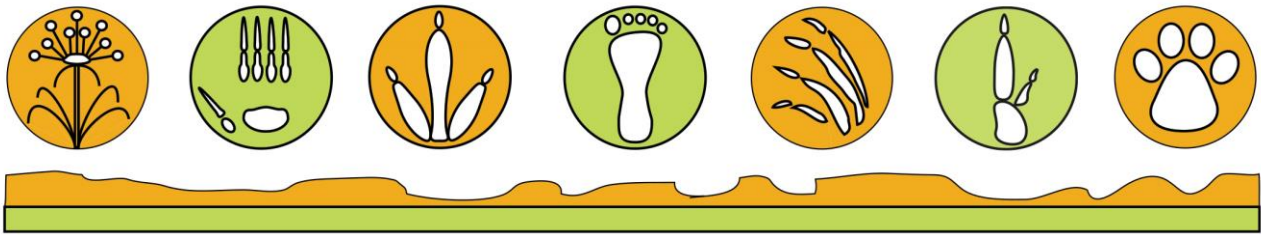


# BARKLY REGIONAL COUNCIL



## AGENDA ALPURRURULAM LOCAL AUTHORITY MEETING

**TUESDAY, 21 MARCH 2023**

Barkly Regional Council's Alpurrrulam Local Authority will be held in Alpurrrulam Council Office - Conference Room on Tuesday, 21 March 2023 at .

**Russell Anderson**  
Acting Chief Executive Officer

### OUR VISION

We strive to be responsive, progressive, sustainable council which respects, listens and empowers the people to be strong.

### The Way We Will Work

We will make it happen!

We will be engaged and have regular opportunities to listen.

We will have strong policy and budgets to ensure our programs and services are progressive and sustainable.

Respect is shown in everything we do and we have acceptance of all cultures in the Barkly Region and their practices through a culturally competent Council.

We are a responsible Council.

We will be a responsive Council.

We want to empower local decision making.

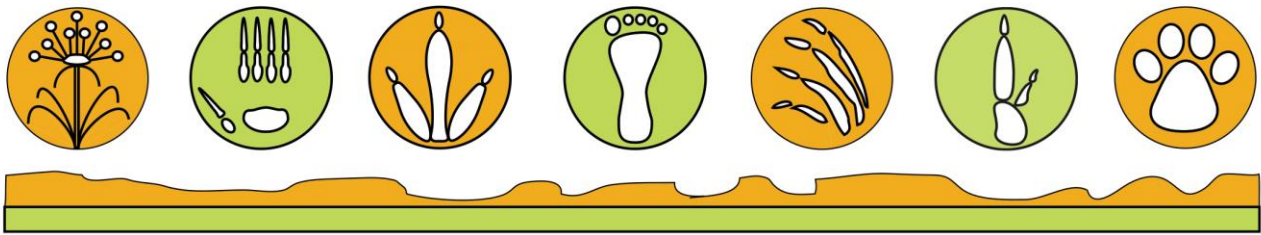
We want to ensure that our services are sustainable and that our region has a standard consistent level of services.

We want to be able to sustain our environment – our communities, our physical places, our people and our organisational culture.

We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.

We need to be realistic, transparent and accountable.

# BARKLY REGIONAL COUNCIL



## **ACKNOWLEDGEMENT TO COUNTRY**

We acknowledge the Traditional Owners of Warumungu, Mudberra, Jingili, Wakaya, Wambaya, Waanyi, Walpiri, Warlmanpa, Alyawarr, Anmatyerre and Kaytetye Country on which Barkly Regional Council live and work, and recognise their continuing connection to land, waters and culture. We pay our respects to the ancestors and elders of these lands, past, present and emerging.

May we continue to work together to  
Deliver sustainable outcomes through a process  
Based on mutual respect and understanding.

## **COUNCIL PRAYER**

Our Lord Jesus Christ, we trust you will guide and bless this meeting of the Barkly Regional Council. We pray that you will ensure that all discussions and decisions made today are just and fair as they will affect all people within the Barkly Region. We also pray for your guidance to ensure that all our dealings are appropriate to all those whom we represent and will reflect an equitable and honest approach to the issues to be discussed today.

Amen

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# AGENDA

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ITEM	SUBJECT	PAGE NO
	<b>MEETING TO COMMENCE WITH ACKNOWLEDGEMENT OF TRADITIONAL OWNERS</b>	
<b>1</b>	<b>OPENING &amp; ATTENDANCE</b>	
1.1	Authority Members Present	
1.2	Staff and Visitors Present	
1.3	Apologies To Be Accepted	
1.4	Absent Without Apologies	
1.5	Resignations	
1.6	Disclosure of Interests	
1.7	Review of disclosure of interests	
<b>2</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>	
2.1	Confirmation of Previous Meeting's Minutes: 17th of January 2023 .....	5
<b>3</b>	<b>ACTIONS FROM PREVIOUS MINUTES</b>	
3.1	Action List .....	12
<b>4</b>	<b>CHIEF EXECUTIVE OFFICER REPORTS</b>	
4.1	Chief Executive Officer Report .....	18
<b>5</b>	<b>FINANCE</b>	
5.1	Finance Report - March 2023.....	24
<b>6</b>	<b>AREA MANAGERS REPORT</b>	
6.1	Area Managers Report .....	26
<b>7</b>	<b>GENERAL BUSINESS</b>	
7.1	Council Accommodation - Lot 134 ABC Handover for ALAC for Management .....	29
<b>8</b>	<b>CORRESPONDENCE</b>	
	<i>Nil</i>	
<b>9</b>	<b>OTHER MATTERS FOR NOTING</b>	
	<i>Nil</i>	
<b>10</b>	<b>REPORTS FROM BARKLY REGIONAL COUNCIL</b>	
	<i>Nil</i>	
<b>11</b>	<b>THE REGIONAL COUNCIL'S PROPOSED REGIONAL PLAN</b>	
	<i>Nil</i>	
<b>12</b>	<b>VISITOR PRESENTATIONS</b>	
	<i>Nil</i>	
<b>13</b>	<b>OTHER BUSINESS</b>	
13.1	Community Care Report.....	30
13.2	Formal Acknowledgement to Shop Managers .....	33
13.3	Extend Airstrip Runway .....	34
13.4	Music Equipment .....	36

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**14 CLOSE OF MEETING**

## **CONFIRMATION OF PREVIOUS MINUTES**

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<b>ITEM NUMBER</b>	2.1
<b>TITLE</b>	Confirmation of Previous Meeting's Minutes: 17th of January 2023
<b>REFERENCE</b>	379895
<b>AUTHOR</b>	Liza Taylor, Senior Administrative Officer

### **RECOMMENDATION**

**That the Authority confirm the Minutes of the Local Authority Meeting held on 17th of January 2023 as a true and accurate record.**

### **SUMMARY:**

This provides the Alpururulam Local Authority with an opportunity to confirm the official record of the Meeting held on 17<sup>th</sup> of January 2023 accurately records the business and decisions of that meeting.

### **BACKGROUND**

Nil

### **ISSUE/OPTIONS/CONSEQUENCES**

Nil

### **CONSULTATION & TIMING**

Nil

### **ATTACHMENTS:**

1 MINUTES 2023-01-17.docx

# MINUTES

## ALPURRURULAM LOCAL AUTHORITY

The Alpururulam Local Authority of the Barkly Regional Council was held in  
Alpururulam Council Office - Conference Room on  
Tuesday, 17 January 2023 at 1:00pm.

**Emma Bradbury**  
Chief Executive Officer

### OUR VISION

**We strive to be responsive, progressive, sustainable council which respects, listens and empowers the people to be strong.**

### The Way We Will Work

**We will make it happen!**

**We will be engaged and have regular opportunities to listen.**

**We will have strong policy and budgets to ensure our programs and services are progressive and sustainable.**

**Respect is shown in everything we do and we have acceptance of all cultures in the Barkly Region and their practices through a culturally competent Council.**

**We are a responsible Council.**

**We will be a responsive Council.**

**We want to empower local decision making.**

**We want to ensure that our services are sustainable and that our region has a standard consistent level of services.**

**We want to be able to sustain our environment – our communities, our physical places, our people and our organisational culture.**

**We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.**

**We need to be realistic, transparent and accountable.**

Meeting commenced at 1.30pm with Laney Tracker as chair.

#### **1. OPENING AND ATTENDANCE**

- 1.1 Elected Members Present
  - Laney Tracker
  - Jenny Mahoney
  - Maria Turner
  - Charlie Larkins

- Ben Olschewsky  
 Jackie Mahoney  
 David Riley  
 Cr Pam Corbett
- 1.2 Staff And Visitors Present  
 Troy Koch, Dir Ops – by telephone  
 Heather Smith, Area Manager  
 Ing Ala, CSO
- 1.3 Apologies To Be Accepted  
 Nil
- 1.4 Absent Without Apologies  
 Nil
- 1.5 Disclosure Of Interest

There were no declarations of interest at this Alpururulam Local Authority meeting.

## **2. CONFIRMATION OF PREVIOUS MINUTES**

### **2.1 CONFIRMATION OF PREVIOUS MEETING'S MINUTES: 15 NOVEMBER 2022**

#### **RECOMMENDATION**

That the Authority confirm the Minutes of the Local Authority Meeting held on 15 November 2022 as a true and accurate record.

#### **RESOLVED**

Moved: LA Member Ben Olschewsky

Seconded: Councillor Pam Corbett

**CARRIED UNAN**

## **3. ACTIONS FROM PREVIOUS MINUTES**

### **3.1 ACTIONS ARISING FROM PREVIOUS MEETINGS - PROGRESS REPORT**

#### **RECOMMENDATION**

That the Authority:

- a) Receive and note the report
- b) Confirm and remove all completed items from the Action List.

#### **RESOLVED**

Moved: LA Member Maria Turner

Seconded: LA Member Jenny Mahoney

**CARRIED UNAN**

#### 4. CHIEF EXECUTIVE OFFICER REPORTS

##### 4.1 MONTHLY CEO REPORT

###### RECOMMENDATION

That the Authority

- a) Receive and note the Operations Director's verbal report

###### RESOLVED

Moved: LA Member David Riley

Seconded: LA Member Charlie Larkins

**CARRIED UNAN.**

#### 5. FINANCE

##### 5.1 FINANCE REPORT - JANUARY 2023

###### RECOMMENDATION

That the Authority

- a) Receive and note the attached Finance Report – January 2023

###### RESOLVED

Moved: LA Member Jackie Mahoney

Seconded: Councillor Pam Corbett

**CARRIED UNAN**

The AM advised that the Storey Players event was now cancelled – the LA had committed \$1000 to this event.

#### 6. AREA MANAGERS REPORT

##### 6.1 AREA MANAGERS REPORT - JANUARY 2023

###### RECOMMENDATION

That the Authority

- a) Receive and note the report

###### RESOLVED

Moved: LA Member Ben Olschewsky

Seconded: LA Member David Riley

**CARRIED UNAN**

#### 7. GENERAL BUSINESS

*Nil*

#### 8. CORRESPONDENCE

*Nil*

#### 9. OTHER MATTERS FOR NOTING

*Nil*

#### 10. REPORTS FROM BARKLY REGIONAL COUNCIL

*Nil*



**11. THE REGIONAL COUNCIL'S PROPOSED REGIONAL PLAN***Nil***12. VISITOR PRESENTATIONS***Nil***13. OTHER BUSINESS****13.1 AGED CARE REPORT - NOVEMBER/DECEMBER 2022****RECOMMENDATION**

That the Authority receive and note the report.

**RESOLVED**

Moved: LA Member Jackie Mahoney

Seconded: LA Member Ben Olschewsky

**CARRIED UNAN****13.2 NIGHT PATROL REPORT - JANUARY 2023****RECOMMENDATION**

That the Authority receive and note the Night Patrol report for January 2023.

**RESOLVED**

Moved: LA Member Charlie Larkins

Seconded: LA Member David Riley

**CARRIED UNAN****13.3 CONFIRMATION OF MEETING DATES****RECOMMENDATION**

That the Authority

- a) Confirm that the meeting dates for this Local Authority for 2023 will be the third Tuesday of every second month with the next meeting on 21<sup>st</sup> March 2023.

**RESOLVED**

Moved: LA Member David Riley

Seconded: LA Member Charlie Larkins

**CARRIED UNAN****13.4 BUSH BUS****RECOMMENDATION**

That the Authority

- a) Receive and note the report
- b) That the LA supports the application by Manta Bus to commence a passenger bus service between Alice Springs, Alpururulam and Mount Isa, subject to appropriate controls around the carriage of alcohol.

**RESOLVED**

Moved: LA Member Charlie Larkins

Seconded: LA Member David Riley

**CARRIED UNAN**

**13.5 AUSTRALIA DAY****RECOMMENDATION****That the Authority**

- a) Receive and note the verbal report
- b) That the LA supports holding a community BBQ for Australia Day

**RESOLVED****Moved: LA Member Jackie Mahoney****Seconded: LA Member Maria Turner****CARRIED UNAN****13.6 COUNCIL PROPERTY BREAKIN****RECOMMENDATION****That the Authority**

- a) Receive and note the verbal report

**RESOLVED****Moved: LA Member Charlie Larkins****Seconded: LA Member Ben Olschewsky****CARRIED UNAN**

1. The AM advised that the council office had been broken into on 16<sup>th</sup> January 2023 and four items of mail stolen from the mail room. Entry was by way of breaking in through the skylight above the AM's office. Repairs have been carried out. The matter has been reported to the police and an incident report provided to BRC head office.
2. The AM advised that band equipment had been relocated without permission from the YSR Shiny Shed to a private residence in the community. The equipment was located and taken back into Council's safekeeping. The LA agreed that no further action would be taken provided those who relocated the equipment apologised to the LA. The band equipment will not be allowed to be used until the apology is forth coming.

**13.7****RECOMMENDATION****That the Authority**

- a) Consider the purchase of a small boat for use during the wet season

**RESOLVED****Moved: LA Member Charlie Larkins****Seconded: LA Member Maria Turner****CARRIED UNAN**

**14. CLOSE OF MEETING**

THIS PAGE AND THE PRECEEDING 5 PAGES ARE THE MINUTES OF THE  
Alpurrurulam Local Authority Meeting HELD ON Tuesday, 17 January 2023 AND  
CONFIRMED .

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Laney Tracker  
Chair

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Emma Bradbury  
Chief Executive Officer

## **ACTIONS FROM PREVIOUS MINUTES**

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<b>ITEM NUMBER</b>	3.1
<b>TITLE</b>	Action List
<b>REFERENCE</b>	379906
<b>AUTHOR</b>	Liza Taylor, Senior Administrative Officer

### **RECOMMENDATION**

**That the Authority:**

- a) **That the Authority Receive and note the report**
- b) **Confirm and remove all completed items from the Action List.**

### **SUMMARY:**

This report provides an update to the Alpururulam Local Authority about the progress of implementing agreed actions arising from previous Meetings.

### **BACKGROUND**

Nil

### **ISSUE/OPTIONS/CONSEQUENCES**

Nil

### **CONSULTATION & TIMING**


Nil

### **ATTACHMENTS:**


- 1 Alpururulam Action List 2023-03-13.docx

	<b>ALPURRULAM LOCAL AUTHORITY</b> <b>ONGOING ACTION LIST</b>	Updated as of 13 <sup>th</sup> March 2023
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	MEETING DATE	TASK / PROJECT	ACTIONS TO BE TAKEN	BUDGET SOURCE	ACTION LEADER	COMPLETED/STATUS
1.	20.10.2020	Interpreter Services	Seeking funding through ABA - Dir Ops to follow up where they are with Head Office to find out where we are at with this item.		Dir Ops	Ongoing
2.	20.10.2020	Re-Fencing of Basketball Court & Laundromat	Re-fence basketball court and laundromat AM to discuss with Rainbow Gateway to see if it is a project they may wish to undertake. UPDATE: Rainbow Gateway will prepare a quote		A M	Ongoing
3.	20.10.2020	Vet Services	To obtain quotes for refurbishing a site to make working in Alpururulam more comfortable. Director of Community Development will see what extra help she can do in regards to funding. Investigate alternative sites. Ask Vets what they would want.		Dir Community Development A M	Ongoing
4.	13.07.2021	Border Control	LA would like a letter written to the people who are looking after border control to find out what is in place to protect Alpururulam from travellers and how the traffic is monitored at the QLD/NT Sandover Border. UPDATE: NT Govt has announced funding for new police station for permanent police presence		Mayor CEO Dir Ops	Ongoing

BARKLY REGIONAL COUNCIL		ALPURRURULAM LOCAL AUTHORITY			Updated as of 13 <sup>th</sup> March 2023	
		ONGOING ACTION LIST				
5.	13.07.2021	Entrance Sign	LA want larger signs of the version we already have out the front of the community when they wish to restrict people from coming into Alpururulam. Dir Ops will check on authority and enforcement re visitor restrictions. Also, signage is to direct all visitors to sign in at Council office before going about their business in the community. AM to work with LA on wording or if they want to keep it the same, just make it larger. LA members to draft sign & send to Dir Ops. Use "respect" wording in signage.		AM Dir Ops	Ongoing
6.	16.11.2021	Give Way signage	Blind spots around community to be identified and reported to LA for consideration. Airstrip turn off		AM	Ongoing
7.	16.11.2021	Lighting for basketball court	AM to obtain quotes for supply and installation. Two quotes are currently being sought.		AM	Ongoing
8.	16.11.2021	Storm water drainage around community	To what extent can works team engage in developing and maintaining storm water drainage in and around community? NOTE: hydrological survey has already been done – commissioned by DIPL. Routine annual works should be carried out, including existing storm water drainage. Drone mapping? Fence lines to be cleared Get advice from Dir Infrastructure		AM  Dir Ops  Dir Infrastructure	Ongoing

BARKLY REGIONAL COUNCIL		ALPURRURULAM LOCAL AUTHORITY ONGOING ACTION LIST			Updated as of 13 <sup>th</sup> March 2023	
9.	18.01.2022	Removal of car bodies from around community	When are car bodies to be removed from community? Dir Ops advised planning still in process. Options for car crushing/shredding to be investigated. Following wet – get truck and tele-handler into community		Dir Ops	Ongoing
10.	18.01.2022	Old basketball court – what can be done	Consider installation of electronic signage for community information/announcements. Ask CDP about installing permanent seating and installing some enclosure around sides of court. Certification will have to be obtained for siding installation. Get advice from Dir Infrastructure		AM Dir Infrastructure	Ongoing
11.	18.01.2022	Old toilets at old basketball court – what can be done	Quotes to be obtained on demolition and removal when relevant contractors are in community. Prices for demolition should be able to be obtained after wet.		AM	
12.	19.07.2022	New police station and other infrastructure initiatives	Request further information from NTG: <ul style="list-style-type: none"> <li>on its recently announced infrastructure plans for Alpururulam, in particular the new police complex</li> </ul> Request that the LA: <ul style="list-style-type: none"> <li>is involved in the consultation process regarding these projects, including process and delivery.</li> <li>is informed on what is planned for the existing police buildings once they are replaced by the new complex</li> </ul> Invite DIPL Director to community to address LA.		AM	Ongoing

BARKLY REGIONAL COUNCIL		ALPURRURULAM LOCAL AUTHORITY			Updated as of 13 <sup>th</sup> March 2023	
		ONGOING ACTION LIST				
13.	19.07.2022	Dust suppression	Provide information on suitable products for dust suppression around the community. LA to consider if they wish to use dust suppression, and if so, where in community. Education for community that this product is environmentally safe.		AM	Ongoing





## CHIEF EXECUTIVE OFFICER REPORTS

---

**ITEM NUMBER** 4.1  
**TITLE** Chief Executive Officer Report  
**REFERENCE** 379905  
**AUTHOR** Liza Taylor, Senior Administrative Officer

### RECOMMENDATION

**That the Authority note the Chief Executive Officer report**

### SUMMARY:

Report details the appointment of a special projects manager

### BACKGROUND

Nil

### ISSUE/OPTIONS/CONSEQUENCES

Nil

### CONSULTATION & TIMING

Nil

### ATTACHMENTS:

- 1 CEO Report
- 2 PD\_Special Projects Service Delivery Manager - version 3EB (002).pdf

Ordinary Council Meeting

23 February 2023

**CHIEF EXECUTIVE OFFICER REPORTS**

**ITEM NUMBER** 7.1  
**TITLE** Short term contract: Service Delivery Special Projects Manager  
**REFERENCE** 379475  
**AUTHOR** Emma Bradbury, Chief Executive Officer

**RECOMMENDATION**

**That Council receive and note the report.**

**SUMMARY:**

This report is provide to advise Council of an arrangement for a short-term contract to be utilised to create a Service Delivery Special Projects Manager role within Council. This temporary arrangement will enable Council to address some long-standing issues and emerging risks.

**BACKGROUND**

The Service Delivery Special Projects Manager will review and develop the delivery of operational and community services, developing the cross-functional linkages necessary to build a strong multi-disciplinary approach to the delivery of municipal and programmed services to all communities across the Barkly Shire.

The position has been created for a fixed six-month contract, and the job description was designed in consultation with the Executive Leadership Team. In addition, the Director Operations and Elliott's Area Manager provided input into the role design to best reflect the long-term issues related to the difficulty in recruiting to remote Area Manager roles, and the service delivery impacts of ageing plant, fleet and equipment. The job description for the role is attached for information.

This role will enable Council how to best engage with the Northern Territory Government and other stakeholders to enhance community service delivery outcomes and respond to community concerns.

In the meantime, Council will continue to vigorously pursue recruitment to a number of vacant roles which are contributing to service delivery disruptions.

**ORGANISATIONAL RISK ASSESSMENT**

Without an interim measure such as this short-term Special Projects Manager contract, service delivery impacts and sub-optimal community outcomes will continue.

**BUDGET IMPLICATION**

Nil

**ISSUE/OPTIONS/CONSEQUENCES**

Nil

**CONSULTATION & TIMING**

Nil

**ATTACHMENTS:**

- 1 PD\_Special Projects Service Delivery Manager - version 3EB (002).pdf



## Service Delivery Special Projects Manager Position Description

### 1. Position Objectives

The Service Delivery Special Projects Manager will review and develop the delivery of operational and community service, developing the cross-functional linkages necessary to build a strong multi-disciplinary approach to the delivery of municipal and programmed services to all communities across the Barkly Shire.

### 2. Key Responsibilities

#### Council:

- Build and establish functional working networks across all Barkly Regional Council directorates, communities and Local Authorities.
- Facilitate the development of cross-functional linkages necessary to build a multi-disciplinary approach to the delivery of municipal and programmed services across the Barkly Regional Council.
- Identify areas for improvement, provide solutions & collaborate with all Council directorates on implementation of chosen solutions (to include financial impacts & projections),
- Facilitate the coordination and distribution of information relating to the Council's demographic profile and local support services across the Barkly Shire.
- Ensure compliance with all Local/State/Federal WHS policies across all functional directorates.
- To communicate the policies of the Council to the appropriate staff while ensuring accuracy in their interpretation and application.

#### Government:

- To establish and maintain effective relationships with stakeholders in Local, Territory and Federal Government departments relevant to the position.
- To ensure the maintenance of high standards of communication with all appropriate agencies of Government in pursuit of the Council's decisions and policies.
- To ensure that Council is delivering services consistent with service level agreements and obligations for Communities across the Barkly Region and ensure that they are monitored and appropriate action taken and that information is provided to the CEO and Council.

#### Community:

- Promote and use contemporary community engagement strategies.
- Foster good relationships with stakeholders and program/facility users to ensure the maximum use of council infrastructure.
- Develop opportunities to share services with other Barkly enterprises delivering similar services.
- To respond when appropriate to enquiries or requests by individuals or groups within the community.
- To ensure that the ideal of service to the community is the principal goal of the staff of the Community Development Directorate.

#### Finance:

- To advise the CEO and the Senior Management team on financial projections for municipal and community services costs and commitments both current and for the future.

#### Service Delivery and Contracts:

- Apply collaborative and partnership approaches as appropriate to deliver, facilitate and /or advocate for services that promote community well-being.

- Manage, monitor, and review community service department contracts.

**Other Duties:**

- Perform, as directed, other duties that are within the limits of the incumbents' skills, competence, and training.
- Exercise a duty of care for self and others in accordance with current Workplace Health and Safety legislation.

### 3. Key Accountabilities

**As the Service Delivery Special Projects Manager, you will be required but not limited to:**

- Work collaboratively with the Director of Community Development to develop and grow Council-funded programs through a range of proactive community services, activities and projects which will enhance community life within the Barkly Region.
- Supporting the Director of Infrastructure to develop and implement the strategic asset management plan and manage the successful delivery of infrastructure maintenance and construction projects across the Barkly Region.
- Work with the Director of Operations to ensure that the core delivery services are delivered in Barkly Region communities, outstations and homelands.
- Develop effective relationships within the Council to support the Health and Safety Officer to lead and facilitate the development, implementation and monitoring of Workplace Health and Safety processes throughout the Barkly Regional Council's many work locations.
- Engage with the communities across the Barkly Region to identify services required within the communities and report it back to the CEO and Directorate for review and implementation.
- Assess and evaluate assets, plant and equipment used within the Barkly Region and report back to the CEO and Directorates of working order and recommendations where required to ensure a safe working environment.
- Provide a quality risk evaluation to the CEO to identify any potential risks and what measures will be required to be undertaken to eliminate the risks.
- Review and consider services that require to be reinstated within the Barkly Region and how the services can be delivered.
- Work with the Directorates to establish a service delivery plan and ensure the successful delivery of services needed across the Barkly Region.
- Strong communications, relationships, and management support within the Senior Management team and in other key areas of the organisation.
- Carry out other duties as directed and determined by the CEO.

### 4. Organisational Relationship

<b>Reports to:</b>	Chief Executive Officer
<b>Title:</b>	Service Delivery Special Projects Manager
<b>Classification:</b>	Contract (6 months) - \$95,000 to \$125,000 (plus other benefits)
<b>Department:</b>	Office of the CEO
<b>Internal Liaison:</b>	CEO Executive Team Managers and Coordinators Area Managers Other staff
<b>External Liaison:</b>	Federal & Territory Government Departments Local aboriginal entities External Businesses / Suppliers / NGO Contractors Other local government entities General community members

### 5. Organisational Context

Service Delivery Special Projects Manager  
Created: 13/01/2023

Page 2 of 4

Reporting to the CEO. The role is responsible for providing leadership, strategic direction and high-level operational advice and actions that support all communities within the Barkly Region. This position will review and work to reinstate the delivery of services consistent with the Council's service level agreements and obligations for Communities across the Barkly Region including:

- Tennant Creek
- Ali Curung
- Elliott
- Alpururulam
- Alparra
- Ampilatwatja
- Wutunugurra
- Homelands

## 6. Knowledge and Skills

### Organisational:

- Knowledge and understanding of Aboriginal Culture
- High level of tact, diplomacy, and confidentiality
- Highly developed computer skills
- Excellent time management and organisational skills
- The ability to cope with high volumes of work, set and meet deadlines and determine priorities.
- Ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing work environment.

### Interpersonal:

- Proven ability to successfully interact with people at all levels.
- Ability to source cooperation and assistance from other staff and management to achieve position objectives.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to identify, discuss and resolve issues with all levels of staff.
- A high degree of judgement, initiative, confidentiality, and sensitivity.

### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council
- Always ensure compliance with and adherence to all legislative requirements and best business practices.
- Commitment, Attitude and Application to duties:
- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Always promote Barkly Regional Council in a positive manner.
- Demonstrated commitment to accuracy and high-quality outputs.
- Demonstrated commitment to work outside of normal business hours on those occasions required by the CEO.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace.
- Observe all safe working practices.

## 7. Special Conditions

- Demonstrated experience (minimum 3 years) within a Senior Management role and/or experience in Service Delivery.
- Current Driver's licence is essential.

- A Working with Children (OCHRE) Card is essential.
- Police Clearance is required to be maintained with this position and held current every three (3) years.

## 8. Selection Criteria

1. Demonstrated knowledge and experience in risk management through the improvement of service delivery.
2. Demonstrated ability in the successful implementation of municipal and community services in communities with a range of different cultural backgrounds.
3. Strategic and creating thinking capability and demonstrated track record in developing new strategies and solutions to complex organisational issues and customer and stakeholder challenges.
4. Demonstrated negotiation and conflict resolution skills and people management skills to successfully negotiate across a wide range of community and industrial scenarios to a positive outcome for the Barkly Regional Council.
5. Facilitate the development of cross-functional linkages necessary to build a multi-disciplinary approach to the delivery of municipal and community services.
6. Ability to identify areas for improvement, provide solutions & collaborate with all Council directorates on implementation of chosen solutions (to include financial impacts & projections),
7. Demonstrated experience in successfully reporting to the Council, Government department or other stakeholders, and ensuring appropriate written and oral briefings and presentations.
8. Understanding or the ability to quickly become familiar with, all relevant local government and other relevant legislation, bylaws and organisational policies.

## 9. Desirable Criteria

1. Demonstrated track record in leading and driving organisational cultural change to better position the organisation to meet the needs of its customers and stakeholders.
2. Capabilities to lead, develop, coach, mentor and motivate a multi-disciplined team into a cohesive high-performance team capable of exceeding the expectations of the community and other stakeholders.
3. Ability to understand, appreciate and respect cultural differences and culturally based aspirations in developing and implementing community programs and services.
4. Experience and knowledge with the development and implementation of occupational health, safety and environmental systems, policies, and procedures and in ensuring the adoption and adherence to such policies and procedures.
5. An ability to motivate, lead and manage staff to maximize their performance and their job satisfaction.

## 10. Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

\_\_\_\_\_  
Emma Bradbury  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## 9. Acceptance

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



## **FINANCE**

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**ITEM NUMBER** 5.1  
**TITLE** Finance Report - March 2023  
**REFERENCE** 379893  
**AUTHOR** Liza Taylor, Senior Administrative Officer

## **RECOMMENDATION**

**That the Authority receive and note the attached Finance Report – March 2023**

## **SUMMARY:**

This report provides a finance update to the Alpururulam Local Authority, as at March 2023.

## **BACKGROUND**

Nil

## **ISSUE/OPTIONS/CONSEQUENCES**

Nil

## **CONSULTATION & TIMING**

Nil

## **ATTACHMENTS:**

1 Alpururulam LA Report.pdf



DefnSheetName=_defntmp_		
<b>Income &amp; Expenditure Report</b>		
<b>Barkly Regional Council</b>		
From 01/07/2023 to 10/03/2023		
<b>Program Description</b>		<b>YTD Actual</b>
<b>600 - Alpururulam</b>		
<b>Program: LA - Local Authority</b>		
<b>Income</b>		
60000	Opening Unexpended Grants Balance	\$ 168,867.83
64220	NT Operational Grants - Special Purpose	\$ -
<b>Total Income</b>		<b>\$168,867.83</b>
<b>Expenditure</b>		
72110	Councillors Extra Meeting Allowanes	\$ -
72243	Councillors - Catering	\$ -
73154	Contract Fees - Catering	\$ -
73162	Contract Fees - Repairs and Maintenance	\$ -
73602	Materials Expenses - Food	\$ 20.00
73605	Materials Expenses - Minor Equipment	\$ -
73800	Postage, Freight, Courier	\$ 1,165.00
37140	WIP - Structures	\$ 19,010.00
<b>Total Expenditure</b>		<b>\$ 20,195.00</b>
<b>Total Available Funding</b>		<b>\$ 148,672.83</b>

## **AREA MANAGERS REPORT**

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**ITEM NUMBER** 6.1  
**TITLE** Area Managers Report  
**REFERENCE** 379902  
**AUTHOR** Liza Taylor, Senior Administrative Officer

### **RECOMMENDATION**

**That the Authority receive and note the report**

### **SUMMARY:**

This report provides an update from the Alpurrurulam Area Manager.

### **BACKGROUND**

Nil

### **ISSUE/OPTIONS/CONSEQUENCES**

Nil

### **CONSULTATION & TIMING**

Nil

### **ATTACHMENTS:**

1 Alpurrurulam LA Area Manager Report 2023-03-21.docx



## AREA MANAGER REPORT – Alpururulam

March 2023

### VISITORS TO ALPURRURULAM:

- Allied Health
- Clinic Doctor

### GENERAL:

- New housing construction/installation on hold until contractors can return
- BRC no longer provides Essential Services (power, water, sewerage) to the community. Contract taken over by Yapa-Kurlangu Ngurrara Aboriginal Corporation based in Yuendumu, on 1<sup>st</sup> March 2023. Bert Baldry is now the new Essential Services Officer (Utilities Support Contractor).
- Back to school
- New school principal and teachers
- Health provides a regular plane for patient travel

### ISSUES:

- Community has been flooded in since just before Christmas – all roads closed.
- All food supplies now have to be flown in by charters and regular flights.
- Due to road closures some community residents have not returned.
- Due to flooding of current landfill site, old site has had to be used.
- Weather issues have seen the cancellation and rescheduling from time to time of both the regular Wednesday passenger flight and the Friday mail plane.

<b>ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• CURRENT STAFF:</li> <li>• One full time permanent</li> <li>• Two ppt CSO's in process of onboarding</li> <li>• Mail, Centrelink, general administration and accommodation services as usual</li> </ul>
<b>DEPOT</b>	<ul style="list-style-type: none"> <li>• CURRENT STAFF:</li> <li>• One Supervisor</li> <li>• Three permanent full time municipal officers - one currently absent</li> <li>• 1.5 permanent positions to be advertised</li> <li>• Have been using Rainbow Gateway CDP labour hire services to supplement staff numbers</li> <li>• Twice weekly rubbish collection</li> <li>• Grass cutting / rubbish removal around community</li> <li>• General community maintenance</li> </ul>
<b>ESSENTIAL SERVICES</b>	<ul style="list-style-type: none"> <li>• This position ceased on 1<sup>st</sup> March 2023 – Bob Baldry, previous ESO still employed by BRC and currently on leave.</li> </ul>
<b>SPORT &amp; REC</b>	<ul style="list-style-type: none"> <li>• Back to two S &amp; R officers</li> </ul>

Barkly Regional Council – Alpururulam Area Manager Report – 21<sup>st</sup> March 2023



<b>AGED CARE</b>	<ul style="list-style-type: none"><li>• As per attached report</li></ul>
<b>NIGHT PATROL</b>	<ul style="list-style-type: none"><li>• As per attached report.</li></ul>
<b>AREA MANAGER TRAVEL</b>	<ul style="list-style-type: none"><li>• Travelled to Tennant Creek HO for manager meetings 6 – 9 February, then on leave, returned to work 1 March.</li></ul>

**OTHER:** Nil

## **GENERAL BUSINESS**

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**ITEM NUMBER** 7.1  
**TITLE** Council Accommodation - Lot 134 ABC Handover for ALAC for Management  
**REFERENCE** 379896  
**AUTHOR** Liza Taylor, Senior Administrative Officer

### **RECOMMENDATION**

**That the Authority consider handing over council accommodation to ALAC for management**

### **SUMMARY:**

The local Authority are to discuss the handover of council accommodation 134 ABC – to ALAC for Management

### **BACKGROUND**

Nil

### **ISSUE/OPTIONS/CONSEQUENCES**

Nil

### **CONSULTATION & TIMING**

Nil

### **ATTACHMENTS:**

There are no attachments for this report.

## **OTHER BUSINESS**

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<b>ITEM NUMBER</b>	13.1
<b>TITLE</b>	Community Care Report
<b>REFERENCE</b>	379891
<b>AUTHOR</b>	Liza Taylor, Senior Administrative Officer

## **RECOMMENDATION**

**That the Authority should receive and note the report**

## **SUMMARY:**

The attached report provides an update from the Community Care Service from January to February

## **BACKGROUND**

Nil

## **ISSUE/OPTIONS/CONSEQUENCES**

Nil

## **CONSULTATION & TIMING**

Nil

## **ATTACHMENTS:**

1 Alpururulam LA Comm Care Report 2023-03-21.docx

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**Local Authority report**  
**Alpururulam Community Care Centre**  
**January – February –2023**

*By Community Care Team Leader*

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**Workplace and facilities**

Clients continue to appreciate the lounge and dining area at the centre, with clients coming in for meals, TV and socialization. As respite opportunities are otherwise very limited, day respite at the centre is a great option for some clients and their carers. Due to the wet season staff and clients haven't been able to get out and about as much as they would like. Clients have been returning after a long period of not attending the centre due to COVID – 19, safety precautions are still being used in case of the virus still being around.

**Council and training**

At this moment we have three staff members which have been enrolled in Cert 3 in Individual support and team leader is to complete her Cert 4 in disability. Once commenced I believe the staff will have the knowledge and skills to provide high levels of care and support for our clientele. Also staff will be undertaking in house training using tool box talks and any other trainings they are required to obtain to fulfil their roles as community care officers such as first aid training, four wheel drive course and any other trainings they may require to complete.

**Clientele and community engagement**

Many clients have benefited from the social support offered by Community Care Centre this month, and have received assistance with contacting various agencies, i.e. Territory housing, banks, superannuation, NT police and accessing health services or community clinic.

Clients have been returning to the centre and engaging with staff and other clients again since COVID-19 which is a great for the clients mental health and in general to have some respite away from their sometimes over crowded or rowdy households, or just to help them get out and about to be more social in community. Due to wet season clients haven't been able to freely travel as much as they would like to other communities or surrounding towns, which means more over the phone or online completing of forms and administrable assistance with clientele to help make their lives easier and less stressful with assistance from staff at community care centre.

**Table talk wish list:**

- Planting native bush medicine plants into Community Care yard, to be harvested and produced in to bush medicine which a lot of clients like to use during the colder months of the year.

- Planting or starting up a fruit and vegetable patch which can be accessed by clients and staff to help assist in providing fresh produce for more vitamins and minerals in everyone's meals and daily lives.
- Staff would like to take the clients on bush trips and or fishing trips down to the river, this would include a day out with lunch.



## **OTHER BUSINESS**

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**ITEM NUMBER** 13.2  
**TITLE** Formal Acknowledgement to Shop Managers  
**REFERENCE** 379900  
**AUTHOR** Liza Taylor, Senior Administrative Officer

### **RECOMMENDATION**

**That the Authority should formally recognize the Shop managers efforts to keep stock in the shops during the wet season**

### **SUMMARY:**

Giving formal acknowledgement to the shop managers effort in keeping shop well stocked during the wet season

### **BACKGROUND**

Nil

### **ISSUE/OPTIONS/CONSEQUENCES**

Nil

### **CONSULTATION & TIMING**

Nil

### **ATTACHMENTS:**

There are no attachments for this report.

## **OTHER BUSINESS**

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<b>ITEM NUMBER</b>	13.3
<b>TITLE</b>	Extend Airstrip Runway
<b>REFERENCE</b>	379898
<b>AUTHOR</b>	Liza Taylor, Senior Administrative Officer

### **RECOMMENDATION**

**That the Authority to discuss a plan and requirement for the extension of the Airstrip**

### **SUMMARY:**

### **BACKGROUND**

Nil

### **ISSUE/OPTIONS/CONSEQUENCES**

Nil

### **CONSULTATION & TIMING**

Nil

### **ATTACHMENTS:**

1 Airstrip Report Alpururulam - Lights - 2023-03-14.pdf

ALPURURULAM AERODROME Serviceability Inspection Checklist – <b>LIGHTING INSPECTION</b>				
Reporting Officer: Heather Smith		Date: 14/03/2023		Time: 4.30am
Weather Conditions:	Fine <input checked="" type="checkbox"/>	Windy <input type="checkbox"/>	Rain <input type="checkbox"/>	Storms <input type="checkbox"/>
			<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>RUNWAY AND TAXIWAY</b>				
Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoothness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slipperiness/ Soft Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loose Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion/ Scours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grass Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RUNWAY STRIPS AND TAXIWAY STRIPS</b>				
Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoothness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion/Scours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grass Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obstacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>APRON</b>				
Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthorised Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WIND INDICATOR</b>				
Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spare Sleeves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circle Blackened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SIGNAL AREA</b>				
U/S Markers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circle Blackened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HAZARDS</b>				
Birds/animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OBSTACLE LIMITATION SURFACES</b>				
Approach/Take-off Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transitional Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Towers in Vicinity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LIGHTING</b>				
Runway Lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxiway/Apron Lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind Indicator Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Action/Comments:</b>				
<b>Replacement Lights Required:</b> <b>1 x red/green</b> <b>3 x white</b>				

## **OTHER BUSINESS**

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**ITEM NUMBER** 13.4  
**TITLE** Music Equipment  
**REFERENCE** 379899  
**AUTHOR** Liza Taylor, Senior Administrative Officer

### **RECOMMENDATION**

**That the Authority to discuss music equipment for the community**

### **SUMMARY:**

### **BACKGROUND**

Nil

### **ISSUE/OPTIONS/CONSEQUENCES**

Nil

### **CONSULTATION & TIMING**

Nil

### **ATTACHMENTS:**

There are no attachments for this report.