



AGENDA

**HODGSON DOWNS LOCAL AUTHORITY
MEETING**

MONDAY, 18 FEBRUARY 2019

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

- Monday, 18 February 2019 at
- The The Alawa Board Room, Minyerri
- Commencing at 11.00 AM

Your attendance at the meeting will be appreciated.

HODGSON DOWNS CURRENT MEMBERSHIP:

List Members of LA

Elected Members

- 1. Mayor Judy MacFARLANE**
- 2. Cr Annabelle DAYLIGHT**
- 3. Cr Ossie DAYLIGHT**

Appointed Members

- 1. Jonathon WALLA**
- 2. James NUGGETT**
- 3. Samuel SWANSON**
- 4. Ken MUGGERIDGE**
- 5. Clive ROBERTS**

MEMBERS: 8

COUNCIL: 3

LA: 5

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, 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 Rijinul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	PRESENT/STAFF/GUESTS	
2	MEETING OPENED	
3	WELCOME TO COUNTRY	
4	APOLOGIES AND LEAVE OF ABSENCE	
5	CONFIRMATION OF PREVIOUS MINUTES	
5.1	Confirmation of previous Hodgson Down Meeting Minutes	6
6	CALL FOR ITEMS OF OTHER BUSINESS	
7	DISCLOSURE OF INTEREST	
8	BUSINESS ARISING FROM PREVIOUS MINUTES	
8.1	Action List	12
9	INCOMING CORRESPONDENCE	
	<i>Nil</i>	
10	OUTGOING CORRESPONDENCE	
	<i>Nil</i>	
11	GENERAL BUSINESS	
11.1	Elected Members Report.....	14
11.2	The Draft burial and Cremation Bill 2018 Report - DHCD.....	18
11.3	LAPF Acquittals	19
11.4	Community Land Use Plan	21
11.5	Guideline 8.....	25
11.6	Project Funding Guidelines	34
11.7	Hodgson Dwns Local Authority Financial Report Q2 2018-19 & Project Register Update	38
12	OTHER BUSINESS	
	<i>Nil</i>	
13	CLOSE OF MEETING	

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER	5.1
TITLE	Confirmation of previous Hodgson Down Meeting Minutes
REFERENCE	789109
AUTHOR	Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Hodgson Downs Local Authority receives and notes Confirmation of previous meeting minutes**

BACKGROUND

The Hodgson Downs Local Authority Provisional Meeting held at the Alawa Boardroom, Minyerri on Thursday 11 October 2018.

Attached are the minutes of the meetings.

The Hodgson Downs Local Authority meeting scheduled on 13 December 2018 cancelled due to no quorum.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 [↓](#) Hodgson Downs Local Authority 2018-08-22 [761635].DOCX



MINUTES OF THE HODGSON DOWNS LOCAL AUTHORITY MEETING AT THE
ALAWA BOARDROOM, MINYERRI ON WEDNESDAY, 22 AUGUST 2018 AT
11:00AM

PRESENT/STAFF/GUESTS

1.1 Local Authority Members

Samuel SWANSON
Clive ROBERTS
Ken MUGGERIDGE (Chairperson)
Jonathon WALLA

1.2 Staff

Tessa CARNEGIE – Local Authority Support Coordinator
Wayne RADFORD – Governance Officer
Prerna RAMAWAT – Governance Officer

1.3 Guests

Amanda HAIGH – Department of Housing and Community Development

MEETING OPENED

Provisional Meeting opened at 11:23 AM

WELCOME TO COUNTRY

The Chair for this meeting Ken MUGGERIDGE welcomed everyone to the meeting.

APOLOGIES AND LEAVE OF ABSENCE

CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

*NOTE: this is a **provisional** meeting, therefore the previous minutes will not be confirmed until the next meeting where a quorum is present.*

RECOMMENDATION

- (a) That the Hodgson Downs Local Authority approves the minutes as a true and accurate record of the Hodgson Downs Local Authority meeting held on Thursday 14 June 2018.

DISCLOSURES OF INTEREST

There were no declarations of interest at this Hodgson Downs Local Authority.

BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

66/2018 RESOLVED (Ken Muggeridge/Clive Roberts)

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
14.05.15/ 12.04.17		<p>Kewulyi Outstation Cemetery needs to be fenced to protect the integrity of the Grave sited and markers erected.</p> <p>** New Action: Old cemetery fencing – develop & assess fencing proposal/plan</p>	Contracts Manager/ Marc Gardner	Ongoing	<p>24.06.2015: Pending Cemetery ACT Review.</p> <p>13.08.15: Marc to follow up</p> <p>01.03.2016: Marc to follow up for next LA meeting</p> <p>12.05.16: Application to SPG for mesh fence.</p> <p>07.07.16: Funding received, Outstations to complete fencing soon</p> <p>16.11.16: Materials have been purchased but due to sandy site other options for fence are being explored.</p> <p>12.04.2017: New Action: A new fence is to be erected. Sandy ground and drilling holes for posts are issues for post and fence stability. 07.07.17 Part of Operational Plan.</p> <p>10.08.17 Number of works: Solar lights; New Septic; Sewerage; & New water line. Get contractor to do all works, seeking quotes.</p> <p>31.10.17 Marc Gardner dealing with.</p> <p>23.11.17 Aiming to be undertaken before Christmas.</p> <p>22/08/2018: Awaiting next step.</p>
16.11.16	11.7 Regional Plan 2016-2017 Quarterly Report	<p>Original ACTION:</p> <p>Request a Quote from Greg Arnott, Director of Governance, for Roper Gulf Regional Council work with Alawa on their Business Plan.</p> <p><i>NOTE: DCG has advised that this action is</i></p>	Chief Executive Officer ALAWA	Ongoing	<p>01.02.2017 Ken Muggeridge has written to Ken Orwell. An application has been completed and a quote from Delloite Private has been sent through from Suzan Archibald.</p> <p>12.04.2017: No discussion regarding 2016-17 Regional Plan. Noted that Alawa Aboriginal Corporation to await outcome of funding for 2017-18.</p> <p>10.08.17 Ken Orwell back to Agenda & should get funding this year.</p> <p>23.11.17 Did not qualify for</p>

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
		<i>complete.</i>			grant, Suzan at Delloite working on a new grant application and governance trying for new board. 03.05.18 Ken spoke with the Chief Minister who will push to complete. 22/08/2018:Awaiting next step.
16.11.16	11.4 Governance Report - Policy Update	Original ACTION: Marc Gardner to follow up on how the Animal Management Fee and Rubbish Collection Fee can be incorporated into the Minyerri Rates Schedule for 2017/2018.	Director Corporate Governance/ Contracts Manager	Ongoing	01.02.2017 Fees for rubbish collection and animal management have been incorporated into the Borroloola and Mataranka rates program. Marc to report on their progress at next Local Authority Meeting 12.04.2017: Nat Knapp advised that the Local Authority will be able to access vet upon implementation of fees as part of rates. Vet visit due in April, further details to be obtained. 10.08.17 ALAWA do waste & charge TH, Sunrise, etc. Deputy Mayor table at Financial Committee Meeting & in Budget Review October. 31.10.17 Finance – in budget review. 23.11.17 Marc to get update from Finance and provide to Ken. 22/08/2018: Rates/ Fees have been incorporated in 2018-19 Regional Plan via p. 103 – 109. Copies of the Regional Plan 2018 – 19 were provided for perusal. Moreover, it was at the discretion of the Local Authority to keep this ACTION as they wish to CONFIRM with Marc Gardner.
01.02.17	12.3 Other Business - Hodgson Downs Sport and Recreation Program	Ken Muggeridge and Sharon Hillen to look into who is responsible for Sport and Recreation in Hodgson Downs	Acting Chief Executive Officer/Chief Executive Officer, Alawa Corporation	Ongoing	12.04.2017: Marc Gardner advised that Sharon Hillen is to report back to next Local Authority Meeting regarding funding. 10.08.17 Include in ours on ALAWA's behalf put in a funding submission. 31.10.17 Include in negotiations new contract June 2018. 23.11.17 Include in RGRC funding application next year. 03.05.18 Ken Muggeridge has employed a Sport & Rec person from ALAWA's own funding and starts 08/05/18.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
					22/08/2018: There have been several people recruited for this position and it has not yet worked out.

INCOMING CORRESPONDENCE

NIL

OUTGOING CORRESPONDENCE

NIL

BUSINESS ARISING**GENERAL BUSINESS****11.1 ELECTED MEMBER REPORT**

Note: Mr Alan WATSON has since advised that he is no longer interested in being the Chairperson of the Hodgson Downs Local Authority which was decided at the Ordinary Meeting of Council held in Katherine 27 June 2018.

67/2018 RESOLVED (Jonathon Walla/Ken Muggeridge)

- (a) That the Hodgson Downs Local Authority receives and notes the Elected Member report.

11.2 REGIONAL PLAN 2018-2019

NOTE: the Local Authority were advised that the Regional Plan is finalised and it is no longer a DRAFT.

68/2018 RESOLVED (Ken Muggeridge/Clive Roberts)

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

11.3 DANGEROUS DOGS REPORT

This report will be carried forward to the next scheduled meeting as to provide a better delivery of message.

RECOMMENDATION

- (a) That the Hodgson Downs Local Authority receives and notes this report regarding Dangerous Dogs.

11.4 DOG DETERRENTS

69/2018 RESOLVED (Clive Roberts/Samuel Swanson)

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

11.5 COUNCIL FINANCIAL REPORT - 4TH QUARTER EXPENDITURE REPORT

General discussion regarding:

- Training and Development regarding Local Authority Project Funding and finance matters pertaining to the way council financial reports are presented to the local authority.
- As brought to the attention of the Hodgson Downs Local Authority by Amanda Haigh, an additional \$86,640 has been approved by the funding body.
- Moreover, it was decided that the Local Authority Members would think about their Local Authority Project Funding moving forward.

70/2018 RESOLVED (Ken Muggeridge/Samuel Swanson)

- (a) That the Hodgson Downs Local Authority receives and notes the Financial (Expenditure) Report for the fourth Quarter of 2017-18
- (b) That the Hodgson Downs Local Authority receives and notes the LA Project Expenditure Report as at 30th June 2018

OTHER BUSINESS

NIL

CLOSE OF MEETING

The meeting terminated at 11:49 AM.

THIS PAGE AND THE PRECEEDING 38 PAGES ARE THE MINUTES OF THE Hodgson Downs Local Authority Meeting HELD ON Wednesday, 22 August 2018 AND CONFIRMED Thursday, 11 October 2018.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE Action List
REFERENCE 789110
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION:

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

Date	Agenda Item #	Item Description	Responsible Person/ Team	Status	Status Comments - Completion Date
22.08.18	Fencing of Cemetery at Kewyuli	Investigate fencing for another Cemetery at Kewyuli that was not fenced as part of the previous program. Mayor and DCS to investigate location of the Cemetery.	Mayor/ Director Community Services/ Contracts Manager	Ongoing	No other Cemetery fence to be installed, spoke to residents and were advised they were talking about sacred ceremony grounds
22.08.18	ALAWA Business Plan	CEO Ken Muggerridge to follow-up to provide an ALAWA Aboriginal Corporation Business Plan and amend MOU with Council.	Director og Corporate Governance/ Chief Executive Officer, Alawa Corporation	Ongoing	
11.10.18	Hodgson Downs Rubbish Collection Rates and Fees	DCS (Marc) to follow-up with RGRC's Finance Department regarding the collection of rubbish as part of the RGRC's rates notices and advise Ken Muggerridge (AAC) of amount collected and passing on income to AAC.	Director Community Services/Chi ef Executive Officer, Alawa Corporation	Ongoing	
11.10.18	Sport and Recreation	DCCS and RGRC Grants Coordinator to	Director of Corporate Governance/ Director of	Ongoing	

Date	Agenda Item #	Item Description	Responsible Person/ Team	Status	Status Comments - Completion Date
		consider incorporating Minyerri Sport and Recreation needs as part of any Regional Sport and Recreation funding applications.	Council and Community Services/Grants Coordinator		
11.10.18	Hodgson Downs Local Authority Meeting Amendment	The Council is to consider amending the day the Hodgson Downs LA is held from Thursday to a Monday, Tuesday, or Wednesday.	Council	Completed	11/10/18: Suggest Council look at rescheduling LA Meetings to a Monday, Ngukurr LA Meeting on Tuesday, and Numbulwar LA Meeting on Wednesday of respective months.

ATTACHMENTS:

GENERAL BUSINESS



ITEM NUMBER	11.1
TITLE	Elected Members Report
REFERENCE	789667
AUTHOR	Perna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Hodgson Downs 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 30 January 2019: The Minutes of the Finance Committee Meeting are publicly available on Council's website.

Decisions include:

- That the Finance Committee adopts the new Procurement Policy.
- That the Finance Committee sign and seal the 2018-19 agreement for Local Authority Project Funding for the Urapunga Local Authority.
- That the Finance Committee accept the variation to the Community Home Support Program by signing, dating, and affixing the Common Seal to one copy of the Deed of Variation
- That the Finance Committee accept the funding offer of \$51,600 (GST Exclusive) for the Ngukurr Sport and Recreation Precinct Master Plan, by signing, dating, and affixing the Common Seal to one copy of the Agreement.
- That the Finance Committee accept two variations to the School Nutrition Program, for total funding of \$381,914 (GST Exclusive), by signing, dating, and affixing the Common Seal to one copy of the Deed of Variation.
- That the Finance Committee accept the variation to the Indigenous Youth Reconnect Program, by signing and dating one copy of the Deed of Variation.
- That the Finance Committee accept Community Child Care Funding variation, by signing, dating, and affixing the Common Seal to one copy of the Deed of Variation.
- That the Finance Committee receives and notes the financial reports as at 31 December 2018.
- That the Finance Committee approves the reallocation of unspent funds from proposed Capex Fleet to be purchased in this report, to be used for the purchase of a Backhoe which has come in at \$8,500 over the allocated budget.
- That the Finance Committee approves the following Purchases of Capital Fleet items as per the Capital Expenditure Budget:
 - 4x Front End Loaders from Forklift Solutions

- 1x Backhoe from Forklift Solutions
 - Telehandler from Forklift Solutions.
-
- That the Finance Committee receives and notes the report on the Larrimah Bore situation at the 30 January 2019 meeting.
 - That the Finance Committee receives and notes the below report outlining updates on 2 Crawford Street project.
 - That the Finance Committee approves the following persons for the tender assessment panels for the Borroloola Multi-purpose Courts and the Ngukurr Oval Light projects:
 - Chief Executive Officer
 - Director Commercial Services
 - Manager Contracts
 - Projects Coordinator

 - That the Finance Committee receives and notes the review of the Roper Gulf Regional Council Finance Committee Terms of Reference.
 - That the Finance Committee approves the release of an expression of interest for the Independent Member of the Finance Committee.
 - That the Finance Committee approves the 2019 Meeting Calendar as amended.
 - That the Finance Committee have designs and costings to put before the Ordinary Meeting of Council on 27 February 2019.
 - That the Finance Committee approves the changes to the staff plan in respect to the CDP Mechanical Activity Supervisor at Numbulwar to reflect the changes approved in Councils budget amendments, approved by the Councils Finance Committee in November 2018.
 - That the Finance Committee adopts the previous minutes of the confidential session of the 28 November 2018 Finance Committee Meeting as a true and accurate record of that meeting and its decisions.
 - That the Finance Committee endorses the awarding of tender ROPER-834916 – The Barunga Sporting Oval Lights to All Regions Electrical for the value of \$530,000.00.
 - That the Finance Committee receives and notes the 2017-18 Management Letter.
 - That the Finance Committee approves the rates exemption request from Sunrise Health Service Aboriginal Corporation.

**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



ITEM NUMBER	11.2
TITLE	The Draft burial and Cremation Bill 2018 Report - DHCD
REFERENCE	790279
AUTHOR	Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Hodgson Downs 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	11.3
TITLE	LAPF Acquittals
REFERENCE	793867
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) **That the Hodgson Downs 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: Minyerri	
INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018	
LAPF Grant	\$86,640
Other income/carried forward balance from 2016-17	\$28,026
Total income	\$114,666
Expenditure	\$0
Total Expenditure	\$0
Surplus/(Deficit)	\$114,666

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 [↓](#) 138 certification Minyerri.pdf



Roper Gulf Regional Council

CERTIFICATION OF 2017-18 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Minyerri

File number: LGR2018/00050

INCOME AND EXPENDITURE ACCUTTAL FOR THE PERIOD ENDING 30 JUNE 2018

LAPF Grant	\$86,640
Other income/carried forward balance from 2016-17	\$28,026
Total income	\$114,666
Expenditure	\$0
Total Expenditure	\$0
Surplus/(Deficit)	\$114,666

We certify that the LAPF was spent in accordance with:

- the projects submitted by the Local Authority Yes No
- the LAPF funding guidelines Yes No
- the Local Government Act and the Local Government (Accounting) Regulation Yes No
- the Northern Territory Government's Buy Local Policy Yes No

Certification report prepared by Joshua Chevalier-Brine:

13/12/2018

Accuttals laid before Council at OCM (copy of minutes attached):

29/08/2018

Signed, Marc Gardner, CEO (A/g):

13/12/2018

DEPARTMENTAL USE ONLY

Grant amount correct: Yes No

Balance of funds to be spent: \$

Date next certification due:

CERTIFICATION ACCEPTED: Yes No

Comments:

Signed, Omar Sharif – Grants Officer:

GENERAL BUSINESS



ITEM NUMBER	11.4
TITLE	Community Land Use Plan
REFERENCE	794262
AUTHOR	Perna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Hodgson Downs Local Authority receives and notes Community Land Use Plan Report**

BACKGROUND

On 14 June 2018 Steven attended the Local Authority meeting to discuss the development of a Community Land Use Plan (CLUP).

In response to comments received Community Land Use Plan has been drafted. A copy has been attached for the authority's information. Also attached is a plan of how the areas identified for future residential purposes could possibly be developed.

At the meeting I would like to discuss the Draft plan and seek any further comments from the LA on the Plan. In relation to the plan;

- Is there anything on the plan that has been missed or members would like to see added to the plan.
- Do members have any comment to make on the areas marked for residential development would they like to see any changes?
- I will need to locate the existing dump on the plan. Is a new dump proposed and where. How long is the existing dump to be in operation?
- Need to choose a site for a morgue and safe house.
- Anything else that you would like to include change in the plan.

Following the meeting he plans to be in Minyerri till about 3pm at the shop with a display giving the broader community the opportunity to look at the plans and to talk about them.

ISSUES/OPTIONS/SWOT

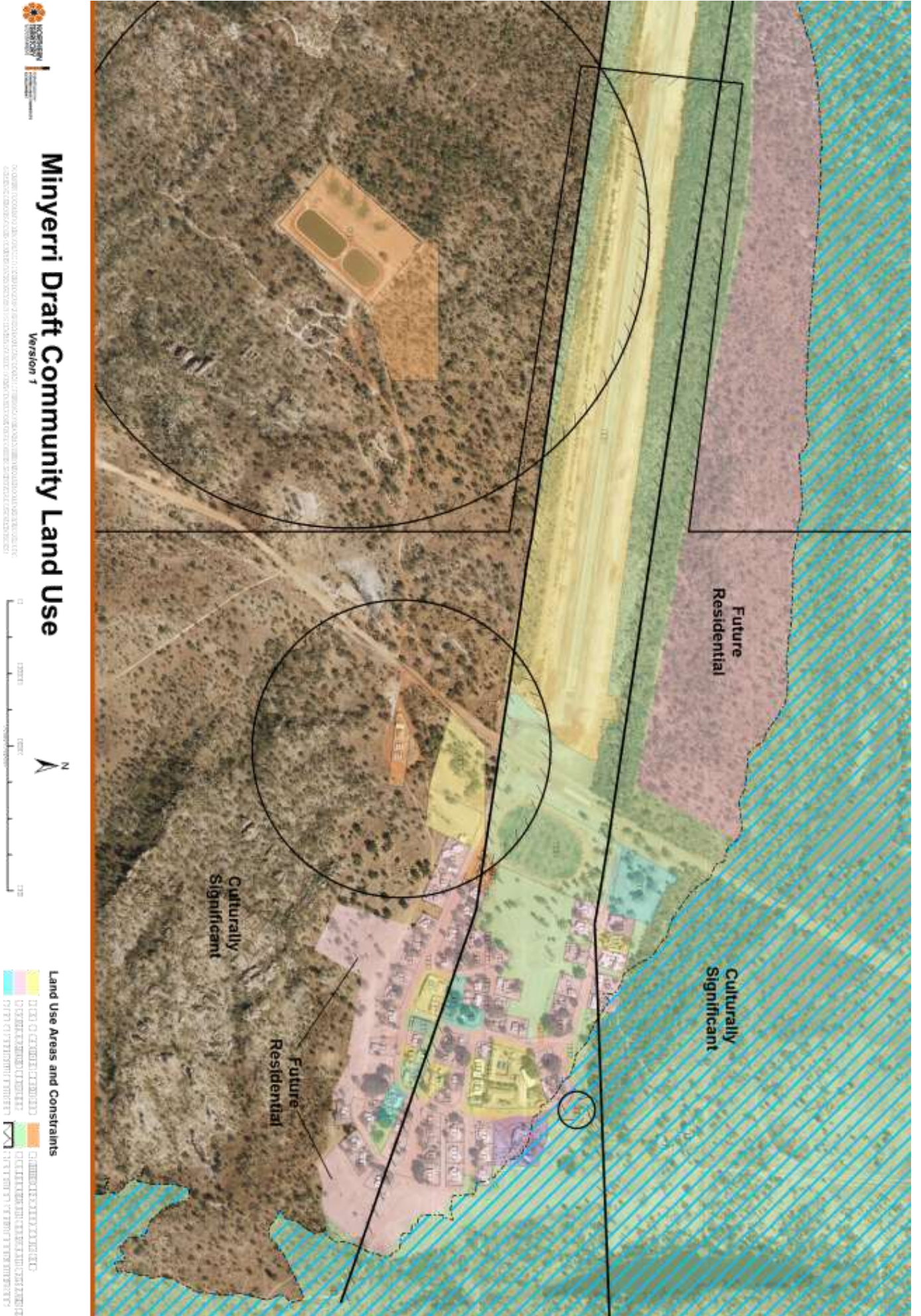
NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- [1](#) Minyerri Draft Community Land Use Plan2 (003).pdf
- [2](#) HCD2017 01307-3~022 Minyerri east S D.pdf
- [3](#) HCD2017 01307-3~023 Minyerri west S D.pdf







GENERAL BUSINESS



ITEM NUMBER	11.5
TITLE	Guideline 8
REFERENCE	794994
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Hodgson Downs 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*.

Contents

- 1. Title 2
- 2. Commencement 2
- 3. Revocation of previous guidelines 2
- 4. Definitions..... 2
- 5. Where local authorities are to be established and maintained 2
- 6. Publicly available information..... 3
- 7. Number of members 3
- 8. Delegations and conflict of interest 3
- 9. Policy for member appointments, terminations and resignations..... 3
- 10. No proxies 4
- 11. Provisional meeting where quorum not present 4
- 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

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	11.6
TITLE	Project Funding Guidelines
REFERENCE	795000
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Hodgson Downs 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.

GENERAL BUSINESS



ITEM NUMBER 11.7
TITLE HODGSON DOWNS LOCAL AUTHORITY
RGRC FINANCIAL REPORT Q2 2018-19 &
PROJECT REGISTER UPDATE
REFERENCE 795116
AUTHOR Jasjit Rai, Financial Accountant

RECOMMENDATION

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

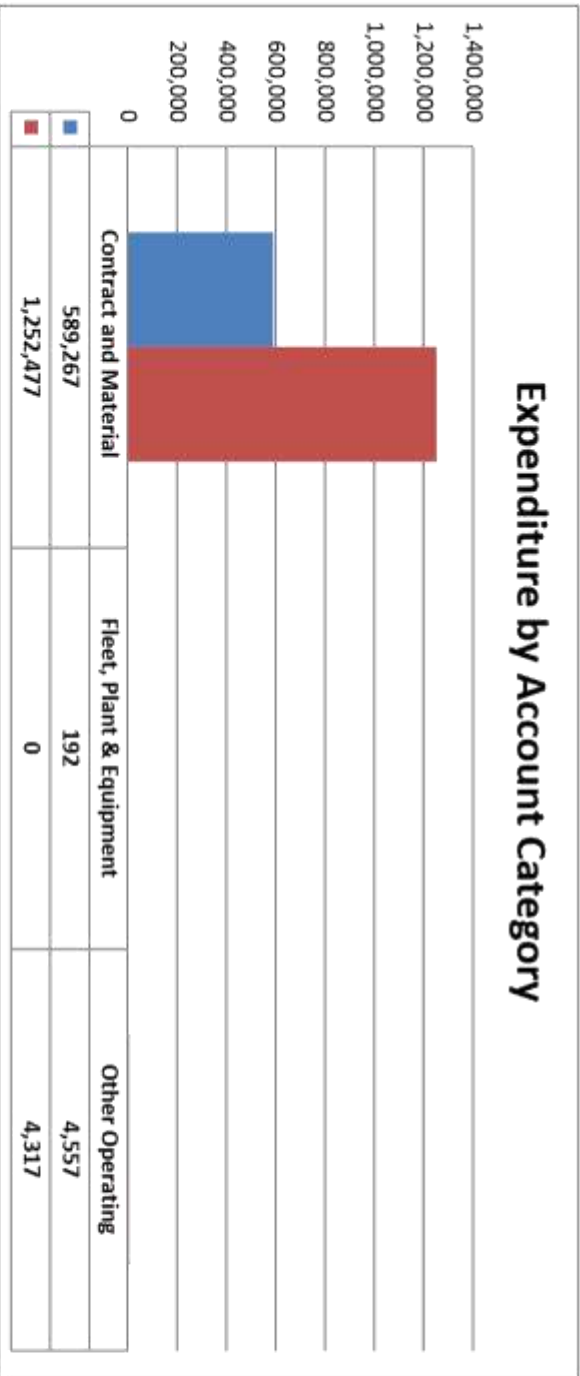
**Roper Gulf Regional Council
Hodgson Downs**



Expenditure Report as at 31st December 2018

Expenditure by Account Category	Current Quarter		Year to Date - As of Period		2nd Quarter Variance	Annual Budget	Proportion of Budget Spent
	2nd Quarter Actual	2nd Quarter Budget	YTD Actual	YTD Budget			
Contract and Material	589,267	1,252,477	1,208,798	1,461,223	663,210	2,504,954	47%
Fleet, Plant & Equipment	192	0	192	0	192	0	0%
Other Operating	4,557	4,317	4,918	5,037	239	8,635	106%
Total Expenditure	594,016	1,256,794	1,213,908	1,466,260	662,779	2,513,589	47%

Expenditure by Account Category



Activity Listing	Current Quarter		Year to Date - As of Period 7		2nd Quarter Variance	Annual Budget	Activity Explanation
	2nd Quarter Actual	2nd Quarter Budget	YTD Actual	YTD Budget			
Corporate Governance							
106 - General Council Ope	91,412	182,824	91,412	213,295	91,412	365,648	NT Op's 2nd quarter invoice from Alawa yet not received and paid.
131 - Council and Elected I	99	0	99	0	-99	0	Spent on meeting catering, amount will be budget in next budget revision.
132 - Local Authority	895	2,894	895	3,376	1,999	5,788	
138 - Local Authority Proje	0	100,653	0	117,429	100,653	201,306	Local Authority yet not spend on budgeted project.
Sub Total	92,406	286,371	92,406	334,100	193,965	572,742	
Commercial Serv.							
221 - Territory Housing Te	1,110	1,273	1,440	1,486	163	2,547	
314 - Service Fee - CDP	454,898	870,000	1,014,101	1,015,000	415,102	1,740,000	CDP's 2nd qtr payments paid in January 2019
Sub Total	456,008	871,273	1,015,541	1,016,486	415,265	1,742,547	
Council & Comm. Serv							
355 - National Disability In	5	0	5	0	5	0	
401 - Night Patrol	45,596	99,150	105,955	115,675	53,554	198,300	Night patrol 2nd quarter payment paid in January
Sub Total	45,602	99,150	105,961	115,675	53,549	198,300	

Hodgson Down Local Authority Project Funding - as at 31.01.19

Funding received	Income	Funds Allocated	Project Variance	Unallocated remaining funds	
2014-15	\$	68,040.00	\$ 68,040.00		
2015-16	\$	68,040.00	\$ 68,040.00		
2016-17	\$	68,040.00	\$	-	
2017-18	\$	86,640.00	\$	-	\$ 86,640.00
2018-19	\$	86,640.00	\$ 173,280.00	\$	-
Total	\$	377,400.00	\$ 377,400.00	\$	-

Project ID	Projects funding has been allocated to:	Prict Budget	Actual Expenditu	Prict Variance	Project Status
1913801	Local Roads Upgrade	\$ 377,400.00	\$ 176,093.68	\$	In Progress, additional \$173,280 is allocated on 11.10.18
	Total project budgets	\$ 377,400.00	\$ 176,093.68		