

2021-23 Homelands Program Guidelines

Homelands Services Group



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Acronyms	Full form
NT	Northern Territory
NTG	The Northern Territory Government
TFHC	The Department of Territory Families, Housing and Communities
MES	Municipal and Essential Services
HMS	Housing Maintenance Services
HJ	Homelands Jobs
HCG	Homelands Capital Grants
GST	Goods and Services Tax
ATO	Australian Taxation Office
SPFR	Specific Purpose Financial Report
FTE	Full Time Equivalent
SDP	Service Delivery Plan
IER	Infrastructure and Equipment Register

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1. Overview

The Northern Territory Government recognises and supports the fundamental right of Aboriginal Territorians to live on, develop, and maintain their homelands. Significant national and NT policies exist to support homeland residents to fulfil their aspirations to maintain and strengthen distinct legal, economic, social and cultural institutions on homelands.

Homelands and outstations are interchangeable terms used in different parts of the NT to describe places where small populations of Aboriginal people live in remote areas, on lands to which they have traditional ownership or historical association.

A town camp is an Aboriginal urban living area usually located on Crown land which has been leased or granted to an Aboriginal community organisation for Aboriginal communal purposes, including use as a living area.

In the 2021-22 financial year, 394 homelands, 43 town camps and 9 remote communities were funded under various homelands programs, with approximately 9,000 – 10,000 residents in 2,426 dwellings benefiting from the grant funding.

Service delivery to homelands and town camps reflects the objectives of Northern Territory Government policy and will continue to be based on strong, productive and collaborative relationships in recognition of the Territory's long term commitment to principles of priority, engagement, sustainability, access and accountability.

The NT Government is committed to improving services and living conditions on homelands and town camps. This will require the joint efforts of governments, landholders and residents to all share responsibility for the future of homelands and town camps.

Homelands Services policies and guidelines will help to drive improved outcomes for Aboriginal Territorians residing in their homelands and town camps.

2. Homeland eligibility for funding

To be eligible for funding a homeland must:

- have a sustainable, potable water supply;
- have a water supply in operating condition;
- have its own operating power supply;
- have safe and secure housing;
- be accessible;
- be the principal place of residence; and
- a service provider, recognised under the Homelands Program, must be willing to undertake the responsibility for servicing the homeland and be able to deliver services in a safe environment.

If a homeland is not currently funded, the residents can approach their service provider to find out if it is eligible for funding.

The service provider will contact the Department of Territory Families, Housing and Communities (TFHC) to consider the homeland for funding. The service provider is responsible for notifying the

resident/s once TFHC has approved the homeland to be funded, or advise if the location does not meet the required criteria.

If the service provider does not wish to take part in servicing an eligible homeland, another provider can be engaged. Where an alternative service provider is engaged, TFHC will make the final decision on the suitability of the provider.

In the event that any additional housing built on eligible homelands or town camps leads to increased demand for municipal and essential services, the required upgrades to municipal and essential services infrastructure must be funded by the developer.

In the event that a developer fails to fund any required infrastructure upgrades, the additional housing will not be eligible for funding under the Homelands Program.

Any ongoing support for new homelands or new housing on existing homelands is to be funded from within the service provider's current budget allocations.

3. Funded homelands programs

TFHC offers grant funding for eligible homelands and service providers through the following homelands programs:

- Municipal and Essential Services (MES);
- Housing Maintenance Services (HMS);
- Homelands Jobs (HJ); and
- Homelands Capital Grants (HCG).

3.1. MES and HMS Agreements

In July 2018, service providers were offered a five-year funding agreement for MES and HMS funding, with a schedule listing each funded homeland/town camp and the amount of funding the service provider will receive for the initial financial year. In July 2021, service providers were offered a variation for the final two years of the agreement (2021-22 to 2022-23), with funding to be released at milestone points across the funding period.

Payments are released to service providers on a biannual basis, or by invoice, once the funding agreement is duly executed by the service provider and TFHC. In order to receive funding, the service provider must be compliant with all financial and performance reporting requirements.

Executed funding agreements must be returned to TFHC by the date notified. If the funding agreement is not received by this date, the offer may be withdrawn and the funding may be allocated to other service providers.

Funding for both MES and HMS is allocated on a '*per dwelling*' formula. The funding amount may be adjusted for homelands that are difficult to access and/or have to provide their own power and water (that is, where power and/or water is not provided by the Power and Water Corporation). Funding is reviewed each year and may change according to the number of homelands and dwellings included in the program.

A dwelling is considered permanently occupied if the residents live there most of the time, meaning 50 per cent of the time. All dwellings that are permanently occupied are eligible for funding.

In determining whether a dwelling is permanently occupied, TFHC will consider the length of time the residents live in the dwelling each year, whether the resident has any other government assisted housing and the recognised registered address. If any dispute arises about the classification of the dwelling, the responsibility is on the resident to show that the dwelling is their principal place of residency.

The annual occupancy and population survey (survey) forms the basis for allocating funds for the next financial year for municipal, essential and housing maintenance services on eligible homelands and town camps. The data provided in the survey is critical, as it is reflected in funding agreements which are legally binding contracts.

The information provided in the survey by the service providers is verified by TFHC Technical Officers. Technical Officers are scheduled to carry out field visits and audits of completed works at each location, at least twice per year.

Exceptions will be considered on a case-by-case basis for MES funding to maintain roads or protect infrastructure for homelands used for cultural or education purposes, but are not permanently occupied.

As per the NT Government's [Buy Local Plan](#), works for building related projects should be undertaken by a local NT business with Contractor Accreditation Limited (CAL) accreditation. Any exception to this must be approved by the Homelands Services Group.

3.1.1. Municipal and Essential Services Program

MES operational funding includes repairs and maintenance, minor works and general operational costs for the delivery of municipal and essential services to homelands and town camps.

MES funding is also provided for the delivery of municipal services to 9 remote communities which are not provided with municipal services by local government authorities.

Municipal service activities are primarily concerned with road and aerodrome maintenance, waste disposal, landscaping and dust control in common areas, firebreaks, animal control, environmental health activities and other municipal services.

Essential service activities are primarily concerned with the operation and maintenance of electricity supplies, water supplies and sanitation systems.

The service provider must not:

- use more than 20 per cent of the MES funding for administrative costs and overheads directly involved with program delivery;
- use more than 50 per cent of the MES funding for paying salaries or wages for positions directly involved with program delivery; or
- Use HMS funds for the delivery of MES services.

Eligible activities under the MES program are defined as follows:

<p>Electricity, water and sanitation services operation and maintenance</p>	<p>Assistance with operational costs and essential/routine repairs and maintenance to water, electricity and sanitation services on homelands.</p> <p>MES funding may only be used to purchase fuel for generators where residents are contributing to the costs of fuel consumption.</p> <p>TFHC may also approve the re-allocation of an amount of MES funding to cover a shortfall in electricity supply operational costs where the service provider is making a significant effort to collect revenue from users.</p>
<p>Road maintenance</p>	<p>Routine and essential maintenance to internal roads and drainage that is not the responsibility of a government body or another entity.</p>
<p>Aerodrome and barge landings maintenance</p>	<p>Routine and essential maintenance of aerodromes and barge landings in homelands only.</p>
<p>Waste disposal</p>	<p>Effective and regular waste removal services and tip maintenance in homelands, town camps and (9) funded communities.</p>
<p>Landscaping, dust control and firebreaks</p>	<p>Essential and effective landscaping, dust control and fire breaks around infrastructure, including routine management and maintenance of ovals, parks and playgrounds in homelands, town camps and funded communities.</p>
<p>Management of infrastructure and municipal services</p>	<p>Operational costs required to provide infrastructure and municipal services, including assistance with the administration/running costs for municipal services vehicles, and the repairs and maintenance of essential buildings in homelands, town camps and (9) funded communities.</p>
<p>Environmental health activities</p>	<p>Programs should include activities and strategies to reduce environmental health risks and related diseases, including educational programs and activities that reduce hygiene and nuisance problems.</p>
<p>Animal management</p>	<p>Improve the health and welfare of animals by providing access to water, protecting housing or infrastructure from animals, and providing veterinary and education programs with a focus on better dog health in homelands, town camps and (9) funded communities.</p>
<p>Other municipal services</p>	<p>Other necessary municipal services such as fire prevention, maintenance of street lighting, preparation of town plans, and insurance on assets used specifically to provide municipal services.</p>

3.1.2. Housing Maintenance Services Program

The purpose of HMS is to assist homeland and town camp residents to live in a safe and healthy environment. It provides funding for the following in priority order:

- urgent repairs, to be attended to within 48 hours; and
- general or routine repairs and maintenance to extend the life of houses and minimise deterioration.

The service provider must not:

- use more than 20 per cent of the HMS funding for administrative costs and overheads directly involved with program delivery;
- use more than 50 per cent of the HMS funding for paying salaries or wages for positions directly involved with program delivery; and
- use MES funding to deliver HMS services.

3.2. Homelands Jobs Program

Homelands Jobs funding helps to employ local Aboriginal people in funded homelands, town camps and communities, to assist in the delivery of homelands programs, including in office-based positions. This assists to increase local participation by offering employment and training opportunities to local residents.

Funding for Homelands Jobs is allocated by a formula calculation based on the number of homelands and houses managed by the service provider.

Homelands Jobs is offered together with the MES and HMS funding agreement. The funding schedule lists the number of full time equivalent (FTE) positions funded and the approved allocation for the service provider. Funding can extend to more people than just the number of FTE positions, for example one single FTE position could potentially be split to cover a number of different individuals working on a part-time or casual basis.

Homelands Jobs payments are also released to the service provider on a biannual basis, once TFHC has determined that the service provider is compliant with all financial and performance reporting requirements.

Homelands Jobs funding is to be used to pay salaries/wages or upskilling Aboriginal staff directly involved with the delivery of homelands programs and is not to be used for administration costs. Examples of work activities are as follows:

- municipal services - maintenance of internal roads and aerodromes, rubbish disposal, landscaping and dust control, fire breaks, grass cutting, environmental health activities and animal control;
- essential services - operation and maintenance of homelands electricity supplies, water supplies and septic or sewerage systems;
- housing maintenance - urgent and routine housing repairs and maintenance, assisting qualified personnel where appropriate to maintain houses in a safe, habitable condition; and
- tasks associated with works within homelands e.g. fencing, removal of rubbish, groundworks and works establishing new infrastructure under supervision of qualified personnel where appropriate.

Service providers will be required to demonstrate that:

- funded positions are used to employ local Aboriginal people from within the serviced homelands

and/or town camps;

- funded positions are adequately managed and supervised within the organisation;
- funded positions undertake a range of tasks and duties appropriate to the level of responsibility;
- employees engaged through Homelands Jobs funding will benefit personally from any training, skills improvement or experience gained through the job; and
- funded positions will productively contribute to the achievement of organisational goals, outcomes and outputs.

3.3. Homelands Capital Grants Program

The Homelands Capital Grants Program is for the purchase/construction of capital infrastructure that supports the delivery of municipal and essential services, and housing maintenance services, to Northern Territory homelands and those town camps which are not covered by NT Government leases.

The Homelands Capital Grants Program combines and replaces the former Municipal Essential Services Special Purpose Grant Program (MESSPG) and the Homelands Extra Allowance (HEA).

4. Service Delivery Contribution/s or Fees

TFHC advocates that service providers encourage residents to contribute to service delivery through voluntary service delivery contribution fees. This assists with the cost of providing improved services and strengthens community contribution and participation in the maintenance of homelands and dwellings.

Where no service contribution fee is forthcoming, service providers are not obligated (under the funding agreement) to provide services above the minimum standards or funding levels.

If residents contribute to service delivery, it is incumbent on the service provider to work with the residents to identify how the fees will contribute to improved service delivery.

5. Performance Standards

These program guidelines and program funding agreements outline the requirements for performance standards under each of the homelands programs. Minimum standards have been developed by TFHC identifying the minimum expected levels of servicing, maintenance and standard of infrastructure on all homelands, see [Appendices](#).

Service providers must utilise funding money to achieve the outcomes of the program.

In order to manage and assess service delivery and service provider performance, half yearly reporting templates have been developed by TFHC. These templates must be filled in and submitted to TFHC by the due date. The templates provide information that contributes to TFHC's assessment of performance. Where performance is assessed as requiring further review, the following areas may be examined:

- Service Delivery Plans (SDP);
- complaints and complaints procedure;
- local employment numbers;
- communication procedure and performance (e.g. urgent items and SDP creation);
- service delivery contribution fees (e.g. strategy and progress);

- percentage of administration or salaries/wages costs; and
- the level of commitment of expenditure against grants.

5.1. Service Delivery Plans

All service providers are required to develop an SDP in collaboration with residents for each funded location in order to ensure that minimum standards of service delivery are achieved for both MES and HMS programs

The SDP is a plan for managing scheduled maintenance on infrastructure and other assets used in the delivery of Homelands Program services.

The SDP will list the tasks and month in which these will be undertaken, by either the service provider or the residents, in order to maintain assets and improve living conditions on the funded homelands and town camps.

The SDP must clearly demonstrate the nature of the service provider's engagement, communication and agreement with residents in each funded homeland and town camp.

On completion of the engagement process with residents, the service provider is required to explain to residents what work the provider will be doing under the agreed SDP.

TFHC will provide yearly SDP templates to service providers.

Service providers will fill in the SDPs with scheduled tasks for the current financial year and return the completed documentation to TFHC.

At the end of each reporting period, completed SDPs will be submitted with scheduled tasks 'ticked off' and indicating the month the task was completed.

5.2. Maintenance Logs

The Maintenance Log is used to record all work completed funded on homelands, town camps and communities.

All scheduled and unscheduled work is to be entered into the Maintenance Log.

An estimated cost of that work is to be included.

The Maintenance Log is to be filled in on a regular basis.

TFHC has the right to request to view the Maintenance Log throughout the year to assess the work that has been undertaken.

If a provider is using a system that already captures the information required within the Maintenance Log, that system will suffice as the Maintenance Log as long as it captures the location, house number, date, description of the work and estimated cost. Any reporting must be submitted in Excel or CSV format to allow TFHC to analyse the information effectively.

The Maintenance Log is to be submitted to TFHC at the scheduled reporting dates.

5.3. Infrastructure and Equipment Register

Service providers are required to maintain an Infrastructure and Equipment Register (IER) of Homelands Program infrastructure on funded homelands, town camps and communities, including equipment which is used in the delivery of services.

The IER is to be updated to record all infrastructure and equipment changes on funded locations.

All new items funded through Homelands Capital Grants are to be included on construction or installation.

The IER is similar to an asset register and should include:

- location;
- category;
- item;
- description;
- condition;
- installation date;
- expected replacement/ upgrade/ repair date;
- expected replacement/ upgrade/ repair cost; and
- any relevant comment regarding condition, capacity, maintenance requirements, etc.

The IER is to be submitted to TFHC at the scheduled reporting dates and as part of the service provider's performance reporting.

6. GrantsNT

GrantsNT is the NT Government's grant management system used by agencies and grant applicants/residents to manage grant funding activities. It is a secure online grant management system for NTG grants.

GrantsNT supports the end-to-end grant management process including online acquittals and progress and performance reporting.

Service providers are required to use GrantsNT to do the following:

- search for grants;
- apply for funding;
- receive payment;
- acquit grants;
- report on performance;
- subscribe to get notified of new funding opportunities; and
- receive automated notifications and calendars of reporting milestones.

All service providers are required to upload their reports through GrantsNT.

7. Reporting

Service providers must complete and submit all reports required as specified in these guidelines and in the funding agreement, through GrantsNT.

If TFHC considers the form or content of a report to be inadequate, it may request the service provider to submit a revised report within 10 business days (unless specified otherwise). Where necessary, TFHC reserves the right to request any reports to be submitted at shorter intervals than stated.

Service providers must, at all reasonable times, allow access to records, accounts, documents and papers relating to all Homelands Program agreements. This will include all documentation related to how service providers are carrying out the activity and receiving or spending the funding. Service providers must allow copies of these materials to be viewed by the following parties:

- TFHC and/or persons authorised by TFHC;
- the Commonwealth Auditor-General;
- the Commonwealth Director of Evaluation and Audit or person(s) authorised by them; and
- homeland residents.

All reporting to TFHC must be submitted in electronic format through the GrantsNT system.

Enquiries regarding the performance against these programs should be directed to the Homelands Services Group on 1800 031 648 or Homelands.Program@nt.gov.au

Enquiries regarding the funding agreement or payment of grant funds against these programs should be directed to the Investment Management team on (08) 8999 8456 or tfhc.InvestmentManagement@nt.gov.au

7.1. Financial and Performance Reporting

Service providers will be required to submit through the GrantsNT system, the Half year and Full year statement of financial position and service statement reports on templates provided by TFHC for all homelands programs.

Reports must be received by TFHC no later than 28 February and 28 August each year. To fully acquit funding, performance reporting must be submitted and assessed as satisfactory.

These reports are based on self-certification as to the accuracy and reliability of the information supplied. TFHC has the right to request a copy of the reports at any other time that is deemed necessary.

Assessment of these reports will take place within four weeks of its receipt and the service provider will be formally notified, if the report is accepted as satisfactory or otherwise.

The Full Year statement of financial position and service statement report will identify the unspent amount remaining for the grant.

TFHC has determined that the Australian Taxation Office (ATO) private tax ruling no. [1051410180505](#) in relation to the treatment of Goods and Services Tax (GST), is applicable to the MES, HMS and Homelands Jobs programs.

The ATO ruling provides that no taxable supply is made in the provision of some grant funding arrangements, and consequently there is no creditable acquisition from the recipient to the Northern Territory Government. Consequently, all payments will be made without allowance for GST.

7.2. Audited Specific Purpose Financial Reports

Service providers that receive funding under one or more programs listed in this document are required to submit annual Audited Specific Purpose Financial Reports (SPFRs) for each program.

Acquittal of funding is under a prescribed arrangement that requires specific purpose financial reports to be prepared and independently audited by a registered company auditor for the period ending 30 June each year.

Independently audited SPFRs are to be provided to TFHC by 15 November each year via the GrantsNT system. Audited SPFRs will be assessed within four weeks of receipt by TFHC and the service provider will be formally notified accordingly.

7.3. Unexpended Funds

The service provider is to report all unexpended amounts of MES/HMS/HJ funding half yearly, utilising the half year and full year statement of financial position and service statement reports.

Service providers are required to continue service delivery to homelands, town camps and communities until such time as receiving written advice from TFHC regarding either retention or return of the funding in question. This ensures that works from previous financial years are not disrupted and that delivery of these works is able to be continued.

TFHC will consider the carry forward by service providers of unspent funding based on merit, and may elect to reduce the service provider's allocation for the following financial year in order to ensure that the carry forward amount is fully spent.

Unexpended funding which is approved to be carried forward, as per the Accepted Audit Letter, must be spent by 30 June the following year.

In the event that TFHC does not approve the carry forward of unexpended funding, the service provider will be directed to return the full amount (or an amount as agreed by the Director Homelands Services Group) to TFHC.

All grant funding that has been approved for carried forward must be specifically itemised in:

- a) the service provider's half year statement of financial position and service statement report; and
- b) the service provider's annual audited SPFR.

No deficit amount is to be brought forward from the previous year. Any over expenditure of the program must be absorbed by the service provider.

Appendices

A. Minimum MES and HMS Standards

These standards are designed as a guide for service providers and they outline the minimum standards of service delivery required. As the funded locations are located over a large geographical area with a wide range of infrastructure, the standards have been developed to identify minimum deliverables that are applicable to most locations. These minimum deliverable tasks are to ensure a reliable delivery of power, water, sanitation and provide a healthy and safe environment.

Relevant services where Australian Standards apply must comply with those standards. Examples where Australian Standards apply include electrical and plumbing services and supplies to homelands dwellings.

A comprehensive list of maintenance tasks, which include the minimum deliverable tasks, should be identified by service providers for each funded location and scheduled in the SDPs.

Emergency plans

Each service provider must have an Emergency Plan in place. The Emergency Plan will identify:

- actions the service providers will take leading up to an emergency, during an emergency and after the event to manage service provision to funded locations; and
- key personnel, their contact details, and their roles during an emergency.

Depending upon the region in which the service provider is located, emergencies covered under the plan should include bushfires, floods and cyclones.

Frequency of visits to funded locations

Service providers are required to visit each location at least once in the first half of the financial year and once in the second half of the financial year to carry out the tasks identified in the minimum standards and to engage with the residents of the location.

Resident engagement

Service providers are to explain to the residents what work they will be doing on a regular basis to service the location. A copy of the SDP must be made available to residents of each homeland, if requested, and residents may contribute to the development of the SDP where appropriate.

Contact details

Relevant contact details are to be made available to residents, explaining who to contact in the case of emergency and/or loss of services.

Communication plans

Communications that contributed to creation of the SDP, and subsequent communication that documents service delivery responses must be recorded by the service provider and made available to view upon request. This includes items such as requests for urgent repairs.

B. Minimum Standards – MES

Definitions

The following definitions are included in the minimum standards table below.

- Category is the system or equipment being maintained.
- Outcomes are what is expected to be achieved or the minimum standard in each category of the MES program.
- Minimum service delivery tasks or standards are activities that should be carried out to ensure the outcomes are achieved. Sub-systems or related equipment are also included here.
- Frequency of how often the activities are required to be carried out to maintain the minimum standards or outcomes.
- Call out or emergency is the response time in which a service provider should endeavour to address an issue that results in the loss of service.

Category	Outcomes	Minimum service delivery tasks/standards
Water system		<ul style="list-style-type: none"> • Inspect, repair and maintain water supply infrastructure to ensure system is operational and working as intended to achieve the specified outcomes. • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage. • Ensure fences and gates around water infrastructure are secure. • Inspect for and repair any water leaks in infrastructure and at houses. • Ensure water reticulation where possible is buried to a safe depth to reduce risk of damage. • Ensure active and unused bores are correctly sealed to prevent contamination. • Identify any maintenance or repairs required at the next maintenance visit. <p><u>Callout/emergency</u></p> <ul style="list-style-type: none"> • If there is a loss of service then the service provider is required to attend and try to restore services within 48 hours of being informed. • If services cannot be restored within 48 hours, the service provider will ensure an emergency supply of potable water until the service is restored. • If it is not possible to restore services within a two week timeframe, TFHC must be informed.

Category	Outcomes	Minimum service delivery tasks/standards
Power systems	Provide a safe, reliable power supply.	<ul style="list-style-type: none"> • Inspect, repair and maintain power supply infrastructure to ensure system is operational and working as intended to achieve the specified outcomes. • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage. • Inspect and repair all wiring and connections to ensure a safe condition and ensure there is no potential hazard to residents. • Identify any maintenance or repairs required at the next maintenance visit. <p><u>Power stations</u></p> <ul style="list-style-type: none"> • Ensure generators and controls are maintained and serviced in accordance with manufacturers' guidelines. • Ensure compounds, gates and fencing are secure and locks are operational. • Ensure bulk fuel storage is securely contained and only accessible by authorised personnel. <p><u>Callout/emergency</u></p> <ul style="list-style-type: none"> • Service providers are required to attend and restore services to the power system within two weeks of being informed of disruption of services. If this cannot be achieved, TFHC must be informed.
Sewerage and septic systems	<p>Sewerage disposal systems are to be constructed, located, maintained and operated so as to:</p> <ul style="list-style-type: none"> • Prevent direct and indirect contact between people and infectious organisms. • Minimise the risk of contamination of drinking water supplies, food crops or other supplies. 	<ul style="list-style-type: none"> • Inspect, repair and maintain sewerage and septic infrastructure to ensure system is operational and working as intended to achieve the specified outcomes. • Ensure all compounds and areas around infrastructure are clean and clear of vegetation to reduce risk of fire and structural damage. • Ensure septic tanks are secure and there is no risk of accidental access. • Identify any maintenance or repairs required at the next maintenance visit. <p><u>Callout/emergency</u></p> <ul style="list-style-type: none"> • Service providers are required to attend and restore services to the sewerage or septic

Category	Outcomes	Minimum service delivery tasks/standards
	<ul style="list-style-type: none"> Prevent the breeding of mosquitoes. 	<p>system within two weeks of being informed of disruption of services. If this cannot be achieved TFHC must be informed.</p>
Grounds maintenance	<p>Communal areas should be maintained to a standard that:</p> <ul style="list-style-type: none"> Reduces the risk of fire. Minimises the risk of disease. Provides a level of safety to residents. Reduces the opportunity for snakes and other animals to shelter in and around the location. 	<ul style="list-style-type: none"> Clear vegetation to a level that achieves the stated outcomes but does not add to the generation of dust or erosion. Where appropriate, install and maintain fire breaks. Identify any maintenance required at the next maintenance visit.
Waste disposal	<p>Waste management practices applied to:</p> <ul style="list-style-type: none"> Prevent the transmission of infectious disease. Reduce risk of injury and trauma. 	<ul style="list-style-type: none"> Area around tips must be clear of waste and all rubbish must be placed in tips. Old sites must be filled in. If the level of rubbish around the location is deemed a health hazard, the service provider will ensure rubbish is removed and disposed of correctly. Identify any maintenance required at the next maintenance visit.
Internal/access roads	<p>Allow the use of roads and minimise erosion.</p>	<ul style="list-style-type: none"> Ensure roads are clear of fallen vegetation and tree regrowth. Identify any maintenance or repairs required at the next maintenance visit.

Category	Outcomes	Minimum service delivery tasks/standards
Aerodromes	Maintained on a regular basis to allow the safe operation of light aircraft.	<ul style="list-style-type: none"> • Inspect airstrip and ensure surface is clear of roots, undulations, large rocks, ant and termite mounds, saplings and erosion. • Drag airstrip every six months. • The immediate 15 metres either side of the strip surface should be cleared of any obstacles including ant hills, tree stumps, large rocks or stones and fencing wire. • Identify any maintenance or repairs required at the next maintenance visit.
Environmental	Reduce the risk of disease, poor health, water contamination and damage to infrastructure due to environmental influences.	<ul style="list-style-type: none"> • Evaluate the need for animal control around homelands where necessary, and carry out identified works. • Ensure minimal disturbance to soil on homelands by works or animals to prevent erosion and dust. • Identify any maintenance or repairs required at the next maintenance visit.

C. Minimum Standard - Housing

The housing standard is the standard of housing required under the funding guidelines. The standard outlines the minimum requirements in order to ensure health and safety of residents and provide shelter from environmental elements.

Category	Minimum Service Delivery Tasks/ Standard
General	<ul style="list-style-type: none"> • Dwelling appears structurally sound. • Safe and reliable power supply is available and connected. • A potable water supply is available. • Trees and plants do not pose a hazard to dwelling or tenants. • Dwelling provides shelter from external environment, e.g. roof and external walls are serviceable and do not leak, windows are in a condition to ensure shelter if necessary. • Dwellings with asbestos containing materials are signed properly. • Dwelling has electrical safety switches fitted where power is connected through a power board. • Dwelling has safe and serviceable power outlets. • Where connected to gas, system is deemed safe. • Dwelling has adequate lighting for safe use of dwelling at night. • Dwelling is able to be secured. • Dwelling has properly constructed floors (i.e. not dirt) throughout.
Kitchen facilities	<ul style="list-style-type: none"> • Has a serviceable and functional sink. • Has a serviceable and functional food preparation area. • Has a serviceable and functional light. • There is a suitable food storage area available. • Has a properly constructed (not dirt) floor.
Bathroom facilities	<ul style="list-style-type: none"> • Has access to serviceable and functional bath/shower facilities. • Has a serviceable and functional basin. • Has a serviceable and functional light. • Has a properly constructed (not dirt) floor. • Has a serviceable and functional door with a suitable lock.
Laundry facilities	<ul style="list-style-type: none"> • Has access to serviceable and functional clothes washing facilities.
Toilet facilities	<ul style="list-style-type: none"> • Dwelling has access to serviceable and functional toilet. • Toilet facilities has a serviceable door with a suitable and functional lock. • Toilet facilities has a properly constructed (not dirt) floor.
Bedrooms	<ul style="list-style-type: none"> • Has a serviceable and functional light. • Has a properly constructed (not dirt) floor.

Minimum Standard - Housing Maintenance

Homeland housing funding should be prioritised for immediate repairs. Any funding remaining should be used for general repairs and maintenance. Definitions for immediate repairs and general repairs and maintenance are outlined below.

Regular inspections should be carried out to identify immediate repairs and general repairs and maintenance. The frequency of housing inspections is outlined below.

Immediate repairs

Immediate repairs are those necessary to make a house safe and healthy to live in; where there is a direct threat of danger due to safety, health or security risks to the tenants of the premises, and where prompt action is required to relieve the situation. These repairs can include but are not limited to:

Electrical

- Power points/fittings are safe, not damaged, secured to the wall, and there are no exposed wires.
- Mains power to house has no exposed wires or damaged conduit/junction box.

Gas

- No gas leaks.
- Repair faulty regulators/appliances/controls.
- Significant water leakage.
- Repair any significant water leaks within premises that leaves persistent water pooling, contributes to rotting of infrastructure or is a cause of depleting homeland water supply.

Major sewerage overflow to internal premises

- Repair any major sewage effluent leaks, backup, or blockage from septic systems.

Response time for immediate repairs

Immediate repairs will be actioned within 48 hours of being reported to the service provider, or as soon as practically possible if access is not possible for cultural reasons or weather events.

General repairs and maintenance

Repairs and maintenance are any non-immediate repairs and scheduled maintenance required to keep housing to a safe standard for living.

For example repairs to:

- maintain power and prevent loss of power supply;
- maintain water and/or sewerage to prevent leaks;
- where a tenant/occupant is unable to gain access to the premises or secure the external access; and
- regular maintenance such as clearing of vegetation or termite treatment around houses.

Inspection schedule

Regular scheduled visits should be conducted to evaluate work required to ensure dwellings meet the minimum standard.

Inspections should be carried out at least once in the first half of the year and once in the second half of the year.

Category	Maintenance tasks
Structural	<p>Check for, and repair rust, corrosion, rot, termite damage and other signs of structural deterioration.</p> <p>Check for, and fix water leaks.</p> <p>Check for damage and correct operation of doors/windows in accordance with maintenance plan.</p>
Plumbing	<p>Inspect for, and repair any water leaks.</p> <p>Check operation of hot water systems and repair where necessary.</p> <p>Check for, and fix any damage to waste water systems and ensure correct operation.</p> <p>Check for, and fix sewerage or septic leaks, blockages or backup from septic systems.</p>
Electrical	<p>Test operation of RCD switch.</p> <p>Check connection of wires to earth stake.</p> <p>Check power points/fittings are:</p> <ul style="list-style-type: none"> • in working condition; • not damaged; • secured to walls/ceilings; and • have no exposed wires. <p>Check there are no exposed cables.</p> <p>Mains power to premises is not damaged or has exposed wires.</p>
Gas	<p>Gas fittings are secured and working correctly.</p> <p>Check for, and repair any leaks.</p>

Enquiries

For queries regarding these programs please contact the Homelands Services Group on Homelands.Program@nt.gov.au or phone 1800 031 648.

Website www.tfhc.nt.gov.au dlghcd.nt.gov.au