



## **AGENDA**

### **SANTA TERESA LOCAL AUTHORITY**

**WEDNESDAY 31 JULY 2024**

The Santa Teresa Local Authority Local Authority meeting of the MacDonnell Regional Council will be held at Santa Teresa on Wednesday 31 July 2024 at 9:30 am.



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### 3 ATTENDANCE AND APOLOGIES

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<b>ITEM NUMBER:</b>	3.1
<b>TITLE:</b>	Attendance/Apologies/Absentees

#### EXECUTIVE SUMMARY

This report is to acknowledge the attendance and to table, for the record of the Santa Teresa Local Authority, any apologies received from Members for this Authority meeting.

#### RECOMMENDATION

**That the Santa Teresa Local Authority:**

- a) notes the first absence of Member Nora Hayes-Wheeler without notice given to the meeting held 15 May 2024;
- b) notes the Members' attendance at this meeting;
- c) tables apologies received for this meeting; and
- d) records any Members' absences, without notice, for this meeting.

#### BACKGROUND/DISCUSSION

The Authority can choose to accept the apologies as presented, or not accept them. Apologies that are not accepted by the Authority will be recorded as absent without notice.

#### ISSUES/OPTIONS/CONSEQUENCES

**As per Council policy 4.14.1** - Members are required to attend local authority meetings as often as possible. If a member cannot attend these meetings they need to submit an apology. Membership of the Local Authority may be revoked if a member does not attend as required.

#### FINANCIAL IMPACT AND TIMING

Nil

#### CONSULTATION

Santa Teresa Local Authority

#### ATTACHMENTS

Nil

### 3 ATTENDANCE AND APOLOGIES

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<b>ITEM NUMBER:</b>	3.2
<b>TITLE:</b>	Nominations for Local Authority Memberships
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

#### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
Goal 03: Empowered Communities

#### EXECUTIVE SUMMARY

This paper highlights any changes to the Local Authority membership.

*The vacancies currently available on the Authority arose due to the memberships of Mr P Alice, Ms Emma Hayes and Mr Graham Hayes being revoked as they failed to attend two consecutive Local Authority meetings.*

#### RECOMMENDATION

**That the Santa Teresa Local Authority:**

- a) notes that three vacancies are available on the Local Authority; and**
- b) calls for community nominations to remain open for 28 days to fill the vacancies.**

#### BACKGROUND/DISCUSSION

New members are nominated and appointed in accordance with the *Local Government Act 2019*, Ministerial Guidelines and Council's Local Authority Meeting Procedure, MC02-P2.

Council appoints Local Authority members under the *Local Government Act 2019*.

#### ISSUES/OPTIONS/CONSEQUENCES

Functions of the Local Authority (*Local Government Act 2019* section 78):

- (a) To involve local communities more closely in issues related to local government; and
- (b) To ensure that local communities are given an opportunity to express their opinions on questions affecting local government; and
- (c) To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region; and
- (d) To take the views of local communities back to the council and act as advocates on their behalf; and
- (e) To contribute to the development of the relevant regional plan; and
- (f) To make recommendations to the council in relation to:
  - (i) The council's budget; and
  - (ii) The part of the council's area within which the local authority performs its functions; and
- (g) To perform other functions assigned to the local authority by the Minister, in accordance with any guidelines that the Minister may make.

## **FINANCIAL IMPACT AND TIMING**

If Local Authorities do not maintain their membership numbers, their ability to achieve quorum for their meetings is impaired and they may not be able to commit funds to Community projects and events.

## **CONSULTATION**

Santa Teresa Local Authority

## **ATTACHMENTS**

Nil

## 4 COUNCIL CODE OF CONDUCT

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<b>ITEM NUMBER:</b>	4.1
<b>TITLE:</b>	MacDonnell Council Code of Conduct

### **EXECUTIVE SUMMARY**

This report contains the details of MacDonnell Regional Councils' Code of Conduct Policy.

### **RECOMMENDATION**

**That the Santa Teresa Local Authority notes the 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.

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; and
- Constituents of MRC are aware of the behaviour they can expect from members.

## CONFIRMATION OF PREVIOUS MINUTES

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<b>ITEM NUMBER:</b>	5.1
<b>TITLE:</b>	Confirmation of Previous Minutes

### EXECUTIVE SUMMARY

This report provides the unconfirmed minutes of the previous Santa Teresa Local Authority and is presented to members to accept as a true and correct record of the proceedings.

Local Authority Meetings held with full quorum can approve the minutes of all previous meetings.

Members of a provisional meeting can only approve another provisional meeting, provided they attended that previous provisional meeting.

### RECOMMENDATION

**That the Santa Teresa Local Authority accepts the unconfirmed minutes of the meeting held 15 May 2024 as a true and correct record of the proceedings.**

### ATTACHMENTS

1. 2024-05-15 STLA MINUTES ( Draft) [5.1.1 - 9 pages]



MINUTES OF THE SANTA TERESA LOCAL AUTHORITY HELD IN SANTA TERESA ON  
WEDNESDAY 15 MAY 2024 AT 10:30 AM

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**1 MEETING OPENED**

The meeting was declared open at 10:50am

**2 WELCOME**

Welcome to Country - Chairperson Louise Cavanagh

**3 ATTENDANCE AND APOLOGIES**

<b>ITEM NUMBER:</b>	3.1
<b>TITLE:</b>	Attendance/Apologies/Absentees

**Local Authority Members**

Chair Louise Cavanagh, Member Agnes Alice and Member Robert Kopp

**Councillors**

President Roxanne Kenny, Councillor Lisa Sharman, Councillor Patrick Allen, and Councillor Andrew Davis

**Council Employees**

Keith Hassett - Director Service Delivery, Lewis Gittoes - CSC Santa Teresa, Mark O'Bryan - Essential Services Coordinator, Sarah Grant - Community Safety Coordinator, Elliot Fleming - Youth Services Coordinator, Bibek Paudel - ICT and Records Officer and June Crabb - Governance Officer

**Guests**

Jessica Scrutton - Representative Department Chief Minister and Cabinet  
Matthew Adams-Richardson - Office of Chief Minister  
Ellie Kamara - CEO, Atyenhenge Atherre Aboriginal Corporation  
Mardi Haselton - Asst Director Engagement Remote, and Bernadette Shields, National Indigenous Australian Agency



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**Attended via Teams**

Patrina McMasters - Principal Alcohol Action Officer, NT Health  
Anna Egerton - Senior Project Officer - NT Electoral Commission

**Apologies**

Councillor Aloyischois Hayes

**Absentees**

Members Emma Hayes, Graham Hayes and Nora Hayes Wheeler

**STLA2024-18 RESOLVED (Lisa Sharman/Louise Cavanagh)**

**That the Authority:**

- a) noted the attendance;
- b) accepted the apology received from Councillor Aloyischois Hayes; and
- c) noted absences without notice of Members Emma Hayes, Graham Hayes and Nora Hayes-Wheeler.

<b>ITEM NUMBER:</b>	3.2
<b>TITLE:</b>	Terminations of Local Authority Memberships
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

**EXECUTIVE SUMMARY**

This report recognises the memberships being dismissed from the Local Authority in accordance with para. 4.16 of Council's Local Authority Meeting Procedure noted below.

**STLA2024-19 RESOLVED (Patrick Allen/Andrew Davis)**

**That the Authority approves to revoke the membership of Emma Hayes and Graham Hayes for their absences from two consecutive Local Authority meetings.**

<b>ITEM NUMBER:</b>	3.3
<b>TITLE:</b>	Nominations for Local Authority Memberships
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

**EXECUTIVE SUMMARY**

This paper highlights the changes to the Local Authority membership.

The vacancy currently available on the Local Authority arose due to the membership of Mr P Alice being revoked as he failed to attend two consecutive Local Authority meetings.

**STLA2024-20 RESOLVED ({mover} / {second})**

**That the Santa Teresa Local Authority:**

- a) noted three vacant positions on the Local Authority; and
- b) called for community nominations to remain open for 28 days.



#### 4 COUNCIL CODE OF CONDUCT

<b>ITEM NUMBER:</b>	4.1
<b>TITLE:</b>	MacDonnell Council Code of Conduct

**STLA2024-21 RESOLVED (Patrick Allen/Andrew Davis)**

**That the Authority noted the Council Code of Conduct.**

#### 5 CONFIRMATION OF PREVIOUS MINUTES

<b>ITEM NUMBER:</b>	5.1
<b>TITLE:</b>	Confirmation of Previous Minutes

**STLA2024-22 RESOLVED (Lisa Sharman/Patrick Allen)**

**That the minutes of the Authority meeting held on the 28 February 2024 be adopted as a true and correct record of the proceedings.**

#### 6 ACCEPTANCE OF THE AGENDA AND NOTIFICATIONS OF GENERAL BUSINESS

<b>ITEM NUMBER:</b>	6.1
<b>TITLE:</b>	Notification of General Business Items

**STLA2024-23 RESOLVED (Lisa Sharman/Patrick Allen)**

**That the Santa Teresa Local Authority noted that members did not raise any matters for discussion in General Council Business.**

<b>ITEM NUMBER:</b>	6.2
<b>TITLE:</b>	Notification of Matters Raised in General Non-Council Business items

**STLA2024-24 RESOLVED (Robert Kopp/Patrick Allen)**

**That the Santa Teresa Local Authority notes that members provides notice of matters to be raised in General Non-Council Business as follows:**

- a) Feral Horses



<b>ITEM NUMBER:</b>	6.3
<b>TITLE:</b>	Acceptance of Agenda

**STLA2024-25 RESOLVED (Lisa Sharman/Andrew Davis)**

That the Santa Teresa Local Authority notes that the papers circulated were received for consideration at this meeting.

## 7 CONFLICTS OF INTEREST

<b>ITEM NUMBER:</b>	7.1
<b>TITLE:</b>	Conflict of Interest

**STLA2024-26 RESOLVED (Lisa Sharman/Andrew Davis)**

That the Authority noted the Conflict of Interest Policy.

## 8 DEPUTATIONS AND PRESENTATIONS

<b>ITEM NUMBER:</b>	8.1
<b>TITLE:</b>	NT Electoral Commission

**EXECUTIVE SUMMARY**

The NT Electoral Commission (NTEC) is an independent government agency responsible for the impartial conduct of Northern Territory Legislative Assembly and Local Government elections. Our work aligns to a four-year cycle, with the next Legislative Assembly election scheduled for August 2024 and Local Government elections scheduled for August 2025.

**STLA2024-27 RESOLVED (Louise Cavanagh/Agnes Alice)**

That the Santa Teresa Local Authority noted and accepted the online presentation from the NTEC Representatives.

<b>ITEM NUMBER:</b>	8.2
<b>TITLE:</b>	Information on the Community Alcohol Plan

**EXECUTIVE SUMMARY**

Representatives from NT Health's Harm Minimisation Unit is presenting information to members on understanding the interim alcohol protected area opt-out model and the options available on whether their community would continue being a dry community or to allow alcohol back into community.

**STLA2024-28 RESOLVED (Agnes Alice/Andrew Davis)**

That the Santa Teresa Local Authority noted and discussed the presentation from the Harm Minimisation Unit on Community Alcohol Plans.



<b>ITEM NUMBER:</b>	8.3
<b>TITLE:</b>	National Indigenous Australians Agency (NIAA)
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

**EXECUTIVE SUMMARY**

Representatives are attending to provide a brief overview on the National Indigenous Australians Agency, (NIAA) with a purpose to starting a positive and strong working connection to key people in Community.

**STLA2024-29 RESOLVED (Patrick Allen/Robert Kopp)**

**That the Santa Teresa Local Authority noted and accepted the information shared by the NIAA Representatives.**

**9 LOCAL AUTHORITY REPORTS**

<b>ITEM NUMBER:</b>	9.1
<b>TITLE:</b>	Action Register
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

**EXECUTIVE SUMMARY**

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

**STLA2024-30 RESOLVED (Louise Cavanagh/Robert Kopp)**

**That the Santa Teresa Local Authority:**

- a) notes and accepts the progress reports on the actions from the minutes of the previous meeting as received; and
- b) kept open Action - Arrange a meeting with CLC to discuss the ongoing concerns to the management of horses in Community, noting the request for the NTG Representative and the CEO of MRC write specifically to the CEO of Central Land Council.

<b>ITEM NUMBER:</b>	9.2
<b>TITLE:</b>	Local Authority Projects
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

**EXECUTIVE SUMMARY**

Funding for Local Authority projects is part of a grant received from The Department of Chief Minister and Cabinet (DCM&C) and invested in projects to benefit and improve the community.

**Examples of acceptable purposes for expenditure include:**

- Repairs and maintenance of community assets controlled or owned by the council. For example - office upgrades, fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. For example - trailers, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures /stands.



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- Upgrade/enhancement of community sporting facilities. For example, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation.
- Festivals or other events – but must only be conducted within a council's own Local Authority area.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions.

**STLA2024-31 RESOLVED (Agnes Alice/Lisa Sharman)**

**That the Santa Teresa Local Authority:**

- a) noted that \$59,873.92 are funds at risk of being returned to NTG;
- b) noted that a deficit of \$1,196.85 is outstanding and funds will be recouped from future unallocated funds;
- c) noted and accepted the progress on their projects and kept open:
  - 2204 - Front Entrance, noting that Contractors are expected to start installing the fence early June 2024;
  - 2206 - Shade and Seating at Cemetery;
  - 2396 - Resurface outside benches at the Rec Hall;
  - 2397 - Youth Board to paint the benches outside the Rec Hall;
  - 2398 - Solar lights for the street alongside the Rec Hall; noting that members agreed to four (4) lights being installed in that area;
  - 2407 - Youth Space, front fence; and
  - Solar lights at the Entrance into Community, considering a location near the dam.
- d) noted completion and closed Project 2209 – Santa Teresa Memorial Garden, returning the balance of \$1,506.29 to unallocated funds

<b>ITEM NUMBER:</b>	9.3
<b>TITLE:</b>	Local Authority Discretionary Funds
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

**EXECUTIVE SUMMARY**

Each financial year, MacDonnell Regional Council grants a discretionary fund allocation of \$4,000.00 to the Local Authority. These funds cannot be carried over from year to year and must be spent (*with goods received*) between 1 July and 30 June.

**STLA2024-32 RESOLVED (Louise Cavanagh/Robert Kopp)**

**That the Santa Teresa Local Authority:**

- a) noted the spending of their Discretionary funds;
- b) committed the remaining funds of \$222.37 towards a Community BBQ; and
- c) acknowledged that any remaining funds left after 30 June will be returned to MRC.





## 10 OFFICERS' REPORTS

<b>ITEM NUMBER:</b>	10.1
<b>TITLE:</b>	Service Delivery Report
<b>AUTHOR:</b>	Ellen Fitzgerald, Administration Officer

### EXECUTIVE SUMMARY

This report is an update of Council Delivered Services in Santa Teresa across the area of Local Government Service Delivery.

#### **STLA2024-33 RESOLVED (Robert Kopp/Andrew Davis)**

**That the Authority noted and accepted the Service Delivery Report for the community of Santa Teresa.**

<b>ITEM NUMBER:</b>	10.2
<b>TITLE:</b>	Community Services Report

### EXECUTIVE SUMMARY

This report provides an update on Community Services program delivery.

#### **STLA2024-34 RESOLVED (Agnes Alice/Robert Kopp)**

**That the Santa Teresa Local Authority noted and accepted the Community Services report.**

<b>ITEM NUMBER:</b>	10.3
<b>TITLE:</b>	Technical Services Report
<b>AUTHOR:</b>	Ruth Tahere, Housing Remote Maintenance Officer Admin 3

### EXECUTIVE SUMMARY

This report provides an update on the management of Technical Services for MacDonnell Regional Council within the community of Santa Teresa.

#### **STLA2024-35 RESOLVED (Patrick Allen/Robert Kopp)**

**That the Authority noted and accepted the Technical Services Report for the community of Santa Teresa.**



<b>ITEM NUMBER:</b>	10.4
<b>TITLE:</b>	People and Capabilities Report
<b>AUTHOR:</b>	Katy Nagahawatte, Administration Officer

**EXECUTIVE SUMMARY**

The purpose of this report is to provide the Local Authority members insight into MacDonnell Regional Council staffing vacancies to help generate local community engagement and direct involvement in supporting Council's strategic goals of Developing Communities and being a Supportive Organisation.

The attached list of vacancies are opportunities for community members to contribute to the community needs, and the People and Capabilities team asks those present at the Local Authority meeting to encourage community members to apply

**STLA2024-36 RESOLVED (Agnes Alice/Louise Cavanagh)**

**That the Authority noted and accepted the Peoples and Capabilities report for the Community of Santa Teresa.**

<b>ITEM NUMBER:</b>	10.5
<b>TITLE:</b>	Income and Expenditure Report
<b>AUTHOR:</b>	Osman Kassem, Finance Manager

**EXECUTIVE SUMMARY**

The expenditure report shows spending until 31 March 2024 in the Local Authority community.

**STLA2024-37 RESOLVED (Patrick Allen/Lisa Sharman)**

**That the Local Authority noted and accepted the Income and Expenditure report as at 31 March 2023.**

**11 GENERAL BUSINESS ITEMS RAISED**

<b>ITEM NUMBER:</b>	11.1
<b>TITLE:</b>	General Council Business
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

**EXECUTIVE SUMMARY**

Under item 6.2, Members of the Authority have an opportunity to table items that they wish to discuss at General Council Business.

**STLA2024-38 RESOLVED (Patrick Allen/Lisa Sharman)**

**That the matter relating to the ongoing issues with horses in community, was noted in the Action register and Non-Council Business.**



<b>ITEM NUMBER:</b>	11.2
<b>TITLE:</b>	General Non-Council Business
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

#### **EXECUTIVE SUMMARY**

The Department of Chief Minister and Cabinet provides any necessary updates in regards to Northern Territory Government Services.

At the beginning of the meeting, under item 6.3, members were given the opportunity to provide notification of matters to be raised in General Non-Council Business.

#### **STLA2024-39 RESOLVED (Agnes Alice/Robert Kopp)**

**That the Santa Teresa Local Authority:**

- a) discussed the ongoing issue with horses, requesting that in a joint effort with MRC, the NTG Representative write to the CEO of Central Land Council to attend a meeting with community members to and discuss the issues surrounding the management of horses;
- b) discussed installing a cattle grid as an alternative means of keeping horses away from community; and
- c) noted that the Representative will investigate on the possibility of funding being available to assist with the horses issues.

#### **12 DATE OF NEXT MEETING**

**Wednesday, 31 July 2024**

#### **13 MEETING CLOSED**

Meeting concluded at: 12:32pm

**6 ACCEPTANCE OF THE AGENDA AND NOTIFICATIONS OF GENERAL BUSINESS**

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<b>ITEM NUMBER:</b>	6.1
<b>TITLE:</b>	Notification of General Business Items

**RECOMMENDATION**

**That the Santa Teresa Local Authority notes that members provided notice of matters to be raised in General Council Business as follows:**

- a) .....
- b) .....
- c) .....
- d) .....
- e) .....

**6 ACCEPTANCE OF THE AGENDA AND NOTIFICATIONS OF GENERAL BUSINESS**

---

<b>ITEM NUMBER:</b>	6.2
<b>TITLE:</b>	Notification of Matters Raised in General Non-Council Business items

**RECOMMENDATION**

**That the Santa Teresa Local Authority notes that members provides notice of matters to be raised in General Non-Council Business as follows:**

- a) .....
- b) .....
- c) .....
- d) .....
- e) .....

## **6 ACCEPTANCE OF THE AGENDA AND NOTIFICATIONS OF GENERAL BUSINESS**

---

<b>ITEM NUMBER:</b>	6.3
<b>TITLE:</b>	Acceptance of Agenda

### **RECOMMENDATION**

**That the Santa Teresa Local Authority notes that the papers circulated were received for consideration at this meeting.**

## 7 CONFLICTS OF INTEREST

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<b>ITEM NUMBER:</b>	7.1
<b>TITLE:</b>	Conflict of Interest

### EXECUTIVE SUMMARY

This report outlines the minimum standard of behaviour expected of the Local Authority 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 the Santa Teresa Local Authority:**

- a) **notes the Conflict-of-Interest Policy; and**
- b) **members declare any conflict of interest with the meeting Agenda.**

### 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 – the way it seems to the public - can be as damaging as an actual conflict, because it undermines public confidence in the integrity and fairness 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 advertised for a contractor for irrigation of a football oval. A member is employed by a company which has tendered for the contract. This may affect, or it may reasonably be suspected that it could affect, their ability to make an unbiased or fair decision when the contract choice is considered by Council.

Tendering and Purchasing – non-financial conflict of interest

- Example: A contractor tendering for a Council contract for road works offers to seal the road to a member's house. The member would not be seen as impartial or fair when choosing the contractor for the job.

Information and Opportunities

- Example: a member may know a lot of information about tenders for contracts 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 working for a company so they can have a better chance of winning the contract.

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 come up or is about to come up before or during a meeting (council, local authority or council committee), the member must disclose or tell 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 look over 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 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 is up to 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 discussion 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 this 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 or tell of a conflict of interest. All complaints should be directed to the MRC CEO.

## **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.



## DEPUTATIONS AND PRESENTATIONS

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<b>ITEM NUMBER:</b>	8.1
<b>TITLE:</b>	First Nations Leadership Program
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

The First Circles Leadership Program is an NT Government flagship program aimed to help identify, mentor and support Aboriginal emerging leaders from remote communities across the Northern Territory.

Nominations for the 2025 program are now open and close 31 October 2024.

### RECOMMENDATION

**That the Santa Teresa Local Authority notes the information on the First Circles Leadership Program.**

### BACKGROUND/DISCUSSION

The First Circles program provides an opportunity for participants to directly engage in the highest level of government, with Cabinet, where matters impacting Aboriginal people and their communities are discussed and local solutions presented.

### ISSUES/OPTIONS/CONSEQUENCES

Nil

### FINANCIAL IMPACT AND TIMING

Nil

### CONSULTATION

The Local Authority

### ATTACHMENTS

1. first-circles-leadership-program-fact-sheet [8.1.1 - 2 pages]
2. first-circles-nomination-form [8.1.2 - 5 pages]

# First Circles

Supporting Aboriginal leaders from across the Territory

FACT SHEET

## First Circles Leadership Program

### Leadership and Governance

The Northern Territory Government recognises that building and supporting strong Aboriginal leadership, governance and capacity building is fundamental to Aboriginal Territorians driving local solutions and leading the way in local decision making.

### About the First Circles Program

The First Circles Leadership program is a unique program that brings new voices, and quiet voices, to the conversation to ensure Aboriginal people from remote areas are engaged and can confidently and directly speak to, negotiate and influence government about matters affecting their lives, their families and communities.

The Program provides an opportunity for participants to directly engage at the highest level of government. They meet with Cabinet to discuss matters impacting Aboriginal Territorians, their communities, and present local solutions.

First Circles is about identifying, mentoring and supporting the next generation of Aboriginal leaders with a strong focus on remote leadership.

The term 'First Circles' combines two concepts:

- Acknowledgement of 'First Peoples'
- The use of 'Circles' represents the collaboration between people and communities being the main driver to improve outcomes.

The First Circles Leadership Program helps participants develop and expand their leadership skills, develop their professional profiles and better understand the impact of public policies and programs on their communities, and help influence and contribute to change, while having direct engagement with Members of the Legislative Assembly, Ministers and Cabinet.

First Circles is an annual leadership program offered to emerging Aboriginal leaders from the six regions of the Territory; Top End, East Arnhem, Barkly, Big Rivers, Central Australia and Darwin Palmerston and Litchfield.

An expression of interest process is undertaken for members to nominate to be part of the program each year.



Supporting Aboriginal leaders from across the Territory

## FACT SHEET

### What is the role of First Circles members?

Members' roles include:

- A First Circles member must be an Aboriginal person who comes from a Northern Territory remote community, homeland or town camp
- Proactive in the community and throughout their region
- Ability to liaise with community members, seeking advice and support for local and regional opportunities/initiatives
- Participate in community forums, projects and policy development
- Work collaboratively with the Department of the Chief Minister and Cabinet, local authorities and other agencies
- Support department officer visits and assist with community discussions
- Attend workshops and the Cabinet meeting and actively participate in discussions

### How are First Circles members supported?

The First Circles Leadership Program is managed through the Department of the Chief Minister and Cabinet's, Aboriginal Affairs Strategic Partnerships, with staff providing mentoring to First Circles members.

First Circles members are not paid as the program is voluntary. The Department will meet the costs for members to attend workshops and the Cabinet meeting.

### Program Outline

In the lead-up to a Cabinet meeting participants engage in leadership training; attend workshops designed to support their capacity to actively engage and communicate with government about priorities such as, local decision making and other matters that are important to them; and to collaboratively engage with all levels of government.

The workshops include traveling to Darwin, Alice Springs and other regional centers.

To find out more about the First Circles Leadership Program and to nominate; go to [aboriginalaffairs.nt.gov.au](http://aboriginalaffairs.nt.gov.au) or call phone 08 8999 6524, or email [oaa@nt.gov.au](mailto:oaa@nt.gov.au)



Supporting Aboriginal leaders from across the Territory

## NOMINATION FORM

### 2025 Expression of Interest

Fields marked with an asterisk (*) are required. Fields marked with a caret (^) are for office use only.			
<b>Personal Details*</b>			
<b>Name of person nominating:*</b>			
<b>Date of Birth:*</b>		<b>Community:*</b>	
<b>Language group: *</b>			
<b>Mobile Number: *</b>		<b>Phone Number: *</b>	
<b>Email Address:*</b>			
<b>Postal Address/CMB: *</b>			
<b>Employer: *</b>			
<b>Job Title: *</b>			
<b>Next of Kin Details*</b>			
<b>Name:*</b>			
<b>Relationship:*</b>			
<b>Mobile Number:*</b>		<b>Phone Number:*</b>	
<b>Applicant to complete*</b>			
<b>Highest year of schooling completed: *</b>		<b>Name of School/Year completed: *</b>	
Year 9	<input type="checkbox"/>		
Year 10	<input type="checkbox"/>		
Year 11	<input type="checkbox"/>		
Year 12	<input type="checkbox"/>		

First Circles Nomination Form – 2025 Expression of Interest

Previous Qualifications: *		Name of Qualification: *	
Certificate I			
Certificate II			
Certificate III			
Certificate IV			
Diploma			
Other			
Which of the following do you currently have? *		Expiry Date/s: DD/MM/YYYY *	
Current NT Driver's License	<input type="checkbox"/> YES <input type="checkbox"/> NO		
First Aid Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Mental Health First Aid	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Ochre Card	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Why do you want to participate in the First Circles Leadership Program? *			
How do you currently represent your community e.g. Board Member or Committee? Please specify; *			

First Circles Nomination Form – 2025 Expression of Interest

<b>What issues are currently effecting your community? *</b>			
<b>How do think you can help with these issues as a leader? *</b>			
<b>What other interests do you have e.g. sports, hobbies, education, future job opportunities: *</b>			
<b>Are you able to provide a Curriculum Vitae (CV)? Please attach to Nomination Form if you have a CV.</b>			
<b>Signature of nominee:</b>			
<b>Date: DD/MM/YYYY</b>			
<b>Please list two individuals that support your nomination (include your direct supervisor):*</b> <b>Direct Supervisor Details:</b>			
<b>Name:*</b>			
<b>Organisation:*</b>		<b>Job Title:*</b>	
<b>Mobile Number:*</b>		<b>Phone Number:*</b>	
<b>Email Address:*</b>			

First Circles Nomination Form – 2025 Expression of Interest

Second Support Persons Details:*			
Name:*			
Organisation:*		Job Title:*	
Mobile Number:*		Phone Number:*	
Email Address:*			
Employer/Supervisor to complete: *			
<p>First Circles Leadership Program is run over a 12 month period with 5 workshops ranging from 2 to 3 days at a time. This includes travel throughout the Northern Territory Regions. At times we may need your assistance to coordinate travel plans to make members available for workshops. Are you able to support a First Circles member at this capacity? If "No" can you state why as we may be able to assist;</p>			
<p>Do you have capacity to be a point of contact, on behalf of the First Circles team, to members who may be working in remote locations or have difficulty in communicating with us for the purpose of the program?</p>			
Does the Nominee have access to the following; (in the workplace, for work): *			
Computer	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Microsoft Teams	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Emails	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Work Phone	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Vehicle	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
What makes this nominee a suitable applicant for the First Circles Leadership Program? *			
<p></p>			

## First Circles Nomination Form – 2025 Expression of Interest

### Terms of Reference

The Terms of Reference (ToR) for First Circles members are as follows:

- A First Circles member must be an Aboriginal person who comes from a Northern Territory remote community, homeland or town camp.
- Proactive in the community and throughout their region.
- Ability to liaise with community members, seeking advice and support for local and regional opportunities/initiatives.
- Participate in community forums, projects and policy development.
- Work collaboratively with the Department of the Chief Minister and Cabinet, local authorities and other agencies.
- If necessary support Departmental staff member visits and assist with community discussions.
- Attend workshops and the Cabinet meeting and actively participate in discussions.
- Adhere to First Circles' membership code of conduct.

### Further Information / Submission of Nomination Form

Completed nomination forms can be emailed to: [oa@nt.gov.au](mailto:oa@nt.gov.au)

Don't forget to include a copy of your resume/CV if you have one.

*Successful applicants may be required to obtain an Ochre Card.*

Visit [aboriginalaffairs.nt.gov.au](http://aboriginalaffairs.nt.gov.au) or call 08 8999 8579 for further information about the First Circles Leadership Program.

#### Privacy Statement

The collection of personal information enables the Department of the Chief Minister and Cabinet, Office of Aboriginal Affairs to assess future First Circles Leadership Program participants. Without your personal information, the Office of Aboriginal Affairs cannot process your application.

#### Talent release authority for participants of the First Circles Leadership Program

Participants who are selected as part of the 2025 Leadership Program may be captured in photos, video (now referred to as images) and/or audio recordings, either as an individual or part of a group. The images or audio recordings may be supplied to Northern Territory Government staff, contractors or service providers (i.e. graphic designers) engaged by the Northern Territory Government to produce advertising and marketing materials, but will not be provided to any other person or organisation for purposes other than described. The images or audio recording and a copy of this form may also be stored by the Northern Territory Government.

A delegate who does not wish to be captured in images and audio recordings for the purposes described above must advise the Office of Aboriginal Affairs in writing prior to the commencement of the first workshop by emailing: [oa@nt.gov.au](mailto:oa@nt.gov.au)



## 9 LOCAL AUTHORITY REPORTS

<b>ITEM NUMBER:</b>	9.1
<b>TITLE:</b>	Action Register
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

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

### RECOMMENDATION

That the Santa Teresa Local Authority:

- a) notes and accepts the progress reports on the actions from the minutes of the previous meeting as received; and
- b) approves the closure of any completed actions.

### BACKGROUND/DISCUSSION

This report gives the Local Authority an opportunity to check that actions from previous meetings are being implemented.

Meeting	Officer/Director	Section	Subject
Santa Teresa Local 28/02/2024	Urquhart, Belinda	General Business	Arrange a meeting with CLC
<p><b>Action: STLA2024-017 – Arrange a meeting with the Central Land Council re. feral horses in Community</b></p> <p>STLA2024-017 RESOLVED (Louise Cavanagh/Agnes Alice)                      That the Local Authority discussed feral horses in the community, noting that the CEO will write to Central Land Council to request a meeting with the Authority to discuss a solution to the feral horses in Santa Teresa community.</p> <p><b>15 May 2024</b> – Noted the request for the NTG Representative and the CEO both write specifically to the CEO of Central Land Council and request this meeting.</p> <p><b>26 July 2024</b> – “The President of MRC has written to the Chair of the CLC to ask that a representative of the CLC attend all future meetings of Local Authorities – a response is yet to be forthcoming.                      LA Members have the opportunity after today’s meeting to discuss this issue with the CLC Rangers. Members can also raise their concerns by attending the meetings of the Horse Committee which are organised by the CLC.</p> <p>Recommend to close action</p>			

**ISSUES/OPTIONS/CONSEQUENCES**

Nil

**FINANCIAL IMPACT AND TIMING**

Nil

**CONSULTATION**

Santa Teresa Local Authority

**ATTACHMENTS**

Nil

## 9 LOCAL AUTHORITY REPORTS

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<b>ITEM NUMBER:</b>	9.2
<b>TITLE:</b>	Local Authority Projects
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

Funding for Local Authority projects is part of a grant received from The Department of Chief Minister and Cabinet (DCM&C) and invested in projects to benefit and improve the community.

#### Examples of *acceptable* purposes for expenditure include:

- Repairs and maintenance of community assets controlled or owned by the council. e.g. park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. e.g. trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures/stands.
- Upgrade/enhancement of community facilities, e.g. sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women's or men's sheds /shelters.

*It is important to note that 'at risk funds' are funds that may include unallocated funds and funds allocated to projects, however, remains unspent.*

### RECOMMENDATION

That the Santa Teresa Local Authority:

- a) notes that \$38,873.92 are funds at risk of being returned to NTG;
- b) receives the new 2023/2024 LA funding allocation of \$79,900.00;
- c) notes and accepts the progress on their projects;
- d) agrees to allocate additional funds to Project 2206 – Shade and Seating at Cemetery; and
- e) approves to close any completed projects.

### BACKGROUND/DISCUSSION

Members of the Local Authority allocates project funds to support community and sporting infrastructure, open space developments and community priorities. These projects are intended to assist communities to improve community amenity through the provision of social and community facilities. Local Authorities must formally resolve each initiative for which this funding will be used.

**SANTA TERESA LOCAL AUTHORITY PROJECTS**

<b>Project 2204</b>		<b>Front Entrance project</b>	<b>\$</b>
		<b>Status</b>	<b>Committed</b>
18-Feb-19	1 cubic metre of mulch.		-\$ 3,750.00
26-Feb-19	Fencing Material		-\$ 14,979.92
27-Feb-19	1 cubic metre of mulch		-\$ 1,882.76
22-May-19	Res.049 - That the Local Authority note and accept the progress on their projects including:		
	4. Allocate \$40,000.00 to the front entrance project.		\$ 40,000.00
22-Aug-19	Consider the \$10,000.00 offer for signage from the Harm Minimisation Unit of the Department of Health to be incorporated as part of this project.		
23-Oct-19	Res.087 – That the Santa Teresa Local Authority accept \$10,000.00 from the Harm Minimisation Unit of the DOH.		
27-May-20	Res.011 – Allocated an additional \$50,000.00		\$ 50,000.00
18-Aug-20	Designs and quotes being received at the moment.		
5-Jan-21	Invoice for concrete sleeper		-\$ 2,020.91
10-Feb-21	Quote received for new shade as noted on CSC report		
11-Mar-21	Purchase order raised for the supply and installation of shade structure.		-\$ 14,415.35
22-Jul-21	Res.055 – Local Authority update to keep project open		
9-Nov-21	Res.072 – Kept open project.		
21-Jan-22	Sign has been designed and waiting from artwork from sign maker. Also waiting on quotes back for lighting, seating, irrigation, fencing and bbq. Project ongoing		-\$ 3,487.24
4-May-22	Res.029 – quotes have been received but waiting on the contractors to advise of their availability.		
19-May-22	Plants ordered from the Alice Springs Nursery		-\$ 2,974.55
19-May-22	PO raised for back order from Alice Nursery		
13-Oct-22	Res.048 – kept project open noting that the shade structure was up and the project was currently waiting on quotes for irrigation, landscaping and trees.		
7-Dec-22	Res.070 – Kept project open requesting that fencing be a priority and noted that irrigation is on hold due to the restrictions placed by Power and Water.		
10-Oct-23	Concrete from Bunnings and bolt supplies		-\$ 1,639.66
28-Feb-24	Res. 010 - Noted and accepted progress - project kept open.		
1-Mar-24	Purchase order raised for the supply and installation of fencing - A J Nicol - balance of PO.		-\$ 15,347.00
15-May-24	Invoice received from AJ Nicol Fencing - materials only.		-\$ 21,000.00
15-May-24	Res.031 – noting that Contractors are expected to start installing the fence early June 2024.		
15-Jul-24	AJ Nichol to commence once works are completed at Amoonguna.		
	<b>underspend or (overspend)</b>		<b>\$ 8,502.61</b>

Project 2206		Shade and Seating at Cemetery	\$
		Status	Committed
9-Nov-21	Res.072 – Created a new project named Shade and seating at Cemetery and requested that the CSC obtain quotes to bring to the next Local Authority meeting.		
21-Jan-22	Manager SDC can provide pricing at LA meeting.		
30-Mar-22	Res.013 – Commits <b>\$20,000.00</b> to the Shade and Seating at Cemetery project.		\$ 20,000.00
4-May-22	Res.029 - The DTS is to look into extending the cemetery.		
30-Jun-22	<b>PO has been requested for shade shelter from Alice Shade and Structure. Tax invoice is received.</b>		<b>-\$ 8,499.09</b>
23-Aug-22	Update – Tech Service Director, Simon Murphy 12M X 6M Shade structure purchased and due to arrive in ASP late August. Sites will need to be clarified as LA has requested that cemetery is extended to the east of the existing site.		
13-Oct-22	Res.048 - Requested that Technical Services organize a meeting with the community to discuss either extending the cemetery or to propose a new location. Members also requested that Central Land Council be invited to the meeting.		
7-Dec-22	Res.070 – kept project open noting that CLC have been invited to meet with MRC to discuss extending the lease and have not provided a response.		
31-May-23	Update from TS - Shade Structure delivered by Alice Hosetec, early December 2022. The approved location of the structure will fall half in and half out of the cemetery lease. Manager SCD to organise a community meeting and invite CLC		
2-Aug-23	Res.049 – Decision of the Authority is to keep the project open		
1-Nov-23	Res.068 - Accepted progress and kept project open.		
28-Feb-24	Res. 010 - Project kept open - awaiting response from Central Land Council.		
16-Jul-24	SSCC approved - Structure still to be built.		
26-Jul-24	DTS have met with CLC and Traditional Owners to map out the new Lease and Sacred Site Clearance Certificate. Awaiting CLC to documentation. Project will require additional funds to extend the fencing and include a drinking water tap as requested by TO's		
		<b>underspend or (overspend)</b>	<b>\$ 11,500.91</b>

Project 2396		Resurface outside benches at Rec Hall	\$
		Status	Committed
1-Nov-23	Res.068 - Resurface outside benches at Rec Hall, accepting quote-0500 from S & R Building for \$9,350.00.		\$ 9,350.00
10-Apr-24	Purchase Order raised for S&R Building		<b>-\$ 8,500.00</b>
15-Jul-24	Tech Services to confirm if S&R if project has been completed		
		<b>underspend or (overspend)</b>	<b>\$ 850.00</b>

<b>Project 2397 Youth Board - paint the outside benches</b>		<b>\$</b>
<b>Status</b>		<b>Committed</b>
<b>1-Nov-23</b>	Res.068 - Paint the outside benches, allocating \$1,000.00 for paint and supplies, noting that the Youth Board will action this project.	\$ 1,000.00
24-Apr-24	MacYouth raising p/o for Bunnings.	
<b>underspend or (overspend)</b>		<b>\$ 1,000.00</b>

<b>Project 2398 Solar lights for the street alongside the Rec Hall.</b>		<b>\$</b>
<b>Status</b>		<b>Committed</b>
<b>1-Nov-23</b>	Res.068 - Solar lights for the street alongside the entrance of Rec Hall, allocating \$30,000.00.	\$ 30,000.00
15-May-24	Res.031 - noting that members agreed to four (4) lights being installed in that area.	
25-Jun-24	PO created for Green Frog Systems.	<b>-\$ 12,568.05</b>
15-Jul-24	Solar lights purchased and delivered. LA members to clarify locations.	
<b>underspend or (overspend)</b>		<b>\$ 17,431.95</b>

<b>Project 2407 Youth Space Front Fence</b>		<b>\$</b>
<b>Status</b>		<b>Committed</b>
<b>28-Feb-24</b>	Res. 010 - Youth Space front fence, allocating \$3,000.00.	\$ 3,000.00
15-Jul-24	Anticipate that Brother Mark to follow up and provide an update	
<b>underspend or (overspend)</b>		<b>\$ 3,000.00</b>

<b>Project 2408 4 x Stealth Solar lights for the street at entrance into Community</b>		<b>\$</b>
<b>Status</b>		<b>Committed</b>
<b>28-Feb-24</b>	Res. 010 - Install 4 x Stealth Green Frog Systems solar lights at community entrance, allocating \$39,000.00.	\$ 39,000.00
25-Jun-24	PO created for Green Frog Systems.	<b>-\$ 12,568.03</b>
15-Jul-24	Lights in community - Members to clarify locations.	
<b>underspend or (overspend)</b>		<b>\$ 26,431.97</b>

<b>Budget consideration</b>		
	Balance of underspend or (overspend)	\$ 68,717.44
	Total un-allocated funds	\$ 80,209.44
	<b>Total unspent funds</b>	<b>\$ 148,926.88</b>

**ISSUES/OPTIONS/CONSEQUENCES**

**Examples of unacceptable purposes for Expenditure include:**

- Purchase of vehicles and fuel expenses.
- Payment of salaries, cash prizes or recurrent operating costs of Council.
- Sponsorship by way of uniforms, travel costs and allowances.

## **FINANCIAL IMPACT AND TIMING**

The purchase of any product or service must comply with MRC's Procurement Policy.

Funds from the Grant must be fully expended within two years of receipt of funding. Failure to expend the funds may result in the funds being returned to the Department of Chief Minister and Cabinet.

## **CONSULTATION**

Executive Leadership Team  
Grants Officer

## **ATTACHMENTS**

Nil

## 9 LOCAL AUTHORITY REPORTS

<b>ITEM NUMBER:</b>	9.3
<b>TITLE:</b>	Local Authority Discretionary Funds
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

Each financial year, MacDonnell Regional Council grants a discretionary fund allocation of \$4,000.00 to the Local Authority. These funds cannot be carried over from year to year and must be spent (*with goods received*) between 1 July and 30 June.

### RECOMMENDATION

That the Santa Teresa Local Authority

- a) notes the spending of their 2023/2024 Discretionary funds; and
- b) notes the new 2024/2025 allocation and acknowledges that the funds are to be spent by 30 June 2025.

### BACKGROUND/DISCUSSION

#### Examples that Discretionary funds can be used for:

- Community Christmas and New Year's Festivities
- Community BBQ's
- Sports weekends
- Naidoc Celebration
- Youth Board

Date	2024/2025 Discretionary Funds	Budget
01-Jul-24	Approved funds	\$ 4,000.00

Date	2023/2024 Discretionary Funds	Budget
01-Jul-23	Approved funds	\$ 4,000.00
1-Nov-23	Agreed to pay \$1,925.00 for the Community horse racing awards.	
22-Nov-23	Invoice received.	-\$ 1,750.08
28-Feb-24	Res.011 - Commits the balance at this time being \$2,249.82 to trophies for the ST Sports weekend.	
20-Mar-24	Invoice received from Creative Gifts.	-\$ 2,027.45
30-May-24	Community BBQ	-\$ 213.47
	<b>Total funds spent</b>	<b>\$ 222.37</b>



## **ISSUES/OPTIONS/CONSEQUENCES**

Local Authorities decide how to best spend this money to broadly benefit the community. The Local Authority is responsible for consulting with community members to ensure that community priorities are considered when allocating discretionary funds.

## **FINANCIAL IMPACT AND TIMING**

The use of funds must be approved at a Local Authority meeting with a full quorum, or a form signed by more than half of the active Local Authority members.

Failure to spend the funds within the financial year (1 July to 30 June) will result in these funds being returned to MacDonnell Regional Council.

## **CONSULTATION**

Santa Teresa Local Authority

## **ATTACHMENTS**

Nil

## OFFICERS' REPORTS

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<b>ITEM NUMBER:</b>	10.1
<b>TITLE:</b>	Council Services Report
<b>AUTHOR:</b>	Ken Satour, SD Area Manager

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

This report is an update of Council Delivered Services in Santa Teresa across the area of Local Government Service Delivery.

### RECOMMENDATION

**That the Authority notes and accepts the Service Delivery Report for the community of Santa Teresa.**

### BACKGROUND/DISCUSSION

Nil

### ISSUES/OPTIONS/CONSEQUENCES

Nil

### FINANCIAL IMPACT AND TIMING

Nil

### CONSULTATION

Keith Hassett – Director Council Services  
Ken Satour – Area Manager Council Services  
Lewis Gittoes – Council Services Coordinator

### ATTACHMENTS

1. Santa Teresa Template [10.1.1 - 2 pages]



# Council Services Santa Teresa

May - July 2024



**98% First Nations Employees in SCD**



**8 Area Manager Visits to Community**



**Council Office 418 Hours of Service**

## Snapshot



**3,166 Litres Fuel Usage Total**



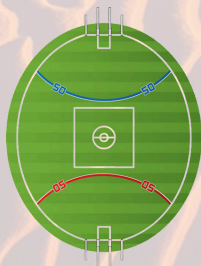
**17 Vehicles and Plant in Use**



**326 Bins Emptied Weekly**



**59 Operation Street lights  
6 Non-Operational Street lights**



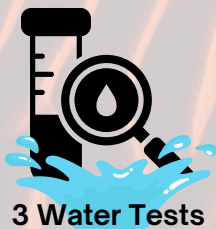
**1 Sport Grounds Maintained**



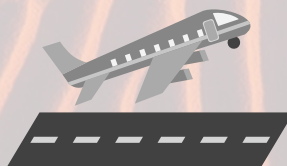
**2 Toolbox Talks Completed**



**12 Australia Post Deliveries**



**3 Water Tests**



**12 Hours of Maintenance completed at Airstrip**



**6 Parks & Playgrounds Inspections**

Santa Teresa Local Authority 31 July 2024 - Agenda



Repairing Water leaks



Repairing Old Village Roads



## OFFICERS' REPORTS

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<b>ITEM NUMBER:</b>	10.2
<b>TITLE:</b>	Community Services Report
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

This report provides an update on the delivery of services for Aged and Disability, Community Safety, Children's and Youth Services.

### RECOMMENDATION

**That the Santa Teresa Local Authority notes and accepts the Community Services report.**

### BACKGROUND/DISCUSSION

All Community Services programs continue to be delivered in line with funding requirements as per the attached Operations Reports.

### ISSUES/OPTIONS/CONSEQUENCES

Nil

### FINANCIAL IMPACT AND TIMING

Nil

### CONSULTATION

Director Community Services – Gina Lacey  
 A/Manager of Aged & Disability Care Services – Pratikshya Baral  
 Manager of Community Safety – Liz Scott  
 Manager of Youth Services – Jess Kragh  
 A/Manager of Children's Services – Ainsley Roscrow

### ATTACHMENTS

1. Snapshot of Santa Teresa's Childrens Services -May - June [10.2.1 - 1 page]
2. Photos from Childrens Services [10.2.2 - 1 page]
3. Snapshot of Santa Teresa's Youth Services - May-June 2024 [10.2.3 - 1 page]
4. Photos from the Bike Program [10.2.4 - 1 page]
5. Snapshot of Santa Teresa's Community Safety Services - May-June 2024 [10.2.5 - 2 pages]



# Local Authority MacKids Santa Teresa

01/05/2024 - 30/06/2024



4 Employees  
75% First Nation

3 - Av. daily attendance  
13 - Enrolments



### Training

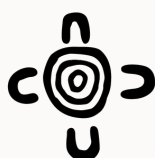
- 3 educators enrolled in Cert III early education and care:
- TL completed First Aid
- TL undertaking Bachelor of Education



Service Delivery  
182 Hours



56 meals served



Vacancies  
1 casual  
educators



Support  
73 hours Coordinator  
support



### Stakeholder Engagement

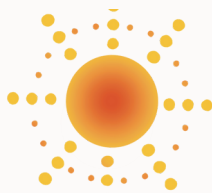
- Department of Ed for CCCFR project
- Catholic Care NT
- Santa Teresa Church mission
- ECA

### Key Challenges



- Staff attendance
- TL health condition (pregnancy) affect the opening of the service as there are no qualified staff.
- Attracting children to the service against free pre-kindy programme conducting at school.

### Highlights

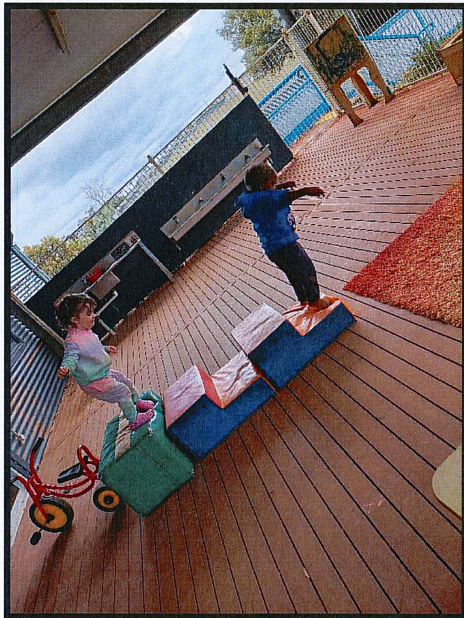


- Successful NT CCCFR Quality project support review visit.

Santa Teresa – Learning pictures



Dress up time: Cassidy, Malati, Denzel



Improving gross motor skills : Ariana and Denzil



Art and Craft time



# Local Authority Youth Services



Santa Teresa  
May - June 2024



## Employees

11 employees  
90.9% Indigenous  
0 vacancies



## Activities

83 activities  
300 hours



## Engagements

200 young people  
1923 touch points



## Bush Trip

2



## School Support

57 young people supported



## Training

1



## Youth Board

1



## Sport

20



## Events

3

**Challenges** - Vehicle in need of repair during this reporting period



## Highlights



- Santa Teresa team did a trip to the cinemas to see Planet of the Apes.
- Santa Teresa women participated in three football competitions and hosted the girls Grand Final with a community event during the Melb Demons visit.
- MacConnect visited Santa Teresa to deliver VR workshops.
- Chase and Grace Bike workshop delivered 3 days.





Figure 1 Chase and Grace bike program



Figure 2. Chase and Grace bike program.



# Local Authority Report

## Santa Teresa MacSafe

### May - June 2024



- 6 staff in the team
- No vacancies at present
- 100% Community-based Employees are Aboriginal

- 264 Hours patrolled
- 1,025 Hours worked
- Work: Mon - Sat; 6.00pm-Midnight



**641 Engagements with young people**



**212 Engagements with over 18's**



**156 Young people taken home**



**74 Training Hours**



**80 Are you okay? Checks**



**3 Community gatherings**

### Challenges



- There has been a spike in break-ins and vandalism in the community, which has resulted in the MacSafe team being extra alert to any suspicious behaviour, whilst patrolling.

### Highlights



- Three staff attended the Annual MacSafe Conference at Ross River in June. They participated well throughout the week.
- Two other MacSafe staff provided support to the Youth program, whilst the conference was on.
- The MacSafe team are working proactively with AAAC, the Santa Police; and the community at large regarding the break-ins and vandalism.

Wayne Young, Tyrone Hayes, John Wallace and Yarran Cavalier at the MacSafe Conference



Tyrone Hayes using the Virtual Reality Headset at the MacSafe Conference



## OFFICERS' REPORTS

---

<b>ITEM NUMBER:</b>	10.3
<b>TITLE:</b>	Technical Services Report
<b>AUTHOR:</b>	Ruth Tahere, Project Manager

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

This report provides an update on the management of Technical Services for MacDonnell Regional Council within the community of Santa Teresa

### RECOMMENDATION

**That the Authority notes and accepts the Technical Services Report for the community of Santa Teresa**

### BACKGROUND/DISCUSSION

#### Waste Management

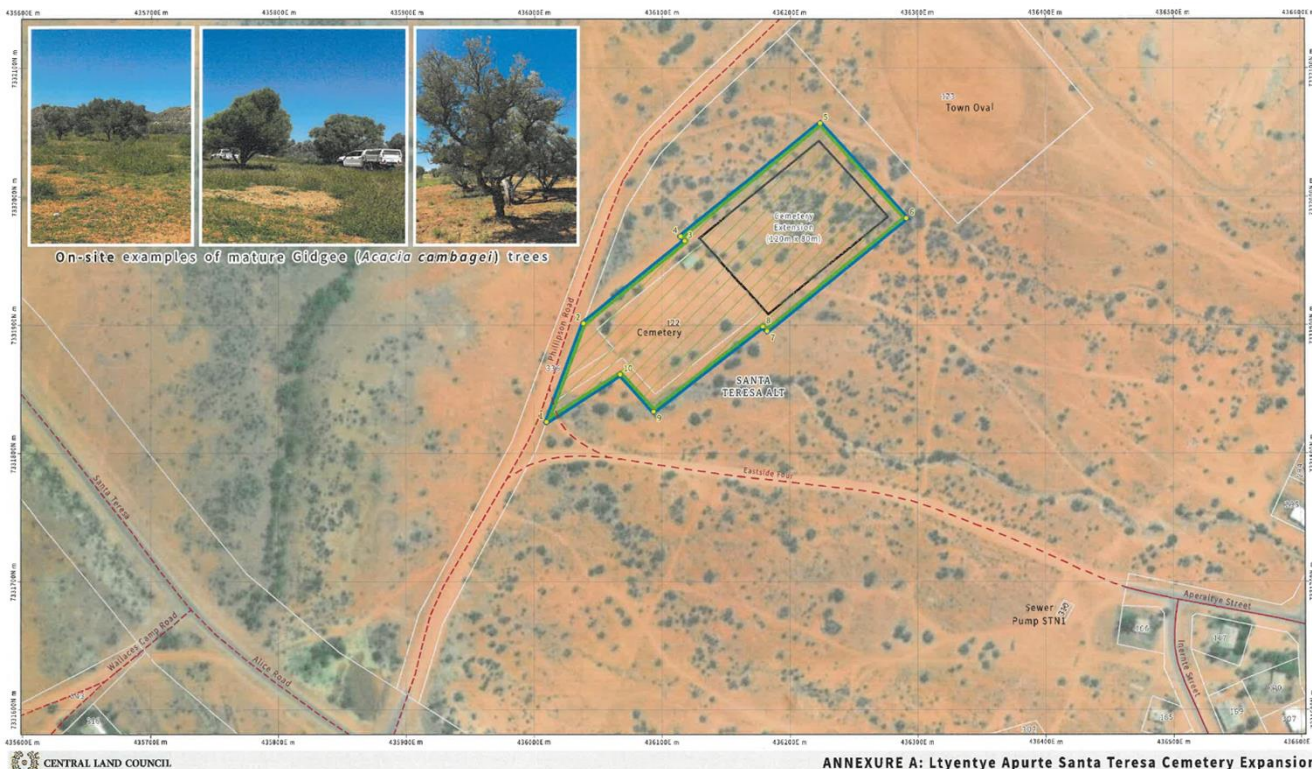
An application has been sent to CLC for an extension of the current site. Once we have a lease and sacred site clearance the Plant crew will work on construction of the new area. Once permission has been given an update will be given around the dates of construction.

#### Roads

MRC Grader Crew are scheduled for Santa Teresa towards the end of the year to complete 65.37km of funded grading and internal maintenance.

#### Cemetery

A Sacred Site Clearance Certificate has been received for the extension of the cemetery. Funding for the additional fencing will need to be allocated, possibly from the LA Projects funds.



**Projects**

MRC have received funding to install two shade shelters in the community. The proposed lots are 131, 193 and 323.

**ISSUES/OPTIONS/CONSEQUENCES**

Nil

**FINANCIAL IMPACT AND TIMING**

Nil

**CONSULTATION**

- Aaron Blacker, Director of Technical Services.
- Ruth Tahere, Project Manager Technical Services
- Jake Potters, Manager Transport Infrastructure & Fleet
- Kitty Comerford, Manager Property and Tenancy

**ATTACHMENTS**

Nil

## OFFICERS' REPORTS

<b>ITEM NUMBER:</b>	10.4
<b>TITLE:</b>	People and Capabilities Report
<b>AUTHOR:</b>	Katy Nagahawatte, HR Generalist - Administration

### LINKS TO STRATEGIC PLAN

- Goal 01: Developing Communities
- Goal 02: Healthy Communities
- Goal 03: Empowered Communities
- Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

The purpose of this report is to provide the Local Authority members insight into MacDonnell Regional Council staffing vacancies to help generate local community engagement and direct involvement in supporting Council's strategic goals of Developing Communities and being a Supportive Organisation.

The attached list of vacancies are opportunities for community members to contribute to the community needs, and the People and Capabilities team asks those present at the Local Authority meeting to encourage community members to apply

### RECOMMENDATION

**That the Authority notes and accepts the Peoples and Capabilities report for the Community of Santa Teresa.**

### BACKGROUND/DISCUSSION

The People & Capabilities Advisory Department reports to the Office of the CEO. This department contains the work Divisions of 1) Human Resources, 2) Cultural Advisory, 3) Learning & Development, 4) Work, Health, & Safety. These divisions of the P&C team work together to manage employee end-to-end career cycles, to include recruitment, records administration, performance management, learning & development, employee relations, industrial relations, administrative processing, and overall employee wellbeing.

### ISSUES/OPTIONS/CONSEQUENCES

Vacancies derived from departmental organisational structure listing of Active and Open positions.

### FINANCIAL IMPACT AND TIMING

Nil

## **CONSULTATION**

Rhiannon Pomery, Human Resources Advisor, MRC  
Keheli Nagahawatte (Katy), Human Resources Generalist – Administration, MRC

## **ATTACHMENTS**

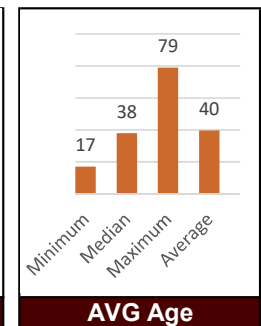
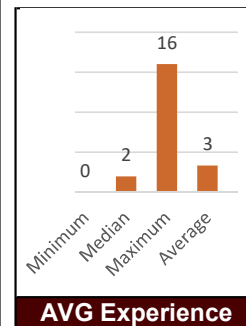
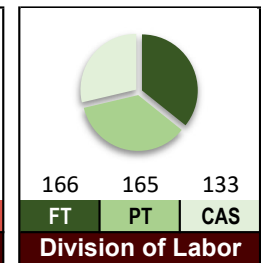
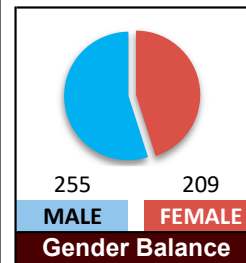
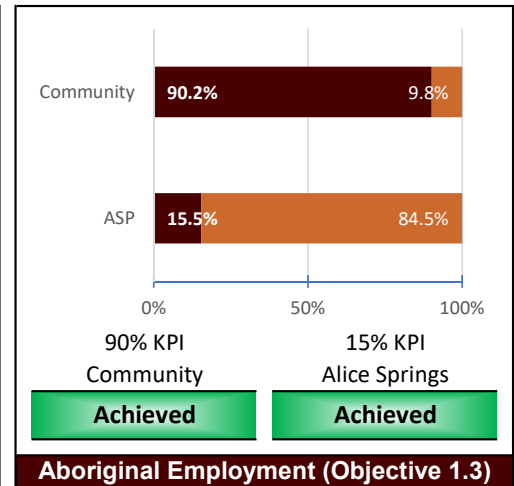
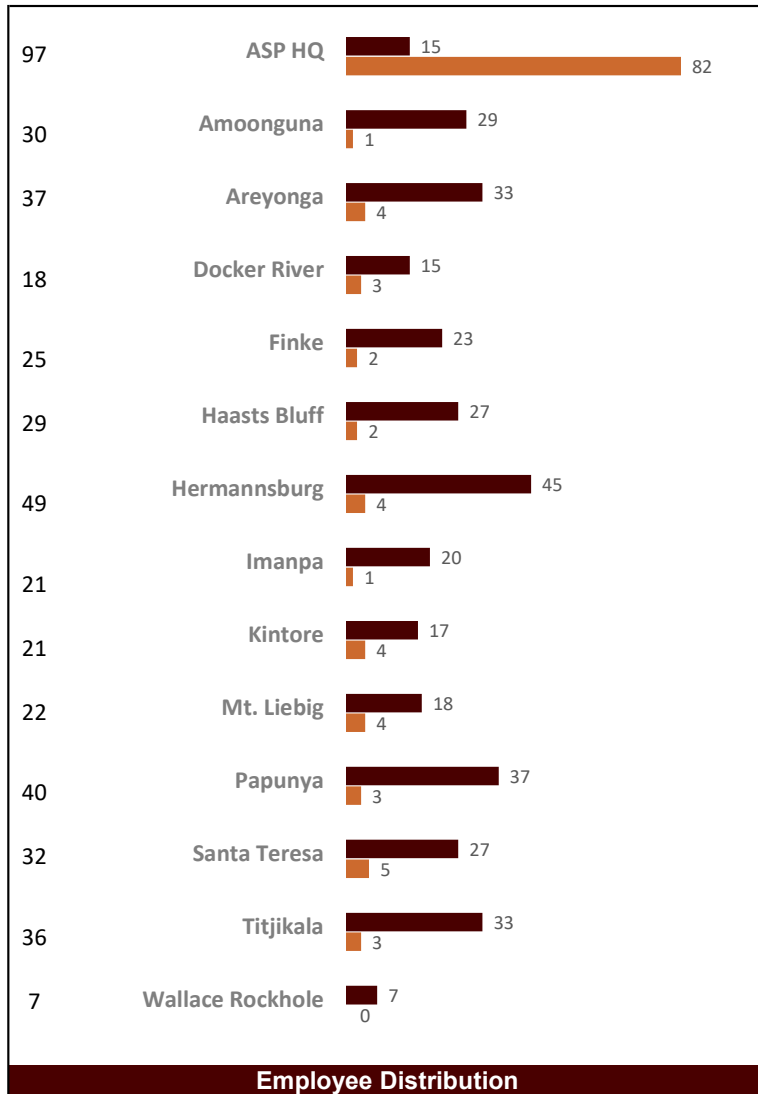
1. HR Demographics - July 2024 [**10.4.1** - 1 page]

Office of the CEO | People & Capabilities



# HR Demographics

as at:  
Friday, 19 July 2024



NOTE: Values derived from Employee Demographics, Employee Turnover, & Position Vacancy Tech1 Reports as at: 19-July-2024



## OFFICERS' REPORTS

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<b>ITEM NUMBER:</b>	10.5
<b>TITLE:</b>	Income and Expenditure Report
<b>AUTHOR:</b>	Osman Kassem, Finance Manager

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

The expenditure report shows spending until 30 June 2024 in the Local Authority community.

### RECOMMENDATION

**That the Sanat Teresa Local Authority notes and accepts the Income and Expenditure report as at 30 June 2024.**

### BACKGROUND/DISCUSSION

The attached Finance Report details the budget, variance, and actual expenditure on Council services in the community.

### ISSUES/OPTIONS/CONSEQUENCES

The Local Authority Project Funding is to be expended within 2 years of the receipt of the funding otherwise failure to do so may result in the Department withholding any future payments of Local Authority Project Funding or request unspent funding to be repaid.

**As an example, any funds prior to the 2021-22 financial year need to be spent and not just allocated to projects.**

### FINANCIAL IMPACT AND TIMING

The attached report details the expenditure for the Local Authority which is part of the full Council's approved budget.

### CONSULTATION

Executive Leadership Team  
 Management Team

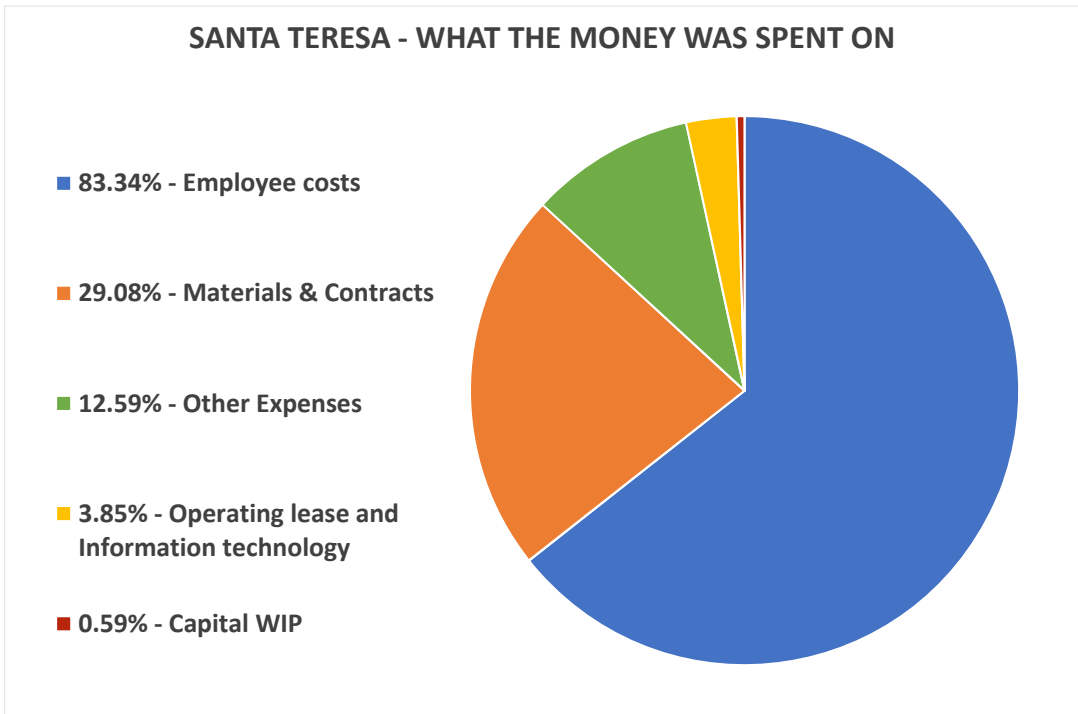
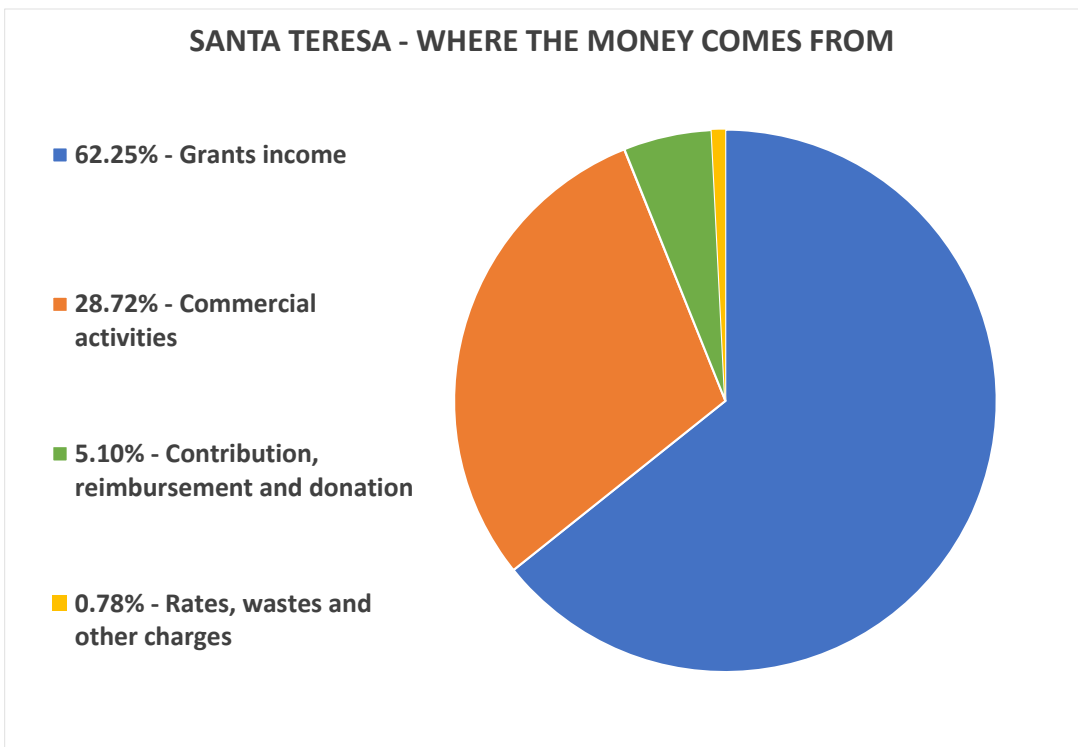
### ATTACHMENTS

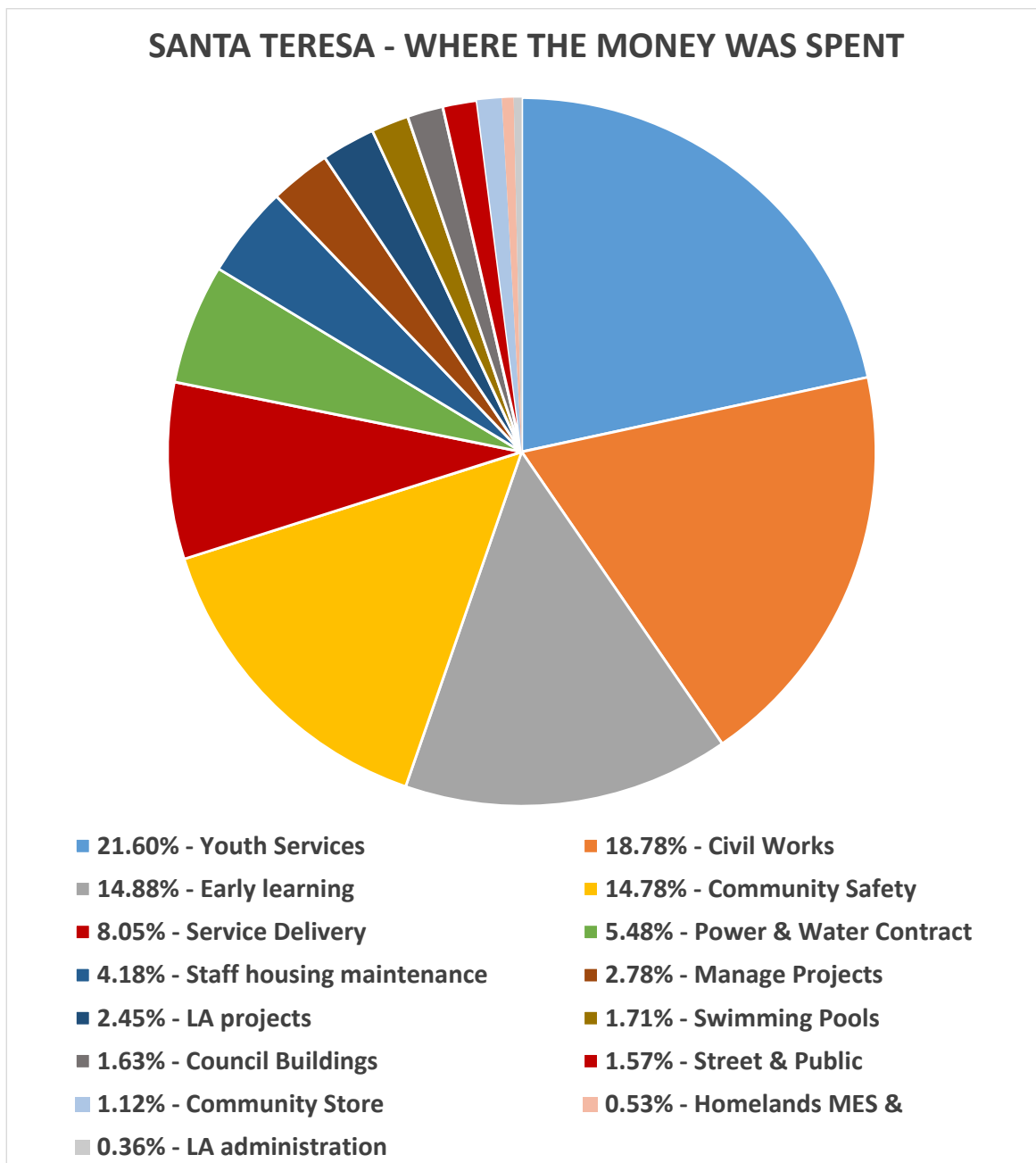
1. Santa Teresa Statement Income & Expenditure June 2024 [**10.5.1** - 1 page]
2. Santa Teresa Statement Income & Expenditure June 2024 - Charts [**10.5.2** - 2 pages]

**MacDonnell Regional Council**  
**Statement of Income & Expenditure**  
as at 30 June 2024

012 Santa Teresa

Description	Year to Date					Comments
	Actual \$	Committed \$	Actual + Committed \$	Budget \$	Variance \$	
<b>INCOME</b>						
Grants income	590,488	0	590,488	488,618	(101,870)	
Rates, wastes and other charges	7,440	0	7,440	8,930	1,490	
Commercial activities	272,397	0	272,397	260,838	(11,559)	Revise the budget for P&W / No budget in place for unexpected additional duties P&W sample testing & Maintenance
Contribution, reimbursement and donation	48,411	0	48,411	13,000	(35,411)	
<b>Total Income</b>	<b>918,737</b>	<b>0</b>	<b>918,737</b>	<b>771,386</b>	<b>(147,351)</b>	
<b>EXPENDITURE</b>						
Employee costs	1,284,775	0	1,284,775	1,512,481	227,707	Underspend across Youth and Service Delivery functions
Materials & Contracts	448,243	0	448,243	567,729	119,486	Revise budget - overspend on Bulk Fuel by \$15k and Buildings & Facilities repairs & maintenance Child Care by \$17k to reopen centre, Buildings & Facilities Youth by \$26k, Contract Electrician by \$25k and Contract Plumbing by \$16k
Operating lease and Information technology	59,336	0	59,336	82,318	22,982	Underspend on internet services by \$15k
Other Expenses	194,084	0	194,084	203,354	9,270	Overspend on water consumption by \$18k
Capital WIP	9,071	0	9,071	0	(9,071)	
<b>LA Allowances and Expenses</b>						
Chair Local Authority Members' Allowance	1,050	0	1,050	2,400	1,350	
Local Authority Members' Allowance	1,000	0	1,000	6,400	5,400	Not all members attending meetings
Local Authority Meetings Catering	1,084	0	1,084	1,000	(84)	
Local Authority Discretionary funds	3,991	0	3,991	4,000	9	
Community Infrastructure	48,677	0	48,677	247,351	198,674	Expenditure on LA Projects is underspent by \$198k
<b>Total Expenditure</b>	<b>1,995,509</b>	<b>0</b>	<b>1,995,509</b>	<b>2,365,882</b>	<b>370,373</b>	
<b>Net Surplus/(Deficit)</b>	<b>(1,076,773)</b>	<b>0</b>	<b>(1,076,773)</b>	<b>(1,594,496)</b>	<b>(517,724)</b>	





## 11 GENERAL BUSINESS ITEMS RAISED

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<b>ITEM NUMBER:</b>	11.1
<b>TITLE:</b>	General Council Business
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

### LINKS TO STRATEGIC PLAN

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

### EXECUTIVE SUMMARY

Under item 6.2, Members of the Authority have an opportunity to table items that they wish to discuss at General Council Business.

### RECOMMENDATION

**That the Santa Teresa Local Authority:**

- a) **notes and discusses the matters raised at Item 6.2; and**
- b) **notes any action items arising from these discussions will be moved to the action register for Council to respond.**

### BACKGROUND/DISCUSSION

Members discuss the matters raised at item 6.2 of the agenda

### ISSUES/OPTIONS/CONSEQUENCES

Nil

### FINANCIAL IMPACT AND TIMING

Nil

### CONSULTATION

Santa Teresa Local Authority

### ATTACHMENTS

Nil

## 11 GENERAL BUSINESS ITEMS RAISED

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<b>ITEM NUMBER:</b>	11.2
<b>TITLE:</b>	General Non-Council Business
<b>AUTHOR:</b>	June Crabb, Governance Coordinator

### LINKS TO STRATEGIC PLAN

Goal 03: Empowered Communities

### EXECUTIVE SUMMARY

The Department of Chief Minister and Cabinet provides any necessary updates relating to Northern Territory Government Services. At the beginning of the meeting, under item 6.3, members were given the opportunity to provide notification of matters to be raised in General Non-Council Business.

### RECOMMENDATION

**That the Santa Teresa Local Authority:**

- a) **notes and discusses the matters raised at Item 6.3; and**
- b) **notes that any action items arising relating to NT Government Services will be followed up with and a response bought before members at their next Local Authority meeting.**

### BACKGROUND/DISCUSSION

Please note the comments made in Item 9.1 Action Register. The President of MRC has written to the Chair of the CLC to ask that a representative of the CLC attend all future meetings of Local Authorities – a response is yet to be forthcoming. LA Members have the opportunity after today's meeting to discuss the issue of feral horses with the CLC Rangers. Members can also raise their concerns by attending the meetings of the Horse Committee which are organised by the CLC.

### ISSUES/OPTIONS/CONSEQUENCES

Nil

### FINANCIAL IMPACT AND TIMING

Nil

### CONSULTATION

Santa Teresa Local Authority  
Department Chief Minister and Cabinet

### ATTACHMENTS

1. Non Council Business [11.2.1 - 1 page]

Santa Teresa Local Authority 31 July 2024 - Agenda

Date raised	Issue	Detail	Response
28-Feb-24	<b>Community Housing</b>	Members requested that NT Housing Officers attend future Local Authority Meetings	<b>15 May 2024</b> - No response from DIPL received at this meeting.
15-May-24	<b>Horses</b>	<p>Members discussed the ongoing issues with horses, requesting that in a joint effort with MRC, the NTG Representative write to the CEO of Central Land Council to attend a meeting with community members to discuss issues surrounding the management of horses . Members also discussed installing a cattle grid as an alternative means to keeping the horses out of community.</p> <p>Members noted that the Representative will investigate the possibility of funding being available to assist with keeping the horses out.</p>	

**12 DATE OF NEXT MEETING**

Wednesday, 6 November 2024

**13 MEETING CLOSED**