



AGENDA

ORDINARY COUNCIL MEETING FRIDAY, 15 DECEMBER 2017

The Ordinary Meeting of the MacDonnell Regional Council will be held at the Alice Springs Council chambers on Friday, 15 December 2017 at 10:00am.

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14 CONFIDENTIAL REPORTS

- 14.1 Correction of Rates Record and Amendment to Rates Levied for Current and Previous Financial Years

The report will be dealt with under Section 65(2) (b) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer.

- 14.2 Application for Rate Concession (Property #400095)

The report will be dealt with under Section 65(2) (b) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the personal circumstances of a resident or ratepayer.

- 14.3 Bad Debt Write Offs

The report will be dealt with under Section 65(2) (a) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

- 14.4 Home Care Services Fees and Charges Amendment

The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.

15 MEETING CLOSE**16 DATE OF NEXT MEETING**

COUNCIL CODE OF CONDUCT

ITEM NUMBER	4.1
TITLE	MacDonnell Regional Council Code of Conduct
REFERENCE	\5 - GOVERNANCE ADMINISTRATION\01 - COUNCIL\10 - 2017\7. 15 DECEMBER 2017 - 179317
AUTHOR	Gracie-Rose Matteucci, Senior Governance Officer

**LINKS TO STRATEGIC PLAN**

Goal 03: Engaged Communities

Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report contains all of the details about the MacDonnell Regional Council Code of Conduct to ensure that the Council exercises strong and accountable governance.

RECOMMENDATION:

That Council note the MacDonnell Regional Council Code of Conduct.

MacDonnell Regional Council Code of Conduct**Interests of the Council and Community come first**

A member must act in the best interests of the community, its outstations and the Council.

Honesty

A member must be honest and act the right way (with integrity) when performing official duties.

Taking care

A member must be careful to make good decisions (diligence), and must not be under the influence of alcohol or illegal drugs, when performing official duties.

Respect/Courtesy

A member must be respectful to other members, council staff, constituents and members of the public.

Conduct towards council staff

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

Respect for culture

A member must respect different cultures, families and language groups (cultural diversity) and not be unfair towards others, or the opinions of others, because of their background.

Conflict of interest

A member must, if possible, avoid conflict of interest between the member's private

interests (family, other job, business etc.) and duties.

Where a conflict exists, the member must inform the Council, Local Authority or Council Committee and not take part in the discussion or vote.

Respect for private business

A member must not share private (confidential) information that they heard as a member, outside of meetings.

A member must not make improper use of confidential information to gain a benefit or to cause harm to another.

Gifts

A member must not ask for or encourage gifts or private benefits from anyone who might want to do business with or obtain a benefit from Council.

Accountable

A member must be able to show that they have made good decisions for the community, and have allocated the Council's resources carefully and to benefit the region.

No Swearing

A member must not use inappropriate language or curse words during the meeting.

Failure to comply with this Code of Conduct may result in disciplinary action.

ISSUES/OPTIONS/CONSEQUENCES

The Code of Conduct Policy helps Council to ensure that the:

- MacDonnell Regional Council (MRC) exercises strong and accountable governance;
- constituents of MRC are aware of the behaviours they can expect from members.

CONFLICT OF INTEREST

ITEM NUMBER	5.1
TITLE	MacDonnell Regional Council - Conflict of Interest Procedure
REFERENCE	\\5 - GOVERNANCE ADMINISTRATION\01 - COUNCIL\10 - 2017\7. 15 DECEMBER 2017 - 182135
AUTHOR	Gracie-Rose Matteucci, Senior Governance Officer

**LINKS TO STRATEGIC PLAN**

Goal 03: Engaged Communities

Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report outlines the minimum standard of behavior expected of elected members of Council and Council employees in relation to declaring personal or family financial interests that may impact on the performance of their roles and ability to make objective decisions.

RECOMMENDATION:

That Council note the Disclosure of Financial Interests and Conflict of Interest procedure and declare any conflicts of interest.

BACKGROUND

Conflicts of interest arise when members are influenced, or appear to be influenced, by personal interests when doing their jobs. The perception of a conflict of interest can be as damaging as an actual conflict, because it undermines public confidence in the integrity of MacDonnell Regional Council (MRC).

Under the *Local Government Act*, not declaring a conflict of interest or improperly disclosing information can lead to imprisonment.

Examples of conflicts of interest and improper disclosure of information:

Tendering and Purchasing – financial conflict of interest

- Example: Council has tendered for the provision of irrigation for a football oval. A member is employed by a company which has tendered for the provision of these services. This may affect, or it may reasonably be suspected that it could affect, their ability to make an unbiased decision when the tender is considered by Council.

Tendering and Purchasing – non-financial conflict of interest

- Example: a person seeking a decision by Council in their favour, where a tender for road works offers to seal the road to the member's house. The member would not be seen as impartial when dealing with the supplier if the offer was accepted.

Information and Opportunities

- Example: a member may know a lot of information about tenders coming up in the MRC area before the tenders are made public. Conflicts can arise if the member gives this information to a friend or relative so they can have a better chance of winning the tender.

Undue Influence

- Example: a member tries to pressure a hotel in Alice Springs into providing free accommodation, because they are a member of Council.

Declaring a Conflict of Interest

As soon as practical after a member becomes aware of a conflict of interest in a matter that has arisen or is about to arise before a meeting (council, local authority or council committee), the member must disclose the relevant interest to the meeting and to the Chief Executive Officer (CEO) of MRC.

Details of members' interests and the nature of those interests will be recorded in the relevant Register of Interests published on the Council's website and to be available for any member of the public to inspect at the Council's public office..

In addition, if a member enters into a personal or business relationship with another member or Council employee that could result in a conflict of interest, then this relationship must be reported to the President and CEO. A file note will be made and recorded on the relevant Register of Interests.

Uncertainty about whether a conflict of interest exists or not

If a member is unsure as to whether or not they have a conflict of interest, they should give full details to the CEO or seek independent legal advice.

The CEO does not have a responsibility to decide whether or not a member has a conflict of interest in a matter. The responsibility for determining whether a member has a conflict of interest rests with the individual member.

If you do have a Conflict of Interest

After a member has disclosed the nature of the interest, the member must not, without approval from the Minister:

- be present during any deliberation of the meeting when the matter is being discussed
- take part in any decision related to the matter
- Influence another member in their decision.

Members will not become involved in the promotion or endorsement of products and/or services unless endorsement of product and/or services has been approved in line with Council's policies and Code of Conduct.

Complaints Regarding Failure to Disclose an Interest

Any person may make a complaint that a member has or may have failed to disclose a conflict of interest. All complaints should be directed to the Chief Executive Officer of the Agency.

ISSUES/OPTIONS/CONSEQUENCES

The Disclosure of Interests Policy helps Council to ensure that:

- the business of Council is conducted with efficiency, fairness, and integrity; and
- members act in the best interests of Council and do not seek personal or family gain when performing their duties or use their public office for personal gain.

CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING

ITEM NUMBER	9.1
TITLE	Confirmation of Previous Minutes
REFERENCE	\\5 - GOVERNANCE ADMINISTRATION\01 - COUNCIL\10 - 2017\7. 15 DECEMBER 2017 - 179580
AUTHOR	Gracie-Rose Matteucci, Senior Governance Officer

**LINKS TO STRATEGIC PLAN**

Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report provides the minutes of the previous Ordinary Council meeting for approval by Council.

RECOMMENDATION:

That Council confirm the unconfirmed minutes of the previous Ordinary Council meeting as a true and correct record of the proceedings.

ATTACHMENTS:

- 1 Unconfirmed minutes of Council meeting held 24 October 2017



**MINUTES OF THE ORDINARY MEETING HELD IN THE ALICE SPRINGS ON
TUESDAY, 24 OCTOBER 2017 AT 10:00AM**

MEETING OPENING – 10:00am

WELCOME - Prayer for Councillor Abbott

ATTENDANCE

President Roxanne Kenny, Dep Pres. Greg Sharman, Cr Marlene Abbott, Cr Selina Kulltja, Cr Barry Abbott, Cr Sid Anderson, Cr Susan Doolan, Cr Lynette Ellis, Cr Tommy Conway, Cr Phillip Wilyuka.

STAFF ATTENDANCE

Jeff McLeod (CEO), Graele Matteucci (Senior Governance Officer), Simon Murphy (Director, Technical Services), Graham Murnik (Director of Service Centre Delivery), Rohan Marks (Director of Community Services), Erich Brown (Manager Governance and Planning), Bhan Pratap (Director of Corporate Services), Barry Lysaght (Finance Manager).

GUESTS

Bruce Fyfe, Amy Simpson, Enock Menge (Department of Housing Community Development) Dorelle Anderson & Soana Valhu (Department of Families and Children)

APOLOGIES

Cr Braydon Williams

LEAVE OF ABSENCE

CEO Jeff MacLeod – 9th & 10th November 2017 – Rohan Marks will be acting CEO
Cllr Sid Anderson – 6th November until 13th December 2017

COUNCIL CODE OF CONDUCT

4.1 MACDONNELL REGIONAL COUNCIL CODE OF CONDUCT

EXECUTIVE SUMMARY:

This report contains all of the details about the MacDonnell Regional Council Code of Conduct to ensure that the Council exercises strong and accountable governance.

1 RESOLVED (Cr T Conway/Cr L Ellis)

That the Council note the MacDonnell Regional Council Code of Conduct and add a clause in there about “NO SWEARING”

CONFLICT OF INTEREST

5.1 MACDONNELL REGIONAL COUNCIL - CONFLICT OF INTEREST PROCEDURE

EXECUTIVE SUMMARY:

This report outlines the minimum standard of behavior expected of elected members of Council and Council employees in relation to declaring personal or family financial interests that may impact on the performance of their roles and ability to make objective decisions.

This is page 1 of 5 of the Minutes of the Ordinary Council Meeting held on Tuesday, 24 October 2017

2 RESOLVED (Cr M Abbott/Cr P Wilyuka)

That Council note the Disclosure of Financial Interests and Conflict of Interest procedure and declare any conflicts of interest

DEPUTATIONS AND PRESENTATIONS**6.1 TERRITORY FAMILIES - KINTORE SAFE HOUSE****EXECUTIVE SUMMARY:**

At the Council meeting on 15 September 2017, Councillors made a resolution to invite the Executive Director of Regional Services at the Dept. Families & Children, Dorrelle Anderson, to the next Council meeting to talk about safe houses in Kintore.

3 RESOLVED (Cr G Sharman/Cr S Anderson)

That the Council have discussions with Territory families representatives regarding a safe house at Kintore.

An new action came out of this discussion and is detailed in item 11.2.1

9.1 CONFIRMATION OF PREVIOUS MINUTES**EXECUTIVE SUMMARY:**

This report provides the minutes of the previous Ordinary Council meeting for approval by Council.

4 RESOLVED (Cr B Abbott/Cr G Sharman)

That Council confirm the unconfirmed minutes of the previous Ordinary Council meeting as a true and correct record of the proceedings.

10.1 DRAFT MINUTES OF LOCAL AUTHORITY MEETINGS**EXECUTIVE SUMMARY:**

Attached are the draft minutes of Local Authority meetings that have occurred since the last Ordinary Council meeting, or were not prepared in time for the last Ordinary Council meeting. Any actions that arise from these minutes are raised at the following Ordinary Council meeting. Actions extracted from these minutes are summarised in this report.

5 RESOLVED (Cr B Abbott/Cr M Abbott)

That Council note the tabled draft minutes of Local Authority meetings.

11.1 CORRESPONDENCE REGISTER**EXECUTIVE SUMMARY:**

This report provides Councillors with an update on correspondence to and from the Council/President, sent and received between Council meetings.

6 RESOLVED (Cr S Anderson/Cr T Conway)

That Council note the correspondence sent and received.

There were no nominations received for Neighborhood Watch NT

11.2 ACTIONS REGISTER**EXECUTIVE SUMMARY:**

The Council regularly reviews a report which is a summary of actions that have been raised at previous Ordinary Council meetings and provides updates and/or status of each action.

RECOMMENDATION

1. That Council note the progress on the actions in the register and close the item regarding safe houses in Kintore;
2. Open item 11.2.1 as below.

11.2.1 SAFE HOUSES IN COMMUNITY**EXECUTIVE SUMMARY:**

At the last Council meeting on 15 September the Council made a resolution to invite the Executive Director of Regional Services at the Dept. Families & Children, Dorrelle Anderson, to the next Council meeting to talk about safe houses in Kintore.

7 RESOLVED (Cr T Conway/Cr G Sharman)

Council request the MRC Director of Community Services (Rohan Marks) contact Dorrelle Anderson and develop a proposal in relation to MRC community safety working with the Department of Families and Children. The main goal is to provide an immediate response to family and domestic violence in communities.

13.1 ANNUAL REPORT AND AUDITED FINANCIAL STATEMENTS**EXECUTIVE SUMMARY:**

The Council are being asked to approve the Annual Report and Audited Financial Statements for 2016/17.

8 RESOLVED (Cr B Abbott/Cr S Kulitja)

That Council approve the Annual Report and Audited Financial Statements for the year ended 30 June 2017.

13.2 GRANT FUNDING ACQUITTALS**EXECUTIVE SUMMARY:**

The attached grant acquittal reports for NT grants are required to be laid before Council for acceptance.

9 RESOLVED (Cr B Abbott/Cr T Conway)

That Council notes and approves the following grant acquittals for the 2016/17 financial year:

- SPG – Purchase 45' Drop Deck Trailer
- SPG – Purchase of Compactor Truck – Mt Liebig
- SPG – Upgrade of Grandstands and Shade Structures
- SPG – Tree Planting and Re-vegetation Program
- SPG – Installation of Solar Lighting
- SPG – Purchase 20T Excavator
- SPG – Waste Management Coordinator position
- CTG – Video Conferencing
- NT Library – Operation of Santa Teresa Library

13.3 FINANCE REPORT AS AT 30TH SEPTEMBER 2017**EXECUTIVE SUMMARY:**

Regulation 18 of the Local Government (Accounting) Regulations (LGA Regs), states that a finance report must be laid before Council or a Committee tasked with reviewing the finance report each month.

The attached report is the finance report for Council as at 30th September 2017.

10 RESOLVED (Cr L Ellis/Cr S Anderson)

That Council accepts and note the Financial Report as at 30th September 2017.

13.4 2017/18 BUDGET REVIEW**EXECUTIVE SUMMARY:**

After review by Managers, Directors and the CEO, changes are recommended to Council's budget contained within the Regional Plan.

This is page 3 of 5 of the Minutes of the Ordinary Council Meeting held on Tuesday, 24 October 2017

The amendments reflect changes in funding levels highlighted by recent changes/finalisation of funding agreements, recognition of new funding and correction of amounts carried forward from 2016/17 based on the finalisation of last year's accounts.

The changes will be tabled at the meeting.

11 RESOLVED (Cr L Ellis/Cr B Abbott)

That Council adopts the amendments to the Budgets as tabled and pursuant to section 128(2) of the Local Government Act.

13.5 SERVICE CENTRE DELIVERY

EXECUTIVE SUMMARY:

This report provides an update of services provided across the area of Local Government Service Delivery

12 RESOLVED (Cr B Abbott/Cr P Wilyuka)

That Council note and accept the Service Centre Delivery Report

Lunch break – 12:35pm

Meeting resumed – 1:10pm

13.6 TECHNICAL SERVICES REPORT

EXECUTIVE SUMMARY:

This report will inform Council of recent activities within the Technical Services Directorate.

13 RESOLVED (Cr M Abbott/Cr S Doolan)

That Council note and accept the Technical Services report.

13.7 COMMUNITY SERVICE COUNCIL REPORT

EXECUTIVE SUMMARY:

This report provides an update on Community Services program delivery

14 RESOLVED (Cr G Sharman/Cr P Wilyuka)

That Council note and accept the Community Services Reports.

Open item 11.2.1 regarding Community Safety

13.7.1 LETTER TO MINISTER ABOUT YOUTH PROGRAMS

EXECUTIVE SUMMARY:

Youth and Early Childhood Services funded under the Indigenous Advancement Strategy have no security of funding after the 30 December 17. These services are critical in the development and support of children and youth living in our communities. More than 50 local staff are employed in these services and would face unemployment should the funding be discontinued.

15 RESOLVED (Cr G Sharman/Cr P Wilyuka)

That Council draft a letter to Nigel Scullion (Minister for Indigenous Affairs) urgently requesting a meeting and detailing the current youth funding crisis – to be signed by MacDonnell Council Elected Members.

DECISION TO MOVE TO CLOSED SESSION

16 RESOLVED (Cr G Sharman/Cr T Conway)

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during

the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008 as the items listed come within the following provisions:-

14.1 Compliance Report from NTG - *The report will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.*

CONFIDENTIAL REPORTS

14.1 COMPLIANCE REPORT FROM NTG

EXECUTIVE SUMMARY:

In January 2017 Inspectors from the Department of Housing and Community Development undertook a compliance review of the MacDonnell Regional Council, in respect of compliance against the Local Government Act and complementary legislation.

17 RESOLVED (Cr G Sharman/Cr T Conway)

That Council considers the draft letter to the Department of Housing and Community Development and authorise the President to sign the letter on behalf of council.

DECISION TO MOVE TO OPEN SESSION

18 RESOLVED (Cr G Sharman/Cr T Conway)

That the Council approve to reopen the meeting to the public.

DATE OF NEXT MEETING - 15 DECEMBER 2017

MEETING CLOSE

The meeting terminated at 1:22pm.

This page and the preceding 4 pages are the minutes of the Ordinary Council Meeting held on Tuesday, 24 October 2017 and are UNCONFIRMED Tuesday, 2 June 2020.

MINUTES OF LOCAL AUTHORITY MEETINGS

ITEM NUMBER	10.1
TITLE	Draft Minutes of Local Authority Meetings
REFERENCE	\\5 - GOVERNANCE ADMINISTRATION\01 - COUNCIL\10 - 2017\7. 15 DECEMBER 2017 - 179081
AUTHOR	Gracie-Rose Matteucci, Senior Governance Officer

**RECOMMENDATION**

That Council note the tabled draft minutes of Local Authority meetings.

EXECUTIVE SUMMARY:

Attached are the draft minutes of Local Authority meetings that have occurred since the last Ordinary Council meeting, or were not prepared in time for the last Ordinary Council meeting. Any actions that arise from these minutes are raised at the following Ordinary Council meeting. Actions extracted from these minutes are summarised in this report.

BACKGROUND/DISCUSSION

Local Authorities conduct meetings in each of the Council's major communities throughout the year and discuss local government business there in order to integrate and involve local community members in local government service delivery and projects.

Local Authorities operate in accordance with Sections 53A – 53F of the *Local Government Act*. Under the Minister's Guideline 8, if a quorum is not present for the Local Authority meeting but the majority of appointed members are present a provisional meeting may be held. Provisional meetings have been identified below.

Members at the provisional meeting may, by majority vote, make recommendations to the Council, including on Local Authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting.

Summary of Local Authority actions:

Santa Teresa 18/10/17:

- Request Council invite Catholic Care to the next Local Authority meeting to discuss what services they provide in Santa Teresa;
- Invite the a representative for the Santa Teresa MacYouth Board to the next Local authority meeting to discuss what projects they might be interested in starting;
- Invite the Community Safety Manager to the November LA meeting to discuss night patrol services;
- Obtain quotes for seat benches for the rec hall, repairs to windows in the rec hall (*leaking when it rains*), Astroturf, picnic tables & shade shelters for around the community pool, 2x big shade shelters for the cemetery and footpaths;
- Ask Dept. Housing & Community Development if the Local Authority is allowed to use project funds to purchase a dialysis chair and look into getting a curved black and white arrow sign for bends in the roads on community.

Haasts Bluff 19/10/17:

- Invites the Manager and Coordinator of Community Safety to Haasts Bluff to discuss night patrol vacancies;
- Allocate \$30,500 (total cost) to fence around the football and softball oval;
- Request council to get quotes for 2 x organic toilets for male and female to be put in the Haasts Bluff church;

- Request council get quotes for 4 x church seats (benches) to be put in the Church.
- Allocate \$2,000 in discretionary money to trophies for the sports carnival on 11 November 2017 and \$1,000 towards softball equipment
- That the Local Authority note the updates from the Department of Housing and Community Development as follows:
 1. DHCD invited the Dept of Education to the October meeting to discuss the possibility of secondary schooling in Haasts Bluff so students don't have to travel to Papunya. However, the Dept of Housing and Community development did not receive a response and therefore will invite them to the next meeting in November.
 2. DHCD invited a representative from Ingkerreke to the October meeting to speak about housing maintenance issues in the community. However, there was no response from Ingkerreke and therefore they will be invited to the next meeting in November.
 3. The Local Authority also requested the Department of Housing and Community Development invite Member for Stuart Scott McConnell to accompany Ingkerreke representatives and speak to the housing issue.

Amoonguna 2/11/17:

- Request Community Safety put up notices around community about workers getting the kids to school in the morning and also display when a community safety meeting will be happening;
- Council to invite the NT Fire & Rescue Department out to Amoonguna Community and speak to everyone about fire safety on Tuesday 14th November;
- Request council look into providing training to Amoonguna Civil Works staff to do controlled burning around the community;
- Council investigate the possibility of getting a fire trailer to Amoonguna;
- Commit a maximum spend of \$4,000 towards a vandalism-proof community noticeboard (on poles, with plastic screening) to be located at Stuart Park;
- Request Council look into getting a site clearance from Central Land Council to convert the old vineyard across the road from the Council office into an Oval/park for community use;
- Appoint Donna Dixon to the Local Authority;
- Dept. Housing & Community Development will follow up with Police about Community Safety meetings.

Titjikala 8/11/17:

- Ask Telstra to look at putting a 'NO CLIMB' sign around the fence;
- Allocate \$15,000 of project funds towards a tyre change station located outside the Titjikala Depot fence (including a compressor, shade structure and car jack);
- Allocate \$40,000 of project funds towards a new playground (including rubber soft fall and mats).
- Allocate \$1,000 of discretionary funds towards a Community Christmas party.

Mt Liebig 15/11/17:

This meeting was facilitated by the Council Service Coordinator. Other staff could not attend due to weather

- Allocate a further \$19,000 toward the already allocated \$25,000 for the basketball court upgrade (total of \$44,000)
- Accept the quote from SebElec to install fans/lighting in the church and allocate \$3,789.85 to the works.
- \$1,000 towards a community Christmas party;

- \$1,000 towards New Years celebrations;
- \$1,000 towards Easter celebrations.
- Ask that the Dept. Housing & Community Development Investigate why Mt Liebig can not have a police station and follow up with the school to have a replacement teacher available when needed to prevent children being unsupervised during business hours and to ensure they are getting an education.

Papunya 16/11/17:**Due to weather MRC staff could not get from Alice Springs to Papunya. We phoned in to this meeting**

- Agree that MacDonnell Council appoint professional contractors to complete outstanding projects;
- Use the already allocated \$5,000 for MRC Youth towards building an indoor skate ramp in the rec hall.
- agree to the proposed sterilisation program by Amrric in March 2018.

Haasts Bluff 22/11/17:**CANCELLED – No quorum****Santa Teresa 23/11/17:**

- The Local Authority request Council install a warning sign when the road changes from sealed road to unsealed gravel as you leave Santa Teresa.
- That the Local Authority note the progress of their LA projects and allocate Project funds as follow:
 - Fencing the rec hall (\$7,000);
 - Seating in the rec hall (\$25,000);
 - 6x Big wall hanging fans for the rec hall (\$3,500);
 - Repair/replace the water fountain in rec hall (\$1,000);
 - 3x Shade structures for the pool area (\$6,510);
 - Picnic style seating for the pool area (\$3,000);
 - 2x Shade structures for the cemetery (\$7,100);
 - 1x Pool table for the rec hall (\$7,000);
 - The Local Authority also request quotes to get plastic windows in the rec hall (non-breakable windows).
- The Local Authority want to extend the nomination for 2x new Local Authority members and will discuss any other nominees at the next LA meeting
- Request community safety patrols Saturdays and Sundays between 8pm and 1am

Imanpa 29/11/17:

- Allocate project fund to \$10,000 towards professionally installing the playground and shade shelters; \$20,000 and accept the quote from Sid Maloney to fence the Softball oval and change the facing direction of the back stop; AND \$5,000 towards solar lights and a projector for the church.
- Allocate of discretionary funds \$500 towards food for a Community Christmas Party.

Finke 30/11/17:

- Allocate \$35,388 towards a volleyball court to be installed where the BMX track used to be; \$13,000 to install a fence around it and \$12,000 towards grand stands on the outside of the court

- Chose to participate in Victims of Crime program (\$10,00 grant towards a community safety project)

Areyonga 6/12/17:

- Allocate \$1,000 in discretionary funds towards a community Christmas party
- Allocate \$50,000 of project funds towards installing a toilet block at the Rec Hall for Youth and Children's services to use.

Kintore 7/12/17:**CANCELLED – No quorum****CONSULTATION**

Governance and Planning
Executive Leadership Team

ATTACHMENTS:

- 1 Santa Teresa Local Authority Minutes 18.10.17
- 2 Haasts Bluff Local Authority Minutes 19.10.17
- 3 Amoonguna Local Authority Minutes 2.11.17
- 4 Titjikala Local Authority Minutes 8.11.17
- 5 Mt Liebig Local Authority Minutes 15.11.17
- 6 Papuyna Local Authority Minutes 16.11.17
- 7 Santa Teresa Local Authority Minutes 23.11.17
- 8 Imanpa Local Authority Minutes 29.11.17
- 9 Finke Local Authority Minutes 30.11.17
- 10 Areyonga Local Authority Minutes 6.12.17



MINUTES OF THE SANTA TERESA LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON WEDNESDAY, 18 OCTOBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 10:35AM

2 WELCOME

2.1 Welcome to Country

2.1 Attendance

Local Authority Members: Agnes Alice, Graham Hayes, Annie Young

Council Employees: Jeff MacLeod (CEO), Gracie Matteucci (Senior Governance Officer), Jacinta Barbour (Governance Support Officer), Annalisa Young (Council Service Coordinator), Erich Brown (Manager Governance and Planning)

Councillors: Cr Greg Sharman, Cr Lynette Ellis, Cr Susan Doolan

Others: Nicholas Thorpe (Dept. of Housing and Community Development), Marla Viegas (Dept. Housing and Community Development), Raymond Kieran (PMC)

2.2 Apologies/Absentees

Apologies: Cllr Phillip Wilyuka, Marie Mulladad, Phillip Alice.

Absentees:

2.2 Resignations - Marcus Williams

3.2 MacDonnell Council Code of Conduct

32 RESOLVED (Cr G Sharman/Graham Hayes)

That the Santa Teresa Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

33 RESOLVED (Cr G Sharman/Cr L Ellis)

That the Santa Teresa Local Authority note and declare any conflict of interests.

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

34 RESOLVED (Cr G Sharman/Agnes Alice)

That the Local Authority note and confirm the minutes of the previous meeting.

5.2 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

35 RESOLVED (Graham Hayes/Cr G Sharman)

That the Local Authority:

- 1) Close the item about Aged Care
- 2) Close the item about Youth Services
- 3) Open item 5.2.1 regarding Catholic Care as below
- 4) Open action 5.2.2 regarding MacYouth as below
- 5) Open action 5.2.3 Community Safety as below

5.2.1 CATHOLIC CARE

36 RESOLVED (Graham Hayes/Cr G Sharman)

The Local Authority request Council invite Catholic Care to the next Local Authority meeting to discuss what services they provide in Santa Teresa.

5.2.2 INVITE SANTA TERESA YOUTH BOARD TO NEXT LOCAL AUTHORITY MEETING

37 RESOLVED (Graham Hayes/Cr G Sharman)

The Local Authority request Council invite the a representative for the Santa Teresa MacYouth Board to the next Local authority meeting to discuss what projects they might be interested in starting.

5.2.3 COMMUNITY SAFETY

38 RESOLVED (Graham Hayes/Cr G Sharman)

The Local Authority request Council invite the Community Safety Manager to the November LA meeting to discuss night patrol services.

6.1 LOCAL AUTHORITY PROJECT REPORT

SUMMARY:

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

39 RESOLVED (Cr S Doolan/Graham Hayes)

That the Local Authority note and accept the progress of their LA projects and request council obtain quotes to the following;

- 1) Seat benches for the rec hall
- 2) Repairs to windows in the rec hall (*leaking when it rains*)
- 3) Astroturf for around the community pool
- 4) 3x Small shade shelters for around the pool
- 5) Picnic table style seating for around the pool

This is page 2 of 4 of the Minutes of the Santa Teresa Local Authority Meeting held on Wednesday, 18 October 2017

- 6) 2x Big shade shelters at the cemetery
- 7) Footpaths (per metre) to have around community

6.2 LOCAL AUTHORITY DISCRETIONARY FUNDS

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

40 RESOLVED (Cr L Ellis/Agnes Alice)

That the Local Authority did not allocate any discretionary funds spending at this meeting.

7.1 NOMINATIONS FOR SANTA TERESA LOCAL AUTHORITY

SUMMARY:

There are currently 2 vacant positions on the Santa Teresa Local Authority. Nomination for this position closes on 14 November 2017. The Council is seeking a good community member that will help put forward ideas to make the community better. Council makes the appointments to Local Authorities at its next Ordinary Council meeting after hearing from the Local Authorities and the communities about the suitability of nominees.

41 RESOLVED (Agnes Alice/Cr S Doolan)

That the Local Authority will talk to community members about who would be a good Local Authority member.

7.2 COMPLAINTS RECEIVED

SUMMARY:

This report provides an update to the Local Authority about complaints received regarding Council Service Delivery.

42 RESOLVED (Cr G Sharman/Graham Hayes)

That the Local Authority notes that there were two complaints received this reporting period and accept the response.

7.3 SERVICE DELIVERY REPORT

SUMMARY:

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Santa Teresa and documents any other relevant issues.

43 RESOLVED (Cr G Sharman/Cr S Doolan)

That the Local Authority note and accept the Service Delivery Report.

7.4 COMMUNITY SERVICE SANTA TERESA LOCAL AUTHORITY REPORT

EXECUTIVE SUMMARY:

This report provides an update on Community Service program delivery.

44 RESOLVED (Cr G Sharman/Cr L Ellis)

That the Local Authority note and accept the Community Services program delivery.

8.1 EXPENDITURE REPORT AS AT 31 MARCH 2017**SUMMARY:**

The expenditure report shows spending until 31 March 2017 in the Local Authority's community.

45 RESOLVED (Cr G Sharman/Graham Hayes)

That the Local Authority note and accept the expenditure report as at 31 March 2017.

9.1 HOUSING AND COMMUNITY DEVELOPMENT**SUMMARY:**

Nicholas Thorpe from the Department of Housing and Community Development in Darwin is undertaking an investigation of existing land uses in Santa Teresa and thinking about future land uses in the community.

46 RESOLVED (Cr L Ellis/Cr G Sharman)

That the Local Authority note and accept the presentation from the Department of Housing and Community Development.

10.1 OTHER NON-COUNCIL BUSINESS**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

The Department also wishes to do a short 15 minute presentation about Cemetery Legislation and changes.

47 RESOLVED (Cr G Sharman/Graham Hayes)

That the Local Authority:

1. Note and accept any information or updates from the Department of Housing and Community Development;
2. Find out if the Local Authority is allowed to use project funds to purchase a dialysis chair;
3. Look into getting a curved black and white arrow sign for bends in the roads on community;

DATE OF NEXT MEETING - 23 NOVEMBER 2017

MEETING CLOSE

The meeting terminated at 12:45pm.

This page and the preceding 3 pages are the minutes of the Santa Teresa Local Authority Meeting held on Wednesday, 18 October 2017 and are CONFIRMED .



MINUTES OF THE HAASTS BLUFF LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON THURSDAY, 19 OCTOBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared opened at 10:55am

2 WELCOME

2.1 Welcome to Country

2.1 Attendance

Local Authority Members: Rosaranna Larry (Chairperson), Billy Pareroutja, Jeffrey Zimran, Francis Marshall

Councillors: President Roxanne Kenny, Cllr Tommy Conway

Council Employees: Jacinta Barbour (Governance Support Officer), Jeff MacLeod (CEO), Derek Egan (Team Leader Civil Works)

Others: Amy Simson, Maria Viegas (Dept of Housing and Community Development),
Kaaren Smethurst, Anne Burns (PowerWater)

2.2 Apologies/Absentees

Apologies: Cllr Sid Anderson, Superkra Jugadai, Sonia Jugadai

2.2 Resignations - Renee Stevenson

2.1 MacDonnell Council Code of Conduct

16 RESOLVED (Francis Marshall/Billy Pareroutja)

That the Haasts Bluff Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

17 RESOLVED (Cr T Conway/Francis Marshall)

That the Haasts Bluff Local Authority note and declare any conflict of interests.

This is page 1 of 4 of the Minutes of the Haasts Bluff Local Authority Meeting held on Thursday, 19 October 2017

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

18 RESOLVED (Francis Marshall/Roseranna Larry)

That the Local Authority note and confirm the minutes of the previous meeting.

5.2 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

19 RESOLVED (Cr T Conway/Jeffrey Zimran)

That the Local Authority:

1. Note the progress reports on actions from the minutes of previous meetings as received;
2. Close the item about the School Nutrition Program Deliveries;
3. Open item to invite the Community Safety Manager and Coordinator to Haasts Bluff.

5.2.1 COMMUNITY SAFETY

20 RESOLVED (Billy Pareroutja/Francis Marshall)

The Local Authority invites the Manager and Coordinator of Community Safety to Haasts Bluff to discuss night patrol vacancies.

6.1 LOCAL AUTHORITY PROJECT REPORT

SUMMARY:

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

21 RESOLVED (Francis Marshall/Billy Pareroutja)

That the Local Authority:

- 1) Note the quotes received and decided to allocate their local authority project funds to these items;
- 2) Allocate \$30,500 (total cost) to fence around the football and softball oval
- 3) Request council to get quotes for 2 x organic toilets for male and female to be put in the Haasts Bluff church;
- 4) Request council get quotes for 4 x church seats (benches) to be put in the Church.

6.2 LOCAL AUTHORITY DISCRETIONARY FUNDS

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

22 RESOLVED (Roseranna Larry/Francis Marshall)

That the Local Authority decided to allocate discretionary money to the following:

- 1) \$2,000 to trophies for the sports carnival on 11 November 2017;
- 2) \$1,000 to softball equipment;
 - a) Left hand catcher gloves x 2
 - b) Right hand catcher gloves x 10
 - c) Bats x 3 (small, medium and large)

7.1 SERVICE DELIVERY REPORT

SUMMARY:

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Santa Teresa and documents any other relevant issues.

23 RESOLVED (Cr T Conway/Francis Marshall)

That the Local Authority note and accept the Service Delivery Report.

7.2 COMMUNITY SERVICE HAASTS BLUFF LOCAL AUTHORITY REPORT

SUMMARY:

This report provides an update on Community Services report.

24 RESOLVED (Cr T Conway/Francis Marshall)

That the Local Authority note and accept the Community Services report.

9.1 POWER AND WATER SMART METERS INSTALLATION

SUMMARY:

Power and Water are working on a new project that aims to increase community awareness as to what Power and Water do within YOUR community and how you are able to seek assistance from us when it is needed.

Request permission to undertake a photoshoot for Power and Water in YOUR Community Project. A photographer and PWC staff request permission to enter the Haasts Bluff community to undertake a photoshoot of Power and Water Infrastructure in mid-November 2017. We would also like to engage school children to participate in the photos eg: drinking water, turning off a tap etc.

We will be using these photographs to put on posters that will address water usage, power outages and community specific information.

25 RESOLVED (Jeffrey Zimran/Cr T Conway)

That the Local Authority note and give their feedback to Power and Water.

10.1 OTHER NON-COUNCIL BUSINESS

SUMMARY:

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

The Department also wishes to do a short 15 minute presentation about Cemetery Legislation and changes.

26 RESOLVED (Jeffrey Zimran/Billy Pareroutja)

That the Local Authority note the updates from the Department of Housing and Community Development as follows:

1. DHCD invited the Dept of Education to the October meeting to discuss the possibility of secondary schooling in Haasts Bluff so students don't have to travel to Papunya. However, the Dept of Housing and Community development did not receive a response and therefore will invite them to the next meeting in November.
2. DHCD invited a representative from Ingkerreke to the October meeting to speak about housing maintenance issues in the community. However, there was no response from Ingkerreke and therefore they will be invited to the next meeting in November.

The Local Authority also requested the Department of Housing and Community

Development Invite Member for Stuart Scott McConnell to accompany Ingkerreke representatives and speak to the housing issue.

DATE OF NEXT MEETING - WEDNESDAY 22 NOVEMBER, 2017

MEETING CLOSE

The meeting terminated at 1:05PM

This page and the preceding 3 pages are the minutes of the Haasts Bluff Local Authority meeting held on Thursday, 19 2017 October and are UNCONFIRMED.

UNCONFIRMED

This is page 4 of 4 of the Minutes of the Haasts Bluff Local Authority Meeting held on Thursday, 19 October 2017



MINUTES OF THE AMOONGUNA LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON WEDNESDAY, 1 NOVEMBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 10:50am

2 WELCOME

2.1 Welcome to Country

2.1 Attendance

Local Authority Members: Michael Ellis, Sharon Stuart, Henry Oliver, Caroline Peter

Councillors: Cllr Lynette Ellis (acting chairperson), Cllr Phillip Wilyuka

Council Employees: Simon Murphy (Director of Technical Services), Erich Brown (Manager Governance and Planning), Gracie Matteucci (Senior Governance Officer), Jacinta Barbour (Governance Officer), Paul Dickson (Manager Community Safety), Levlina Phillips (Council Service Coordinator)

Others: Maria Viegas, Amy Simpson, Enoch Menge – Dept. Housing & Community Development

2.2 Apologies/Absentees

Apologies: Cllr Greg Sharman, Cllr Susan Doolan, Teresa Alice

Absentees: Joylena Williams

2.1 MacDonnell Council Code of Conduct

31 RESOLVED (Henry Oliver/Michael Ellis)

That the Amoonguna Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

32 RESOLVED (Cr P Wilyuka/Caroline Peters)

That the Amoonguna Local Authority note and declare any conflict of interests.

This is page 1 of 4 of the Minutes of the Amoonguna Local Authority Meeting held on Thursday, 2 November 2017

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

33 RESOLVED (Caroline Peters/Sharon Stuart)

That the Local Authority note and confirm the minutes of the previous meeting.

5.2 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

Paul Dickson (manager Community Safety) spoke with the Local Authority regarding community safety staffing:

Community Safety will operate 7 days a week and as of Monday 30th October they will be helping take kids to school in the morning between 8am – 9:30am. Community Safety can only offer the kids transport to school but they can not make the kids go with them. Community Safety will be appointing 2 new officers within Amoonguna community as request Councillor Lynette Ellis and Local Authority member Joylene Williams be present on the selection panel.

34 RESOLVED (Sharon Stuart/Caroline Peters)

That the Local Authority:

1. Close the item regarding cemetery feasibility study as they decided that they do not want a cemetery in Amoonguna. Motion was carried by all.
2. Update the action regarding Community Safety as follows:
Request Community Safety put up notices around community about workers getting the kids to school in the morning and also display when a community safety meeting will be happening;
3. Update the action regarding Fires in Community with the following:
Council to invite the NT Fire & Rescue Department out to Amoonguna Community and speak to everyone about fire safety on Tuesday 14th November;
4. Open item 5.2.1 regarding Training for Civil Workers as below
5. Open item 5.2.2 regarding a fire trailer as below

5.2.1 FIRE TRAINING FOR CIVIL WORKS CREW

35 RESOLVED (Sharon Stuart/Caroline Peters)

The Local Authority request council look into providing training to Amoonguna Civil Works staff to do controlled burning around the community.

5.2.2 FIRE TRAILER

36 RESOLVED (Caroline Peters/Sharon Stuart)

Council investigate the possibility of getting a fire trailer to Amoonguna

6.1 LOCAL AUTHORITY PROJECT REPORT

SUMMARY:

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

37 RESOLVED (Henry Oliver/Michael Ellis)

That the Local Authority:

1. Note and accept the progress of their LA projects.

2. Commit a maximum spend of \$4,000 towards a vandalism-proof community noticeboard (on poles, with plastic screening) to be located at Stuart Park.
3. Open item 6.1.1 as below

6.1.1 AMOONGUNA PROJECT - NEW PARK

SUMMARY:

The Local Authority and community would like to eventually have an oval at Amoonguna that everyone can use. There is an old vineyard that is centrally located and large enough for one to be constructed. The idea is to have it grassed and put a few BBQ's and shade structures in there to make it a nice place to have lunch and be used for sport and rec.

38 RESOLVED (Henry Oliver/Michael Ellis)

Request Council look into getting a site clearance from Central Land Council to convert the old vineyard across the road from the Council office into an Oval/park for community use.

6.2 DISCRETIONARY FUNDS - AMOONGUNA

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

39 RESOLVED (Michael Ellis/Sharon Stuart)

That the Local Authority discuss what to spend their discretionary funds on.

**Note: no decisions were made during this meeting*

7.1 NOMINATIONS FOR AMOONGUNA LOCAL AUTHORITY

SUMMARY:

There is currently 1 vacant position on the Amoonguna Local Authority. Nominations for this position closed on 2 October 2017. The Council is seeking a good community member that will be assertive and help put forward ideas to make the community better. Council makes the appointments to Local Authorities at its next Ordinary Council meeting after hearing from the Local Authorities and the communities about the suitability of nominee(s).

40 RESOLVED (Caroline Peters/Michael Ellis)

That the Local Authority consider Donna Dixon's nomination for the vacant Local Authority member position and give their recommendation up to Council. Donna Dixons nomination was accepted by all Local Authority members.

7.2 COMMUNITY SERVICE AMOONGUNA LOCAL AUTHORITY REPORT

EXECUTIVE SUMMARY:

This report provides an update on Community Services program delivery.

41 RESOLVED (Henry Oliver/Sharon Stuart)

That the Local Authority note and accept the Community Services report.

7.3 SERVICE DELIVERY REPORT

SUMMARY:

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Amoonguna and documents any other relevant issues.

42 RESOLVED (Sharon Stuart/Caroline Peters)

That the Local Authority note and accept the Service Delivery Report.

7.4 COMPLAINTS RECEIVED**SUMMARY:**

This report provides an update to the Local Authority about complaints received regarding Council Service Delivery.

43 RESOLVED (Michael Ellis/Henry Oliver)

That the Local Authority notes that was two complaints received this reporting period.

8.1 EXPENDITURE REPORT AS AT 30 JUNE 2017**SUMMARY:**

The expenditure report shows spending until 30 June 2017 in the Local Authority's community.

44 RESOLVED (Sharon Stuart/Caroline Peters)

That the Local Authority note and accept the Expenditure report as at 30 June 2017.

8.2 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017**SUMMARY:**

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

45 RESOLVED (Michael Ellis/Sharon Stuart)

That the Local Authority note and accept the Expenditure Report as at 30 September 2017.

10.1 OTHER NON-COUNCIL BUSINESS**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

46 RESOLVED (Henry Oliver/Sharon Stuart)

That the Local Authority note that Dept. Housing & Community Development will follow up with police about community safety meetings.

Erich Brown (Manager Governance and Planning) advised Local Authority members that sometime next year (date TBC) there will be Chairperson and Deputy Chairperson training available

DATE OF NEXT MEETING - 2018**MEETING CLOSE**

The meeting terminated at 12:25pm.

This page and the preceding 3 pages are the minutes of the Amoonguna Local Authority Meeting held on Thursday, 2 November 2017 and are UN CONFIRMED.



MINUTES OF THE TITJIKALA LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON WEDNESDAY, 8 NOVEMBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 10:30am

2 WELCOME

2.1 Welcome to Country

2.1 Attendance

Local Authority Members: Margaret Orr (Chairperson), Dennis Douglas, Durrie Farnilo
Councillors: President Roxanne Kenny, Cllr Susan Doolan, Cllr Lynette Ellis
Council Employees: Graide Matteucci (Senior Governance Officer), Rohan Marks
 (Director of Community Services), Erich Brown (Manager
 Governance and Planning), Sam Aston (Area Manager),
 Gerard Lessels (Council Service Coordinator)
Others: Chantal Bramley (Solar SETuP Power & Water)
 Amy Simpson (Dept. Housing & Community Development)

2.2 Apologies/Absentees

Apologies: Cllr Greg Sharman, Cllr Phillip Wilyuka, Douglas Wells, Helen Katatuna

Absentees: Roger Wilyuka

2.1 MacDonnell Council Code of Conduct

1 RESOLVED (Dennis Douglas/Margaret Orr)

That the Titjikala Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

2 RESOLVED (Cr L Ellis/Cr S Doolan)

That the Titjikala Local Authority note and declare any conflict of interests.

5.1 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

3 RESOLVED (Cr L Ellis/Margaret Orr)

That the Local Authority:

1. Note the progress reports on actions from the minutes of previous meetings as received;
2. Close the item regarding the Caravan as it is in Catholic Care's hands;
3. Close the item regarding community services. Update from Community Services Director was that the weekend food hampers have been changed (revised the menu) and there have been no further complaints.
4. Update the item regarding fencing around the Telstra tower and ask Telstra to look at putting a 'NO CLIMB' sign around the fence.

5.2 CONFIRMATION OF PREVIOUS MINUTES AND SPECIAL MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

4 RESOLVED (Margaret Orr/Dennis Douglas)

That the Local Authority note and confirm the minutes of the previous meeting.

6.1 LOCAL AUTHORITY PROJECT REPORT

SUMMARY:

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

5 RESOLVED (Cr S Doolan/Dennis Douglas)

That the Local Authority:

1. Note and accept the progress of their LA projects;
2. Allocate \$15,000 of project funds towards a tyre change station located outside the Titjikala Depot fence (including a compressor, shade structure and car jack);
3. Allocate \$40,000 of project funds towards a new playground (including rubber soft fall and mats).

6.2 DISCRETIONARY FUNDS - TITJIKALA

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

6 RESOLVED (Cr L Ellis/Margaret Orr)

That the Local Authority allocate \$1,000 of discretionary funds towards a Community Christmas party.

7.1 NOMINATIONS FOR TITJIKALA LOCAL AUTHORITY

SUMMARY:

There is currently 1 vacant position on the Titjikala Local Authority. Nominations for this position closed on 2 October 2017. The Council is seeking a good community member that will be assertive and help put forward ideas to make the community better. Council makes

the appointments to Local Authorities at its next Ordinary Council meeting after hearing from the Local Authorities and the communities about the suitability of nominee(s).

7 RESOLVED (Dennis Douglas/Margaret Orr)

That the Local Authority consider people that might want to be on the Local Authority and could get a nomination form to Council.

7.2 SERVICE DELIVERY REPORT

SUMMARY:

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Titjikala, and documents any other relevant issues.

8 RESOLVED (Cr L Ellis/Margaret Orr)

That the Local Authority note and accept the Service Delivery Report.

7.3 COMMUNITY SERVICE TITJIKALA LOCAL AUTHORITY REPORT

EXECUTIVE SUMMARY:

This report provides an update on Community Services program delivery.

9 RESOLVED (Cr L Ellis/Margaret Orr)

That the Local Authority note and accept the Community Services report.

8.1 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017

SUMMARY:

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

10 RESOLVED (Margaret Orr/Cr S Doolan)

That the Local Authority note and accept the expenditure report as at 30 September 2017.

8.2 ANNUAL REPORT 2016/17 & JUNE EXPENDITURE

SUMMARY:

The Local Authority is asked to receive and note the June 2017 Financial Report and the Council's Annual Report for the Financial Year ended 30 June 2017.

11 RESOLVED (Margaret Orr/Cr S Doolan)

That the Local Authority note and accept the June 2017 Financial Report and the Council's Annual Report for 2016/17 Financial Year.

9.1 POWER & WATER - SOLAR SETUP PROGRAM

SUMMARY:

Titjikala has been chosen for the Solar SETuP program through Power & Water.

A representative from this program, Chantal Bramley, will be in attendance to update the Local Authority on the progress of the Solar SETuP program as well as discuss Community Engagement for the site.

12 RESOLVED (Margaret Orr/Cr L Ellis)

That the Local Authority note the presentation from the Solar SETuP Program representative, Chantal Bramley.

****Note: Chantal (Power & Water) has committed to attending the next Community Safety meeting to talk to the whole community about this project.**

10.1 OTHER NON-COUNCIL BUSINESS**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

13 RESOLVED (Margaret Orr/Cr L Ellis)

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development.

DATE OF NEXT MEETING - 2018**MEETING CLOSE**

The meeting terminated at 12:30pm.

This page and the preceding 3 pages are the minutes of the Titjikala Local Authority Meeting held on Wednesday, 8 November 2017 and are UNCONFIRMED.

UNCONFIRMED



MINUTES OF THE MT LIEBIG LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON WEDNESDAY, 15 NOVEMBER 2017 AT
2:00PM

1 MEETING OPENING

The meeting was declared open at 2:10pm

2 WELCOME

2.1 Welcome to Country

2.1 Attendance

Local Authority Members: Melvin Malbunka (Chairperson), Audrey Turner, Carol Peterson, Geoffrey Wheeler, Neil Peterson, Samuel Tilmouth, Pete Turner

Councillors: Nil

Council Employees: Stuart Millar (Council Service Coordinator), Shae Thompson (Administration)

Others: Norma Kelly, Roderick Kantamarra
Bruce Fyfe & Enock Menge (Dept. Housing & Community Development).

2.2 Apologies/Absentees

Apologies: Cllr Tommy Conway

Absentees: Nil

Note: Councillor Sid Anderson is on leave until 14th December 2017

2.1 MacDonnell Council Code of Conduct

36 RESOLVED (Jeffrey Wheeler/Samuel Tilmouth)

That the Mt Liebig Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

37 RESOLVED (Melvin Malbunka/Peter Turner)

That the Mt Liebig Local Authority note and declare any conflict of interests.

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

38 RESOLVED (Neil Peterson/Samuel Tilmouth)

That the Local Authority note and confirm the minutes of the previous meeting and amend item 10.1 to read: *the Local Authority approve the Telstra proposal to install mobile phone coverage equipment at Mt Liebig.*

5.2 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

39 RESOLVED (Neil Peterson/Samuel Tilmouth)

That the Local Authority note the progress reports on actions from the minutes of previous meetings as received.

6.1 LOCAL AUTHORITY PROJECT REPORT

SUMMARY:

At their last meeting the Local Authority discussed projects they wish to prioritise. Funding for Local Authority projects is part of a grant received from Department of Housing and Community Services.

40 RESOLVED (Peter Turner/Audrey Turner)

That the Local Authority:

1. Note and accept the progress of their projects;
2. Allocate a further \$19,000 toward the already allocated \$25,000 for the basketball court upgrade (total of \$44,000)
3. Accept the quote from SebElec to install fans/lighting in the church and allocate \$3,789.85 to the works.

6.2 DISCRETIONARY FUNDS - MT LIEBIG

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

41 RESOLVED (Peter Turner/Jeffrey Wheeler)

That the Local Authority allocate \$3,000 of their discretionary funds as follows:

1. \$1,000 towards a community Christmas party;
2. \$1,000 towards New Years celebrations;
3. \$1,000 towards Easter celebrations.

7.1 SERVICE DELIVERY REPORT

SUMMARY:

This report is a summary of achievements relating to key Council Service Delivery standards and guidelines in Mt Liebig and any other relevant issues.

42 RESOLVED (Jeffrey Wheeler/Peter Turner)

That the Local Authority note and accept the Service Delivery Report.

7.2 COMMUNITY SERVICE LOCAL AUTHORITY REPORT**EXECUTIVE SUMMARY:**

This report provides an update on Community Services program delivery.

43 RESOLVED (Melvin Malbunka/Peter Turner)

That the Local Authority note and accept the Community Services report.

8.1 EXPENDITURE REPORT AS AT 30 JUNE 2017**SUMMARY:**

The expenditure report shows spending until 30 June 2017 in the Local Authority's community.

44 RESOLVED (Neil Peterson/Audrey Turner)

That the Local Authority note and accept the expenditure report as at 30 June 2017.

8.2 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017**SUMMARY:**

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

45 RESOLVED (Peter Turner/Carol Peterson)

That the Local Authority note and accept the expenditure report as at 30 September 2017.

8.3 ANNUAL REPORT 2016/17**EXECUTIVE SUMMARY:**

The Local Authority is asked to receive and note the Council's Annual Report for the Financial Year Ended 30 June 2017.

RECOMMENDATION

This report will be tabled at the next meeting.

9.1 ROOM TO BREATH PROGRAM**SUMMARY:**

Moira Skinner and Alex Karanikolis from the Housing PDO would like the opportunity to address the Local Authority and give an overview of the \$1.1 billion dollar housing program "Room to Breath"

46 RESOLVED (Melvin Malbunka/Audrey Turner)

That the Local Authority note and accept the information given by Bruce Fyfe (DHCD) regarding Room to Breath.

**Representatives from the Housing PDO were unable to attend due to bad weather.

10.1 OTHER NON-COUNCIL BUSINESS**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

47 RESOLVED (Melvin Malbunka/Audrey Turner)

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development and request the following:

1. Investigate why Mt Liebig can not have a police station;

This is page 3 of 4 of the Minutes of the Mt Liebig Local Authority Meeting held on Wednesday, 15 November 2017

2. Follow up with the school to have a replacement teacher available when needed to prevent children being unsupervised during business hours and to ensure they are getting an education.

DATE OF NEXT MEETING - 2018

MEETING CLOSE

The meeting terminated at 4:30pm.

This page and the preceding 3 pages are the minutes of the Mt Liebig Local Authority Meeting held on Wednesday, 15 November 2017 and are UNCONFIRMED .

UNCONFIRMED

This is page 4 of 4 of the Minutes of the Mt Liebig Local Authority Meeting held on Wednesday, 15 November 2017



MINUTES OF THE PAPUNYA LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON THURSDAY, 16 NOVEMBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 11:00am

2 WELCOME

2.1 Welcome to Country – Annallsa Young

2.1 Attendance

Due to bad weather, MRC could not travel on the road to Papunya. As such, we phoned into this meeting from head office.

Local Authority Members: Punata Stockman, Dennis Minor, Isobel Gorey, Sarah Stockman

Councillors: Sid Anderson (Chairperson), Tommy Conway (by phone)

Council Employees: Clint Healey (Council Service Coordinator), Elliot & Kim (MRC Youth)

Council Employees by phone: Gracie Matteucci (Senior Governance Officer), Matt Wharton (Area Manager), Rohan Marks (Director of Community Services)

Others: Bruce Fyfe, Enock Menge (Dept. Housing & Community Development)

2.2 Apologies/Absentees

Apologies: Sammy Butcher

Absentees: Karen McDonald, Lance McDonald, Terrence Wilson

2.2 Resignations – Linda Anderson no longer lives on community

2.1 MacDonnell Council Code of Conduct

1 RESOLVED (Isobel Gorey/Punata Stockman)

That the Papunya Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

2 RESOLVED (Dennis Minor/Sarah Stockman)

That the Papunya Local Authority note and declare any conflict of interests.

This is page 1 of 3 of the Minutes of the Papunya Local Authority Meeting held on Thursday, 16 November 2017

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

3 RESOLVED (Punata Stockman/Cr S Anderson)

That the Local Authority note and confirm the minutes of the previous meeting held on 07 June 2017

5.2 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

4 RESOLVED (Sarah Stockman/Dennis Minor)

That the Local Authority:

1. Note the progress reports on actions from the minutes of previous meetings as received;
2. Close the item regarding pest inspections;
3. Keep open the item regarding the traffic management plan until everything has been installed.

6.1 LOCAL AUTHORITY PROJECT REPORT & DISCRETIONARY FUNDS

SUMMARY:

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

5 RESOLVED (Isobel Gorey/Punata Stockman)

That the Local Authority:

1. Note and accept the progress of their LA projects;
2. Agree that MacDonnell Council appoint a professional contractors to complete outstanding projects;
3. Use the already allocated \$5,000 for MRC Youth towards building an indoor skate ramp in the rec hall.

6.2 DISCRETIONARY FUNDS - PAPUNYA

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

6 RESOLVED (Sarah Stockman/Cr S Anderson)

That the Local Authority will decide what to spend their Discretionary funds on at a later date.

7.1 SERVICE DELIVERY REPORT

SUMMARY:

This report is a summary of achievements relating to key Council Service Delivery standards and guidelines in Papunya and any other relevant issues.

7 RESOLVED (Dennis Minor/Isobel Gorey)

That the Local Authority note and accept the Service Delivery Report and agree to the proposed sterilisation program by Amrric in March 2018.

7.2 COMMUNITY SERVICE PAPUNYA LOCAL AUTHORITY REPORT**SUMMARY:**

This report provides an update on Community Services program delivery.

8 RESOLVED (Cr S Anderson/Punata Stockman)

That the Local Authority note and accept the Community Services report.

8.1 EXPENDITURE REPORT AS AT 30 JUNE 2017**SUMMARY:**

The expenditure report shows spending until 30 June 2017 in the Local Authority's community.

9 RESOLVED (Punata Stockman/Dennis Minor)

That the Local Authority note and accept the expenditure report as at 30 June 2017.

8.2 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017**SUMMARY:**

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

10 RESOLVED (Isobel Gorey/Sarah Stockman)

That the Local Authority note and accept the expenditure report as at 30 September 2017.

9.1 ROOM TO BREATH PROGRAM**SUMMARY:**

Molra Skinner and Alex Karanikolis from the Housing PDO would like the opportunity to address the Local Authority and give an overview of the \$1.1 billion dollar housing program "Room to Breath"

11 RESOLVED (Punata Stockman/Dennis Minor)

Representatives from the Housing PDO were unable to attend due to weather and road closures. Bruce Fyfe from the Dept. Housing & Community Development gave a brief presentation about the program.

10.1 OTHER NON-COUNCIL BUSINESS**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

12 RESOLVED (Dennis Minor/Sarah Stockman)

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development.

****Note: Bruce Fyfe formally introduced Enock Menge and spoke briefly about the upcoming bi-election.**

MEETING CLOSE

The meeting terminated at 12:30pm.

This page and the preceding 2 pages are the minutes of the Papunya Local Authority Meeting held on Thursday, 16 November 2017 and are UNCONFIRMED.



**MINUTES OF THE SANTA TERESA LOCAL AUTHORITY MEETING HELD IN THE
COUNCIL OFFICE ON THURSDAY, 23 NOVEMBER 2017 AT 10:30AM**

1 MEETING OPENING

The meeting was declared open at 10:37am

2 WELCOME

2.1 Welcome to Country – Annalisa Young

2.1 Attendance

Local Authority Members: Agnes Alice (Chairperson), Graham Hayes, Annie Young

Councillors: President Roxanne Kenny, Deputy Pres. Greg Sharman, Phillips Wilyuka, Lynette Ellis

Council Employees: Rohan Marks (Director of Community Services), Gracie Matteucci (Senior Governance Officer), Sam Ashton (Area Manager), Krista Wise (MacYouth)

Others: Vince (Warren Snowdens Office), Kathleen Miller (Intensive Family Support Services) Desmond, Robbie, Shamari & Dylan (Catholic Care) Liz Delaney (Centre for Disease Control – Trachoma) Enock Menge & Amy Simpson (Dept. Housing & Community Development)

2.2 Apologies/Absentees

Apologies: Cllr Susan Doolan

Absentees: Phillip Alice, Marle Mulladad

2.1 MacDonnell Council Code of Conduct

1 RESOLVED (Cr G Sharman/Cr L Ellis)

That the Santa Teresa Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

2 RESOLVED (Cr G Sharman/Agnes Alice)

That the Santa Teresa Local Authority note and declare any conflict of interests.

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

3 RESOLVED (Cr G Sharman/Graham Hayes)

That the Local Authority note and confirm the minutes of the previous meeting.

This is page 1 of 4 of the Minutes of the Santa Teresa Local Authority Meeting held on Thursday, 23 November 2017

5.2 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

4 RESOLVED (Cr G Sharman/Agnes Alice)

That the Local Authority:

1. Close the item regarding Catholic care;
2. Close the item regarding MacYouth;
3. Update the action regarding Community Safety as follows:
The Local Authority request community safety patrols Saturdays and Sundays between 8pm and 1am
4. Open new action 5.2.1 regarding road signage (as below)

5.2.1 GRAVEL ROAD SIGN

5 RESOLVED (Cr G Sharman/Agnes Alice)

The Local Authority request Council install a warning sign when the road changes from sealed road to unsealed gravel as you leave Santa Teresa.

6.1 LOCAL AUTHORITY PROJECT REPORT

SUMMARY:

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

6 RESOLVED (Cr L Ellis/Graham Hayes)

That the Local Authority note the progress of their LA projects and allocate Project funds as follow:

1. Fencing the rec hall (\$7,000);
2. Seating in the rec hall (\$25,000);
3. 6x Big wall hanging fans for the rec hall (\$3,500);
4. Repair/replace the water fountain in rec hall (\$1,000);
5. 3x Shade structures for the pool area (\$6,510);
6. Picnic style seating for the pool area (\$3,000);
7. 2x Shade structures for the cemetery (\$7,100);
8. 1x Pool table for the rec hall (\$7,000);

The Local Authority also request quotes to get plastic windows in the rec hall (non-breakable windows).

6.2 LOCAL AUTHORITY DISCRETIONARY FUNDS

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

7 RESOLVED (Agnes Alice/Cr G Sharman)

That the Local Authority note their discretionary funds spending to date.

7.1 NOMINATIONS FOR SANTA TERESA LOCAL AUTHORITY

SUMMARY:

There are currently 2 vacant positions on the Santa Teresa Local Authority. The Council is seeking good community members that will be assertive and help put forward ideas to make the community better. Council makes the appointments to Local Authorities at its next Ordinary Council meeting after hearing from the Local Authorities and the communities about the suitability of nominee.

8 RESOLVED (Agnes Alice/Annie Young)

That the Local Authority consider the nomination from Louise Cavanagh for the vacant Local Authority member position and give their recommendation on the nominee up to Council.

***Note, the Local Authority wish to extend the nomination period and will discuss nominees at the next Local Authority meeting.*

7.2 SERVICE DELIVERY REPORT

SUMMARY:

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Santa Teresa and documents any other relevant issues.

9 RESOLVED (Cr G Sharman/Graham Hayes)

That the Local Authority note and accept the Service Delivery Report.

7.3 COMMUNITY SERVICE SANTA TERESA LOCAL AUTHORITY REPORT

SUMMARY:

This report provides an update on Community Service program delivery.

10 RESOLVED (Cr G Sharman/Agnes Alice)

That the Local Authority note and accept the Community Services program delivery.

8.1 EXPENDITURE REPORT AS AT 30 JUNE 2017

SUMMARY:

The expenditure report shows spending until 30 June 2017 in the Local Authority's community.

11 RESOLVED (Cr L Ellis/Cr G Sharman)

That the Local Authority note and accept the expenditure report as at 30 June 2017.

8.2 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017

SUMMARY:

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

12 RESOLVED (Graham Hayes/Cr G Sharman)

That the Local Authority note and accept the expenditure report as at 30 September 2017.

8.3 ANNUAL REPORT 2016/17**EXECUTIVE SUMMARY:**

The Local Authority is asked to receive and note the Council's Annual Report for the Financial Year Ended 30 June 2017.

RECOMMENDATION

This report will be tabled at the next Local Authority meeting.

9.1 TACHOMA - CENTRE FOR DISEASE CONTROL (CDC)**SUMMARY:**

This year CDC are doing Trachoma Screening and Mass Drug Administrations (MDA)/Community wide treatments for the Trachoma infection. They would like to present to the Local Authority to let you know about the program and the reasons why they are visiting. They will also be free to answer any questions

13 RESOLVED (Cr L Ellis/Cr G Sharman)

That the Local Authority note and accept the presentation from the Centre for Disease Control (CDC) regarding Trachoma.

12:30pm - LA members Agnes Alice and Annie Young left meeting.

10.1 OTHER NON-COUNCIL BUSINESS**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

14 RESOLVED (Cr G Sharman/Graham Hayes)

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development.

DATE OF NEXT MEETING - 2018**MEETING CLOSE**

The meeting terminated at 12:45pm.

This page and the preceding 3 pages are the minutes of the Santa Teresa Local Authority Meeting held on Thursday, 23 November 2017 and are UNCONFIRMED.



MINUTES OF THE IMANPA LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON WEDNESDAY, 29 NOVEMBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 10:40am

2 WELCOME

2.1 Welcome to Country

2.1 Attendance

Local Authority Members: Kathleen Luckey (Chairperson), Jeffrey Mumu, Lesley Luckey, Tanya Luckey

Councillors: Cllr Selina Kullitja, Cllr Marlene Abbott

Council Employees: Gracie Matteucci (Senior Governance Officer), Jeff McLeod (CEO), Ken Newman (Area Manager)

Others: Amy Simpson & Bruce Fyfe (Dept. Housing & Community Development)

Matt (Representing Member for Lingari)

2.2 Apologies/Absentees

Apologies: Gary Mumu, Maria Coulthard

Absentees: Sandra Armstrong Jnr

2.1 MacDonnell Council Code of Conduct

40 RESOLVED (Jeffery Mumu/Lesley Luckey)

That the Imanpa Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

41 RESOLVED (Tanya Luckey/Cr S Kullitja)

That the Imanpa Local Authority note and declare any conflict of interests.

This is page 1 of 3 of the Minutes of the Imanpa Local Authority Meeting held on Wednesday, 29 November 2017

5.1 CONFIRMATION OF PREVIOUS MINUTES**SUMMARY:**

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

42 RESOLVED (Cr M Abbott/Kathleen Luckey)

That the Local Authority note and confirm the minutes of the previous meeting.

5.2 ACTION REGISTER**SUMMARY:**

This report provides a running list of Local Authority action items as reported in previous meetings.

43 RESOLVED (Jeffery Mumu/Kathleen Luckey)

That the Local Authority leave open both actions (VOCNT & First Circles) until the actions are completed

6.1 LOCAL AUTHORITY PROJECT REPORT**SUMMARY:**

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

44 RESOLVED (Kathleen Luckey/Lesley Luckey)

That the Local Authority note and accept the progress of their LA projects and allocate further project funds as follows:

1. \$10,000 towards professionally installing the playground and shade shelters;
2. \$20,000 and accept the quote from Sid Maloney to fence the Softball oval and change the facing direction of the back stop;
3. \$5,000 towards solar lights and a projector for the church.

6.2 DISCRETIONARY FUNDS - IMANPA**SUMMARY:**

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

45 RESOLVED (Jeffery Mumu/Kathleen Luckey)

That the Local Authority note their spending of discretionary money and allocate further funds as follows:

1. \$500 towards food for a Community Christmas Party.

7.1 SERVICE DELIVERY REPORT**SUMMARY:**

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Imanpa and documents any other relevant issues.

46 RESOLVED (Jeffery Mumu/Lesley Luckey)

That the Local Authority note and accept the Service Delivery Report.

7.2 COMMUNITY SERVICE IMANPA LOCAL AUTHORITY REPORT**EXECUTIVE SUMMARY:**

This report provides an update on Community Services program delivery.

47 RESOLVED (Tanya Luckey/Kathleen Luckey)

That the Local Authority note and accept the Community Services report.

8.1 EXPENDITURE REPORT AS AT 30 JUNE 2017**EXECUTIVE SUMMARY:**

The expenditure report shows spending until 30 June 2017 in the Local Authority's community.

48 RESOLVED (Tanya Luckey/Cr M Abbott)

That the Local Authority note and accept the expenditure report as at 30 June 2017.

8.2 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017**EXECUTIVE SUMMARY:**

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

49 RESOLVED (Cr M Abbott/Jeffery Mumu)

That the Local Authority note and accept the expenditure report as at 30 September 2017.

8.3 ANNUAL REPORT 2016/17**EXECUTIVE SUMMARY:**

The Local Authority is asked to receive and note the Council's Annual Report for the Financial Year Ended 30 June 2017.

50 RESOLVED (Tanya Luckey/Kathleen Luckey)

That the Local Authority note and accept the Council's Annual Report for the 2016/17 Financial Year.

10.2 OTHER NON-COUNCIL BUSINESS**SUMMARY:**

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

51 RESOLVED (Kathleen Luckey/Jeffery Mumu)

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development.

DATE OF NEXT MEETING - 2018**MEETING CLOSE**

The meeting terminated at 1:00pm.

This page and the preceding 2 pages are the minutes of the Imanpa Local Authority Meeting held on Wednesday, 29 November 2017 and are UNCONFIRMED .



MINUTES OF THE FINKE LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON THURSDAY, 30 NOVEMBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 9:40am

2 WELCOME

2.1 Welcome to Country

2.1 Attendance

Local Authority Members: Edward Baker (Chairperson), Julie Anderson, Jill Doolan, Sylvania Marks

Councillors: Deputy Pres. Greg Sharman, Lynette Ellis, Phillip Wilyuka, Susan Doolan

Council Employees: Gracie Matteucci (Senior Governance Officer), Jeff McLeod (CEO), Gareth Lea (Council Service Coordinator), Sam Ashton (Area Manager), Peter Stowers (Coordinator Community Safety)

Others: Amy Simpson & Bruce Fyfe (Dept. Housing & Community Development)
Mandy Pearce (Victims of Crime NT)
Margo Northey (Empowered Communities)

2.2 Apologies/Absentees

Apologies: Michelle Allen, Rosemary Matasla

Absentees: Charmaine Stuart

2.1 MacDonnell Council Code of Conduct

59 RESOLVED (Cr G Sharman/Julie Anderson)

That the Finke Local Authority note the Council Code of Conduct.

2.2 Conflict of Interests

60 RESOLVED (Cr S Doolan/Edward Baker)

That the Finke Local Authority note and declare any conflict of interests.

5.1 CONFIRMATION OF PREVIOUS MINUTES**SUMMARY:**

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

61 RESOLVED (Cr S Doolan/Jill Doolan)

That the Local Authority note and confirm the minutes of the previous meeting.

5.2 ACTION REGISTER**SUMMARY:**

This report provides a running list of Local Authority action items as reported in previous meetings.

62 RESOLVED (Sylvana Marks/Edward Baker)

That the Local Authority:

1. Close the action regarding Community Services as Peter Stowers (Community Safety Coordinator) spoke at the meeting about services;
2. Keep the action about the mural on ablution block open until it is complete;
3. Keep the action about the tyre workshop open until its complete (3 day workshop to be held in January 2018);
4. Close the action about Tourism NT and leave contact details for Tourism NT with the Council Service Coordinator. Local Authority members can then get their details and contact them when they wish to arrange a workshop.

6.1 LOCAL AUTHORITY PROJECT REPORT**SUMMARY:**

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

63 RESOLVED (Cr L Ellis/Edward Baker)

That the Local Authority allocate project funds to the following:

1. Accept the quote from Alice Tyre Recycling and install a volleyball court where the demolished BMX track is (\$35,388)
2. Install fencing around the volleyball court (\$13,000)
3. 4x Grand stands around the volleyball court (\$12,000 total)

6.2 DISCRETIONARY FUNDS - FINKE**SUMMARY:**

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

64 RESOLVED (Edward Baker/Cr S Doolan)

That the Local Authority note their previous spending of discretionary funds.

7.1 COMPLAINTS RECEIVED**SUMMARY:**

This report provides an update to the Local Authority about complaints received regarding Council Service Delivery.

65 RESOLVED (Sylvana Marks/Cr L Ellis)

That the Local Authority note that two complaints were received this reporting period.

7.2 SERVICE DELIVERY REPORT**SUMMARY:**

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Finke and documents any other relevant issues.

66 RESOLVED (Sylvana Marks/Cr S Doolan)

That the Local Authority note and accept the Service Delivery Report.

Jeff MacLeod congratulated Finke community for winning the 2017 Territory Tidy Towns Award.

7.3 COMMUNITY SERVICE FINKE LOCAL AUTHORITY REPORT**SUMMARY:**

This report provides an update on Community Services program delivery,

67 RESOLVED (Cr L Ellis/Jill Doolan)

That the Local Authority note and accept the Community Services report.

8.1 EXPENDITURE REPORT AS AT 30 JUNE 2017**SUMMARY:**

The expenditure report shows spending until 30 June 2017 in the Local Authority's community.

68 RESOLVED (Cr L Ellis/Julie Anderson)

That the Local Authority note and accept the expenditure report as at 30 June 2017.

8.2 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017**SUMMARY:**

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

69 RESOLVED (Cr G Sharman/Sylvana Marks)

That the Local Authority note and accept the expenditure report as at 30 September 2107.

8.3 ANNUAL REPORT 2016/17**SUMMARY:**

The Local Authority is asked to receive and note the Council's Annual Report for the Financial Year Ended 30 June 2017.

70 RESOLVED (Edward Baker/Cr G Sharman)

That the Local Authority note and accept the Council's Annual Report for the 2016/17 Financial Year.

9.1 POWER & WATER - SOLAR SETUP PROGRAM**SUMMARY:**

Imanpa has been chosen for the Solar SETuP program through Power & Water.

A representative from this program, Chantal Bramley, will be in attendance to update the Local Authority on the progress of the Solar SETuP program as well as discuss Community Engagement for the site.

71 RESOLVED (Cr G Sharman/Cr L Ellis)

That the Local Authority invite the Solar SETuP Program representative, Chantal Bramley to the next Local Authority meeting as she could not attend this time.

9.2 VICTIMS OF CRIME NT PROGRAM

SUMMARY:

Mandy Pearce, the Project Manager from Victims of Crime NT's Program would like to address the Local Authority and give them information regarding this program.

72 RESOLVED (Edward Baker/Cr G Sharman)

That the Local Authority note and accept the presentation from Victims of Crime NT and would like to participate in this program.

9.3 EMPOWERED COMMUNITIES

SUMMARY:

Empowered Communities have requested to attend the November Local Authority meeting.

73 RESOLVED (Cr L Ellis/Cr P Wilyuka)

That the Local Authority note and accept the information from Empowering Communities representatives

10.1 OTHER NON-COUNCIL BUSINESS

SUMMARY:

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

74 RESOLVED (Cr G Sharman/Edward Baker)

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development.

DATE OF NEXT MEETING - 2018

MEETING CLOSE

The meeting terminated at 12:40pm.

This page and the preceding 3 pages are the minutes of the Finke Local Authority Meeting held on Thursday, 30 November 2017 and are UNCONFIRMED.



MINUTES OF THE AREYONGA LOCAL AUTHORITY MEETING HELD IN THE
COMMUNITY COUNCIL OFFICE ON WEDNESDAY, 6 DECEMBER 2017 AT
10:30AM

1 MEETING OPENING

The meeting was declared open at 10:50am

2 WELCOME

2.1 Welcome to Country / Prayer – Daphne Puntjina

2.1 Attendance

Local Authority Members: Jonathon Doolan (Chairperson), Joy Kunia, Daphne Puntjina, Sarah Gallagher

Councillors: Selina Kulitja, Marlene Abbott

Council Employees: Grace Matteucci (Senior Governance Officer), Jeff McLeod (CEO), Ken Newman (Area Manager), Chris Broomhall (Council Service Coordinator)

Others: Elizabeth Delaney (Centre for Disease Control)
Maria Viegas (Dept. Housing & Community Development),
Nichola Thorpe (Dept. Housing & Community Development Darwin)

2.2 Apologies/Absentees

Apologies: Nil

Absentees: Garnet Puntjina, Judy Brumby, Peggy Gallagher

2.1 MacDonnell Council Code of Conduct

64 RESOLVED (Sarah Gallagher/Cr S Kulitja)

That the Areyonga Local Authority Meeting note the Council Code of Conduct.

2.2 Conflict of Interests

65 RESOLVED (Daphne Puntjina/Joy Kunia)

That the Areyonga Local Authority Meeting note and declare any conflict of interests.

This is page 1 of 4 of the Minutes of the Areyonga Local Authority Meeting Meeting held on
Wednesday, 6 December 2017

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY:

The Local Authority is to consider the unconfirmed minutes of the previous meeting.

66 RESOLVED (Sarah Gallagher/Daphne Puntjina)

That the Local Authority note and confirm the minutes of the previous meeting.

5.2 ACTION REGISTER

SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

67 RESOLVED (Sarah Gallagher/Joy Kunia)

That the Local Authority

1. Note the progress reports on actions from the minutes of previous meetings as received;
2. Keep open both items regarding Resurfacing roads and Community surface until such time as they are complete/updated

6.1 DISCRETIONARY FUNDS - AREYONGA

SUMMARY:

The Local Authority is granted \$4,000 from the Council every new financial year to spend on enhancing the community and decisions about how to spend this money must benefit everybody. This money can not be carried over from year to year and it must be spent (with goods received) between 1 July and 30 June.

68 RESOLVED (Daphne Puntjina/Joy Kunia)

That the Local Authority allocate \$1,000 towards food for a community Christmas party.

6.2 LOCAL AUTHORITY PROJECT REPORT

SUMMARY:

The Local Authority is to make decisions about where to allocate their Project Funds. Funding for Local Authority projects is part of a grant received from Department of Local Government and Community Services.

69 RESOLVED (Sarah Gallagher/Cr M Abbott)

That the Local Authority note and accept the progress of their LA projects and open a new project action as below (6.2.1).

6.2.1 INSTALLING TOILET BLOCK AT REC HALL

70 RESOLVED (Sarah Gallagher/Cr M Abbott)

The Local Authority allocate \$50,000 of their project funds towards getting a toilet block installed at the Rec Hall for Youth and Children's services to use.

7.1 SERVICE DELIVERY REPORT**SUMMARY:**

This report is a summary of achievements relating to Key Council Service Delivery standards and guidelines in Areyonga and documents any other relevant issues.

71 RESOLVED (Sarah Gallagher/Joy Kunia)

That the Local Authority note and accept the Service Delivery Report.

7.2 COMMUNITY SERVICE AREYONGA LOCAL AUTHORITY REPORT**SUMMARY:**

This report provides an update on Community Services program delivery.

72 RESOLVED (Joy Kunia/Daphne Puntjina)

That the Local Authority note and accept the Community Services report

8.1 ANNUAL REPORT 2016/17**SUMMARY:**

The Local Authority is asked to receive and note the Council's Annual Report for the Financial Year Ended 30 June 2017.

73 RESOLVED (Sarah Gallagher/Daphne Puntjina)

That the Local Authority note and accept the Council's Annual Report for the 2016/17 Financial Year.

8.2 EXPENDITURE REPORT AS AT 30 JUNE 2017**SUMMARY:**

The expenditure report shows spending until 30 June 2017 in the Local Authority's community.

74 RESOLVED (Sarah Gallagher/Joy Kunia)

That the Local Authority note and accept the Expenditure Report as at 30 June 2017.

8.3 EXPENDITURE REPORT AS AT 30 SEPTEMBER 2017**SUMMARY:**

The expenditure report shows spending until 30 September 2017 in the Local Authority's community.

75 RESOLVED (Cr M Abbott/Joy Kunia)

That the Local Authority note and accept the Expenditure Report as at 30 September 2017.

9.1 TRACHOMA - CENTRE FOR DISEASE CONTROL (CDC)**SUMMARY:**

This year CDC are doing Trachoma Screening and Mass Drug Administrations (MDA)/Community wide treatments for the Trachoma infection. They would like to present to the Local Authority to let you know about the program and the reasons why they are visiting. They will also be free to answer any questions

76 RESOLVED (Sarah Gallagher/Daphne Puntjina)

That the Local Authority note and accept the presentation from the Centre for Disease Control (CDC) regarding Trachoma.

9.2 HOUSING AND COMMUNITY DEVELOPMENT

SUMMARY:

Nicholas Thorpe from the Department of Housing and Community Development in Darwin wishes to present to the LA a draft Community Land Use Plan and discuss options for further land development .

77 RESOLVED (Sarah Gallagher/Joy Kunia)

That the Local Authority note and accept the presentation from the Department of Housing and Community Development.

10.1 OTHER NON-COUNCIL BUSINESS

SUMMARY:

The Department of Housing and Community Development will be in attendance to provide any updates necessary and answer queries from the Local Authority as they arise.

78 RESOLVED (Sarah Gallagher/Joy Kunia)

That the Local Authority note and accept any information or updates from the Department of Housing and Community Development.

DATE OF NEXT MEETING - 2018

MEETING CLOSE

The meeting terminated at 12:40pm.

This page and the preceding 3 pages are the minutes of the Areyonga Local Authority Meeting held on Wednesday, 6 December 2017 and are UNCONFIRMED .

STANDING ITEMS REPORT

ITEM NUMBER	11.1
TITLE	Local Authority Resignations
REFERENCE	- 179581
AUTHOR	Gracie-Rose Matteucci, Senior Governance Officer

**LINKS TO STRATEGIC PLAN**

Goal 03: Engaged Communities

EXECUTIVE SUMMARY:

In accordance with Council Policy 111 if a member is absent for 2 meetings without the permission of the Local Authority their member status may be revoked.

RECOMMENDATION

That Council agrees to the following revocations of Local Authority membership status in accordance with Council Policy 111:

Raphael Impu (Ntaria)

Richard Minor Tjangala (Kintore)

Lance McDonald (Papunya)

Roger Wilyuka (Titjikala)

BACKGROUND/DISCUSSION

The Local Authority is made up of 7 to 10 local members and 2 to 4 Councillors. They have 4 Local Authority meetings per year and discuss things like Council service delivery, project funding, project ideas and progress, finances etc.

To be able to have a meeting we need to have a certain amount of Local Authority members present at the time of the meeting. According to policy we need 50% of members, plus 1 (majority). The most frequent reason a Local Authority meeting would not go ahead is usually due to not being able to get a quorum (enough Local Authority members to attend).

MacDonnell Council document every time someone misses a meeting, and if they miss more than 2 it may be time to find someone who has time to come to meetings and make decisions.

Below is a list of people and the reasons Council recommends they be removed from the Local Authority board of their communities

ISSUES/OPTIONS/CONSEQUENCES

If we do not get enough people to have a meeting we can not make decision on Local Authority projects/money story

FINANCIAL IMPACT AND TIMING

Last Financial year a few communities had to give back some Local Authority project money to the government because they did not decide what to spend it on in time.

CONSULTATION

Councillors

Local Authority Board

ATTACHMENTS:

1 Meeting attendance sheets 2017

STANDING ITEMS REPORT

ITEM NUMBER	11.2
TITLE	Actions Register
REFERENCE	\\5 - GOVERNANCE ADMINISTRATION\01 - COUNCIL\10 - 2017\7. 15 DECEMBER 2017 - 179547
AUTHOR	Gracie-Rose Matteucci, Senior Governance Officer

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities

Goal 02: Liveable Communities

Goal 03: Engaged Communities

EXECUTIVE SUMMARY:

The Council regularly reviews a report which is a summary of actions that have been raised at previous Ordinary Council meetings and provides updates and/or status of each action.

RECOMMENDATION

That Council note the progress on the actions in the register.

Request for Safe Houses in Kintore community**Summary:**

Council request the MRC Director of Community Services (Rohan Marks) contact Dorrelle Anderson and develop a proposal in relation to MRC community safety working with the Department of Families and Children. The main goal is to provide an immediate response to family and domestic violence in communities.

Update: Director Community Services to meet with Territory Families, NT Police and Alice Springs Women's Shelter in late January to look at models of immediate support for victims of domestic and family violence.

CONSULTATION

Councillors, MRC Executive Leadership Team

STANDING ITEMS REPORT

ITEM NUMBER	11.3
TITLE	Correspondence Register
REFERENCE	\5 - GOVERNANCE ADMINISTRATION\01 - COUNCIL\10 - 2017\7. 15 DECEMBER 2017 - 179314
AUTHOR	Jacinta Barbour, Governance Officer

**LINKS TO STRATEGIC PLAN**

Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report provides Councillors with an update on correspondence to and from the Council/President, sent and received between Council meetings.

RECOMMENDATION

That Council note the correspondence sent and received.

Please see a list of correspondence sent and received:

Date Sent	To	Subject
24 October 2017	Ms Meeta Ramkumar, Director of Sustainability and Compliance, Department of Housing and Community Development	2017 Final Compliance Review
24 October 2017	The Hon Nigel Scullion MP	Ongoing funding for Youth Development and Early Childhood Learning Programs

Date Received	From	Subject
11 November 2017	The Hon Darren Chester MP	Statement of Expectations for the Roads to Recovery Program
7 November 2017	Sid Anderson, Wilura Tjutaku Football League	Grant for Puyu Wanti Competition

CONSULTATION

President Roxanne Kenny

ATTACHMENTS:

- | | | |
|----------|--|---------|
| 1 | Letter from the Hon Darren Chester MP, 11 November 2017, Statement of Expectations for the Road Recovery Program | 5 Pages |
| 2 | Letter to Department of Housing and Community Development, 24 October 2017, 2017 Final Compliance Review | 1 Page |
| 3 | Letter to the Hon Nigel Scullion, 24 October 2017, Ongoing Funding for Youth Development and Early Childhood Learning Programs.pdf | 2 Pages |
| 4 | Letter from Sid Anderson, Wilura Tjutaku Football, Grant for Puyu Wanti Competition, 7 November 2017 .pdf | 1 Page |

RECEIVED
11 NOV 2017



The Hon Darren Chester MP

Minister for Infrastructure and Transport
A/g Minister for Regional Development
A/g Minister for Local Government and Territories
Deputy Leader of the House
Member for Gippsland

The President
MacDonnell Regional Council
PO Box 5267
ALICE SPRINGS NT 0871

Dear President

I am writing to advise you that I have issued a Statement of Expectations for the Roads to Recovery (R2R) Program. This statement is to bring R2R in line with other Australian Government programs where funding is issued with a set of expectations. This statement is the first one for the R2R Program and it aims to improve road safety for all Australians.

I am constantly reminded of the good use to which councils have put their R2R money, but I believe that more needs to be done to encourage more road safety outcomes from the funding.

The statement asks councils to consider directing more of their R2R funding to projects that are likely to reduce fatalities and serious injuries in crashes and to work with my Department to improve the reporting of safety and other outcomes from the R2R Program. A more formal evaluation by councils of their R2R projects will also make it easier for us to show how they have benefitted the local network and the community.

Reducing road trauma is a responsibility for us all. It's about safer drivers, safer cars and safer roads. Your support to help save lives and reduce the economic burden of road trauma will be greatly appreciated by your community.

The Australian Government has demonstrated its firm commitment to the R2R Program by providing an additional \$50 million on an ongoing basis from 2019-20, to bring the annual allocation to \$400 million across all councils in Australia, and by ensuring that the program did not contain a sunset clause under the *National Land Transport Act 2014*, meaning no new legislation is required for the continuation of the program.

I would be grateful if you would ensure that the Statement of Expectations is circulated to elected members and to council officers involved in selecting and administering R2R projects within your council.

The contact officer in my Department on this matter is Ms Sylvia Vincent at sylvia.vincent@infrastructure.gov.au or 02 6274 7387.

I look forward to continuing the successful relationship between the Australian Government and local councils through the R2R Program. By working together, we can make a difference to improve road safety.

Yours sincerely



DARREN CHESTER

Encl

7 November 2017



The Hon Darren Chester MP
Minister for Infrastructure and Transport
A/g Minister for Regional Development
A/g Minister for Local Government and Territories
Deputy Leader of the House
Member for Gippsland

ROADS TO RECOVERY STATEMENT OF EXPECTATIONS

The Roads to Recovery (R2R) Program makes a valuable contribution to safety, economic and social outcomes in communities through supporting maintenance of the nation's local roads.

In the 2016-17 Budget, the Australian Government took a decision to provide an additional \$50 million on an ongoing basis to the R2R Program from 2019-20, to bring the annual allocation to \$400 million across all councils in Australia.

The Government also ensured that the R2R Program did not contain a sunset clause under the *National Land Transport Act 2014*, safeguarding the continuation of this important program.

1,300 people died on Australian roads last year and the Australian Government has been working closely with all levels of government to develop a strategy to reduce fatalities and serious injuries on our roads.

The current National Road Safety Strategy 2011-2020 sets out a plan using the safe system approach, safer vehicles, safer speeds, safer people and safer roads to reduce fatal and serious injury crashes by at least 30 per cent. This approach calls for a holistic view of the road transport system and the interactions among roads and roadsides, travel speeds, vehicles and road users.

Unfortunately, after a decade of good results, the trend over the last two years has been going in the wrong direction.

In reviewing the outcomes of the R2R Program, I am pleased to see that 27 per cent of funding received by councils has been spent on road safety across the life of the current program. A further 34 per cent of spending has been to maintain the road asset, which also has safety benefits.

There is a considerable body of knowledge that indicates that well-designed road improvements reduce the rate of road crashes and serious injuries.

A study of the Australian Government's Black Spot Program in 2012 examined the crash reduction benefits of a variety of road treatments based on a sample of 1,599 projects across the country.

The Bureau of Infrastructure, Transport and Regional Economics estimated that the Black Spot Program is reducing fatal and casualty crashes in total at treated sites by 30 per cent.

The study found that roundabouts are the most effective treatment, reducing casualty crashes by over 70 per cent. Providing new traffic signals and altering the traffic flow direction are the next most highly effective treatments for most severity levels, reducing crashes by more than 50 per cent.

We do not have the same level of information to be able to assess the benefits of the R2R Program.

I would like to work with local councils to ensure that the R2R Program is delivering the best possible outcomes in the area of road safety. When selecting projects, I would urge councils to consider the likelihood that the selected project will reduce fatalities and serious injuries in crashes.

It may be that projects that may not have been able to be funded under State or Federal Black Spot programs could be delivered under the R2R Program.

In terms of road maintenance projects, improving the quality of the road asset through re-sheeting and resealing will have stronger safety outcomes than simply maintaining the quality through routine road maintenance.

I note that pedestrian and cycling facilities associated with a road can be funded under R2R. I do not propose to change the eligibility criteria, but ask that such projects are only prioritised if their specific aim is to improve safety for vulnerable road users.

Councils could consider pooling R2R funding or Financial Assistance Grants to prioritise and jointly improve the quality of roads in a region with a known crash record. Similar to the greater adoption of asset management plans, councils could draw up road safety plans on a network basis in conjunction with neighbouring councils.

I have asked my Department to improve the reporting of safety and other outcomes from the R2R Program and I would like councils to provide additional information on the benefits and outcomes of each project. I encourage you to evaluate the projects completed and how they have benefitted the local network and community (for example, crash reductions or travel efficiencies), to assist us to better monitor and evaluate the program. I ask that this information be provided as part of the annual reporting from councils. My Department will inform councils of new reporting templates that will need to be completed as a condition of funding release for future years.

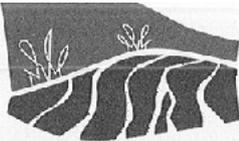
I am also requesting councils provide the Department with more regular updates on the status of projects which are receiving funding under R2R. I know previously some councils have informed us once works have been completed rather than before they have begun. I would like councils to inform us of every project which will receive R2R funding before they commence work on them and update us on their progress each quarter. A higher level of engagement than we have previously requested will allow both of us to benefit by keeping the local community informed of works underway.

The Commonwealth Government is committed to using Federal funding to improve employment opportunities for Indigenous Australians and I ask for this consideration to be applied to projects using R2R funding.

Lastly, I invite councils to write to me with ideas of how all levels of government could be improving road safety and the outcomes from the considerable investment we all make in the country's roads.

DARREN CHESTER

7 November 2017



MacDonnell
Regional Council

24 October 2017

postal address • PO Box 5287
Alice Springs NT 0871

MS Meeta Ramkumar

public office • corner Bagot Street
and South Terrace
Alice Springs NT 0870

Director Sustainability and Compliance

Department of Housing and Community Development

abn • 21 340 804 903

GPO Box 2850

phone • 08 8958 9600

Darwin

fax • 08 8958 9601

NT0801

email • info@macdonnell.nt.gov.au
www.macdonnell.nt.gov.au

Dear Ms Ramkumar

Re: 2017 Final Compliance Review – MacDonnell Regional Council

We write to advise you that all recommendations as per 2017 Final Compliance Review conducted by the department has now been resolved. All Council policies (CP) are available on Council's website and operational policy (OP) has been posted on Council's intranet.

Should you require any further information, please contact our CEO Mr. Jeff McLeod.

Yours sincerely

Cr. Roxanne Kenny

President.



postal address • PO Box 5267
Alice Springs NT 0871

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and South Terrace
Alice Springs NT 0870

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www.macdonnell.nt.gov.au

Tuesday 24th October 2017

For the urgent attention of: The Hon. Nigel Scullion

1/82 Todd Street
Alice Springs,
NT, 0870

Dear Minister Scullion,

We are writing to raise our serious concerns about the lack of certainty of ongoing funding for our Youth Development and Early Childhood Education and Care programs, and to request an urgent meeting with you to discuss these.

Both programs are currently funded under the Indigenous Advancement Strategy until the 30th December 2017. We have repeatedly requested information from the Department of Prime Minister in Cabinet, but have not yet been told if these programs will continue to be funded.

As representatives of our communities, we value these programs. These are strong programs that our Council has developed over the past 8 years. These programs are developing the future of our communities and our next generation of leaders.

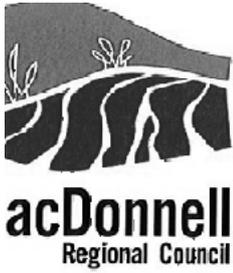
As a service provider who is committed to building sustainable programs run by local Indigenous staff, we have a duty of care to the 72 staff currently employed in these services.

As community leaders, we are worried for our young people. Suicide, alcohol and drug abuse, family and domestic violence, are all issues they have to face too often.

These services are critical in the development and support of children and youth living in our communities. There are 54 local Indigenous staff employed in these services and they would face unemployment should the funding be discontinued.

We originally contacted your office on the 23rd August 2017 to request a meeting with yourself but have not had a meeting date proposed. We realise your time commitments and are more than happy to travel to meet with you.

Our children and young people need your long term commitment.



Kind regards

From the Elected Members of the MacDonnell Regional Council



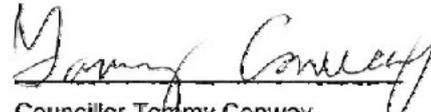
President Roxanne Kenny



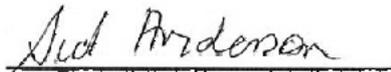
Deputy President Greg Sharman



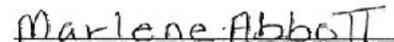
Councillor Barry Abbott



Councillor Tommy Conway



Councillor Sid Anderson



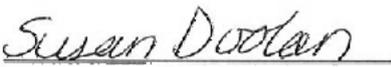
Councillor Marlene Abbott



Councillor Lynette Ellis

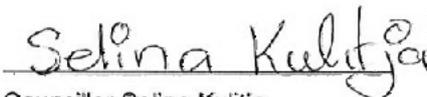


Councillor Phillip Wilyuka

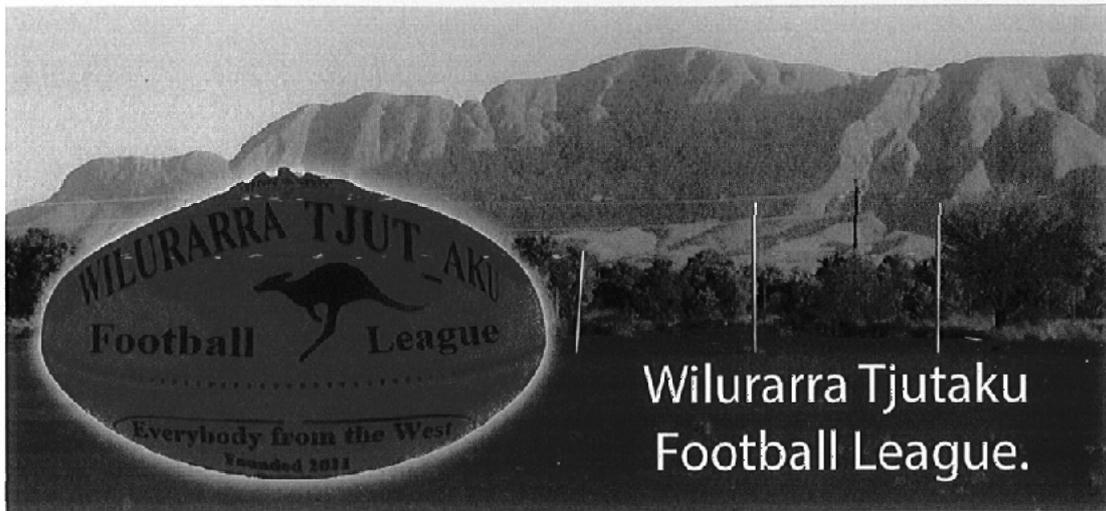


Councillor Susan Doolan

Councillor Braydon Williams



Councillor Selina Kulitja



Wilurarra Tjutaku Football League.

7/12/2017

Jeff MacLeod, CEO
Roxanne Kenny, Chairperson
MacDonnell Regional Council
Alice Springs

Dear Sirs and Madams,

We are seeking \$10,000 to run the summer WTFL (Puyu Wanti) competition. This will maintain the momentum and success of the WTFL. Like previous grants, 50% (\$5,000) will be spent on payments for umpires and game day managers, and 50% (\$5,000) will be spent on operational costs.

Thank you for the \$10,000 grant you gave us in 2016, and your support for the WTFL. The grant really helped the community teams and supporters, and is much appreciated.

There were more than 40 people employed, umpiring and managing approximately 200 games played in communities across the western desert region across two seasons. This is an outstanding result, and has provided opportunities for local community employment and grassroots skills development.

The capacity to provide assistance with fuel costs from these funds meant that teams and players were able to travel back to their home communities after the games without impediment. No teams were stranded in other communities over the course of the WTFL comps.

Please let us know as soon as you can whether you can help us for the 2017/18 season as the current season has just finished, and people are keen to keep playing. Contact Jennifer McFarland at CAYLUS - details below.

jennifer@caylus.org.au
0428526499 89514279

Yours truly,

Sid Anderson

STANDING ITEMS REPORT

ITEM NUMBER	11.4
TITLE	Use of Common Seal
REFERENCE	- 181826
AUTHOR	Bhan Pratap, Director Corporate Services

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities
 Goal 02: Liveable Communities
 Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

Section 26(2) of the Local Government Act (LGA) states that "The affixing of the common seal to a document must be authorised or ratified [endorse] by resolution of Council". This report requests Council to ratify [endorse] the use of the common seal on the listed documents.

RECOMMENDATION

That Council ratify the use of the common seal on the following documents:

- 1. NT Department of Housing and Community Development: 2017-18 Homelands Extra Allowance Funding Agreement**
- 2. Department of Prime Minister and Cabinet: Variation Funding Agreement Community Night Patrol Core Training**

BACKGROUND/DISCUSSION

Section 26(2) of the Local Government Act (LGA) states that "The affixing of the common seal to a document must be authorized or ratified [endorsed] by resolution of Council". Furthermore, the affixing of the common seal "must be attested [witnessed] by signatures of the CEO and at least one member of the council".

The documents, mentioned above, were stamped with the common seal and signed in line with Council's delegation policy.

The Council is now being asked to ratify [endorse] the use of the common seal.

ISSUES/OPTIONS/CONSEQUENCES

The Council's delegations policy on use of the common seal provides a practical way to ensure agreements are signed in a timely manner to make sure Council do not miss out on funding due to a delay whilst awaiting a Council meeting for the common seal to be used.

FINANCIAL IMPACT AND TIMING

The funding agreements have resulted in additional funding being available to Council.

CONSULTATION

Roxanne Kenny, President
 Jeff MacLeod, Chief Executive Officer
 Sheree Kane, Coordinator Grants

ATTACHMENTS:

- 1 2017-18 Homelands Extra Allowance Funding Agreement - executed**
- 2 Variation Funding Agreement Community Night Patrol Core Training**

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Homelands Program

2017-2018

Homelands Extra Allowance

Funding Agreement

BETWEEN:

The Northern Territory of Australia care of its agency the
Department of Housing and Community Development

AND

MacDonnell Regional Council

Executed by the parties as an Agreement:

SIGNED by JAMIE CHALKER for and on behalf of the NORTHERN TERRITORY OF AUSTRALIA care of its agency the Department of Housing and Community Development pursuant to a delegation under the Contracts Act on the 8th day of November 2017 in the presence of:

Signature

Signature of Witness

Name of Witness

The COMMON SEAL of MACDONNELL REGIONAL COUNCIL was affixed to this document in accordance with the Local Government Act on the 21st day of November 2017 in the presence of:



Signature of Chief Executive Officer

Signature of Council Member

SEAF MacLeod. Print full name of Chief Executive Officer

ROXANNE KENNY Print name of Council Member



Australian Government

Department of the Prime Minister and Cabinet

VARIATION OF FUNDING AGREEMENT

Between

The Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet (ABN 18 108 001 191)

AND

MacDonnell Regional Council (ABN 21 340 804 903)

EXECUTION PAGE

The Commonwealth

<p>Executed as a Deed SIGNED, SEALED AND DELIVERED by for and on behalf of the Commonwealth of Australia as represented by the Department of the Prime Minister and Cabinet (ABN 18 108 001 191) by:</p>	
<p>Name (print): Position (print): Signature and date:</p>	<p>..... </p>
<p>Witness name (print): Signature and date:</p>	<p>..... </p>

The Organisation

<p>EXECUTED AS A DEED SIGNED, SEALED AND DELIVERED for and on behalf of MacDonnell Regional Council (ABN 21 340 804 903) by:</p>	
<p><i>CEO</i> Name of signatory (print): Signature and date: <i>CEO</i> by the authority of the Council</p>	<p><i>Jeff MacLeod</i> <i>Jeff MacLeod 27.11.17</i></p>
<p><i>NAME OF COUNCIL MEMBER</i> Witness name (print): Signature and date: <i>Council Member.</i></p>	<p><i>ROLANNE KENNY</i> <i>R. Kenny 27.11.17</i></p>

OFFICERS REPORTS

ITEM NUMBER	13.1
TITLE	Proposed amended CouncilBIZ Constitution
REFERENCE	- 182127
AUTHOR	Jeff MacLeod, CEO

**LINKS TO STRATEGIC PLAN**

Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

The revised Constitution requires 100% agreement of the ten Members under rule 8 of the current Constitution, and then the approval of the Minister of Housing & Community Development under section 29(3).

The revised Constitution is now placed before Council and decision by way resolution is sought. It is appropriate that each Member Council independently considers the matter during its normal governance decision making processes, and then advises of its vote on the change.

Council at the OCM on the 26th August 2016 voted in favor of the original amended Constitution of CouncilBIZ, labelled version 6 dated 10/8/16.

RECOMMENDATION

That the amended Constitution of CouncilBIZ, dated 13/11/17, is approved by Council, and is recommended to the Minister of Housing & Community Development for their consideration and approval under Section 29(3) of the Act.

BACKGROUND

The Constitution of CouncilBIZ was determined by the Northern Territory Government on 10th June 2008. In 2009/10 the then Board attempted to develop some revisions to the Constitution, but failed to progress matters to a conclusion. In 2015 the Department of Local Government conducted a compliance review of CouncilBIZ, and noted in a finding that the Constitution had not been reviewed. The Board then instigated a review process, commencing with a Governance session with Kate Costello of Governance Matters, a full planning day, and engagement of a lawyer to draft sought changes. This revised version was agreed by the Board and put to Members for consideration. Nine of the ten members adopted without change, whilst West Arnhem Regional Council highlighted three matters.

“That Council approves the draft version 6 of the Constitution of CouncilBIZ dated 10 August 2016, with the following changes:

- a) Keeps the required agreement level of several key matters at 100%; and*
- b) The ability to provide services to clients, being non Member Councils, should only be limited to other Councils within Australia; and*
- c) Changes the composition of the Board of Directors to a minimum of 3 persons appointed from the Members and no independent persons.”*

The results of the Members consideration were provided to the Minister in November 2016. At the request of the Minister, DHCD reviewed and revised the document. The Department provided the revised version to the Board on 18th August 2017.

The revised version was reviewed by the lawyer, and a few minor typos and inconsistencies identified. It was also circulated by the Chair to all Members. Feedback was provided back to the Department who made some corrections.

The revised version contained all the matters except one that the Board had included in its version. The one item not included is the ability for the Board to have independent members. The latest Department version does include the ability to provide “fee for service” to other parties (and is much wider in scope than was sought); agrees to the 80% for significant decisions, defines an Executive Committee with responsibilities and timelines, provides ability for Members to leave, and redefines what happens with assets/liabilities should CouncilBIZ wind up. It also widens the scope of Members nominated person to include an elected member.

The revised document was presented to the Board at the meeting of the 31st October 2017. At that meeting a number of minor changes were proposed and agreed. The document was then referred back to DHCD for final approval.

The Executive Committee has received from the DHCD a revised version of the proposed constitution following on from the Board requests of 31st October 2017.

The changes are in rule 14c concerning the appointment of a binding arbiter by the President of Law Society (and not the CEO of the Agency); plus fixing all of the references to Special Resolutions and 100% decisions to ensure consistency.

The Executive Committee agreed to circulate this version to ensure no further changes were sought, before asking each Member to place the document in their Council Agenda during the December/January/mid February meeting cycle; with an aim of having ten resolutions by the middle of February 2018. The Chair advises that no further feedback has been received on the proposed Constitution, and that the matter is to be put to each Member Council for an approval vote by mid-February 2018.

ISSUES/OPTIONS/CONSEQUENCES

If a vote in favor of the resolution is not received from each and all of the ten Members of CouncilBIZ, then the motion fails.

FINANCIAL IMPACT AND TIMING

The financial impact to MRC cannot be assessed at this time. Should the constitution amendment be ratified by the member Councils, the potential for CouncilBIZ to expand its operations to non members, could significantly reduce CouncilBIZ overhead costs. This would have the effect of reducing MRC's current fee payments.

CONSULTATION

Executive Leadership Team
CouncilBIZ Board
HalfPennys Lawyers
DHCD Compliance review team

ATTACHMENTS:

1 CouncilBIZ Constitution 2017 - for approval

Local Government Act
CONSTITUTION OF A
Local Government Subsidiary
"CouncilBIZ"

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Constitution of Local Government Subsidiary (CouncilBIZ)

1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Constitution:

"Act" means the Local Government Act (NT);

"Agency" means the department or departmental unit to which responsibility for administering the Local Government Act of the Northern Territory is allocated by an Administrative Arrangements Order;

"Approval" means the written approval of the Minister;

"Auditor" means the auditor appointed by the Local Government Subsidiary in accordance with rule 21;

"Business Day" means a day that is not a Saturday, Sunday, public holiday or bank holiday in Darwin, Northern Territory;

"Business Hours" means 8:30am to 5pm Central Standard Time;

"Chief Executive Officer" means the Chief Executive Officer, or equivalent senior officer, of the Agency;

"Local Government Subsidiary" means CouncilBIZ as constituted by the Membership pursuant to section 27 of the Act;

"Constitution" means this constitution and any supplementary substituted or amending constitution for the time being in force;

"General Manager" means the person employed pursuant to rule 15;

"Member" means the members, from time to time, the first members names and details appear at rule 9 hereof, and **"Members"** and **"Membership"** have corresponding meanings;

"Minister" means the Northern Territory Minister responsible from time to time for the portfolio of Local Government;

"Nominated Representatives" means a senior officer employed by the Member, elected member of the member local government council or Chief Executive Officer of the member local government council and nominated as its Nominated Representative in writing by the Member;

"Object" means the object of the Local Government Subsidiary in clause 4 of this Constitution;

"Present" means present in person, video-link or telephone in respect of a meeting;

"Quorum" means the quorum in Rule 13.4;

"Relevant Legislation" means regulations made under the Act, guidelines made by the Minister under the Act and general instructions issued by the Agency under the Local Government (Accounting) Regulations;

"Special Resolution" means at least 80% of the votes of Members Present at a meeting where a Quorum is achieved;

"Territory" means the Northern Territory of Australia represented by the Minister;

"Registered Address" means the addresses of the Members as notified from time to time to the Local Government Subsidiary.

1.2 Interpretation

In this Constitution the following rules of interpretation apply unless the context requires otherwise:

- a) the interpretation of this Constitution is in accordance with the Interpretation Act;
- b) headings are for convenience only and do not affect the interpretation of this Constitution;
- c) references to notices include formal notices of meeting and all documents and other communications from the Local Government Subsidiary to its Members;
- d) words importing any gender include all other genders;
- e) the word "person" includes a firm, a body corporate, a partnership, a joint venture, an unincorporated body or association or an authority;
- f) a reference to any legislation or a provision of any legislation includes any amendment to that legislation or provision, any consolidation or replacement of that legislation or provision and any subordinate legislation made under that legislation;
- g) where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions;
- h) a reference to writing and written includes printing and other ways of representing or reproducing words in a visible form;
- i) the singular (including defined terms) includes the plural and the plural includes the singular; and
- j) where the Act or amendment to the Act results in an inconsistency between this Constitution and the Act, the provision must be read down and failing that, severed from the Constitution where the remainder of the Constitution remains operative

1.3 Local Government Act

In this Constitution unless the contrary intention appears:

- a) an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.

2 COMMENCEMENT

This Constitution shall come into effect on the date it is approved by the Minister, superseding the previous constitution.

3 LOCAL GOVERNMENT SUBSIDIARY'S NAME AND ADDRESS

The name of the Local Government Subsidiary is CouncilBIZ.

The address of the Local Government Subsidiary is:

21 Parap Road

PARAP NT 0820

4 LOCAL GOVERNMENT SUBSIDIARY'S OBJECT

The Object for which the Local Government Subsidiary is established is to carry out functions related to local government on behalf of the Members and facilitate the efficient provision of services to the Members, including, but not limited to administration, information technology and financial services as may be required from time to time.

5 OPERATING COSTS AND POWERS OF LOCAL GOVERNMENT SUBSIDIARY

- a) All costs expenses and outlays of any kind whatsoever required to be made by the Local Government Subsidiary, shall be calculated and shared by the Members but excluding the Local Government Association of the Northern Territory either equally or on the basis of a formula agreed by Special Resolution.
- b) Following the end of the financial year, any payment of dividend of the Local Government Subsidiary must be shared equally among all Members but excluding the Local Government Association of the Northern Territory, or on the basis of a formula agreed by Special Resolution.

Local Government Subsidiary's powers

- c) Solely for the purpose of carrying out the Object, and for no other purpose, the Local Government Subsidiary may, subject to the rules that apply to regional councils under the Act:
 - i. raise funds and invite and receive contributions, grants, distributions of income or capital, gifts, loans and deposits from any person;
 - ii. accept and hold funds or property of any kind;
 - iii. undertake full administration and management of the Local Government Subsidiary and charge and accept fees, commission or other remuneration in respect of such administration and management with the written agreement of the Members;
 - iv. purchase, take on lease or in exchange, hire, accept gifts or otherwise acquire real or personal property;
 - v. control, manage, lease, exchange, mortgage, charge, sell, transfer, surrender, dispose of, develop, carry on business or otherwise deal with any real or personal property of any kind;
 - vi. invest, deal with and lend money and otherwise provide financial accommodation to, and guarantee or otherwise secure loans to, the Local Government Subsidiary ;
 - vii. construct, improve, maintain, develop, work, manage and control real or personal property and enter into contracts and agreements;
 - viii. appoint a person as the Local Government Subsidiary's attorney or agent with the powers on the terms the Local Government Subsidiary thinks fit;
 - ix. enter into any arrangement or obtain from any government or authority any right, privilege or concession that the Local Government Subsidiary thinks it desirable to obtain, and carry out, exercise and comply with any of those arrangements, rights, privileges and concessions;
 - x. in accordance with all laws in force in the Territory from time to time, and in accordance with the responsibilities of the General Manager as set out in this Constitution, engage, dismiss or suspend any employee, agent, contractor or professional person;
 - xi. enter into contracts and agreements that are at arm's length in nature for the acquisition or provision of services, works or goods which shall include with any Member/s or third party;

- xii. make, draw, accept, endorse, discount, execute and issue negotiable or transferable Instruments; and
- xiii. do all other things that are incidental or conducive to carrying out the Object.

6 GUARANTEE BY MEMBERS

The debts and liabilities of the Local Government Subsidiary are guaranteed by all of the Members other than the Local Government Association of the Northern Territory, in equal shares or on the basis of a formula agreed by Special Resolution.

7 INCOME AND PROPERTY

The Local Government Subsidiary's income and property, however derived, must be applied solely towards promoting the Local Government Subsidiary's Object. The Local Government Subsidiary is prohibited from distributing any income or property, or providing any 'in kind' support in any form to a third party.

- a) However, this rule does not prohibit:
 - i. payment in good faith to any Member for goods or services supplied in the ordinary and usual course of business at usual or reasonable commercial rates;
 - ii. payment of reasonable and commercial interest on money borrowed from a Member;
 - iii. payment of reasonable and commercial rent for premises let by any Member to the Local Government Subsidiary;
 - iv. payment of out-of-pocket expenses incurred by a Member or a Nominated Representative in performing a duty of the Local Government Subsidiary;
 - v. payment of premiums on contracts of insurance for, any Member to the extent permitted by law and this Constitution; or
 - vi. accumulation of surplus income for reserves or investments, provided such investments comply with section 121 of the Act.

8 ABOLITION OF LOCAL GOVERNMENT SUBSIDIARY

In the event the Minister abolishes the Local Government Subsidiary or the Local Government Subsidiary otherwise being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred in equal shares to all Members excluding the Local Government Association of the Northern Territory, or otherwise on the basis of a formula agreed by Special Resolution.

9 ALTERING THIS CONSTITUTION

9.1 Minister's Approval Required to Vary Constitution

- a) This Constitution may only be varied with the written approval of the Minister.
- b) The Minister may vary the Constitution unilaterally.

9.2 Members Request to Vary Constitution

- a) The Members may by Special Resolution request the Minister to approve a variation to the Constitution, which for avoidance of doubt, rule 9.1 shall apply at all times.

10 MEMBERSHIP

- a) There shall be one class of Membership with members having the rights set out in this Constitution. The Local Government Subsidiary is constituted by the Members whose names and addresses appear at Schedule 1 and they shall be deemed to constitute the Membership of the Local Government Subsidiary on the day that this Constitution is gazetted by the Minister in accordance with section 29(1) of the Act.
- b) The Local Government Subsidiary (by Special Resolution) may invite any other local government body having the same or similar interests, to become a Member.
- c) If invited to do so an applicant may make an application to the Local Government Subsidiary (in writing and signed by the applicant) in the form (if any) prescribed by the Members.
- d) After the receipt of an application for Membership, the Local Government Subsidiary in meeting must consider the application and decide whether it wishes to admit or reject the admission of the applicant. The Local Government Subsidiary in meeting need not give any reason for rejecting an application. No new Members may be admitted to the Local Government Subsidiary without the Approval of the Minister, but the Minister may, in his discretion, direct the Local Government Subsidiary to accept an application.
- e) The Agency is entitled to be notified of and attend meetings of the Local Government Subsidiary as an observer without voting rights.

11 RIGHTS AND DUTIES OF MEMBERS**11.1 Rights of Members**

Without limiting the rights otherwise conferred on Members in this Constitution or under the Act, each Member has the following rights:

- a) through their Nominated Representative, be given notice of, attend and vote at any meeting of the Local Government Subsidiary in accordance with rule 13 of this constitution; and
- b) to nominate in writing one person, being the Chief Executive Officer of the member local government council, elected member of the member local government council or other senior officer employed by the Member, to be their Nominated Representative from time to time.
- c) where the Nominated Representative is unavailable, the Member is entitled to nominate an alternate Nominated Representative pursuant to rule 11.1(b)

11.2 Duties of Members

The Members of the Local Government Subsidiary and their Nominated Representatives must:

- a) act honestly, diligently with the reasonable care of a member of a local government Council, and without bias; and
- b) act respectfully towards other Members and employees and not engage in personal attacks;
- c) not make improper use of information or opportunities received through their positions;
- d) manage and control the affairs of the Local Government Subsidiary in the interests of all the Members and in accordance with this Constitution, the Act and the Local Government Subsidiary's Object; and
- e) not make any public statement on behalf of or concerning the Local Government Subsidiary unless authorised by the Members unanimously.

12 RESIGNATION OF A MEMBER**12.1 Resignation**

A Member's resignation from the Local Government Subsidiary shall not take effect unless all of the following occur:

- a) written notice must be provided to all of the Members stating the member's intention to resign as a member of the Local Government Subsidiary "Resignation Notice";
- b) within 60 days from the date that Members receive the Resignation Notice, the Members may respond in writing to the Member;
- c) following expiry of the period of 60 days in rule 12.1(b) should the Member wish to proceed with its resignation, the Member must provide within the next 60 days the Minister with the Resignation Notice together with any Member responses received under rule 12.1(b); and
- d) the Member receives written approval from the Minister permitting the Member's resignation, which unless otherwise approved by the Minister, shall take effect at the end of the financial year.

13 MEETINGS OF THE LOCAL GOVERNMENT SUBSIDIARY**13.1 Calling meetings**

- a) A meeting may be called:
 - i. by the chairperson;
 - ii. by not less than one-third of Nominated Representatives requesting a meeting in writing to the chairperson, or if there is no chairperson at that time, the General Manager, or if there is no General Manager at that time, to the Agency's chief executive officer; and

13.2 Required Meetings

- a) The Local Government Subsidiary must hold at least:
 - i. one meeting before 30 June for the purpose of adopting the Local Government Subsidiary's annual plan (which includes the annual budget); and
 - ii. one meeting before 31 October every year for the purpose of tabling the Local Government Subsidiary's annual report, financial statements and appointment of auditor.

13.3 Notice of meetings

- a) Notice of every meeting must be given in any manner authorised by rule 25 of this constitution to:
 - i. every Member;
 - ii. the Agency; and
 - iii. the Auditor (if the meeting will involve tabling the Local Government Subsidiary's annual report and financial statements and appointing an auditor).

No other person is entitled to receive notice of meetings.

- b) A notice of a meeting must:
 - i. specify the date, time and place of the meeting;

- ii. state the general nature of the business to be transacted at the meeting;
- iii. be given at least seven days before the meeting is held;
- iv. be in writing and given either in person, by post or e-mail;
- v. is taken to be given to a Nominated Representative if it is given to the Delegate of the Nominated Representative; and
- vi. a Nominated Representative may waive notice of a meeting by notifying the Local Government Subsidiary to that effect in person or by post, telephone, fax or other electronic means.

13.4 Quorum

- a) Subject to the balance of this Rule, a quorum at a meeting consists of a majority of the total Members, as represented by their validly appointed Nominated Representative.
- b) If a quorum is not achieved within 30 minutes of the appointed starting time for the meeting, then the Members must reconvene the meeting to another date, not being less than seven days from the date that this clause comes into effect, but if at that reconvened meeting a quorum is still not reached, and the Members reasonably believe that a decision or decisions must be made in the best interests of the Subsidiary, then those decisions may be made by the Members present and entitled to vote and no Member not present at the meeting may challenge the validity of the decision or decisions on the basis that no quorum was present.

13.5 Voting rights and Required Resolutions

- a) At a meeting, every Nominated Representative of a Member has one vote.
- b) An objection to the qualification of a person to vote at a meeting must be:
 - i. raised before or at the meeting at which the vote objected to is given or tendered; and
 - ii. referred to the chairperson of the meeting, whose decision is final.
- c) All resolutions of the Local Government Subsidiary that relate to a formula referred to in rule 5 or 8 of this Constitution or to a proposed alteration of the Constitution under rule 9 must be passed by Special Resolution.
- d) An application for membership under rule 10 and the formula referred to under rule 6 must be carried by Special Resolution.
- e) Other decisions of the Local Government Subsidiary may be carried by a majority of Members present at a meeting by a show of hands.

13.6 Meeting other than in person

- a) The contemporaneous linking together by telephone or video of a sufficient number of the Nominated Representatives to constitute a Quorum constitutes a meeting of the Members as represented by their Nominated Representatives. All the provisions in this Constitution relating to meetings of the Members as represented by their Nominated Representatives apply, so far as they can and with any necessary changes, to meetings of the Members as represented by their Nominated Representatives by telephone or video-link.
- b) A person who takes part in a meeting by telephone or video-link is taken to be present in person at the meeting.

- c) A meeting by telephone or video-link means is taken as held at the place decided by the chairperson of the meeting, as long as at least one of the Nominated Representatives involved was at that place for the duration of the meeting.

13.7 Circular resolutions

- a) If:
 - i. the Members all consent to a document containing a statement to the effect that an act, matter or thing has been done or resolution has been passed; and
 - ii. the Members who consent to the document would have constituted a quorum at a meeting held to consider that act, matter, thing or resolution,

then that act, matter, thing or resolution is deemed to be done at or passed by a meeting.

13.8 Procedures at Meetings

- a) Subject to the rules set out in this constitution and the laws of the Territory, the Members may adopt procedures for meetings of the Local Government Subsidiary from time to time.
- b) Minutes of meetings must be recorded for all meetings for tabling and confirmation by Members at the following the meeting.

13.9 Chairperson of Nominated Representatives

- a) The Nominated Representatives must elect one of their number as chairperson and may decide the period for which that Nominated Representative is to be the chairperson.
- b) If at a meeting of Nominated Representatives there is no elected chair or the elected chair is unwilling or unable to act, then the Nominated Representatives present must elect one of their number as chairperson of the meeting.

14 DISPUTE RESOLUTION PROCEDURES

- a) If the Members are unable to pass a Special Resolution or the parties are in dispute over any other matter or thing concerning the Local Government Subsidiary, after having made bona fide efforts to reach a decision or compromise the dispute, then they must refer the dispute to a mediator to be agreed between them, or if they are unable to agree within five (5) business days of the meeting at which the matter in dispute was first considered, then to the President for the time being of the Law Society of the Northern Territory, who will appoint a suitably qualified and experienced mediator to assist the parties to resolve the matter.
- b) The parties must use reasonable endeavours to have the mediation conducted as quickly as reasonably practicable, and must co-operate fully with the mediator, including but not limited to making available to the mediator all materials or information requested by him and furnishing the same together with all other materials which are relevant to the determination promptly.
- c) If the matter is unresolved at mediation, then the Members must refer the dispute to an independent expert to be agreed between them, or if they are unable to agree within five (5) business days of the mediation, then to the President for the time being of the Law Society of the Northern Territory, who will appoint a suitably experienced Independent expert whose decision shall be absolute and final and shall bind the parties accordingly.

15 GENERAL MANAGER

15.1 Appointing a General Manager

- a) The Local Government Subsidiary shall employ one General Manager to conduct the day to day business of the Local Government Subsidiary.
- b) The Members may fill any casual vacancy pending the appointment of a new General Manager.

15.2 When office of General Manager becomes vacant

In addition to the circumstances outlined in rule 15.1 above and any terms and conditions of the employment contract of the General Manager, the office of a General Manager becomes vacant if the General Manager:

- a) dies;
- b) completes a term of the employment contract as General Manager and is not reappointed;
- c) resigns by written notice served upon the Members and the Local Government Subsidiary;
- d) would be disqualified under the Act from being a local government council Chief Executive Officer; or
- e) has his or her employment contract as General Manager terminated.

15.3 Powers and duties of General Manager

Without being an exhaustive list, in fulfilling his/her role as the General Manager, he/she must:

- a) be responsible for managing the Local Government Subsidiary's day to day business and affairs under the supervision and direction of the Members and must comply with the terms of any employment contract entered into with the Local Government Subsidiary;
- b) have the power to hire and terminate employees of the Local Government Subsidiary;
- c) ensure that the Members are advised as soon as practicable of any material development that affects the financial or operating capacity of the Local Government Subsidiary;
- d) establish and maintain internal controls to safeguard the assets of the Local Government Subsidiary and ensure the accuracy, completeness and reliability of the Local Government Subsidiary's accounting records;
- e) establish and maintain a written fraud protection plan to detect and prevent fraud from within and outside the Local Government Subsidiary;
- f) ensure the proper custody of the Local Government Subsidiary's records, including the maintenance of a register of all correspondence addressed to, or sent by, the Local Government Subsidiary;
- g) promote the operational efficiency of the Local Government Subsidiary;
- h) maintain up to date written employment policies for the Local Government Subsidiary that cover (but are not limited to):
 - i) recruitment;
 - ii) probation and performance assessment;
 - iii) equal opportunities for advancement and access to training and development;
 - iv) access to employment-related benefits; and
 - v) resolution of employment-related grievances.

- i) ensure compliance with the Act, Relevant Legislation and all relevant laws in force in the Northern Territory of Australia.

16 INTERESTS OF A MEMBER & NOMINATED REPRESENTATIVES

16.1 Interests of Members

- a) A Member is not disqualified merely for being a Member from contracting with the Local Government Subsidiary in any respect including, but not limited to:
 - i. selling property to, or purchasing property from, the Local Government Subsidiary;
 - ii. lending money to the Local Government Subsidiary with or without interest or security;
 - iii. guaranteeing the repayment of money borrowed by the Local Government Subsidiary for a commission or profit;
 - iv. underwriting or guaranteeing the subscription for securities in any related body corporate or other body corporate promoted by the Local Government Subsidiary or in which the Local Government Subsidiary is interested as a shareholder or otherwise, for a commission or profit; or
 - v. being contracted by the Local Government Subsidiary or acting in any professional capacity (except as Auditor) on behalf of the Local Government Subsidiary.
- b) A contract made by a Member with the Local Government Subsidiary and a contract or arrangement entered into by or on behalf of the Local Government Subsidiary in which any Member may be in any way interested is not avoided or rendered voidable merely because the Member holds membership or because of the fiduciary obligations arising from that membership.

16.2 Interests of Nominated Representatives

- a) A Nominated Representative being interested in any arrangement involving the Local Government Subsidiary must declare any actual or potential personal conflict of interest, and, if the Local Government Subsidiary does not permit the interest being pursued, is liable to account to the Local Government Subsidiary for any profit realised by or under that contract or arrangement.
- b) A Nominated Representative who has a material personal interest in a matter that is being considered at meeting of the Local Government Subsidiary must not:
 - i. be present while the matter is being considered at the meeting; or
 - ii. vote on the matter.
- c) The Members may make rules requiring the disclosure of interests that a Nominated Representative, and any person considered as related to or associated with a Nominated Representative, may have in any matter concerning the Local Government Subsidiary or a related body corporate.

16.3 Delegation to General Manager

- a) The Members may by passing a majority resolution, and with the consent of the General Manager, delegate powers to the General Manager.
- b) A General Manager to whom any powers have been delegated must exercise the powers delegated in accordance with any directions given by the Members.

17 INDEMNITY

17.1 Indemnity

To the maximum extent permitted by law, the Local Government Subsidiary must indemnify any current or former Executive Officer/General Manager out of the property of the Local Government Subsidiary against:

- a) any liability incurred by the person in that capacity (except a liability for legal costs that are not in the nature of legal costs dealt with in this rule);
- b) legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity; and
- c) legal costs incurred in good faith in obtaining legal advice on issues relevant to the performance of their functions and discharge of their duties as an officer of the Local Government Subsidiary, if that expenditure has been approved by all the Members,

except to the extent that:

- d) the Local Government Subsidiary is forbidden by law to indemnify the person against the liability or legal costs; or
- e) an indemnity by the Local Government Subsidiary of the person against the liability or legal costs, if given, would be made void by law.

18 BOOKS, ACCOUNTS AND AUDIT REQUIREMENTS**18.1 Maintenance of Books and Records**

The Local Government Subsidiary, through its General Manager, must ensure that proper books and records of its financial affairs are kept at all times in accordance with the Australian Accounting Standards and that the requirements of the Act and Relevant Legislation are complied with in all respects.

18.2 Inspection of Books and Records

The accounting records and any other documents of the Local Government Subsidiary must be kept open for the inspection of the Members during Business Hours on Business Days.

18.3 Audit Committee

- a) The Local Government Subsidiary must, through its General Manager, establish and maintain an audit committee for the purposes of independently reviewing the internal control processes of the Local Government Subsidiary to monitor:
 - i) compliance by the Local Government Subsidiary with proper standards of financial management and the Australian Accounting Standards; and
 - ii) compliance by the Local Government Subsidiary with the Local Government (Accounting) Regulations.
- b) The audit committee will be subject to the same rules that apply to an audit committee for a local government council under regulation 10(3) of the Local Government (Accounting) Regulations except that the Chief Executive Officer is the General Manager in this case.

19 ANNUAL PLAN**19.1 Adoption of Annual Plan**

The Local Government Subsidiary shall adopt an annual plan in accordance with the following process:

- a) The General Manager must present by no later than 1 March each year to the Members a draft annual plan relating to the following financial year that includes all aspects detailed in rule 19.2 for the Member's comments;
- b) By no later than 30 April each year, Members may provide written comments on the draft annual plan to the General Manager;
- c) After taking into consideration the Members' comments provided pursuant to rule 19.1(b), the General Manager must provide a further draft annual plan for consideration by the Members by no later than 31 May of that year;
- d) The Members will consider the further draft annual plan provided pursuant to rule 19.1(c) and will adopt or adopt with any modifications the Members require by passing a majority resolution before 30 June of that year;
- e) The annual plan approved by the Members pursuant to rule 19.1 shall be the adopted annual plan for the relevant financial year.
- f) In this rule 19.1, where Members may provide comments or otherwise directions to the General Manager in respect of the annual plan, the Executive Committee shall also be permitted.

19.2 Annual Plan Content

The annual plan must contain the following detail with respect to the financial year which it is prepared, and with respect to at least three immediately subsequent financial years:

- a) the nature and scope of the activities to be undertaken by the Local Government Subsidiary;
- b) the ratio of consolidated Member's funds to total assets (and the definition of those terms);
- c) the performance targets and other measures by which the performance of the Local Government Subsidiary may be judged;
- d) the annual budget and long-term budget for at least three outer years; and
- e) any other matters that are agreed by the Members.

20 ANNUAL BUDGET

The Local Government Subsidiary cannot budget for a deficit, which occurs if overall expenditure (other than non-cash expenditure) exceeds revenue for a financial year.

21 AUDIT

21.1 Auditor

The Members must appoint an auditor that is properly qualified by resolution of the Members to audit the Local Government Subsidiary's annual financial statement.

21.2 Audit Requirements

- a) The annual financial statement of the Local Government Subsidiary must be audited annually by an auditor appointed pursuant to rule 21.1;
- b) The auditor must report each year to the Members in respect of the financial affairs of the Local Government Subsidiary.

22 ANNUAL REPORT AND ANNUAL FINANCIAL STATEMENT

22.1 Annual Financial Statement

The annual financial statement must be prepared in accordance with the following documents published by the Australian Accounting Standards Board as established under the Australian Securities and Investments Commission Act 2001:

- a) Australian Accounting Standards;
- b) Statements of Accounting Concepts;
- c) Interpretations; and
- d) Framework for the Preparation and Presentation of Financial Statements.

22.2 Annual Report

The annual report must be tabled at the Member's meeting as required by rule 13.2(a)(ii) and be provided to the Minister, in both cases by no later than 31 October following the financial year to which the report relates, and must contain:

- a) the audited annual financial statement; and
- b) an assessment of the Local Government Subsidiary's performance against the performance targets and other measures stated in the annual plan.

23 COMMON SEAL

23.1 Affixing Common Seal

- a) Subject to rule 23.1(b), the Local Government Subsidiary shall have a common seal, which may be affixed to documents requiring execution under seal, where each affixing of seal must be witnessed by either:
 - i) Two (2) Nominated Representatives on behalf of Members; or
 - ii) One (1) Nominated Representative and the General Manager.
- b) The common seal must only be affixed to documents where a majority of Members resolve to authorise its use on the document.

23.2 Custody of Common Seal and Register

- a) The common seal of the Local Government Subsidiary must be kept in the custody of the General Manager.
- b) The General Manager must maintain a register that records details of the documents to which the common seal was affixed, resolution of Members authorising its use, names of persons who witnessed the affixing of the common seal and the date of affixing of seal.

24 WRITE OFFS

24.1 Assets

- a) Money or property may only be written off where a majority of Members resolve to authorise the writing off of the relevant amount or item in the accounts of the Local Government Subsidiary, after compliance with rule 24.1(b).
- b) Before providing the resolution in rule 24.1(a), the Members must be satisfied with the following written declaration of the General Manager that:
 - i) money has been misappropriated or cannot be found; or
 - ii) an item of property has been misappropriated, destroyed, damaged beyond economical repair or cannot be found.

24.2 Debts

- a) A debt may only be written off where a majority of Members resolve to authorise the writing off of the debt in the accounts of the Local Government Subsidiary, after compliance with rule 24.2(b).
- b) Before providing the resolution in rule 24.2(a), the Members must be satisfied with the following written declaration of the General Manager that:
 - i) all reasonable efforts have been made to recover the debt; and
 - ii) it is not reasonably possible to recover it.

25 NOTICES

Documents shall be served in accordance with section 25 of the Interpretation Act and as further stipulated below.

25.1 How notices may be given

A person may serve a document on an individual or body:

- a) by giving it to:
 - i) if the recipient is an individual – the recipient; or
 - ii) if the recipient is a body – an executive officer of the body; or
 - iii) in any case – a person authorised by the recipient to receive the document;
- b) by send it by prepaid post addressed to the recipient at the recipient's address; or
- c) by sending it to the recipient by fax, provided the recipient consents to the document being served by means of fax; or
- d) by leaving it, addressed to the recipient, at the recipient's address with someone who appears to be at least 16 years old and appears to live or be employed there.

25.2 When taken as given

A notice is taken as given by the Local Government Subsidiary and received by the recipient:

- a) if personally delivered pursuant to rule 25.1(a), at the time of delivery;
- b) if faxed delivered pursuant to rule 25.1(c), when the Local Government Subsidiary receives a confirmation report that all pages of the fax have been transmitted to the recipient's fax number, but if transmission or receipt is after 5.00 pm, it is taken as received on the next Business Day;
- c) if sent electronically, subject to evidence to the contrary, when the notice was sent; and
- d) if posted pursuant to rule 25.1(a), notice is taken to be served when it would have been delivered in the ordinary course of post.

26 LOCAL GOVERNMENT SUBSIDIARY EXECUTIVE COMMITTEES**26.1 Establishment of Executive Committees**

- a) An Executive Committee may be established by the Local Government Subsidiary where the Members resolve by majority resolution for its establishment.

- b) The Executive Committee must consist of at least four (4) Nominated Representatives that the Members resolve by majority resolution as to the appointments of those Nominated Representatives on the Executive Committee.
- c) Any vacancies on the Executive Committee resulting in less than four (4) Executive Committee members must be filled as soon as possible.

26.2 Roles, functions and procedures of Executive Committees

- a) The roles, functions and procedures of the Executive Committee (including the procedure for filling vacant positions in the Executive Committee) must be contained in a policy as resolved by majority resolution of the Members.
- b) The General Manager must keep and maintain an up to date record of the members of the Executive Committee.
- c) The General Manager must keep minutes of all meetings of the Executive Committee and all matters directed by the Executive Committee.
- d) To avoid doubt, the Executive Committee does not have the power to direct the General Manager on the following matters:
 - i) operating costs formula referred to in rule 5(a);
 - ii) dividend distribution formula referred to in rule 5(b);
 - iii) distribution of surplus formula referred to in rule 8;
 - iv) alterations of the constitution referred to in rule 9;
 - v) Invitation for membership referred to in rule 10;
 - vi) adoption of a budget referred to in rule 13.2;
 - vii) appointment of an auditor referred to in rule 21.1;
 - viii) adoption of, or direction to modify, the annual plan referred to in rule 19;
 - ix) authorisation or ratification of the use of the common seal referred to in rule 23;
 - x) authorisation to write off money or property referred to in rule 24.1; and
 - xi) authorisation to write off debts referred to rule 24.2.

SCHEDULE 1: MEMBERS

Name of Members	Address of Member
Barkly Regional Council	
Central Desert Regional Council	
East Arnhem Regional Council	
MacDonnell Regional Council	
Roper Gulf Regional Council	
Tiwi Islands Regional Council	
Victoria Daly Regional Council	
West Arnhem Regional Council	
West Daly Regional Council	
Local Government Association of the Northern Territory	

MINISTERIAL APPROVAL – section 29 (1)

I, Gerald Francis McCarthy, Minister for Housing and Community Development, hereby approve this constitution for the Local Government Subsidiary (CouncilBIZ) in accordance with section 29(1) of the Act.

.....

Date:

OFFICERS REPORTS

ITEM NUMBER	13.2
TITLE	Review/adoption of Council Policies
REFERENCE	- 179961
AUTHOR	Erich Brown, Mr

**LINKS TO STRATEGIC PLAN**

Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report recommends changes to the following Council policies:

- CP116 Records Management;
- CP143 Workplace Health and Safety;
- CP109 Accommodation and Travel – Members; and
- CP125 Procurement.

RECOMMENDATION

That Council adopt the attached revised policies: CP116 Records Management; CP143 Workplace Health and Safety; CP109 Accommodation and Travel-Members and CP 125 Procurement.

BACKGROUND/DISCUSSION

These policies were in need of updating for the following reasons:

CP 116 Records Management - Council is embarking on a review and update of its records management policy as part of achieving the KPI associated with Outcome 4.3 *Support Financial sustainability and compliance*, "New file structure approved and implemented".

CP 143 Workplace Health and Safety – Update to review in due time as well as to reflect the changes in wording to align with current legislation.

CP109 Accommodation and Travel-Members – Update to reflect changes in the reimbursements required to be paid to members where overnight travel is required, for the purchase of meals and refreshments.

CP 125 Procurement – Update to reflect the required changes made to ensure that Local Government Accounting Regulation 28 is complied with.

ISSUES/OPTIONS/CONSEQUENCES

Council may wish to consider any changes they would like to make to the advanced drafts of these policies attached.

CONSULTATION

Executive Leadership Team,
 Donnell Fraser, WHS Coordinator, MRC,
 Kura Waugh, Customer Service and Records Officer, MRC.

ATTACHMENTS:

1	Records_Management-CP116.docx	3 Pages
2	Procurement-CP125.docx	5 Pages
3	Accommodation_and_Travel_Members-CP109.docx	4 Pages
4	Workplace_Health_and_Safety_Policy-CP134.doc	2 Pages

Policy Number	CP116
Area Responsible	Governance and Planning
Strategic Plan Reference	Regional Plan 2017-2021: 4. A Supportive Organisation
Approval date	
Minutes Reference	
Last Reviewed	November 2017
Next Review Date	November 2021 - <i>Review every four (4) years or after changes to the Information Act (NT) or other relevant legislation</i>

1. Purpose

The purpose of this policy is to outline responsibilities and obligations for all staff in the creation, capture, management and disposal of records created or received by MacDonnell Regional Council (MRC) to ensure compliance with relevant legislation and standards.

2. Scope

This policy applies to all staff of the Council and to records of all business activities performed by or on behalf of the council regardless of the media in which they are created or captured. All practices, systems and procedures pertaining to recordkeeping are to be consistent with this policy. It covers;

- all MRC staff , regardless of employee type;
- all aspects of MRC business operations;
- all types and formats of records created to support business activities;
- all business applications used to create records
- organisations and businesses, including their employees, to which MRC has outsourced its functions or activities, and therefore associated recordkeeping responsibilities; and
- it does not relate to records created by any other agencies, except where they form part of MRC's official business activities and procedures.

3. Objectives

The policy objectives are to ensure that:

- MRC has an efficient and effective records management system in place;
- strong records management practice exist that support communication and decision-making;
- all staff are aware of and practicing their records management responsibilities;
- staff have access to records that provide information of MRC's decisions;
- legislative and policy requirements are met ; and
- MRC's records protect the interests of Council, the rights of customers, clients and residents, and at the same time ensure that privacy and information access needs are protected.

4. Statement

MRC is committed to good governance and ensuring that complete and accurate records of the business of Council are created, managed and retained using an approved recordkeeping system for as long as required. That is to support business, accountability and legislative requirements until their disposal in accordance with a statutory requirement governing their retention and disposal.

These records provide evidence of Council's functions and activities and form part of the public record. Council acknowledges its recordkeeping responsibilities and accountability to government, clients, the local community and the general public.

MRC adheres to the recordkeeping principles as stated in the N Records Management Standards for Public Sector Organisations in the Northern Territory

. By adhering to these principles MRC ensures accountability and transparency whilst conducting business on behalf of Council.

The Principles (core requirements) are as follows:

- i. Governance – effective management of records management systems to ensure the records of MacDonnell Regional Council meet requirements of its regulatory environment and community expectations of accountability and transparency.
- ii. Capture – records are adequately captured and stored to protect their authenticity and integrity as a full and accurate representation of the transaction(s) to which they attest, and can be depended on in the course of subsequent transactions.
- iii. Discovery – the record can be readily located, retrieved, interpreted and preserved for the duration the record is required to be retained.
- iv. Security – information security protects the confidentiality and integrity of records through controls on their access and handling.
- v. Disposal – records are disposed of in accordance with the *Information Act*.

Council will ensure compliance in accordance with s 131A (a) of the Information Act by ensuring that:

- MRC has a records management policy in place that is made known to all staff during induction training, and is promoted and regularly made widely available to all staff;
- MRC provides adequate resources (including budgetary requirements) to plan, develop and manage its records management responsibilities and to promote records management procedures throughout the organisation;
- regular training is provided to staff to provide skills to fulfil MRC's records management responsibilities;
- MRC ensures that its staff are able to identify a record in the course of conducting their daily business and know they must capture it as a corporate record; and
- the chief executive officer reports on records management compliance in the annual report in accordance with s 131(2) of the Information Act.

5. Legislation and References

Related Legislation	Local Government Act (NT) Local Government Administration Regulations Information Act (NT)	Records Management Standards for Public Sector Organisations in the Northern Territory Privacy Act
Related Policies	CP 135 Privacy and Freedom of Information	
Related Procedures	Records Management Framework	

	Records Management Business Rules Business Classification Scheme Naming Conventions
Associated Documents	

6. Delegation and Implementation

Delegate	Director Corporate Services
Implementation Officer	Manager Governance and Planning

7. Administration

EDRMS Doc Id	178531
On Internet	(Date placed)

8. Version Control

Version No	Date Changed	Modified By	Details and Comments
1.0	July 2016	D Teudt	Reviewed
2.0	December 2017	E Brown	Grammatical and content updates and changes.

Policy Number	CP125
Area Responsible	Financial Management
Strategic Plan Reference	Regional Plan 2017-2021: 4. A Supportive Organisation
Approval date	
Minutes Reference	
Last Reviewed	November 2017
Next Review Date	November 2021 - <i>Review every four (4) years or after changes to relevant legislation</i>

1. Purpose

This policy is to provide direction for an efficient procurement process that conforms to regulatory requirements.

2. Scope

MacDonnell Regional Council's (MRC) Procurement Policy applies to the procurement activities including purchasing, ordering, tendering and contracting made by Council.

These procedures do not apply to sponsorship, donations, employment contracts or disposals.

3. Objectives

Key principles of this policy are that all procurement activities will be conducted in accordance with the following principles:

- probity and transparency;
- value for money;
- open and effective competition;
- environmental protection;
- Health and Safety;
- MacDonnell Regional Council Code of Conduct;
- promoting Indigenous employment; and
- supporting local businesses of Communities and Alice Springs – all other factors being equal, Council may give preference to local economic benefit when sourcing products with a weighting percentage up to a maximum value of 10%.

4. Statement

4.1 Attractive Items

A portable and attractive item is a non-consumable item that has a value below \$5,000 (assets above this should be capitalised) and an item that is susceptible to theft or loss due to its portable nature and attractiveness for personal use or resale. Examples of portable and attractive items are: laptop computers, mobile phones, cameras, projectors, televisions, power tools, household goods, portable fridges, small electronic devices e.g. iPads and bikes.

4.2 Delegations

Financial and other delegations are provided under the Council's delegations. Authorisations of purchase requisitions must be within an authorised officers approved delegated authority which can be found in the MacDonnell Regional Council's Delegations Manual.

If purchasing an item or service which is primarily administered by another department, the purchaser will consult with the Manager or Director of the relevant department, before a purchase is made.

4.3 Purchase Values

The relevant value, for the purpose of this policy, is simply the face value of the purchase or contract (incl. GST). However, in some instances the value may need to be determined in a different way. The following table clarifies how to determine the relevant value:

Activity	Delegations Value
Approving a period contract	The anticipated total expenditure inclusive of extension options and forecast price adjustments
Approving a panel contract	The anticipated total expenditure across all firms in the arrangement, inclusive of any extension options
Exercising a contract option	The net value of the option itself not the new total contract value
Approving a variation	The value of the variation being approved not the new total contract value and not the accumulative value of the variations to date.

- Variations may increase the scope of a contract and consequently increase the level of financial commitment. Discretionary variations must be approved by an officer with a delegation limit sufficient to cover the value of the variation.
- All procurement is subject to approved budgets. These procurement policy values and delegation limits operate in addition to (not in place of) any budget constraints.

Purchase Value	Quotes needed
< \$1,000	No quotes needed
\$1,000 - \$10,000	Minimum one (1) written quote - two (2) where possible
\$10,000 - \$100,000	Three (3) written quotes
> \$100,000	Tender

4.4 Purchases Under \$1,000

Any purchases under \$1,000 do not require any quotes; however, this policy's objectives including value for money must be adhered to.

4.5 Quotations

- 4.5.1** The Responsible Officer shall seek written authority from their Director prior to any commitment being made to purchase a new asset which has a cost of greater than \$5,000. Any item above \$500 needs to be entered onto the Portable and Attractable Items Register, if deemed to be a portable attractive item.
- 4.5.2** Where a financial transaction for goods or services is valued at greater than \$1,000 and no more than \$10,000 the Responsible Officer is required to request One (1) written quote. Note this is a minimum and where possible written two (2) written quotes should be obtained.
- 4.5.3** If the council proposes to obtain suppliers at a cost of more than \$10,000 but no more than \$100,000, the Responsible Officer must obtain written proposals from at least three (3)

suppliers and then choose a supplier from amongst those submitting written quotations, in accordance with Accounting Regulation 28.

- 4.5.4** If it is not practical to obtain quotations from 3 suppliers, the Responsible Officer / Council must obtain as many as possible and must record in writing the reasons for not obtaining 3 quotations.
- 4.5.5** Quotations are to clearly identify GST separately.
- 4.5.6** In assessing a quotation consideration should be given to best value as well as best price, including an allowance for up to 10% weighting for price for a local supplier.
- 4.5.7** Having assessed the quotations received against best value and best price, where the Responsible Officer recommends a supplier's quotation which is not based on best price, an explanation is to be provided in writing to a Manager or Director who has the delegation for that level of expenditure. That Manager and/or Director is required to authorise the procurement request in writing as well as the authorisation for payment.

4.6 Tenders

- 4.6.1** The Council cannot enter into a contract for the provision of supplies to the Council at a cost of more than \$100,000, unless it has first called for tenders for that contract by public notice.
- 4.6.2** Prior to the advertising and public availability of tender documents, they are to be authorised by a Director.
- 4.6.3** The tender documents should comprise, but not be limited to:
 - details of the goods or services to be delivered under the contract;
 - undertakings, deeds, warranties, insurances, securities, etc., required to be lodged with the tender;
 - other particular requirements relating to performance of the works or services;
 - a statement that tenders are to clearly identify GST separately;
 - A statement that all tenders shall be submitted in writing and submitted on Tenderlink;
 - A statement that the Council will not be bound to accept the lowest or any tender;
 - notice that a successful tenderer's name, the tender price and details of goods or services supplied under contract will be published, pursuant to regulation 29(3) of the Accounting Regulations; and
 - a form of tender and conditions of tendering.
- 4.6.4** The tender shall be open for a minimum period of two (2) weeks and shall be advertised each week in one local newspaper.
- 4.6.5** The tender open period is deemed to commence at the date of the first advertisement that appears in the printed media.
- 4.6.6** The Chief Executive Officer can decrease the tender period at his/her discretion.
- 4.6.7** A virtual tender box will be placed online at Tenderlink and is to be secured with a virtual key with restricted access.
- 4.6.8** Tenders shall close in accordance with the guidelines contained in Australian Standard number AS4120 Code of Tendering, as follows:
 - not earlier than 2.00pm;
 - not on a Monday or day following a public holiday;
 - at least one clear day after a weekend and at least one week after the recognised industry Christmas close down;

- any tenders received after the closure of tenders will be rejected, with the exception that the Chief Executive Officer can authorise the submission of a late tender where extreme circumstances is proved by a tenderer in writing. In this instance no tenders are to be opened prior to the expiration of the extension time; and
- tenders shall be opened as soon as practicable after the tender closure time and a decision should be made within one month of tender close time.

4.6.9 A tender received in response to a public notice may only be opened in the presence of either the Council itself or a committee of 3 members of the Council staff delegated by Council to open and consider the tenders and report to the Council on the tenders. A written report to Council on the tenders and with a recommendation as to the successful tender shall be submitted at a Council Meeting.

4.6.10 If Council accepts a tender for the provision of supplies to the Council at a cost of more than \$100,000, it must give public notice containing the following information about the successful tender:

- the name of the person who submitted the successful tender;
- the tender price; and
- the supplies to be provided under the contract.

Public notice is given by publishing the information on Council website and separate notices to all tenderers.

4.7 Quotations and Tenders not required in certain circumstances

4.7.1 In accordance with the Act, circumstances may arise where quotes and tenders may not be sought, however a Council Officer must obtain the written approval of a Director to proceed in all exceptions to the policy. The potential exceptions are outline below.

Quotations or tenders are not required for the following:

- the provision of supplies relating to the purchase of land; a consultancy or other professional services as defined in General Instruction no 4; or travel and accommodation;
- the Minister dispenses, in a particular case, with the requirement to call of quotations or tenders;
- the supplies are to be obtained under a contract to which the Commonwealth, the Territory or a State is a party; and
- if the supplies are to be obtained under a contract to which another Council, a local government subsidiary or LGANT is a party, and if the supply has been authorised by resolution of the Council; and notice of the resolution has been published on the Council's website.

4.7.2 In some circumstances an urgent purchase may be required to meet Council's obligations in regard to safety, asset protection, environmental protection or critical service provision. If such a situation arises and there is insufficient time to comply with procurement policy or delegations limits then the most senior officer available may approve an emergency procurement exercise. All emergency procurement exercises shall be documented and reported to the relevant Director at the first possible opportunity.

4.7.3 Where a panel or period contract is in place, procurement of supplies may be made against the panel contract without the need to call for quotations or issue a tender, providing that the supplier of goods and/or services is an approved member of the relevant panel contract. However a quotation or tender is still to be called for when setting up the initial panel or

period contract. In line with General Instruction No 4, no panel or period including any option period can extend past a 3 year term.

4.7.4 A contractual arrangement established by Local Buy enables Council to purchase a diverse range of goods and services from Local Buy suppliers without separately tendering. Local Buy is administered by the Local Government Association Queensland and provides an electronic portal to facilitate compliant purchasing for Councils in Queensland and the Northern Territory. Using Local Buy is fully compliant with the Council's policy assuming LGANT is a party to the contract.

4.7.5 For a step by step procedure of purchasing goods and services, please refer to the Purchase Requisition Procedure.

5 Legislation and References

Related Legislation	Local Government Act, Local Government (Accounting) Regulations Section / Regulation 28, 29, 30C (2)(b), 32 and 102, General Instruction no 4 – Procurement.
Related Policies	MacDonnell Regional Council Delegations Manual
Related Procedures	MacDonnell Regional Council Purchase Requisition Procedure, MacDonnell Regional Council Asset Management Procedure
Associated Documents	Attractable Items Register

6 Delegation and Implementation

Delegate	Director Corporate Services
Implementation Officer	Finance Officer - Purchasing

7 Administration

EDRMS Doc Id	150279
On Internet	04/12/2017

8 Version Control

Version No	Date Changed	Modified By	Details and Comments
1.0	July 2016	D Teudt	Reviewed
2.0	December 2017	E Brown	Grammatical updates and content changes.

Policy Number	CP109
Area Responsible	Governance and Planning
Strategic Plan Reference	Regional Plan 2017-2021: 4. A Supportive Organisation
Approval date	
Minutes Reference	
Last Reviewed	November 2017
Next Review Date	November 2021 - <i>Review every four (4) years or after changes to relevant legislation</i>

1. Purpose

This document sets out MacDonnell Regional Council (MRC) policy for paying for accommodation and travel for all members of Council Local Authorities and Committees of Council travelling on official Council business.

2. Scope

This policy applies to all members of Council, Local Authorities and Committees of Council (herein referred to as members).

3. Objectives

This policy is designed to:

- outline the Council's responsibilities to reimburse accommodation, travel and incidental expenses;
- ensure Council funds are properly used and accounted for;
- ensure members are not financially disadvantaged as a result of carrying out their official duties; and
- ensure that Council pays all reasonable and approved costs of travel and accommodation expenses (including meals) incurred by members where it is necessary to be away from home to attend legitimate Council business.

4. Statement

4.1 Accommodation and Travel Reimbursement Procedures

- 4.1.1** The Authorising Officer for member payments is the CEO, the Director of Corporate Services, the Manager – Governance and Planning or the CEO's delegate in their absence.
- 4.1.2** Members can use their own mode of transport or arrange for the approved use of a Council vehicle in line with Council's Vehicle Policy and management guidelines.
- 4.1.3** For official Council travel, members must contact Council Governance staff to enable a Travel Requisition to be initiated and approved. Note that approval and reimbursement cannot be guaranteed for Travel Requisitions submitted after travel has been completed.
- 4.1.4** The Authorising Officer approving travel, will submit the Travel Requisition to Council's Finance Department for payment.
- 4.1.5** Members must advise of any changes to their initial travel arrangements.
- 4.1.6** If members are absent for the purposes of business they travelled for, or do not attend at all, they must repay any amounts paid to them for the travel through deductions from their next meal or mileage reimbursement payment. If attendance was at only part of the business travelled for, prepaid reimbursements must be repaid for the non-attendance time.
- 4.1.7** If members do not check in for accommodation that has been booked at their request, without due cause, they will need to repay any costs incurred by Council. Repayments will be deducted from future payments made.

4.2 Accommodation Reimbursement

- 4.2.1** Except for emergency situations, accommodation will be prearranged and paid by MRC.
- 4.2.2** Where possible, Council will try to ensure a security deposit is not required on arrival. On some occasions this will not be possible, and members will need to arrange to pay this deposit independently, keep a receipt and seek reimbursement as per 4.5.
- 4.2.3** Incurred Mini-bar, phone, room service, in-house movies and other incidental charges are members' responsibility.
- 4.2.4** Members are responsible for ensuring that any accommodation is maintained to a reasonable standard and are responsible for the financial costs and behaviour of their guests.
- 4.2.5** Council will only cover the cost of accommodation for the member. Any additional cost for family staying with a member, will be at the members own cost. Any costs incurred for damage or additional cleaning will be at the members cost. Council will seek reimbursement of all additional cost and these costs will be automatically deducted from the members next allowance payment.
- 4.2.6** Accommodation for the night before meetings, workshops, training etc. will not be arranged if the member has to travel less than 150km, unless the meeting is starting before 9.45am.
- 4.3 Meal Reimbursement**
- 4.3.1** Where members are leaving home and returning in the same day on official travel, a meal reimbursement is not payable.
- 4.3.2** Where members are travelling overnight, their meal reimbursement accrues from the time they leave home and ceases from the time they arrive home, excluding any time not spent on officially approved business or travel.
- 4.3.3** Meal reimbursement is not payable for any meals covered through accommodation or by other parties including meals provided in meetings/conferences.
- 4.3.4** The reimbursement, where overnight travel is required, for the purchase of meals and refreshments shall be as follows:
- | | |
|-----------|-----------------|
| Breakfast | \$19.42 |
| Lunch | \$22.20 |
| Dinner | \$38.26 |
| Total | \$79.88 per day |
- 4.3.5** The CEO is authorised to make necessary changes from time to time in line with the Australian Tax Office Tax Determination.
- 4.3.6** Any costs for meals and refreshments which exceed the daily amount are the members' responsibility.
- 4.4 Mileage Reimbursement**
- 4.4.1** Personal vehicles can only be used with the approval of the authorising officer.
- 4.4.2** Mileage will be calculated at the highest rate per business kilometre set by the ATO, plus an additional 70% to account for higher fuel prices and greater wear on vehicles in the region, which is set each year.
- 4.4.3** Reimbursement for kilometres travelled will be based on the shortest possible route by gazetted (or where unavailable, locally recognised) roads, except where that route:
- would involve travel along the Old Ghan Heritage Road between Finke and Titjikala or on the Sandy Blight Junction road between Kintore and Docker River communities; or
 - has been closed by the Northern Territory Roads Department; or

- has been closed for use by Council vehicles by the MRC Director of Technical Services or the CEO's delegate in their absence.

In this case the reimbursement will be based on the shortest possible alternative route. If a member chooses to take a longer route, unless due to the above, reimbursement will be paid on the shorter route.

4.4.4 If a member chooses not to stay at their accommodation and travels home each night they will only be paid for one return trip.

4.4.5 Members who choose to travel in their own vehicle are not covered by the MRC motor vehicle insurance policy.

4.5 Incidentals

Council will reimburse, upon presentation of receipts, any approved and reasonable expenses seen as incidental to travel.

4.6 Other travel

Where members are required to travel by air, bus or train on official Council business, the MRC will finalise all travel and accommodation payments.

4.7 Payments of Reimbursements

4.7.1 For two day meetings, 50% of the meal and mileage reimbursement will be paid in cash at the completion of the first day, with the remainder being paid at the completion of day two (or three if the meeting is three days).

4.7.2 For all other meetings, the meal and mileage will be paid in cash at the end of the meeting.

4.7.3 For travel outside the Council region, 50% of the mileage payment will be paid in Alice Springs before departure. Meal reimbursements may be paid fully in advance.

4.7.4 Members may choose to have all due reimbursements paid into their bank account following the meeting.

4.7.5 If members are overpaid, recovery of the overpaid amount will be deducted from the member's next meal or mileage reimbursement payment.

4.7.6 Members will not receive cash payment for accommodation, nor will any reimbursement be paid where a person chooses to use private accommodation (i.e. family).

5. Legislation and References

Related Legislation	Local Government Act
Related Policies	CP111 Local Authority Policy CP102 Council Code of Conduct CP106 Allowances Elected Members
Related Procedures	
Related Documents	F109 Travel Claim Form F106 Extra Meeting Allowance Claim

6. Delegation and Implementation

Delegate	Director Corporate Services
Implementation Officer	Manager Governance and Planning

7. Administration

EDRMS Doc Id	150265
On Internet	30/5/2017

8. Version Control

Version No	Date Changed	Modified By	Details and Comments
1.0	July 2016	D Teudt	Reviewed
2.0	December 2017	E Brown	Grammatical changes and content updates.

Policy Number	CP134
Area Responsible	Human Resources
Strategic Plan Reference	Regional Plan 2017-2021: 4. A Supportive Organisation
Approval date	
Minutes Reference	
Last Reviewed	November 2017
Next Review Date	November 2021 - <i>Review every four (4) years or after changes to relevant legislation</i>

1. Purpose

This document sets out MacDonnell Regional Council (MRC) commitment to providing a safe and healthy working environment free from the risks of injury or illness for all persons within the workplace.

2. Scope

This policy applies to all MRC workers, contractors and visitors.

3. Objectives

This policy is designed to:

- Establish and maintain a health and safety management system
- Identify and maintain compliance with health and safety legislative obligations
- Ensure the provision of health and safety induction and training for all workers
- Ensure the dissemination of health and safety information and instruction to all workers in the workplace
- Develop and maintain a culture that encourages all workers to actively manage health and safety risks
- Develop and maintain effective consultative arrangements, to ensure all workers are included in the decision making processes impacting on workplace health and safety
- Define, document and communicate health and safety responsibilities, authority to act and reporting requirements for officers and workers
- Actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls
- Ensure incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence
- Maintain physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use
- Establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury.

4. Statement

4.1 Council will ensure that Health and Safety is considered a priority and does not come second to other operational goals, budgetary objectives or other competing considerations. Council will provide sufficient financial and physical resources to ensure the effective implementation of the health and safety management system.

4.2 MRC will provide and maintain as far as reasonably practicable;

- A safe working environment

- Safe systems of work
- Plant and substances in safe condition
- Facilities for the welfare of workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that all workers are safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continuous improvement through effective safety management procedures

4.3 MRC expects that all workers will;

- Comply with safe work practices
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where it is provided
- Comply with any safety direction given for the purpose of health and safety
- Comply with all MRC policies and procedures related to workplace health and safety
- Not misuse or interfere with any health or safety equipment or process
- Report all accidents, incidents and near misses immediately
- Report all known or observed hazards

4.4 Failure to comply with this policy and any procedures related to work health and safety may result in disciplinary action.

5. Legislation and References

Related Legislation	Work Health & Safety (National Uniform Legislation) Act Work Health & Safety (National Uniform Legislation) Regulations
Related Policies	
Related Procedures	
Associated Documents	

6. Delegation and Implementation

Delegate	Director of Corporate Services
Implementation Officer	WHS Officer

7. Administration

EDRMS Doc Id	116458
On Internet	

8. Version Control

Version No	Date Changed	Modified By	Details and Comments
1.0	July 2016	D Teudt	Reviewed
2.0	December 2017	E Brown	Grammatical updates and content changes.

OFFICERS REPORTS

ITEM NUMBER	13.3
TITLE	Finance Report as at 30 November 2017
REFERENCE	- 182047
AUTHOR	Sheree Kane, Coordinator Grants

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities
 Goal 02: Liveable Communities
 Goal 03: Engaged Communities
 Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

Regulation 18 of the Local Government (Accounting) Regulations (LGA Regs), states that a finance report must be laid before Council or a Committee tasked with reviewing the finance report each month.

The attached report is the finance report for Council as at 30 November 2017.

RECOMMENDATION

That Council accept and note the Finance Report as at 30 November 2017.

BACKGROUND/DISCUSSION

The result for the period, shown in the "YTD Actual Net Income/(Expenses)" column on page 2, shows a surplus of \$8,363,100 which is \$298,736 ahead of our expected budget at the end of the period. Although most of the grant funding reported at the last meeting has been received, there are still some amounts outstanding which accounts for the major variances.

Service Centre Delivery

- Black Spot Funding - \$160,000.00, Black Spot Funding project funds will be received once project is completed and submitted to the Department
- NDRRA - \$1,069,406 – Still to be received (claims to be submitted upon completion of each stage of the project)

Council Engagement

- \$200,000.00 still to be received from the Department for Local Authority Projects

Support & Admin

- Indigenous Job Package Funding payment still to be released

Community Services

MRC is yet to receive the payments for the following grants;

- | | |
|-----------------------------|--|
| • Youth Sport & Rec Program | \$20,000.00 |
| • DIHS Program | \$81,235.00 (should be received in December) |

The report presented has the brought forward income from Grants for the 2016/17 Financial Year and depreciation has been posted, for the year up until the 30 November 2017.

Page 3 of the report shows the position Council is currently, compared to where it is expected to be at the time of the report. The colours of the columns here relating directly to those on page 2.

Expenditure by Community is recorded on pages 4,5 and 6 of the report.

The net cash position on page 7 of the report shows that Council owns \$4.80 in current assets for each \$1.00 it owes in current liabilities. This has increased markedly from the last period due to a large reduction in the unexpended grants reserve (down to \$2,944,728), plus an all time high short term deposits figure of 23,500,000.00.

ISSUES/OPTIONS/CONSEQUENCES

The report is presented for Council's information and noting.

FINANCIAL IMPACT AND TIMING

The report shows the results for the Council to 30th November 2017 and shows a surplus of \$8,363,100.00

CONSULTATION

Executive Leadership Team
Barry Lysaght, Manager Finance
Sheree Kane, Co-Ordinator Grants
Anusha Niro, Finance Officer – Quality Assurance

ATTACHMENTS:

1 Finance Report as at 30 November 2017



MacDonnell Regional Council
Financial Reporting - as at 30/11/2017

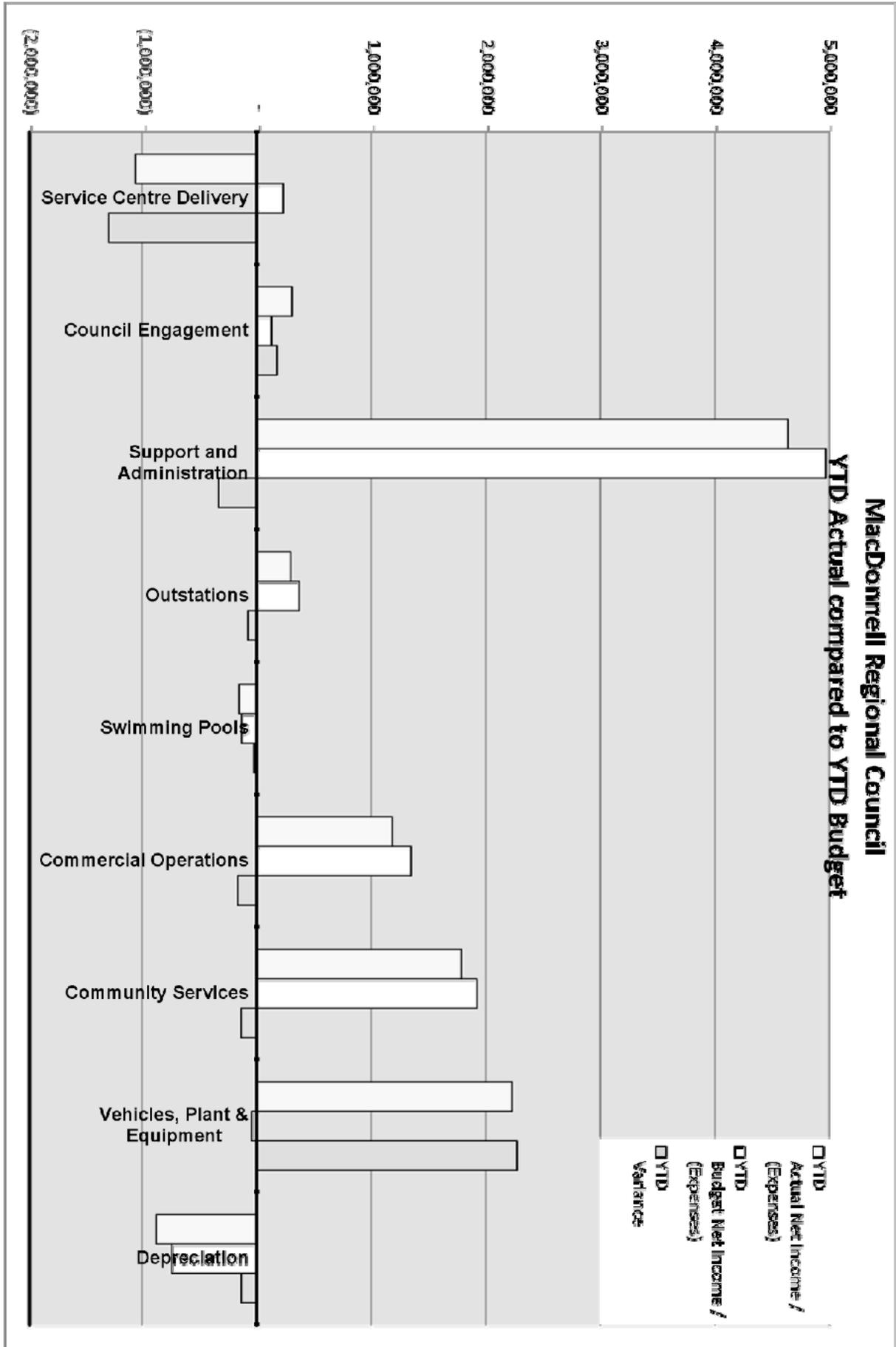
1. Income and Expenditure for the year to 30/11/2017
2. Net Cash Position - as at 30/11/2017

Finance and Risk Committee Members:

Roxanne Kenny	President
Greg Shannan	Deputy President
Barry Abbott	Councillor
Braydon Williams	Councillor
Sid Anderson	Councillor
Jeff MacLeod	Chief Executive Officer
Bhan Pratap	Director Corporate Services
Barry Lysaght	Manager Finance & Accounting
Deloitte	Auditors

Accounting Period: 5

MacDonnell Regional Council													
Income and Expenditure as at 30th November 2017													
	YTD Income			YTD Expenditure			YTD Actual Net Income / (Expenses)	YTD Budget Net Income / (Expenses)	YTD Variance	Full Year Budget			
	Actual	Budget	Variance	Actual	Budget	Variance				Income	Expenses	Net Income / (Expenses)	Variance to Full Year
COUNCIL SERVICES													
Senior Centre Delivery	4,779,206	5,027,371	(1,248,163)	5,036,729	5,794,356	(42,370)	(1,057,521)	233,013	(1,290,533)	8,793,732	13,665,823	(4,872,091)	5,814,570
Council Engagement	642,716	1,158,776	(256,059)	633,439	1,667,779	434,370	309,317	130,612	178,320	1,162,800	2,473,177	(1,310,377)	1,585,604
Support and Administration	5,172,895	5,502,639	(350,743)	533,844	654,113	20,270	4,839,071	4,868,545	(30,469)	9,242,596	1,597,085	7,335,447	(2,696,421)
Total Council Services	10,594,798	12,749,777	(1,954,979)	7,604,981	7,694,291	412,270	3,990,917	5,333,565	(1,442,709)	17,298,150	19,668,086	(2,369,936)	4,703,753
NON-COUNCIL SERVICES													
Subsidies	744,310	1,132,824	(388,483)	416,377	402,635	313,438	297,893	342,992	(71,987)	1,743,103	1,743,103	-	297,893
Scholarship Fees	6,480	23,303	(16,823)	152,019	152,679	(5,340)	(152,539)	(120,366)	(22,193)	56,000	565,527	(509,527)	156,693
Community Operations	3,346,816	3,200,276	148,419	2,962,472	1,851,344	(313,529)	1,483,692	1,363,972	(109,110)	5,314,237	4,398,493	1,224,744	59,113
Community Services	7,741,292	9,021,337	(1,279,754)	5,954,325	7,692,621	1,444,579	1,787,480	1,922,639	(135,176)	18,108,389	18,193,705	(49,106)	1,836,693
Total Non-Council Services	11,841,738	13,378,481	(1,536,674)	8,724,962	9,064,159	1,139,197	3,116,776	3,514,252	(397,476)	23,464,309	22,608,868	765,441	2,350,754
Total	22,736,536	26,128,188	(3,391,652)	16,728,943	17,298,411	1,561,467	7,007,693	8,847,777	(1,840,189)	40,662,959	48,732,974	(8,069,959)	7,054,507
CAPITAL EXPENDITURE													
Vehicle, Plant & Equipment	2,182,549	3,821,084	(1,638,535)	1,262,372	3,842,234	2,710,975	2,230,207	442,200	2,272,707	4,281,367	4,219,025	69,342	2,198,278
Surplus / (Deficit) before Non-Cash Expend	26,220,115	30,059,275	(3,839,160)	16,991,255	21,253,698	4,262,443	9,237,860	8,805,577	432,283	44,972,146	44,957,072	15,074	9,222,786
NON-CASH EXPENDITURE													
Depreciation	-	-	-	864,730	741,273	(133,547)	(874,760)	474,219	(133,547)	-	1,279,916	(1,279,916)	304,150
SURPLUS / (DEFICIT)					Surplus / (Deficit)		8,363,100	8,064,365	298,736			(1,763,836)	10,126,936



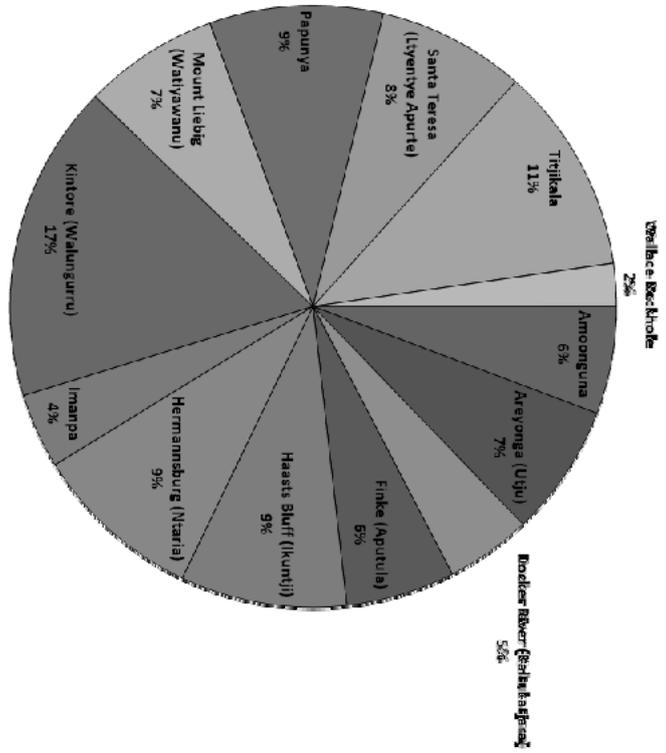
MacDonnell Regional Council
Expenditure by Community as at 30th November 2017

Expenditure Category	All Communities	Arnoonguna	Ayerlyga (Umu)	Docker River (Kartuqarra)	Finke (Apurula)	Haasts Bluff (Kungli)	Hermannsburg (Ratara)	Impanpa	Kintore (Walingurru)	Mount Liebig (Wathravanni)	Papunya (Warumpi)	Santa Teresa (Liyentve Apurle)	Titkaka	Wallace Rockhole
103 - Barrage Council Buildings & Facilities	134,942	41,342	14,083	14,317	10,278	-1,405	15,289	22,874	-2,287	3,677	13,631	14,365	-956	6,319
105 - Barrage Roads	598,947	1,678	6,463	6,300	4,206	351,722	5,094	3,875	473,511	27,042	80,185	16,734	6,486	5,171
106 - Barrage Council Services Delivery	788,853	45,413	58,128	57,135	64,841	57,365	57,316	92,782	55,992	73,787	58,437	60,807	57,177	58,731
107 - Other Roads	1,438,183	113,801	124,378	118,064	115,416	72,282	157,907	76,498	137,703	109,124	80,035	164,442	94,191	77,549
109 - Staff Housing	276,474	0	18,477	70,827	19,636	8,918	25,157	10,511	12,883	25,520	48,645	24,551	7,888	2,189
110 - Outstations Civil Works	208,050	0	0	0	0	7,982	3,642	0	0	13,781	109,392	1,742	71,805	0
111 - Outstations Housing Repairs & Maintenance	40,283	0	0	0	0	1,200	0	0	0	4,981	6,235	1,570	25,651	0
112 - Operate Community Stores	115,951	115,951	0	0	0	0	0	0	0	0	0	0	0	0
113 - Essential Services	488,607	2,185	42,987	43,064	39,090	41,921	44,816	43,478	46,559	48,216	34,374	40,807	57,635	4,587
127 - Operate Swimming Pools	148,010	0	38,655	0	0	0	0	0	54,239	0	0	54,736	0	0
128 - Library	7,384	0	0	0	0	0	0	0	0	0	0	7,374	0	0
129 - Community Safety	721,874	77,638	57,519	39,590	68,632	44,132	89,206	42,177	44,014	49,235	25,049	91,008	87,639	0
130 - Youth Development	826,625	88,698	88,584	4,280	7,845	70,361	159,061	4,596	135,789	56,928	116,205	130,664	85,620	0
131 - Home Care Services	729,773	85,001	87,781	0	87,998	88,348	117,455	54,648	0	0	141,810	0	78,738	0
132 - Client Services	1,570,250	0	123,223	61,144	137,426	158,974	215,214	0	192,873	181,253	139,199	190,331	160,675	0
133 - Centlink	147,983	22,758	14,543	17,045	16,305	6,529	1,982	0	17,064	19,842	8,785	0	12,605	11,283
134 - SNP School Nutrition Program	171,821	0	34,027	0	27,173	27,579	0	25,053	0	30,748	0	0	27,240	0
139 - Local Authorities	190,843	-3,995	26,497	39,681	-2,195	-3,349	34,185	-2,878	90,082	-1,028	18,152	-1,239	358	-3,495
52 - Parks, Ovals and Public Spaces	62,852	695	695	655	695	645	695	41,206	685	695	695	4,579	11,112	695
108 - Karage Projects	1,094,564	0	23	0	505	1,590	10,690	0	498,871	102,283	71,204	2,400	325,656	78,841
160 - HiVISP	963	0	0	0	0	0	0	0	0	0	0	0	0	0
161 - Street & Public Lighting	22,917	4,558	1,116	638	631	691	1,143	638	1,115	372	1,438	10,263	931	345
162 - Air-strip Allowance	105	0	106	0	0	0	0	0	0	0	0	0	0	0
163 - Homebased Elder Allowance	32,268	0	0	0	0	0	0	0	0	0	2,500	0	30,728	0
Total	10,325,391	596,709	731,265	471,764	598,819	916,357	939,845	415,878	1,758,915	745,973	954,112	815,551	1,145,089	237,117
Population	3,778	275	235	295	162	150	625	185	454	156	418	555	201	67
Expenditure per Person	2,733	2,170	3,112	1,599	3,684	6,109	1,504	2,248	3,874	4,782	2,293	1,469	5,697	3,539

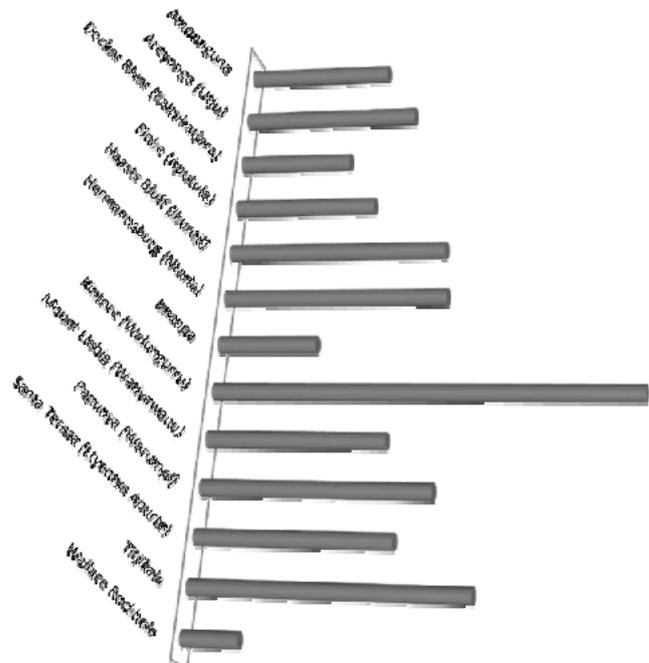
1. All the expenditure above is inclusive of salary and wages
2. Expenditure for Head Office is not included

MacDonnell Regional Council
Expenditure by Community as at 30th November 2017

Total Year to Date Expenditure by Community



Expenditure YTD by Community per Person



MacDonnell Regional Council		
Local Authorities Expenditure by Community For the Year To Date		
Community	Spent or Committed	Total
Arnorungana	363.64	Community BBQ
	561.74	Christmas party
		925.38
Areyonga	1,378.18	Jerseys & socks
		1,378.18
Docker River	1,645.45	Sports Carnival
	292.73	Trophies
	1,645.00	Sportal uniforms
		3,583.18
Fritke	903.50	Vouchers for Tidy Town prizes
		903.50
Haasts Bluff	-	
		-
Heimansburg	1,000.00	Vouchers for Tidy Town prizes
		1,000.00
Innappa	375.42	BBQ for Innappa LA
	280.81	LED lights maintenance
	580.14	Installation of PA system
	477.27	Christmas party
		1,713.64
Kinlore	-	
		-
Mount Liebig	-	
		-
Papunya	-	
		-
Santa Teresa	400.00	Bunnings Gift Vouchers
	373.65	Vouchers for Tidy Town
	390.30	Community BBQ
		1,163.95
Tjilika	2,363.65	Tjilika Youth
		2,363.65
Wallace Rockhole	2,531.92	Trophies for races
		2,531.92
		Total Spent or Committed to 30 Nov 2017
		15,563.40
Please Note:		
\$4,000 is allocated to each Local Authority to spend as it thinks fit.		
The \$4,000 must be spent between 1 July and 30 June each year.		
If unspent it does not carry forward to the next year.		



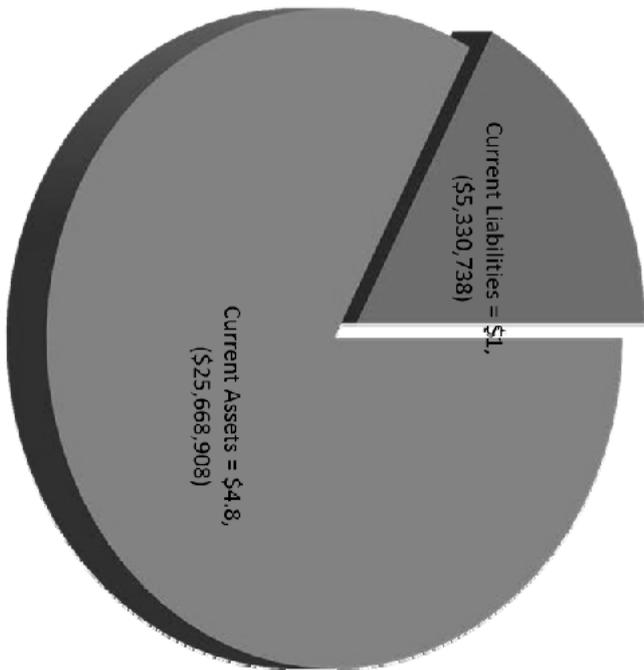
MacDonnell Regional Council

Estimate of Net Cash Position as at 30/11/2017

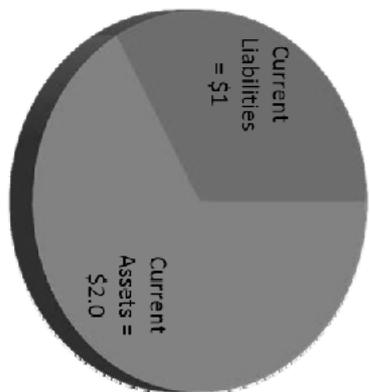
Current Assets	\$	Current Liabilities	\$
Cash at Bank Position			
Centrelink	10,018	Estimated Accrued Employee Benefits	2,305,747
Operations Account	234,513	Accounts Payable Outstanding	179,985
Territory Housing Bank Account	332	*Pay as You Go* Tax owing to Tax Department	104
Arnoonguna Store	5,207	Unexpended grants	2,844,728
Trust Account	261,356	Grants in Advance	0
Total Cash at Bank	511,426	GST Payable	-99,826
Plus:			
Short Term Deposits with Westpac	7,500,000		
Short Term Deposits with NAB	18,000,000		
Total Cash Available	24,011,426		
Plus: Accounts Receivable	284,529		
Rates Receivable	1,522,953		
Less: Provision for Bad Debts	150,000		
		Total Current Liabilities	5,330,738
Total Current Assets	25,668,908		
Net Cash Position:			
Equals = Total Current Assets less Total Current Liabilities		\$20,338,170	
KPI IMPROVE FINANCIAL SUSTAINABILITY = Divide Total Current Assets by Total Current Liabilities			
Aim is to achieve 2 to 1 (baseline June 2011 1.2 to 1)	Base =	> 1.2	
Result = \$ held in current assets available to pay current liabilities	Actual =	4.8	
Notes:			
<i>Current assets = amounts the Council own / Current liabilities = what the Council owes.</i>			

MacDonnell Regional Council
As at 30 November 2017
#####

Net Cash Position



Target Position



MacDonnell Regional Council					
Balance of Accounts Receivable as at 30 Nov 2017					
Total Outstanding	Unapplied Credits	Current	> 30 days	> 90 days	> 180 days
\$284,529	\$0	\$263,858	\$1,707	\$644	\$18,320
100%		92.7%	0.6%	0.2%	6.4%
Larger Balances Outstanding > 90 days					
Remote Technical Communication Satellite Services					
Malaria Supermarket					
Reimbursements Owning					
Total					\$18,964

\$18,964

\$18,964

MacDonnell Regional Council									
Balance of Rates Receivable as at 30 Nov 2017									
Total Outstanding	Current	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	
\$1,522,953	\$1,299,654	\$75,180	\$55,786	\$65,483	\$16,288	\$4,199	\$4,981	\$0	
100%	85.3%	4.9%	3.7%	4.3%	1.1%	0.3%	0.3%	0.0%	

OFFICERS REPORTS

ITEM NUMBER	13.4
TITLE	Grant Funding Acquittal
REFERENCE	- 181905
AUTHOR	Sheree Kane, Coordinator Grants

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities

Goal 02: Liveable Communities

Goal 03: Engaged Communities

EXECUTIVE SUMMARY:

The attached grant acquittal report for NT grant is required to be laid before Council for acceptance.

RECOMMENDATION

That Council notes and approves the following progress claim for the 2017/18 financial year:

- **Natural Disaster Relief and Recovery Arrangement (NDRRA) Funding**

BACKGROUND/DISCUSSION

Council are asked to confirm grant acquittals to provide assurance to the funding body that they are aware of the funds and that the money has been spent for the purpose that the grant was provided.

ISSUES/OPTIONS/CONSEQUENCES

Councillors are responsible for ensuring funds within the control of Council are kept safe and used for the purpose for which they were provided to Council.

FINANCIAL IMPACT AND TIMING

Accepting this financial acquittal progress claim will not lead to any financial implications. If they are not accepted then potentially the Council will have to repay funds otherwise spent.

CONSULTATION

Jeff MacLeod, Chief Executive Officer

Sheree Kane, Grants Coordinator

ATTACHMENTS:

- 1 Natural Disaster Relief and Recovery (NDRRA) Funding Progress Claim Acquittal



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MacDonnell Regional Council

2016-17 ACQUITTAL OF NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENT (NDRRA) FUNDING

Department of Housing and Community Development

File number: HCD2017/00902

Purpose of Grant: NDRRA - Central Australia Flash Flooding Dec 2016/Jan 2017 (AGRN 735) - Repairs to roads in the west and south west MacDonnell region as per the assessed application/report
Buy Local compliance: Yes/No/Not applicable

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2017

NDRRA funding \$500,000 -
Other income -
Total income 500,000 -

Expenditure (Specify accounts and attach copies of invoices, ledger entries, tenders, quotes, purchase order documents and geospatial photos of completed works)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure 774,042 -
Surplus/(Deficit) (\$274,042)

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Shercc Kone 2/11/2017

Laid before the Council at a meeting held on 15/12/2017. Copy of minutes attached to be sent once meeting has been held and approved. 2/11/2017
CEO or CFO

DEPARTMENTAL USE ONLY

Grant, amount correct? YES/NO

Expenditure conforms with purpose YES/NO

Buy Local compliance YES/NO/Not Applicable

Minutes checked YES/NO

Balance of funds to be acquitted \$

Date next acquittal due / /

ACQUITTAL ACCEPTED YES/NO

Prepared by

Comments

Donna Hedfield - Senior Grants Manager

OFFICERS REPORTS

ITEM NUMBER	13.5
TITLE	Proposed Calendar of Council and Local Authority Meetings for 2018
REFERENCE	\5 - GOVERNANCE ADMINISTRATION\01 - COUNCIL\10 - 2017\7. 15 DECEMBER 2017 - 182133
AUTHOR	Gracie-Rose Matteucci, Senior Governance Officer

**LINKS TO STRATEGIC PLAN**

Goal 03: Engaged Communities

Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

Council is being asked to approve a calendar of dates for all meetings for the 2018 calendar year.

RECOMMENDATION

That Council adopt the draft proposed calendar of meetings for 2018.

CONSULTATION

Governance Team

CEO

OFFICERS REPORTS

ITEM NUMBER	13.6
TITLE	Community Service Council Report
REFERENCE	- 182046
AUTHOR	Rohan Marks, Director Community Services

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities
Goal 02: Liveable Communities
Goal 03: Engaged Communities
Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report provides an update on Community Services program delivery.

RECOMMENDATION

That Council note and accept the Community Services Reports.

COMMUNITY SAFETY

- Community Safety Officers in many communities have now increased the service to include patrolling during school hours to assist and encourage young people to attend school by offering transport in the Community Safety vehicle.
- Community Safety Officers, Coordinators and Manager are attending monthly Community Safety Meetings across the Council area. Attendance to these meetings has promoted a better understanding of services in community and opened clear lines of communication with internal and external stakeholders.
- Community Safety is beginning to work closely with MacYouth by assisting with the Youth Diversion Program. The link between youth on court ordered diversion and Community Safety Officers is one of many opportunities identified to increase the impact that the Community Safety team can have.
- In line with the changes being implemented for the Community Safety service, a rebranding process is being undertaken to "MacSafe". This will lead to visible changes in Community Safety including but not limited to uniforms, vehicles and buildings.
- Team Leaders, Senior Officers and future Community Safety leaders have attended an MRC workshop during early December, in Alice Springs. Training included a review of Council policies, Council goals and objectives, mandatory reporting, Community Safety equipment, and leadership. Sessions were also held to get staff input into opportunities to improve the Community Safety Service and the direction of the re-branding process.
- Recruitment for all roles in Community Safety continues across the Council. Coordinators and Team Leaders continue to work closely with Local Authority members to ensure the right people are recruited into these positions.

CHILDREN'S SERVICES

- Preparation continues for the transition of the Early Learning programs to the Jobs for Families Childcare Package on the 2nd of July 2018. We have submitted our application for the Community Child Care Fund that will subsidise the fee based model from July 2018 for five (5) years. The grants process is non-competitive and only open to current Budget Based Funded services.
- Department of the Prime Minister and Cabinet have notified MacDonnell Regional Council (MRC) that the 3 Early Learning programs, (Areyonga, Docker River and Papunya) currently funded through the Indigenous Advancement Strategy (IAS), will

transition to the Jobs for Families Child Care package in January 2018. Current funding will continue with IAS until December 2018.

- Outside School Hours Care programs currently funded under the Budget Based Funded services will transition to the Indigenous Advancement Strategy (IAS) in July 2018.
- An open day was held at the Hermannsburg Early Learning centre on Tuesday 31st October. Other agencies participated including the School, Lutheran Care, Healing Kids Our Way, Australian Nurse Family Partnership Program and the Health Clinic. Approximately 60 people attended of which many families were not currently attending Early Learning programs. As a result of the afternoon we had 3 new enrolments.
- Team Leaders attended an MRC workshop in Alice Springs during November. The workshop covered Safe Food Handling, CPR, Quality Improvement Plans, and how we can work more closely with the Pre-School programs on communities.

HOME CARE

- Our cloud-based Care Management System “eTools” rollout has been progressing on schedule. Our project officer is currently in the final stages of adding data, verifying information and getting ready to upload actual services delivered from July 2017 onwards.
- Our pilot mentorship program has been very successful; with our experienced team Leader from Finke providing ongoing support to our Acting Team Leader in Titjikala.
- The Commonwealth Home Support Program has been extended until 2020 at the current service and funding levels.
- School Nutrition Program has seen some improvement in October, with an increase in parental/carer contributions across all five communities. Development Officers continue to work with parents/carers to maintain this.
- 14 staff members attended Care Planning and Assessment training delivered by Centre for Remote Health in Alice Springs. This training reinforced practice and procedures for assessment process and goal setting for clients.
- Charles Darwin University continue to deliver Certificate III in Individual Support to our Home Care staff across our centers
- Environmental Health Officers visited three of our services this period. Reports were provided outlining opportunities to improve the centres. These have been tabled with the Technical Service team and we are currently working-out strategies to implement the recommendations.

YOUTH SERVICES

- Additional funding has been secured through the Office of Youth Affairs to deliver youth activities during the January 2018 School Holiday period. \$10,000 will be allocated across Amoonguna, Areyonga, Docker River, Finke, Haasts Bluff, Imanpa, Kintore, Mt Liebig, Papunya and Titjikala. Youth Boards were involved in the development of the funding proposal and identified a variety of initiatives including town trips, music programs, hair and beauty programs, sport and recreations activities, BBQ's and equipment. Hermannsburg and Santa Teresa already funded holiday programs through the Stronger Community for Children Program.
- MacYouth has successfully delivered the School Nutrition Program (SNP) in Mt Liebig throughout Term 4. Two additional staff have been employed and are currently being

trained to work across both the SNP and the Youth Program. MacYouth will continue to deliver the SNP service from the Early Childhood Centre in Term 1 2018.

- On the 17th November Santa Teresa, Finke and Hermannsburg communities travelled to Alice Springs to participate in the MacYouth Women's Basketball Tournament. The Women from Hermannsburg won the event. On the 8th December 2017, women's and men's teams from Hermannsburg represent MacYouth in the Southern Cup Tournament in Alice Springs, a Territory wide competition organised through the Department of Sport and Recreation. The women's team came 2nd overall and the men's team came 4th.
- Youth Board members from Papunya and Santa Teresa attended recent Local Authority meetings to discuss youth facilities and program development opportunities in their communities. As a result of this, the Santa Teresa Local Authority allocated funds to a number of the Youth identified initiatives. The Papunya Local Authority are discussing the potential development of a skate ramp and upgrades to the basketball court.
- MacYouth training was held at Ross River Resort from the 28th November to 1st December 2017. Sessions included incident reporting, staff management, self-care, Youth Diversion, suicide awareness and Youth Board development. Participating agencies include Wesley Mission, CASSE (Creating a Safe and Supportive Environment), CAYLUS, StandBy, NT Police as well as MRC internal departments.
- 5 Senior Indigenous staff are in the final stages of completing English Literacy and Numeracy Skills training through the Institute for Aboriginal Development. MacYouth will explore future funding opportunities to continue to provide specialised learning and development opportunities for Indigenous leaders across the Program.
- The existing funding agreement for the Youth Development Program under the Indigenous Advancement Strategy expires on the 30th December 2017. MacDonnell Regional Council is currently negotiating with the Department of Prime Minister and Cabinet to ensure the continuity of this service.

ISSUES/OPTIONS/CONSEQUENCES

The current funding agreement for the Youth Development Program under the Indigenous Advancement Strategy ceases on the 30th December 2017. If funding is not re-secured at the existing level or higher, services and employment will be reduced.

FINANCIAL IMPACT AND TIMING

Nil

CONSULTATION

Executive Leadership team
Manager Children's Services – Margaret Harrison
Acting Manager Community Safety – Peter Devine
Manager Youth Services – Bianca Rayner
Manager Home Care Services – Praveen Gopal

OFFICERS REPORTS

ITEM NUMBER	13.7
TITLE	Technical Services report
REFERENCE	- 182040
AUTHOR	Simon Murphy, Director Technical Services

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities
Goal 02: Liveable Communities
Goal 03: Engaged Communities
Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report will inform Council of recent activities within the Technical Services directorate.

RECOMMENDATION

That Council note and accept the technical services report.

BACKGROUND/DISCUSSION**Leasing**

Signed lease documents have been returned by CLC for Titjikala, MRC will sign and return. This is the last community to have original lease documents finalised.

MRC Community Services lease applications have been submitted to CLC for all lots where activities are conducted.

MRC had chosen not to apply for leases on these lots in the past as we believed that the various funding bodies had that obligation. Due to some confusion about use of buildings by other parties we have submitted 'peppercorn lease' applications for \$1 per annum. If accepted by the relevant Land Trusts this will mean that service levels will not be adversely affected as they would be if full lease payments were paid.

MRC Community Services lease application			
Application #	Community	Program	Lot
1	Amoonguna	Youth	64
2	Amoonguna	Home Care	116
3	Areyonga	Night Patrol	126
4	Areyonga	Youth	91
5	Areyonga	Youth	90
6	Areyonga	Home Care	87
7	Docker River	Children Services	237
8	Docker River	Night Patrol	143
9	Haasts Bluff	Night Patrol	10
10	Haasts Bluff	Home Care	96
11	Haasts Bluff	Children Services	97
12	Hermannsburg	Night Patrol / Youth	263
13	Hermannsburg	Home Care	23
14	Imanpa	Night Patrol	84
15	Imanpa	Home Care	44
16	Kintore	Night Patrol	213
17	Mt Liebig	Night Patrol	101
18	Mt Liebig	Youth	79
19	Mt Liebig	Youth	92
20	Papunya	Night Patrol	226
21	Papunya	Home Care	442
22	Santa Teresa	Youth	221
23	Titjikala	Night Patrol	18
24	Titjikala	Youth	57
25	Titjikala	Youth	109
26	Titjikala	Home Care	14

Grant applications

Special Purpose Grant application has been submitted to the Department of Housing and Community Development.

Our application priority 1 was for a John Deere backhoe for \$181k and priority 2 was for playground soft fall for \$100k (MRC would contribute \$78k cash and \$38k in kind)

Commercial contracts

No new contracts since September OCM

Fleet

We have recently taken delivery of 2 new backhoes, one was funded via an SPG. They have been delivered to Wallace Rockhole and Amoonguna. We have also just had a new garbage compactor delivered which was funded via an SPG as well.

The Mechanical team have been very busy with many community visits on the lead up to Christmas. They have made sure the most distant communities have been serviced to ensure that if there is wet weather over the Christmas break there should be no problems.

Roads

Recent road work progress is detailed below;

Kintore	Access road re-construction	100%	NDRRA
Kintore	Spray seal to internal roads - 17th December start	0%	NDRRA
Kintore	Edge break repair and patch to internal roads	100%	NDRRA
Mt Liebig	Edge break repair and patch to internal roads	100%	R2R
Papunya	Edge break repair and patch to internal roads	100%	NDRRA
Papunya	Spray seal to internal roads - 17th December start	0%	R2R
Haasts Bluff	Access road re-construction	100%	NDRRA
Haasts Bluff	Edge break and patch to internal roads	100%	NDRRA
Titjikala	Construction of new internal road to oval etc 475m	100%	R2R
Titjikala	Seal of new internal road to oval etc	100%	R2R
Titjikala	Edge break repair and patch to internal roads	50%	R2R
Titjikala	Spray seal to internal roads - 8 January start	0%	R2R
Santa Teresa	Edge break repair and patch to internal roads	20%	R2R
Santa Teresa	Spray seal to internal roads - late January start	0%	R2R
Areyonga	Edge break repair and patch to internal roads (tender TBA)	0%	NDRRA
Areyonga	Spray seal to internal roads (tender TBA)	0%	R2R
Hermannsburg	Edge break repair and patch to internal roads (tender TBA)	0%	NDRRA
Hermannsburg	Spray seal to internal roads (tender TBA)	0%	R2R
Hermannsburg	Floodway construction near rec hall (tender TBA)	0%	NDRRA

Projects

Papunya SDC – design work has concluded and will be made available to this meeting. The site plan has been submitted to DCA for the next meeting due to the change of use from council depot to offices.

Tenders

None since October OCM

Swimming Pools

Pools all open and well attended. In the nine weeks since opening for the season attendance for each pool has been;

Santa Teresa – 3000 patrons

Areyonga – 2300 patrons

Kintore – 2600 patrons

CONSULTATION

Benjamin Dugay – Administration Officer, Technical Services

Kea Lambert - Administration Officer, Technical Services

Kitty Comerford – Manager, Property and Tenancy

OFFICERS REPORTS

ITEM NUMBER	13.8
TITLE	Service Centre Delivery
REFERENCE	- 181832
AUTHOR	Graham Murnik, Director Service Centre Delivery

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities
Goal 02: Liveable Communities
Goal 03: Engaged Communities
Goal 04: A Supportive Organisation

EXECUTIVE SUMMARY:

This report provides an update of services provided across the area of Local Government Service Delivery

RECOMMENDATION

That Council note and accept the Service Centre Delivery Report

BACKGROUND/DISCUSSION**Local Government Services Update****Animal Management**

- The producers from Animal Planet will be visiting Finke and Titjikala the week of the 4th – 8th December to film a segment for the popular network television show Bondi Vet, featuring Dr Chris Brown. The producers will be travelling with Councils contracted vet Dr Alex Burleigh of NT Veterinary Services and will be filming the outback veterinary services that Council provides to the communities.
- Councils contracted vets have completed their round of visits to communities for the first six months and reports provided are encouraging. Dog health in general is reported to be good across most communities. Veterinary reports for Amoonguna, Santa Teresa, Wallace Rockhole and Luritja Pintubi Ward are tabled for Councils review.

Cemetery Management

- Kintore community have completed a major clean up of their cemetery with the assistance of Ngurratjuta CDP. The access road has also been upgraded with additional drainage works completed by the roads contractors working at Kintore.

Parks, Open Spaces and Ovals

- Council will be submitting a Special Purpose Grant application for \$100,000.00 for the installation of rubber soft fall under playgrounds at Haasts Bluff, Hermannsburg and Papunya. The installation of the rubber soft fall will ensure playground equipment meets Australian Standards (AS 4422:1996). Council will complete installations of rubber soft fall under playground equipment at Finke and Titjikala from 2017/18 budget allocations. Further grant funding applications will be sought to complete additional playgrounds at other communities.
- Playground equipment has been relocated at Kintore the request of the Kintore Local Authority. Further works to fence the area and install shade structures is planned.

- Football ovals at Mt Liebig and Haasts Bluff have both received maintenance grades.
- New shade shelters have been installed at sorry camps in Areyonga and Kintore.
- A new information booth has been installed at the entrance to Santa Teresa community which will provide information and notices for visitors to the community.

Waste & Litter Management

- 650 new wheelie bins have been delivered and distributed to communities. Staff from the MacYouth team assisted the Service Delivery Staff in sorting all the bins which was greatly appreciated.
- Council is working with Barkly and Central Desert Regional Councils on a business case study to procure a car crusher and plant and equipment to remove cars and scrap metals from communities. It is proposed the resources will be shared collaboratively across the three regional councils, with scrap metal being on sold to metal recyclers. The estimated funds Councils are seeking from the NTG are approximately \$2.5 million which includes the capital purchases and start up operational costs.
- A new waste trench has been completed at Haasts Bluff as part of Councils capital works programme. All work was completed using Councils equipment and staff.

Weed Control and Fire Hazard Reduction

- Fire Management Plans have been reviewed for each community in preparation for this year's fire season.
- Emergency equipment (fire trailers & preparedness equipment) has been tested and at the ready across all communities.

Essential Services

- Council won the tender for the delivery of the Essential Service Operators contract for the period 01/01/2018 – 31/12/18 for all thirteen communities in the MRC region. The total contract awarded to the Council is \$5.6M over the 3 year contract period.
- We have a new Essential Service Coordinator commencing the 04/12/17. The ESO Coordinator will be responsible for ensuring Councils service, and performance, is in line with the conditions of the contract.
- 9 x Essential Service Officers completed First Aid training the 23/11/17 – 24/11/17 which is now a mandatory requirement under the new contract.

Training

- Works staff, across all communities, has completed Certificate III Civil Construction Plant Operations training and the majority of trainees have been issued certificates of competency in Truck, Backhoe, Skid Steer and Tractor Operations. Training was delivered by CAT, with trainer Warren Passmore highly complimentary regarding the staffs attendance and attitudes towards the training. Training report will be tabled for Councils review.

NT Tidy Towns

- Communities entered in this year's 2017 Northern Territory Tidy Towns Awards did extremely well once again this year. It is the sixth consecutive year that a community in the MacDonnell Regional Council Region has won the accolade as the Northern Territories Tidiest Town, with Finke (Aputula) taking out the win. Finke (Aputula) will represent the Northern Territory at the Keep Australia Beautiful, Australian Tidy Towns Awards in South Australia next year. Areyonga, Imanpa

- Council is also very proud to have been named as the Best Regional Council four years running which is recognition for the hard work that Council staff across all communities contributes toward.

List of Awards - 2017 Northern Territory Tidy Towns Awards

CATEGORY	WINNER
Overall Winner/ National Finalist	Finke-(Aputula) (<i>MacDonnell Regional Council</i>)
Community Citizen	Justin Colley (Santa Teresa)
Best Small Community	Ti Tree-(Anmatjere) (<i>Central Desert Regional Council</i>)
Best Medium Community	Finke-(Aputula) (<i>MacDonnell Regional Council</i>)
Best Large Community	Nhulunbuy-(Gove) (<i>Nhulunbuy Corporation Ltd</i>)
Best Regional Council	MacDonnell Regional Council
'Dame Phyllis Frost' Litter Control & Prevention	Maningrida (<i>North</i>)
	Finke-(Aputula) (<i>South</i>) (<i>MacDonnell Regional Council</i>)
Waste Management	Finke-(Aputula) (<i>MacDonnell Regional Council</i>)
Community Participation	Nhulunbuy-(Gove) (<i>North</i>)
	Santa Teresa-(Ltyentye Apurte) (<i>South</i>) (<i>MacDonnell Regional Council</i>)
Resource Recovery Management	Finke-(Aputula) (<i>MacDonnell Regional Council</i>)
Energy Conservation	Naiyu-(Daly) (<i>Vic Daly Regional Council</i>)
Water Conservation	Yuelamu (<i>Central Desert Regional Council</i>)
Heritage & Culture	Indigital Storytelling
Mobile Muster	East Arnhem Regional Council
Be Crocwise	Nightcliff Primary School
Best Territory Tidy Town School	Ltyentye Apurte Catholic Education Centre (Santa Teresa)
Clean Green Healthy School	Berry Springs Primary School
Geoff Finch Memorial Cup (Encouragement Award)	Maningrida (<i>West Arnhem Regional Council</i>)

ISSUES/OPTIONS/CONSEQUENCES

Nil

FINANCIAL IMPACT AND TIMING

Nil

CONSULTATION

Executive Leadership Team

Area Managers

Michael Davis, Central Australian Waste Management Coordinator

Murray Liddle, Centre for Appropriate Technology

ATTACHMENTS:

There are no attachments for this report.