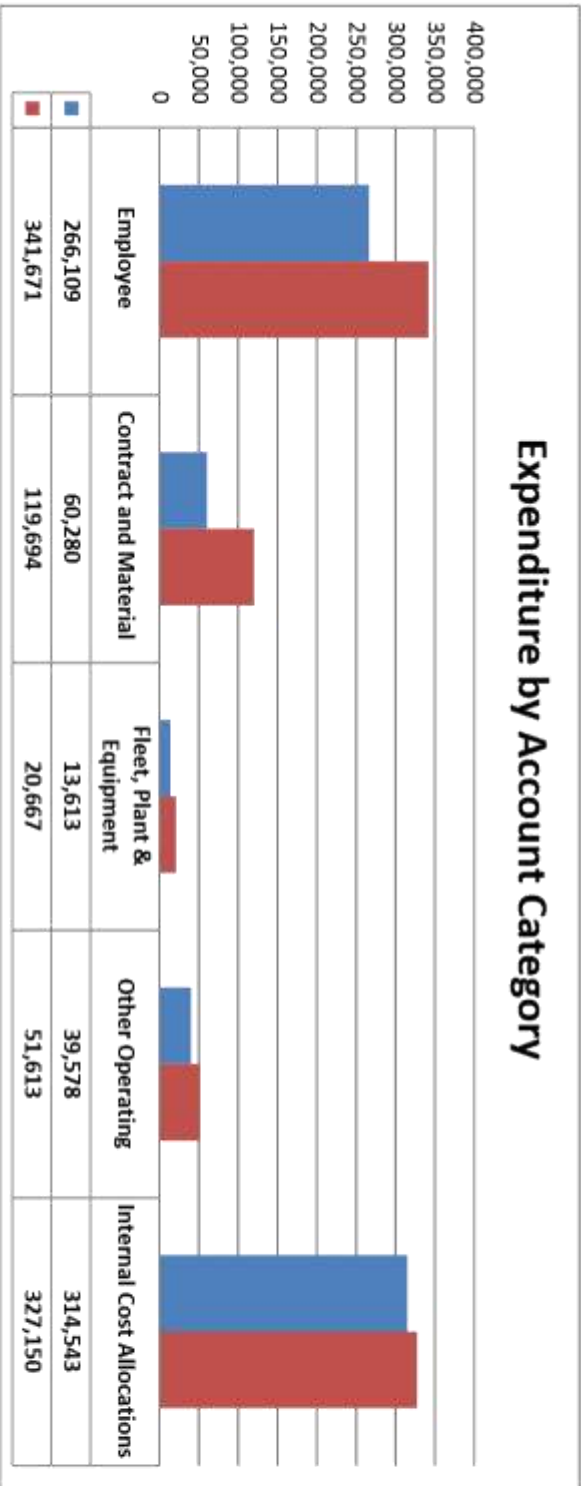
**Roper Gulf Regional Council
Manyallaluk**



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	266,109	341,671	310,502	398,616	75,562	683,341	78%
Contract and Material	60,280	119,694	63,609	139,643	59,414	239,388	50%
Fleet, Plant & Equipment	13,613	20,667	14,591	24,112	7,054	41,334	66%
Other Operating	39,578	51,613	40,232	60,215	12,035	103,225	77%
Internal Cost Allocations	314,543	327,150	314,543	381,675	12,607	654,299	96%
Total Expenditure	694,122	860,794	743,478	1,004,260	166,672	1,721,588	81%

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
Corporate Governance						
110 - Assets Management -	0	14,926	0	17,414	14,926	29,852
115 - Asset Management -	0	500	0	583	500	1,000
132 - Local Authority	686	3,650	686	4,258	2,964	7,300
133 - Local Elections	50	50	50	58	0	100
138 - Local Authority Proje	0	25,189	0	29,387	25,189	50,378
202 - Staff Housing	6,084	9,531	6,537	11,119	3,447	19,062
245 - Visitor Accommodati	11,896	15,229	11,896	17,767	3,333	30,459
Sub Total	18,715	69,076	19,168	80,588	50,361	138,151
Commercial Serv.						
241 - Airstrip maintenance	1,499	1,600	1,499	1,867	101	3,200
244 - Power Water contrac	47,526	48,843	50,370	56,984	1,318	97,686
246 - Commercial Australia	3,959	3,981	3,959	4,645	22	7,962
314 - Service Fee - CDP	136,247	139,717	143,784	163,003	3,470	279,433
318 - Outcome Payments -	0	17,500	0	20,417	17,500	35,000
Sub Total	189,230	211,641	199,611	246,915	22,411	423,282
Council & Comm. Serv						
111 - Council Services Geni	81,929	97,552	90,027	113,811	15,623	195,104
160 - Municipal Services	127,219	121,226	135,929	141,430	5,994	242,451
161 - Waste management	22,187	27,519	22,187	32,106	5,332	55,039
162 - Cemeteries Managen	964	2,500	964	2,917	1,536	5,000

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		
164 - Local Emergency Mai	1,261	866	1,261	1,011	394	1,733
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	8,600	5,250	8,600	6,125	3,350	10,500
201 - Street lighting	0	3,500	376	4,083	3,500	7,000
341 - Commonwealth Aged	5,224	18,814	6,130	21,949	13,589	37,627
344 - Commonwealth Hom	13,732	5,799	14,102	6,765	7,934	11,597
347 - Creche	98,234	135,849	102,203	158,490	37,614	271,697
349 - School Nutrition Proj	47,901	52,638	51,048	61,411	4,737	105,276
350 - Centrelink	0	125	0	146	125	250
353 - Budget Based Fundin	9,979	8,753	9,979	10,212	1,226	17,506
355 - National Disability In:	26	0	26	0	26	0
401 - Night Patrol	64,746	83,377	77,620	97,273	18,631	166,754
404 - Indigenous Sports an	2,408	7,881	2,480	9,195	5,474	15,762
407 - Remote Sports and R	143	0	143	0	143	0
409 - Sport and Rec Faciliti	0	4,479	0	5,225	4,479	8,958
414 - Drug and Volatile Sut	0	700	0	817	700	1,400
416 - Youth Vibe Grant	0	850	0	992	850	1,700
423 - SPG - Diversion Eveni	1,622	1,250	1,622	1,458	372	2,500
Sub Total	486,177	580,077	524,698	676,757	93,901	1,160,155

Manlyallaluk Local Authority Project Funding - as at 31.01.19

Funding received from Department	Income	Funds Allocated	Project Variance	Remaining Unallocated Funds	
2014-15	\$ 14,786.00	\$ 14,786.00			
2015-16	\$ 14,786.00	\$ 14,786.00			
2016-17	\$ 14,786.00	\$ 12,500.00	\$ 879.15	\$ 3,165.15	Carry-forward to 2018-19 FY
2017-18	\$ 12,940.00	\$ -	\$ -	\$ 12,940.00	Carry-forward to 2018-19 FY
2018-19	\$ 12,940.00	\$ 17,870.00	-\$ 890.00	-\$ 5,820.00	
Total	\$ 70,238.00	\$ 59,942.00	-\$ 10.85	\$ 10,285.15	

Project ID	Projects funding has been allocated to:	Priject Budget	Tot Priject Cost	Priject Variance	Project Status
1513808	Basketball courts - paving between court & stage and seating installation	\$ 11,439.00	\$ 1,606.36		In Progress
1513804	Manlyallaluk entry sign touch-	\$ 1,500.00			Project Approved ,In Preliminary stages
1513805	Shade shelter for park barbecue area	\$ 3,000.00			Project Approved ,In Preliminary stages
1513806	Swing set for park barbecue area	\$ 2,000.00			Project Approved ,In Preliminary stages
1513807	Small slide for little children for park	\$ 5,000.00			Project Approved ,In Preliminary stages
1513810	Goal Posts for Oval	\$ 4,870.00			\$4,870 allocated 10.11.18
	Bus Shelter at airstip	\$ 10,000.00			\$10000 Allocated 17 Dec 2018
	Total for current projects in progress	\$ 37,809.00	\$ 1,606.36	\$ -	
	Total for completed projects	\$ 22,133.00	\$ 22,143.85	-\$ 10.85	
	Grand Total	\$ 59,942.00	\$ 23,750.21	-\$ 10.85	

GENERAL BUSINESS



ITEM NUMBER	11.7
TITLE	Guideline 8
REFERENCE	794886
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Manyallaluk 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

Page 1 of 7

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

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- 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

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

Page 4 of 7

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

Page 6 of 7

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 Ariparra Elliott Tenant 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 Kaitukatjara (Docker River) Kintore (Walunguru) Mt Liebig (Amundurrngu) Papunya Santa Teresa (Ltyentye Apurte) Titjikala Wallace Rockhole</p>	<p><u>Roper Gulf Regional Council:</u> Barunga Beswick (Wugularr) Borroloola Bulman Jilkminggan Manyallaluk (Eva Valley) Mataranka Minyerri (Hodgson Downs) Ngukurr Numbulwar Urapunga</p> <p><u>Tiwi Islands Regional Council:</u> Milikapiti Pirlangimpi Wurrumiyanga (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 Warruwi</p> <p><u>West Daly Regional Council:</u> Nganmariyanga Peppimenarti Wadeye</p>
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GENERAL BUSINESS



ITEM NUMBER	11.8
TITLE	Project Funding Guidelines
REFERENCE	794887
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Manyallaluk 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. 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 or (08) 8999 8820.