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.

AGENDA

ORDINARY COUNCIL MEETING
THURSDAY, 18 FEBRUARY 2016

The Ordinary Council Meeting of the Barkly Regional Council will be held in Tennant Creek on Thursday, 18 February 2016 at 9:30am.

Allan McGill
Acting Chief Executive Officer
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
MEETING TO COMMENCE WITH PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

1 OPENING AND ATTENDANCE
   1.1 Elected Member Present
   1.2 Staff Members Present
   1.3 Apologies and Leave of Absence
   1.4 Absent without Apology
   1.5 Disclosure of Interest

2 CONFIRMATION OF COUNCIL MEETING MINUTES
   2.1 Ordinary Council Meeting Minutes - 10 December 2015 .................................. 6

3 BUSINESS ARISING REPORT
   3.1 Past Meeting Decision/Action List - 10 December 2015 ................................. 24

4 ADDRESSING THE MEETING
   4.1 10:30am: Culturally Directed Care Solutions (CDCS) ..................................... 37
   4.2 11:00am: Northern Territory Tourism ............................................................ 38

5 QUESTIONS FROM MEMBERS OF THE PUBLIC
   Nil

6 PETITIONS AND DEPUTATIONS
   Nil

7 PRESIDENT REPORT
   7.1 Presidents Report - December 2015 / January 2016 ....................................... 39

8 CHIEF EXECUTIVE OFFICER’S REPORTS
   8.1 Chief Executive Officer - December 2015/January 2016 Report ........................ 40
   8.2 Director People and Safety - December 2015 / January 2016 Report .............. 42
   8.3 Director Communities - December 2015 / January 2016 report ...................... 50
   8.4 Director Infrastructure - December 2015 / January 2016 Report .................... 116
   8.5 Director of Corporate Services - December 2015 - January 2016 ................. 125
   8.6 Public Relations and Events Manager - December 2015 / January 2016 Report ................................................................. 136

9 LOCAL AUTHORITY MEETING MINUTES AND BUSINESS ARISING
   9.1 Tennant Creek Local Authority Meeting - 1 February 2016 ............................. 138
   9.2 Ali Curung Local Authority Meeting - 2 February 2016 ................................. 148

10 COMMITTEE MEETING MINUTES AND BUSINESS ARISING
    Nil

11 NOTICES OF MOTION
    Nil

12 RESCISSION MOTIONS
    Nil
13 GENERAL BUSINESS AND MATTERS FOR NOTING REPORTS

13.1 Committee Membership
13.2 Local Authority Membership Appointment: Ali Curung
13.3 Local Authority Nominations: Ali Curung
13.4 Local Authority Guideline 8
13.5 Council Meeting Frequency
13.6 Deputy President Schedule
13.7 Policy: Staff Housing
13.8 Ratification of the Common Seal
13.9 Correspondence
13.10 Policy: Footpath CP000012
13.11 Policy: CP000035 Walkway and Lanes
13.12 Clontarf Foundation: Request for Support
13.13 Rates Presentation - Community Housing; Department of Housing
13.14 Burton Park: Place Name Committee

14 DECISION TO MOVE INTO CONFIDENTIAL SESSION

14.1 Confidential Session of Council Meeting - 10 December 2015

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

14.2 Purchase of New Council Vehicle for Elliott - Aged Care

The report will be dealt with under Section 65(2) (ci) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person.

14.3 Statutory Charges

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

14.4 Outstanding Debtors

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

14.5 Human Rights Complaint

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

15 CLOSE OF MEETING
CONFIRMATION OF COUNCIL MEETING MINUTES

ITEM NUMBER 2.1
TITLE Ordinary Council Meeting Minutes - 10 December 2015
REFERENCE 164319
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Confirm the minutes of the Ordinary Council Meeting held on 10 December 2015 at Tennant Creek as a true and accurate record.

BACKGROUND
The Ordinary Council meeting was held on Thursday 10 December 2015 at the Tennant Creek Council Chambers, Tennant Creek NT.

ATTACHMENTS:
1 Unconfirmed Minutes - Ordinary Council Meeting - 10.12.2015.pdf
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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.

MINUTES

ORDINARY COUNCIL MEETING
THURSDAY, 10 DECEMBER 2015

The Ordinary Council Meeting of the Barkly Regional Council was held in Tennant Creek on Thursday, 10 December 2015 at 9:30am.

Peter Holt
A/Chief Executive Officer
1. **OPENING AND ATTENDANCE**
Meeting commenced at 10:03am with President Barb Shaw as chair. "Welcome to Country" was provided by Ms. Annie Morrison of the Patja Group and the Council prayer was read by President Barb Shaw.

1.1 **ELECTED MEMBERS PRESENT**
President Barb Shaw  
Cr. Ray Aylett  
Cr. Bob Bagnall  
Cr. Ada Beasly  
Cr. Tony Boulter  
Cr. Pat Braun  
Cr. Narelle Bremner  
Cr. Tim Price  
Cr. Hal Ruger  
Cr. Joyce Taylor

1.2 **STAFF MEMBERS PRESENT**
Peter Holt; A/Chief Executive Officer  
Skye Price; Director Communities  
Chris Wright; Director Corporate Services  
Peter Ryan; Director People and Safety  
Ranjani Jha; Director Infrastructure  
Gayle Marsden; Elliott Community Coordinator  
Theresa Nicolussi; Finance Manager  
Courtney Barber; Executive Assistant to the Chief Executive Officer  
Suzanne Dubber; Executive Assistant to the President

**VISITORS PRESENT**  
Mr. David Curtis; Department Local Government and Community Services  
Mr. Len Holbrok; Tennant Creek Local Authority Member

1.3 **APOLOGIES**  
Cr. Noel Hayes  
Cr. Jennifer Mahoney  
Cr. Lucy Jackson

1.4 **ABSENT WITHOUT APOLOGIES**  
Nil

1.5 **DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF**
1.5.1 President Barb Shaw, declared an interest for item 14.1 of the Confidential Session of the Ordinary Council Meeting.
1.5.2 Cr. Bremner, declared an interest for item 14.2 of the Confidential Session of the Ordinary Council Meeting.
2. CONFIRMATION OF COUNCIL MEETING MINUTES

2.1 ORDINARY COUNCIL MEETING MINUTES - 19 NOVEMBER 2015

MOTION
That Council
   a) Confirm the minutes of the Ordinary Council Meeting held on 19 November 2015 at
      Tennant Creek as a true and accurate record.

Moved: Cr. Braun
Seconded: Cr. Boulter

AMENDED MOTION
That Council
   a) Confirm the minutes of the Ordinary Council Meeting held on 19 November 2015 at
      Tennant Creek, with changes made to Resolution 363/15, part (e), to note the
      selection of the Christmas Lights Competition, be selected by the Christmas Lights
      Sub Committee, and the winners to be announced 18 December 2015
   b) That the outcome be reported back to the February 2016 Ordinary Council Meeting.

Moved: Cr. Ruger
Seconded: Cr. Bagnall
Resolved 383/15 CARRIED UNAN.

3. BUSINESS ARISING REPORT

3.1 PAST MEETING DECISION/ACTION LIST - 19 NOVEMBER 2015

MOTION
That Council
   a) Receive and note the past meeting Decision/Action List from its Meeting on 19
      November 2015

Moved: Cr. Ruger
Seconded: Cr. Bremner
Resolved 384/15 CARRIED UNAN.

4. ADDRESSING THE MEETING

4.1 10:30AM: DEPARTMENT LOCAL GOVERNMENT AND COMMUNITIES

The scheduled presentation from the Department of Local Government and Community
Services (DLGCS) pertaining to the payments of rates for community housing by the
Department of Housing, was not be provided.

Mr. David Curtis advised that the confirmation from the Chief Executive of DLGCS has not
been provided for the presentation to be held.

ACTION: CEO to prepare and send correspondence to DLGCS requesting a copy of the
presentation to be provided to Council for their information on the source of rate revenue.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

Nil
7. **PRESIDENT REPORT**

### 7.1 PRESIDENTS REPORT - NOVEMBER 2015

**MOTION**

That Council

- a) Receive and note the report of the Presidents activities for the Month of November 2015.

Moved: Cr. Boulter  
Seconded: Cr. Bremner  
Resolved 385/15  
CARRIED UNAN.

### 8. CHIEF EXECUTIVE OFFICER'S REPORTS

#### 8.1 CHIEF EXECUTIVE OFFICER - NOVEMBER 2015 REPORT

**MOTION**

That Council

- a) Receive and note the report of the Chief Executive Officer for the month of November 2015.
- b) Note that the Chief Executive Officer did not attend the Regional Economic Development Committee Meeting on 25 November 2015, as indicated in the report.

Moved: Cr. Price  
Seconded: Cr. Braun  
Resolved 386/15  
CARRIED UNAN.

#### 8.2 DIRECTOR CORPORATE SERVICES - NOVEMBER 2015 REPORT

**MOTION**

That Council

- a) Receive and note the report outlining the activities within the Corporate Services Directorate for the month of November 2015.

Moved: Cr. Price  
Seconded: Cr. Braun  
Resolved 387/15  
CARRIED UNAN.

#### 8.3 DIRECTOR PEOPLE AND SAFETY - NOVEMBER 2015 REPORT

**MOTION**

That Council

- a) Receives and notes the report of the People and Safety Directorate for the month of November 2015.

Moved: Cr. Price  
Seconded: Cr. Braun  
Resolved 388/15  
CARRIED UNAN.
8.4 DIRECTOR COMMUNITIES - NOVEMBER 2015 REPORT

MOTION
That Council
   a) Receive and note the report of the activities within the Communities Directorate for
      the month of November 2015.

Moved: Cr. Price
Seconded: Cr. Braun
CARRIED UNAN.
Resolved 389/15

8.5 DIRECTOR INFRASTRUCTURE - NOVEMBER 2015 REPORT

RECOMMENDATION
That Council
   a) Receive and note the report of the activities within the Infrastructure Directorate for
      the month of November 2015.

AMENDED MOTION
That Council
   a) Receive and note the report of the activities within the Infrastructure Directorate for
      the month of November 2015.
   b) Recognises that the Tennant Creek Dump is for domestic waste purposes rather
      than large commercial usage
   c) Not accept mineral waste or large amounts of vehicle bodies
   d) Not accept waste to any dump of Barkly Regional Council from outside of the Barkly
      Regional Council boundaries.

Moved: Cr. Boutter
Seconded: Cr. Bremner
CARRIED UNAN
Resolved 390/15

8.6 PUBLIC RELATIONS AND EVENTS - NOVEMBER 2015 REPORT

MOTION
That Council
   a) Receives and notes the report of the Public Relations and Events Manager for the
      month of November 2015.

Moved: Cr. Price
Seconded: Cr. Braun
CARRIED UNAN.
Resolved 391/15
9. LOCAL AUTHORITY MEETING MINUTES AND BUSINESS ARISING

**9.1 ALPURURULAM LOCAL AUTHORITY MEETING - 26 NOVEMBER 2015**

**RECOMMENDATION**

That Council

- a) Receive and note the Alpururulam Local Authority meeting minutes of the 26 November 2015
- b) Adopt the recommendations contained in the minutes.
- c) Note the continuing action list

**AMENDED MOTION**

That Council

- a) Receive and note the Alpururulam Local Authority meeting minutes of the 26 November 2015, as tabled
- b) Adopt the recommendations contained in the minutes.
- c) Note the continuing action list

Moved: Cr. Bagnall  
Seconded: Cr. Taylor  
Resolved 362/15  
**CARRIED UNAN.**

**9.2 ELLIOTT LOCAL AUTHORITY MEETING - 1 DECEMBER 2015**

**MOTION**

That Council

- a) Receive and note the Elliott Local Authority meeting minutes of the 1 December 2015
- b) Adopt the recommendations contained in the minutes.
- c) Note the continuing action list

**AMENDED MOTION**

That Council

- a) Receive and note the Elliott Local Authority meeting minutes of the 1 December 2015
- b) Not adopt the recommendation for the purchase of a plaque for the Elliott Health Clinic, pertaining to item 6.3 within the minutes, and refer the item to be included in the Community Grants Benefit Round 2, 2015/16
- c) That correspondence be sent to Northern Territory Cattlemen’s Association seeking financial support
- d) Adopt all other recommendations contained in the minutes
- e) Note the continuing action list

Moved: Cr. Taylor  
Seconded: Cr. Boulter  
Resolved 393/15  
**CARRIED**

For the motion:  
President Barb Shaw  
Cr. Beasley  
Cr. Bremner  
Cr. Boulter  
Cr. Aylatt  
Cr. Price  
Cr. Braun  
Cr. Taylor  
Cr. Ruger  

Against the motion:  
Cr. Bob Bagnall
11. **NOTICES OF MOTION**

Nil

12. **RESCISSION MOTIONS**

Nil

13. **GENERAL BUSINESS AND MATTERS FOR NOTING REPORTS**

13.1 **APPOINTMENT OF TENNANT CREEK LOCAL AUTHORITY MEMBERSHIP**

**MOTION**

That Council

a) Receive and note nominations for the Tennant Creek Local Authority

b) Accept the recommendations from the selection panel and endorse the following nominations; Brian Coleman

Moved: Cr. Bremner  
Seconded: Cr. Braun  

Resolved 304/15  
CARRIED UNAN.

13.2 **AUDIT 2014/15 AND ASSOCIATED MANAGEMENT REPORT**

**MOTION**

That Council

a) Receive and note the report

b) Endorse the unqualified audit for 2014/15 and its associated management report

c) Note its inclusion as part of the Annual Report 2014/15 submission on 16/11/2015

Moved: Cr. Bremner  
Seconded: Cr. Bagnall  

Resolved 395/15  
CARRIED UNAN.

President Shaw left the Meeting, the Time Being 11:40am

President Shaw returned to the Meeting, the time being 11:43am
13.3 SPG: AMPILATWATJA STAFF HOUSING

MOTION

That Council

a) Receive and note the report
b) Acknowledge that the Department of Local Government and Community Services would not vary the Special Purpose Grant (SPG) of $100,544.85 towards the Purkiss Reserve Swimming Pool upgrade
c) Acknowledge that Council notified the Department of Local Government and Community Services in July 2015 that they would proceed with the staff housing in Ampilatwatja as per the original Special Purpose Grant application
d) Acknowledge advice received in September 2015 that Council intended to proceed to tender in October 2015
e) Endorse Council seeking an exemption from the Department of Local Government and Community Services to award the contract based on quotation process undertaken
f) Subject to exemption approval, award the contract to NTLink Transportable Buildings for $100,554.85 (Inc. GST) for the supply and installation of staff housing in Ampilatwatja
g) Delegate to the Acting Chief Executive Officer to execute any relevant documentation on behalf of Council for this contract

Moved: Cr. Boulter
Seconded: Cr. Bagnall  CARRIED UNAN.

Resolved  30/6/15

The next item 13.10 from the supplementary agenda will be dealt with out of order.

13.10 COMMUNITY BENEFITS GRANT - ROUND 1, 2015/16 - TCLA RECOMMENDATION  *Supplementary agenda item

MOTION

The Council

a) Includes the late application from the Senior Citizens Association for the Community Benefits Grant, pertaining to item 13.4 of the agenda, as recommended by the Tennant Creek Local Authority Meeting, held 7 December 2015.

Moved: Cr. Bremner
Seconded: Cr. Boulter  CARRIED UNAN.

Resolved  30/7/15
13.4 COMMUNITY BENEFITS GRANT - ROUND 1, 2015/16

MOTION
The Council

a) Approves funding as indicated to be supplied to the following applicants from the Barkly Regional Council Community Benefit Grants Program Round 1, 2015/16 for a total of $12,000.00

- Tennant Creek Cricket (Construction of Cricket Pitch) $5,000.00
- Tennant Creek Athletics Club Inc. (Javelin Runway) $1,500.00
- Tennant Creek Transport (Vacation activities for kids) $2,000.00
- Country Women's Association (Ergonomic Tables) $1,500.00
- Senior Citizens Association (Air Conditioner) $2,000.00

b) Roll the remaining $3,000 from Round 1, to Round 2 of the 2015/16 Community Benefits Grants Program

Moved: Cr. Taylor
Seconded: Cr. Ruger
Resolved 309/15 CARRIED UNAN.

Cr Tony Boulter left the meeting, the time being 12:16 pm

13.5 DRAFT MEMORANDUM OF UNDERSTANDING - ALPURRURLAM LAUNDRY

MOTION
That Council

a) Endorse the Draft Memorandum of Understanding for the Alpurrurlam Laundry

Moved: Cr. Price
Seconded: Cr. Taylor
Resolved 309/15 CARRIED UNAN.

13.6 LOT 2147: TENNANT CREEK BOWLING CLUB

MOTION
That Council

a) Receive and note the report
b) Endorse that Lot 2147, Tennant Creek Bowling Club remains part of Purkiss Reserve Complex
c) Note that in 2018 Council will invite formal Expressions of Interest with detailed proposals, which include a business case and clear demonstration of community consultation and support for the ongoing use of Lot 2147, Tennant Creek Bowling Club requesting information on:
   a. Benefit to community
   b. Contribution to council
d) Note that any proposal will only be accepted if it ensures that Council will continue to own the asset and control the lease.

Moved: Cr. Bremner
Seconded: Cr. Ruger
Resolved 400/15 CARRIED UNAN.
13.7 DA VINCI EXHIBITION 2016

MOTION

That Council

a) Receive and note the report
b) Rascind motion 277/14 of Ordinary Council Meeting held 20 September 2014
c) Support its earlier resolution to auspice the fundraising to support the exhibition
d) Support its earlier resolution to provide the Civic Town Hall, storage and parking including secretariat support as an in-kind contribution
e) Delegate to the Chief Executive Officer to execute any relevant documentation

Moved: Cr. Bagnall
Seconded: Cr. Ruger
Resolved 401/15
CARRIED UNAN.

Cr Tony Boulter returned to the meeting, the time being 12:20 pm

13.8 REMOTE MORGUES POLICY

MOTION

That Council

a) Receive and note the report
b) Consider passing a similar resolution to Central Desert Regional Council with regard to the responsibility for morgues at its February 2016 meeting.

Moved: Cr. Bremner
Seconded: Cr. Bagnall

AMENDED MOTION

That Council

a) Receive and note the report
b) Does not recognise a formal responsibility for morgue management
c) Will undertake repairs and maintenance and monitor operations if funded to do so
d) WILL NOT undertake operational management or handle bodies
e) Will seek full cost recovery for operational expenses through users of the morgue

Moved: Cr. Boulter
Seconded: Cr. Beasley
Resolved 402/15
CARRIED UNAN.

13.9 COUNCILLOR ATTENDANCE

MOTION

That Council

a) Receive and note the report outlining attendance of Elected Members for meetings of Council, for the year 2015

Moved: Cr. Price
Seconded: Cr. Ruger
Resolved 403/15
CARRIED UNAN.
9. **LOCAL AUTHORITY MEETING MINUTES AND BUSINESS ARISING**

9.3 **TENNANT CREEK LOCAL AUTHORITY MEETING - 7 DECEMBER 2015**  
*Supplementary agenda item*

**MOTION**

That Council

a) Receive and note the Tennant Creek Local Authority meeting minutes of the 7 December 2015
b) Adopt the recommendations contained within the minutes.
c) Note the continuing action list

Moved: Cr. Taylor  
Seconded: Cr. Braun  
Resolved: CARRIED UNAN.

Cr. Bremner highlighted and requested confirmation, pertaining to the discussion that took place at the Tennant Creek Local Authority Meeting. It was stated that diving was not permitted at the Swimming Pool Complex. Director Communities confirmed that diving off the portable diving blocks is to be completed only under the supervision of suitably qualified swimming coaches.

Director Communities additionally confirmed, that recreational diving, either from the side of the pool or from the diving blocks is not permitted, keeping in line with the Australian Swimming Standards and safety.

Signage at the Swimming Pool states that diving is not permitted.

10. **COMMITTEE MEETING MINUTES AND BUSINESS ARISING**

10.1 **PURKISS RESERVE CONSULTATIVE COMMITTEE MEETING - 3 DECEMBER 2015**  
*Supplementary agenda item*

**RECOMMENDATION**

That Council

a) Receive and note the minutes of the Purkiss Reserve Consultative Committee held on 3 December 2015
b) Endorse the recommendations contained within the minutes and;
c) Receive and note the action list of the meeting held December 2015

**AMENDED MOTION**

That Council

a) Receive and note the minutes of the Purkiss Reserve Consultative Committee held on 3 December 2015
b) Provide a copy of the draft Purkiss Reserve Master Plan for community input, and that feedback be reported back to the March 2016 Ordinary Council Meeting  
c) Receive and note the action list of the meeting held 3 December 2015

Moved: Cr. Riger  
Seconded: Cr. Boulter  
Resolved: CARRIED UNAN.
13. GENERAL BUSINESS AND MATTERS FOR NOTING

13.11 ACQUITTAL OF 2014-2015 SPECIAL PURPOSE GRANTS: NT LIBRARIES

*Supplementary agenda item

MOTION
That Council

a) Certify, in accordance with the conditions under which the grant was accepted, that the expenditure shown in the attached acquittal for Active Libraries is actually incurred and reports required to be submitted are in accordance with the stated purpose of the grant.

Moved: Cr. Boulter
Seconded: Cr. Braun
Resolved 406/15
CARRIED UNAN.

13.12 JUNO - MINE REHABILITATION RESEARCH PROJECT

*Supplementary agenda item

RECOMMENDATION
That Council

a) Endorse the installation of temporary equipment by Department of Mines and Energy to Juno Horse Farm, for the purposes of research, for the duration of 12 months.

AMENDED MOTION
That Council

a) Endorse the installation of temporary equipment by Department of Mines and Energy to Juno Horse Farm, for the purposes of research, for the duration of 12 months
b) Be provided with relevant updates and information pertaining to the findings of the research that is carried out

Moved: Cr. Ruger
Seconded: Cr. Taylor
Resolved 407/15
CARRIED UNAN.

MOTION
That Council break for lunch, the time being 12:59pm

Moved: Cr. Bremer
Seconded: Cr. Price
Resolved 408/15
CARRIED UNAN.

Cr. Beasley left the chambers, during the lunch break, the time being 1:35pm

MOTION
That Council return to session, the time being 1:44pm

Moved: Cr. Taylor
Seconded: Cr. Price
Resolved 409/15
CARRIED UNAN.
6. **PETITIONS AND DEPUTATIONS**

6.1 **Amplitawtja Housing Petition**

A petition addressed to the Northern Territory Chief Minister, was received by Council from the Amplitawtja Community.

The petition highlights the communities concerns pertaining to the current housing status.

Petition reads:

“We the undersigned members of Amplitawtja Community wish to request the NT Government to address our housing situation. Amplitawtja houses are very crowded and with many young families, the situation has reached a crisis point. Our old women and men are staying out in the open, and are exposed to the harsh environment all day and night. They also do not have basic amenities at all.

The Traditional Owners would also like you to visit Amplitawtja and talk with them about their troubles while you are in this region.

They have a straight forward request:

Traditional Owners and Community Members would like to request your government to provide funding for 10 x 3 bedroom houses for families and 2 x 4 bedroom houses for the old men and women.

They would like to request you visit Amplitawtja and meet the rest of the community and talk to them.

Thank you.”

Cr. Beasley’s request, prior to her departure from the Chambers, is that Council provide support by way of a letter being sent to the Northern Territory Chief Minister, advising of Council’s support of the communities concerns.

**ACTION:** CEO prepare and send correspondence to the NT Chief Minister, and that an update be provided to the next Amplitawtja Local Authority Meeting.

6.2 **Amplitawtja Community list of concerns**

A list was presented to Council from the Amplitawtja Community, regarding a number of concerns, including:

1. Large amount of old car bodies around the community and within yards
2. Further pot holes forming
3. Traffic signs
4. Sewage truck and a grader for the community

Many of these items are currently on the Local Authority agenda, being discussed, and further updates are to be provided at the next Amplitawtja Local Authority Meeting, additionally, an update to Cr. Beasley.

**ACTION:** Update provided to the next Amplitawtja Local Authority Meeting, additionally, an update provided to Cr. Beasley.
10. COMMITTEE MEETING MINUTES AND BUSINESS ARISING

10.2 AUDIT COMMITTEE MEETING - 9 DECEMBER 2015
*SUPPLEMENTARY AGENDA ITEM

MOTION
That Council
a) Receive and note the minutes of the Audit Committee held on 9 December 2015 in
Tennant Creek and;
b) Endorse the recommendations contained within the minutes

Moved: Cr. Bagnall
Seconded: Cr. Taylor
Resolved 410/15 CARRIED UNAN.

13. GENERAL BUSINESS AND MATTERS FOR NOTING

13.13 HUDSON 1966 PLANE CRASH COMMEMORATING 50 YEARS
*SUPPLEMENTARY AGENDA ITEM

MOTION
That Council
a) Endorse in principle support for a memorial to be constructed within Tennant Creek,
to commemorate the 1966 Hudson Plane Crash.

Moved: Cr. Reger
Seconded: Cr. Braun
Resolved 411/15 CARRIED UNAN.

13.14 JANUARY - JUNE 2016 MEETING DATES
*SUPPLEMENTARY AGENDA ITEM

RECOMMENDATION
That Council
a) Endorse the January to June 2016 Meeting schedule for Ordinary Council Meetings,
Committee Meetings and Local Authority Meetings of Barkly Regional Council.

AMENDED MOTION
That Council
a) Endorse the January to June 2016 Meeting schedule for Ordinary Council Meetings,
Committee Meetings and Local Authority Meetings of Barkly Regional Council with
note with the following change:
The Finance and Operations Committee Meeting, scheduled 25 February, be held on
3 March 2016, prior to the Audit Committee Meeting, being held on the same day.

Moved: Cr. Bagnall
Seconded: Cr. Boulter
Resolved 412/15 CARRIED UNAN.
14. **DECISION TO MOVE INTO CLOSED SESSION AT 2:38pm**

**MOTION**

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008 as the items lists come within the following provisions:

Moved: Cr. Price  
Seconded: Cr. Boulter  
Resolved 413/15  
CARRIED UNAN.

**14.1 Confidential Session of Council Meeting - 19 November 2015**

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

**14.2 Rates Reclassification**

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

**14.3 CouncilBiz**

The report will be dealt with under Section 65(2) (ciii) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be kept confidential.

**14.4 Local Government Disciplinary Matter - Cr Aylett, Number 4**

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

**14.5 Organisational Review Report **

*Supplementary agenda item*

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

President Shaw declared an interest on the next item 14.1 and left the meeting, the time being 2:42pm.

Cr. Boulter left the meeting, the time being 2:42pm.

**14.1 CONFIDENTIAL SESSION OF COUNCIL MEETING - 19 NOVEMBER 2015**

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

**MOTION**

That Council

a) Receive and note the Minutes of the Confidential Session held on 19 November 2015 in Tennant Creek as a true and accurate record.

b) Endorse the resolution to move to open session, with the report to remain in confidential.

Moved: Cr. Taylor  
Seconded: Cr. Price  
Resolved 414/15  
CARRIED UNAN.
President Shaw, returned to the meeting, the time being 2:48pm.

Cr. Boulter, returned to the meeting, the time being 2:49pm.

**14.3 COUNCILBIZ**

The report will be dealt with under Section 65(2) (ciii) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person; AND information provided to the council on condition that it be keep confidential.

**MOTION**

That Council

a) Receive and note the report
b) Endorse the appointment of the Acting Chief Executive Officer and subsequently the Chief Executive Officer as the nominated representative for the Barkly Regional Council on the Councilbiz Board as per the constitution

c) Endorse the resolution to be moved to open session, with the report remaining in confidential.

Moved: Cr. Boulter
Seconded: Cr. Bremner

**RESOLVED** 415/15

CARRIED UNAN.

Cr. Aylett left the meeting while discussions took place on the next item, 14.4, the time being 3:00pm.

**14.4 LOCAL GOVERNMENT DISCIPLINARY MATTER - CR AYLETT, NUMBER 4**

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

**RESOLVED IN CONFIDENTIAL SESSION #416/15**

Cr. Aylett returned to the meeting, the time being 3:25pm.

Cr. Bremner declared an interest on the next item, 14.2 and left the meeting, the time being 3:26pm.

Rates Officer, Mr. Phil Pearce, entered the chambers, the time being 3:27pm

Confirmation was sought by the Rates Officer pertaining to item 14.2

Rates Officer, Mr. Phil Pearce, left the chambers, the time being 3:58pm

**14.2 RATES RECLASSIFICATION**

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

The item was dealt with in confidential session, the motion was lost

Cr. Bremner, returned to the meeting, the time being 4:03pm
14.5 ORGANISATIONAL REVIEW REPORT *Supplementary agenda item

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

MOTION
That Council
a) Receive and note the correspondence from the Local Government Disciplinary Committee dated 16 November 2015

Moved: Cr. Bremner
Seconded: Cr. Bagnall

AMENDED MOTION
a) Receive and note the report
b) Provide a draft staffing plan to the February 2016 Ordinary Council Meeting
c) Follow up with Allan McGill on the finalisation of his report and next steps in developing a Planning Matrix
d) Endorse the resolution to be moved to open session, with the report remaining in confidential session.

Moved: Cr. Boulter
Second: Cr. Bagnall

Resolved 417/15  CARRIED UNAN.

RESUMPTION OF MEETING

MOTION
That Council move back into open session at 5:04pm

Moved: Cr. Boulter
Seconded: Cr. Ruger

Resolved 418/15  CARRIED UNAN.

15. CLOSE OF MEETING

President Shaw closed the meeting, the time being 5:05pm
The next Ordinary Meeting of Council to be held in Tennant Creek on Thursday 18 February 2016

Barb Shaw          Peter Holt
Council President  A/ Chief Executive Officer
Ordinary Council Meeting

BUSINESS ARISING

ITEM NUMBER 3.1
TITLE Past Meeting Decision/Action List - 10 December 2015
REFERENCE 164320
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION

That Council

a) Receive and note the past meeting Decision/Action List from its Meeting on 10 December 2015

ATTACHMENTS:
1 Action List - OC Meeting - 10.12.2015 - upd for 18 Feb Mtg.pdf
**ORDINARY COUNCIL ACTION LIST**

*Meeting of the 10 December 2015*

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Subject</th>
<th>Resolution</th>
<th>Action Officer</th>
<th>Action/Task</th>
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</thead>
<tbody>
<tr>
<td>18 October 2012</td>
<td>Boundary Signs</td>
<td>That Boundary signs be erected</td>
<td>Director Infrastructure</td>
<td>Project Plan and design underway for submission to Council in November 2014</td>
<td>BRC have quotes for boundary signs, language signs, community signs and tourist signs. Awaiting grant response - Quotation of $27,306 (incl GST) received in July 2015. Grant application for this project has not been successful. Will need to explore other funding avenues. Ongoing</td>
</tr>
<tr>
<td>18 September 2014</td>
<td>Elliott Feasibility Study</td>
<td>(a) Receive and note the report (b) Circulate the report for Community feedback in particular the Elliott Local Authority and provide that information back to Council for further consideration. Resolved 193/14</td>
<td>Director Communities</td>
<td>To provide report back to Council on feedback received from the Elliott Community and Local Authority CEO</td>
<td>CEO to finalise feasibility and continue underground tank negotiations with Newcastle Waters. Ongoing</td>
</tr>
<tr>
<td>16 October 2014</td>
<td>Minutes - Juno Committee Meeting - 29 August 2014</td>
<td>a) note the minutes of the Juno Committee Meeting held in Tennant Creek on 29 August 2014 b) adopt the recommendations contained within the minutes Resolved 213/14</td>
<td>Director Infrastructure</td>
<td>Recommendation 2 An audit be conducted to determine the current Juno site</td>
<td>Council's intention is to develop a prospectus, potentially through Land Corp for advertising in the market around potential investment and use for Juno. Final report on soil testing is expected soon. The latest advice was that the report should be available by January 2016. The matter is being pursued with Department of Land Resource Management. Ongoing</td>
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### Action List - OC Meeting - 10.12.2015 - upd for 18 Feb Mtg

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| 16 October 2014 | Minutes - Juno Committee Meeting - 29 August 2014 | That Council  
   a) note the minutes of the Juno Committee Meeting held in Tennant Creek on 29 August 2014  
   b) adopt the recommendations contained within the minutes  
   **Resolved 213/14** | Director Infrastructure | Recommendation 3 Feasibility with options for future planning; what purposes would be compatible. | Project update  
   Fieldwork complete and soil samples sent to Brisbane for laboratory analysis. Field data collection for land units complete  
   High resolution imagery ordered and mapping commenced. Report write up also now commencing. DLRM are still on track for completion during the wet season (end of the year). Project outputs will include (i) a 5-15 page technical report, (ii) soil-landscape map and (iii) a general map detailing land suitability assessment. President and CEO met with the CEO John Coleman of the department of the Chief Minister. We have discussed progressing a prospectus for the site on a fee for service basis with Landcorp.  
   On hold pending soil test report | Ongoing |
| 16 October 2014 | Minutes - Juno Committee Meeting - 29 August 2014 | That Council  
   a) note the minutes of the Juno Committee Meeting held in Tennant Creek on 29 August 2014  
   b) adopt the recommendations contained within the minutes  
   **Resolved 213/14** | CEO | Recommendation 4 Seek support from Office of Northern Development for potential funding for a feasibility and/or master plan. | Can apply at any time to the Regional Economic Development Fund for up to $25,000 for a Feasibility study for Juno |
| 19 February 2015 | Councillor Portfolios Policy | That Council  
   a) Adopt the draft Councillor Portfolio Policy  
   b) Confirm the allocation of Councillors to portfolios to the March Ordinary meeting.  
   **Resolved 18/15** | CEO | Confirm allocation to the March Council Meeting | Now that the strategic plan has been finalised Portfolios will be progressed in line with Councils strategic goals. |
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| Ordinary Council Meeting 22 May 2015 | Community infrastructure                      | That Council  
   a) Develop a policy framework for community infrastructure in Tennant Creek to introduce a consistent approach for fees and charges  
   b) Council reviews its existing arrangements with all stakeholders with a view to align with a new policy framework.  
   Resolved  131/15 | CEO                                       | Develop a policy framework for community infrastructure in Tennant Creek to introduce a consistent approach for fees and charges | Council current fees and charges have been reviewed as part of the 2015/16 development. Policy development will occur during 2016 ONGOING |
| Ordinary Council Meeting 15 October 2015 | Strategic issues: Street Lighting - Sector Position | That Council  
   a) Receive and note the report.  
   b) Endorse a contribution towards LGANT for legal fees to obtain advice.  
   Resolved  313/15 | CEO                                       | Make contribution towards LGANT for legal fees to obtain advice. | LGANT has advised that legal advice and council's contribution should be available in February 2016. Council has not paid these invoices pending that advice. LGANT met with Chief Minister and municipal councils in January to discuss. ONGOING |
| Ordinary Council Meeting 15 October 2015 | Community Engagement Surveys  
   Tennant Creek and broader region. | That Council  
   a) Endorse the conduct of two surveys in relation to community engagement, one for the Tennant Creek township and one for the broader region  
   b) Present the results back to Council once complete  
   Resolved  324/15 | CEO                                       | Undertake two surveys in relation to community engagement, one for the Tennant Creek township and one for the broader region | Surveys developed and implementation to occur over the next two months with report back to March Council due to wet season limitations. |
| Ordinary Council Meeting 19 November 2015 | Strategic issues - Tennant Creek Cemetery     | That Council  
   a) Receive and note the correspondence from members of the community pertaining to the Tennant Creek Cemetery.  
   b) Endorse the following service levels already articulated in Councils Regional Plan 2014/15.  
   c) Endorse the development of Public Cemetery and landscaping master plan for the Region.  
   d) Seek funding as part of the budgetary development phase in March 2016 for the completion of a master plan.  
   e) Forward this matter to the Tennant Creek Local Authority Meeting, being held 7 December 2015, and seek feedback  
   Resolved  336/15 | Director Infrastructure  
   Grants Manager | Aim: Undertake the development of Public Cemetery and landscaping master plan for the Region.  
   Resourcing: Seek funding as part of the budgetary development phase in March 2016 for the completion of a master plan.  
<p>| Budget submission for Master Plan development of TC Cemetery will be prepared for 2016/17. ONGOING | Creating a cemetery management plan, can apply for an SPG when the new round opens or look at a study funded by heritage perhaps ONGOING |</p>
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<td>Ordinary Council Meeting 19 November 2015</td>
<td>Policy Housing</td>
<td>That Council&lt;br&gt;a) Receive and note the report &lt;br&gt;b) Ratify the Draft Housing Policy at its next Ordinary Council Meeting, after staff consultation has occurred and; &lt;br&gt;c) Ratify all relevant local landlord agreements at its next Ordinary Council Meeting.</td>
<td>Director HR</td>
<td>That staff consultation around the policy draft is undertaken prior to the next Ordinary Council meeting. Then amended draft to be submitted for endorsement.</td>
<td>COMPLETED&lt;br&gt;Staff consultation had taken place 11 December.</td>
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<td>Resolved 355/15</td>
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<td>Strategic issues: Tannant Creek Landfill</td>
<td>That Council&lt;br&gt;a) Receive and note the report&lt;br&gt;b) Invite Mayor Damien Ryan and relevant staff of Alice Springs Town Council to Barkly Regional Council, to discuss and provide their landfill techniques.</td>
<td>EA to CEO</td>
<td>Extend invitation to Mayor Damien Ryan and Staff of Alice Springs Town Council to present to Council giving an overview of their landfill management practices.</td>
<td>COMPLETED&lt;br&gt;Invitation has been extended. Invitation accepted by ASTC and will attend the March 2016 Meeting.</td>
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<td>Resolved 358/15</td>
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<td>Special Purpose Grant Alpurrulum Rubbish Truck</td>
<td>That Council&lt;br&gt;a) Receive and note the report&lt;br&gt;b) Endorse the tender for the purchase of the Rubbish Truck in line with Councils Purchasing and Procurement Policy</td>
<td>Director Infrastructure</td>
<td>Undertake tender as per the Purchasing and Procurement Policy for the Alpurrulum Rubbish Truck,</td>
<td>Tender and specification completed. Tender to be invited soon. Ongoing</td>
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<td>Resolved 367/15</td>
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<td>Procurement Exemption Request: Caterpillar Model 816F Landfill Compactor</td>
<td>That Council&lt;br&gt;a) Receive and note the report and; &lt;br&gt;b) Obtain a third party satisfactory condition report for the plant and; &lt;br&gt;c) Purchase the 2000 Caterpillar Model 816F Landfill Compactor from Phillips Earthmoving Contractors Pty Ltd.</td>
<td>Director Infrastructure</td>
<td>Obtain third party satisfactory condition report for the plant purchase</td>
<td>Technically the Caterpillar has become an asset of Council automatically due to long term lease agreement for duration of 18 months. Council has the option of selling this and/or using it in other communities of council and buy a D6 Dozer that will work more effectively at the Tannant Creek Landfill. External funding options will be explored for buying of D6 Dozer in future.</td>
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<td>Resolved 369/15</td>
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| Ordinary Council Meeting Minutes - 10 November 2015 | That Council                                                            | a) Confirm the minutes of the Ordinary Council Meeting held on 10 November 2015 at Tennant Creek, with changes made to Resolution 363/15, part (e), to note the selection of the Christmas Lights Competition, be selected by the Christmas Lights Sub Committee, and the winners to be announced 18 December 2015.  
b) That the outcome be reported back to the February 2016 Ordinary Council Meeting. |
|                     |                                                                          | **Resolved** 383/15                                                                                                                                                                                       | EA to CEO     | That the minutes of the 19 November 2015 be updated.                        | **COMPLETED** Changes updated and confirmed minutes loaded to the website. 11 December 2015          |
| Ordinary Council Meeting 10 December 2015 | 10:30am Department Local Government and Communities | The scheduled presentation from the Department of Local Government and Community Services (DLGCS) pertaining to the payments of rates for community housing by the Department of Housing, was not be provided.  
Mr. David Curtis advised that the confirmation from the Chief Executive of DLGCS has not been provided for the presentation to be held.  
**ACTION**: CEO to prepare and send correspondence to DLGCS requesting a copy of the presentation to be provided to Council for their information on the source of rate revenue. | CEO            | Prepare and send correspondence to DLGCS requesting a copy of the presentation to be provided to Council for their information on the source of rate revenue. | **COMPLETED**                                                                                           |
| Ordinary Council Meeting 10 December 2015 | Director Infrastructure - November 2016 Report                           | That Council  
a) Receive and note the report of the activities within the Infrastructure Directorate for the month of November 2015.  
b) Recognises that the Tennant Creek Dump is for domestic waste purposes rather than large commercial usage  
c) Not accept mineral waste or large amounts of vehicle bodies  
d) Not accept waste to any dump of Barkly Regional Council from outside of the Barkly Regional Council boundaries. | Director Infrastructure | Notify relevant council offices, and notification be displayed at all dumps | Staff advised of Council's decision to not accept any commercial waste at council's landfill sites. Any specific requests will need to be considered on a case to case basis by management. Director Infrastructure to elaborate upon this in February Council report.  
Tree Replacement – Depot staff has been advised of this and will be replacing soon. Awaiting favourable weather condition. |
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| Ordinary Council Meeting 10 December 2015 | Alpurrurrum Local Authority Meeting - 26 November 2015 | That Council  
  a) Receive and note the Alpurrurrum Local Authority meeting minutes of the 26 November 2015, as tabled  
  b) Adopt the recommendations contained in the minutes.  
  c) Note the continuing action list  
  **Resolved** 392/15 | Grants Manager | Item 6.5 of the 26 November Meeting; Investigations into funding options for the upgrade of the airport road | SPG or future transport grant rounds to be considered when open. 
**Ongoing** |
| Ordinary Council Meeting 10 December 2015 | Elliott Local Authority Meeting - 1 December 2015 | That Council  
  a) Receive and note the Elliott Local Authority meeting minutes of the 1 December 2015  
  b) Not adopt the recommendation for the purchase of a plaque for the Elliott Health Clinic, pertaining to Item 6.3 within the minutes, and refer the item to be included in the Community Grants Benefit Round 2, 2015/16  
  c) That correspondence be sent to Northern Territory Cattlemen’s Association seeking financial support  
  d) Adopt all other recommendations contained in the minutes  
  e) Note the continuing action list  
  **Resolved** 393/15 | CEO | Notify Community Coordinator of part b, and ensure that Elliott Health Clinic complete an application for round 2, when it opens.  
That correspondence be sent to NT Cattlemen’s Association to seek financial support. | CC notified, 11 December 2015 
**COMPLETED** |
| Ordinary Council Meeting 10 December 2015 | Elliott Local Authority Meeting - 1 December 2015 | | CEO | Item 6.4 of the 1 December 2015 meeting; that BRC continue to lobby for housing improvements and new housing.  
Item 6.4 of the 1 December 2015 meeting; that correspondence be sent to DLGCS regarding the upcoming investment in housing at Gurunga, Wilyingu and Merlinja | Correspondence sent to DLGCS, December 2015. No response to date. 
**COMPLETED** |
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<td>Ordinary Council Meeting 10 December 2015</td>
<td>Elliott Local Authority Meeting - 1 December 2015</td>
<td>Recommendation to Council from Item 6.5 of the Elliott Local Authority held 1 December 2015</td>
<td>CEO</td>
<td>Advocacy for Elliott to be included in the Community champions program. First Circle Program</td>
<td>Community Champions program has been established and no additional sites will be included. COMPLETED</td>
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<td>CEO</td>
<td>Advocacy for Elliott to be included in the community infrastructure pipeline profiling.</td>
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</tr>
<tr>
<td>Appointment of Tenant Creek Local Authority Membership</td>
<td>That Council a) Receive and note nominations for the Tenant Creek Local Authority b) Accept the recommendations from the selection panel and endorse the following nominations; Brian Coleman</td>
<td>Resolved 394/15</td>
<td>EA to CEO</td>
<td>Formal notification sent, advising of the outcome.</td>
<td>Formal notification sent, 11 December 2015 COMPLETED</td>
</tr>
<tr>
<td>Ordinary Council Meeting 10 December 2015</td>
<td>SPG Amphitawatja Staff Housing</td>
<td>That Council a) Receive and note the report b) Acknowledge that the Department of Local Government and Community Services would not vary the Special Purpose Grant (SPG) of $100,544.85 towards the Purkess Reserve Swimming Pool upgrade c) Acknowledge that Council notified the Department of Local Government and Community Services in July 2015 that they would proceed with the staff housing in Amphitawatja as per the original Special Purpose Grant application d) Acknowledge advice received in September 2015 that Council intended to proceed to tender in October 2015 e) Endorse Council seeking an exemption from the Department of Local Government and Community Services to award the contract based on quotation process undertaken f) Subject to exemption approval, award the contract to NTLink Transportable Buildings for $100,544.85 (Inc. GST) for the supply and installation of staff housing in Amphitawatja g) Delegate to the Acting Chief Executive Officer to execute any relevant documentation on behalf of Council for this contract</td>
<td>Director Infrastructure</td>
<td>Seek exemption for awarding the contract of the project.</td>
<td>Exemption from DLG received 17 December 2015 COMPLETED</td>
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| Ordinary Council Meeting 10 December 2015 | Community Benefits Grant - Round 1, 2015/16 | The Council  
  a) Approves funding as indicated to be supplied to the following applicants from the Barkly Regional Council Community Benefit Grants Program Round 1, 2015/16 for a total of $12,000.00  
  Tennant Creek Cricket (Construction of Cricket Pitch) $5,000.00  
  Tennant Creek Athletics Club Inc. (Javelin Runway) $1,500.00  
  Tennant Creek Transport (Vacation activities for kids) $2,000.00  
  Country Women's Association (Ergonomic Tables) $1,500.00  
  Senior Citizens Association (Air Conditioner) $2,000.00  
  b) Roll the remaining $3,000 from Round 1 to Round 2 of the 2015/16 Community Benefits Grants Program | Grants Manager  
  That formal notification be provided to all successful and unsuccessful applicants. | Grants Manager  
  Process procurement procedures to all successful applicants | All recipients have been sent letters advising if they were successful or unsuccessful along with an agreement to be signed and returned to action the release of funds.  
  To date, only received Tennant Creek Transport and Seniors agreements and have actioned their payments.  
  Ongoing |
| Ordinary Council Meeting 10 December 2015 | Draft Memorandum of Understanding - Alpurruram Laundry | That Council  
  a) Endorse the Draft Memorandum of Understanding for the Alpurruram Laundry | EA to CEO  
  Formally advise required parties, and process through MoU register. | CEO Signed and copy sent to the Alpurruram Store for signature. Included on MoU Register.  
  14 December 2015  
  COMPLETED |
| Ordinary Council Meeting 10 December 2015 | Lot 2147 Tennant Creek Bowling Club | That Council  
  a) Receive and note the report  
  b) Endorse that Lot 2147, Tennant Creek Bowling Club remains part of Parkees Reserve Complex  
  c) Note that in 2016 Council will invite formal Expressions of Interest with detailed proposals, which include a business case and clear demonstration of community consultation and support for the ongoing use of Lot 2147, Tennant Creek Bowling Club requesting information on:  
  a. Benefit to community  
  b. Contribution to council  
  d) Note that any proposal will only be accepted if it ensures that Council will continue to own the asset and control the lease. | CEO  
  Public Relations Officer  
  Formally advise interested group BSG Ltd of the resolution and further actions required.  
  That an expression of interest be advertised during the first quarter of 2016. | CEO met with BSG Ltd, 11 December and provided update on the lot.  
  COMPLETED  
  Expression of interested advertised 5 February, with closing date Monday 29 February.  
  COMPLETED |
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</table>
| Ordinary Council Meeting 10 December 2015 | Da Vinci Exhibition 2016 | That Council  
  a) Receive and note the report  
  b) Rescind motion 277/14 of Ordinary Council Meeting held 20 September 2014  
  c) Support its earlier resolution to auspice the fundraising to support the exhibition  
  d) Support its earlier resolution to provide the Civic Town Hall, storage and parking including secretariat support as an in-kind contribution  
  e) Delegate to the Chief Executive Officer to execute any relevant documentation  
  Resolved  401/15 | EA to CEO | Note that resolution 277/14 has been rescinded in relevant registers.  
  Formally notify the Exhibition of the resolution.  
  Sent notification to Da Vinci Exhibition organisers, stating that BRC could not sponsor the exhibition as the proposed cost structure did not provide adequate revenue to cover council staffing costs.  
  COMPLETED |
| Ordinary Council Meeting 10 December 2015 | Remote Morgue Policy | That Council  
  a) Receive and note the report  
  b) Does not recognise a formal responsibility for morgue management  
  c) Will undertake repairs and maintenance and monitor operations if funded to do so  
  d) Will NOT undertake operational management or handle bodies  
  e) Will seek full cost recovery for operational expenses through users of the morgue  
  Resolved  402/15 | CEO | Formal advice be sent to NTG of the resolution  
  Notify all relevant council officers of the resolution  
  Letter required to Chief Minister cc Minister for Local Government noting resolution from council meeting 10 December.  
  All relevant Council Officers notified.  
  COMPLETED |
| Ordinary Council Meeting 10 December 2015 | Tennant Creek Local Authority Meeting - 7 December 2015 | That Council  
  a) Receive and note the Tennant Creek Local Authority meeting minutes of the 7 December 2015  
  b) Adopt the recommendations contained within the minutes.  
  c) Note the continuing action list  
  Resolved  404/15 | Director Communities | Item 7.1 of the 7 December meeting: Funding and feasible options be sourced for Animal Management Programs  
  That correspondence be sent to Warren Snowden and Mr. Gerry McCarthy MLA, advocating for feasible options for an ongoing Animal Management Program.  
  Advocacy meeting held with AMRRIC; Grants Manager advised of priority for grant chasing; potential for public/private partnership with veterinary practice, pharmaceutical companies and non profit welfare organisations.  
  Ongoing  
  COMPLETED  
  Awaiting response. |
## Ordinary Council Action List
**Meeting of the 10 December 2015**

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Subject</th>
<th>Resolution</th>
<th>Action Officer</th>
<th>Action/Task</th>
<th>Completed Status</th>
</tr>
</thead>
</table>
| Ordinary Council Meeting 10 December 2015 | Tenant Creek Local Authority Meeting - 7 December 2015 | That Council  
  a) Receive and note the Tenant Creek Local Authority meeting minutes of the 7 December 2015  
  b) Adopt the recommendations contained within the minutes  
  c) Note the continuing action list  
  **Resolved** 404/15 | Director Infrastructure | Item 7.2a of the 7 December meeting; That the name of the Tenant Creek Pool be changed from Purkiss Reserve Swimming Pool to Tenant Creek Swimming Pool, and that the entry signage to the pool reflects the correct name. | COMPLETED Name as been updated, |
| Ordinary Council Meeting 10 December 2015 | Purkiss Reserve Consultative Committee Meeting - 3 December 2015 | That Council  
  a) Receive and note the minutes of the Purkiss Reserve Consultative Committee held on 3 December 2015  
  b) Provide a copy of the draft Purkiss Reserve Master Plan for community input, and that feedback be reported back to the March 2016 Ordinary Council Meeting  
  c) Receive and note the action list of the meeting held 3 December 2015  
  **Resolved** 405/15 | Public Relations Officer | That the Draft Purkiss Reserve Master Plan be put out for public comment. And that all comments be submitted by Friday 4 March 2016. | COMPLETED Advertising will open for public comment, and close Monday 29 February 2016. |
  a) Certify, in accordance with the conditions under which the grant was accepted, that the expenditure shown in the attached acquittal for Active Libraries is actually incurred and reports required to be submitted are in accordance with the stated purpose of the grant.  
  **Resolved** 406/15 | CEO / Grants Manager | That relevant documents are signed, completed and returned to the Department | COMPLETED Purkiss Committee met 4 February, approved the plan for public comment. Inclusion into March Meeting. |
| Ordinary Council Meeting 10 December 2015 | Jono - Mine Rehabilitation Research Project | That Council  
  a) Endorse the installation of temporary equipment by Department of Mines and Energy to Jono Horse Farm, for the purposes of research, for the duration of 12 months.  
  b) Be provided with relevant updates and information pertaining to the findings of the research that is carried out.  
  **Resolved** 406/15 | EA to CEO | That formal notification is provided to Department of Mines and Energy of the resolution. | COMPLETED Notification sent to DME 11 December 2015 |
# ORDINARY COUNCIL ACTION LIST

**Meeting of the 10 December 2015**

<table>
<thead>
<tr>
<th>Resolved</th>
<th>407/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Council Meeting 10 December 2015</td>
<td>Ampliatjitalja Housing Petition</td>
</tr>
<tr>
<td>CEO prepares and sends correspondence to the NT Chief Minister, and that an update be provided to the next Ampliatjitalja Local Authority Meeting.</td>
<td>CEO</td>
</tr>
<tr>
<td>CEO / Governance Officer</td>
<td>Prepare and send correspondence to the NT Chief Minister</td>
</tr>
<tr>
<td>Correspondence sent. Response included in February meeting.</td>
<td>Completed</td>
</tr>
<tr>
<td>Ordinary Council Meeting 10 December 2015</td>
<td>Ampliatjitalja Community list of concerns</td>
</tr>
<tr>
<td>A list was presented to Council from the Ampliatjitalja Community, regarding a number of concerns, including:</td>
<td></td>
</tr>
<tr>
<td>1. Large amount of old car bodies around the community and within yards</td>
<td></td>
</tr>
<tr>
<td>2. Further pot holes forming</td>
<td></td>
</tr>
<tr>
<td>3. Traffic signs</td>
<td></td>
</tr>
<tr>
<td>4. Sewage truck and a grader for the community</td>
<td></td>
</tr>
<tr>
<td>Many of these items are currently on the Local Authority agenda, being discussed, and further updates are to be provided at the next Ampliatjitalja Local Authority Meeting, additionally, an update to Cr. Beasley.</td>
<td>Director Infrastructure</td>
</tr>
<tr>
<td>Update provided to the next Ampliatjitalja Local Authority Meeting, additionally, an update provided to Cr. Beasley.</td>
<td>Under progress</td>
</tr>
<tr>
<td>Ordinary Council Meeting 10 December 2015</td>
<td>Hudson 1966 Plane Crash Commemorating 50 Years</td>
</tr>
<tr>
<td>That Council</td>
<td></td>
</tr>
<tr>
<td>a) Endorse in principle support for a memorial to be constructed within Tennant Creek, to commemorate the 1966 Hudson Plane Crash.</td>
<td>EA to CEO</td>
</tr>
<tr>
<td>Resolved</td>
<td>411/15</td>
</tr>
<tr>
<td>Notification provided to Mr Gerry McCarthy MLA of the outcome</td>
<td>Completed</td>
</tr>
<tr>
<td>Ordinary Council Meeting 10 December 2015</td>
<td>January - June 2016 Meeting Dates</td>
</tr>
<tr>
<td>That Council</td>
<td></td>
</tr>
<tr>
<td>a) Endorse the January to June 2016 Meeting schedule for Ordinary Council Meetings, Committee Meetings and Local Authority Meetings of Barkly Regional Council with note with the following change:</td>
<td></td>
</tr>
<tr>
<td>The Finance and Operations Committee Meeting, scheduled 26 February, be held on 3 March 2016, prior to the Audit Committee Meeting, being held on the same day.</td>
<td>EA to CEO</td>
</tr>
<tr>
<td>Resolved</td>
<td>412/15</td>
</tr>
<tr>
<td>Update schedule to reflect requested changes, and distribute.</td>
<td>Updated required changes and distributed to all required parties.</td>
</tr>
<tr>
<td>Meeting Date</td>
<td>Subject</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Resolved 415/15</td>
<td></td>
</tr>
</tbody>
</table>
Culturally Directed Care Solutions (CDCS) to present to Council at 10:30am.

The presentation will include an overview of current Aged and Disability services provided by Council and what the SDAP Project has done in the last 12 months. As well as describing key changes in the Aged and Disability sector that will impact and shape the way Council provides services into the future.

There has been major change (reform) in the Aged and Disability sector in the last 12 months and there is more change to come.

These reforms are impacting on how providers like council manage and deliver services and what needs to be done to continue with a viable “business model” to meet the needs of the Aged and Disabled, providing relevant and quality care.

ATTACHMENTS:
There are no attachments for this report.
Northern Territory Tourism (NT Tourism) to present to Council at 11:00am.

NT Tourism has been auspiced by the NT Government to develop a permanent display commemorating the life and achievements of Captain Albert Borella VC.

A steering committee established to guide the project has recommended that the preferred site for the permanent display be at the Barkly Regional Council Library, subject to costings on building expansion at the Library to house the full display.

Should costs preclude establishing the display at the library, the steering committee decided that it should be located at the Battery Hill Mining Centre.

The presentation will briefly explain;
- The purpose of the project including ongoing benefits to the local community through tourism
- Rational regarding site location
- Other elements of the project including teaser displays and statue
- Timelines
- Accountabilities

ATTACHMENTS:
There are no attachments for this report.
PRESIDENT REPORT

ITEM NUMBER  7.1
TITLE       Presidents Report - December 2015 / January 2016
REFERENCE   167021
AUTHOR      Barb Shaw, President

RECOMMENDATION
That Council
   a) Receive and note the report of the Presidents activities for December 2015 / January 2016

SUMMARY:
The report outlines the activities of the Council President for the December 2015 / January 2016

BACKGROUND
The President, as part of her role attends a range of meetings and public engagement activities. Accordingly meetings, appointments, functions, media commitments, civic receptions and committee meetings have been listed below.

(Meetings attended between 1 December 2015 and 31 January 2016)

02.12.2015 – Australian Citizenship Ceremony, Elliott
07.12.2015 – Tennant Creek Local Authority Meeting, Tennant Creek
08.12.2015 – LGANT Executive Meeting, Teleconference
10.12.2015 – Ordinary Council Meeting, Tennant Creek
16.12.2015 – A/Chief Executive Officer, Peter Holt, Tennant Creek
21.12.2015 – Rex Mooney, Audit Committee Chair, Teleconference
24.12.2015 – 03.01.2015 – Barkly Regional Council Office Christmas Closure
13.01.2016 – Chief Executive Officer Interviews; Tennant Creek
25.01.2016 – A/Chief Executive Officer, Allan McGill, Tennant Creek
26.01.2016 – Australia Day Celebrations, Battery Hill, Lake Mary Ann

ATTACHMENTS:
CHIEF EXECUTIVE OFFICER'S REPORTS

ITEM NUMBER 8.1
TITLE Chief Executive Officer - December 2015/January 2016 Report
REFERENCE 164733
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Receive and note the report of the Chief Executive Officer for December 2015 and January 2016

SUMMARY:
The report provides an overview of the activities of the Chief Executive Officer during December 2015 and January 2016

BACKGROUND
The Council is in the process of recruiting a new CEO and a special meeting of the Council is scheduled for Monday 8 February 2016 to consider a report on that matter. The role of CEO has been performed by Peter Holt and Allan McGill.

A/CEO: Allan McGill, 1 February 2016 - Current

Committee representation
The CEO sits across a number of Committees. Some of these position are transferable and some not so. These are:-

- Ministerial Advisory Committee Disability Reform (not transferable)
- Ministerial appointment for the Tennant Creek Regional Economic Development Committee (not transferable however opportunity for new CEO to nominate)
- Barkly Regional Arts (not transferable – however opportunity for new CEO/staff to nominate)
- Chamber of Commerce Executive (transferable)
- Local Tourism Advisory Committee (transferable)
- Borella Project Committee (transferable)
- Education Advisory Committee (transferable)
- Regional Co-ordination Committee (transferable)

Chamber of Commerce
In order to keep a working executive in Tennant Creek, the CEO has nominated again for 2015/18. Attendance can be delegated to executive staff and the new CEO may choose to put a nomination forward on behalf of Council.

REDC Nomination 2016
The Chief Executive Officer has resigned from this Committee. The REDC committee will meet in early 2016 and the new CEO may choose to put a nomination forward on behalf of Council.

Social sustainability
Syrian Refugees
We have sought advice from the Office of the Chief Minister in relation to the potential relocation of Syrian refugees. The Office can advise the following that “The Commonwealth is in the process of negotiating with States and Territories and has not made commitments on numbers and cohort for each jurisdiction at this stage.”
The REDC committee discussed the announcement of fifty refugees that have been allocated for Tennant Creek and is currently requesting more information from the immigration department. This information has been provided as yet.

**S19 Lease Negotiations**

Council is still waiting on lease documentation from the land council in relation to May and June negotiations. The first lease documents for all Council assets at Alpurrurulam have been signed and returned to Central Land Council on 7th January and a community meeting to be held in February.

**COMMUNITY ENGAGEMENT**

Meetings, appointment, functions, media commitments, civic receptions and committee meetings that the Chief Executive Officer has attended since the last Ordinary Council Meeting; *(Does not include Operational Meetings such as staff meetings)*

*(Meetings attended between 7 December 2015 and 31 January 2016)*

07.12.2015 – Tennant Creek Local Authority Meeting, Tennant Creek
08.12.2015 – Rex Mooney, Audit Committee Chair, Tennant Creek
09.12.2015 – Audit Committee Meeting, Tennant Creek
10.12.2015 – Ordinary Council Meeting, Tennant Creek
11.12.2015 – Da Vinci Exhibition, Teleconference
11.12.2015 – BSG Ltd, Re: Tennant Creek Bowling Club
15.12.2015 – Pat Brahim, Julalikari Council Aboriginal Corporation, Tennant Creek
15.12.2015 – Ben Garwood; NEGI, Tennant Creek
16.12.2015 – President Barb Shaw, Tennant Creek
16.12.2015 – Ben Garwood; NEGI, Tennant Creek
16.12.2015 – Chief Ministers Christmas Function, Tennant Creek
17.12.2015 – CAYLUS, Re: Youth Programs, Teleconference
18.12.2015 – Maloney Field Services, RE: Gas Pipeline, Teleconference
21.12.2015 – Rex Mooney, Audit Committee Chair, Teleconference
21.12.2015 – Jill Kleiner, Department Local Government and Community Services, T/Creek
24.12.2015 – 03.01.2015 – Barkly Regional Council Office Christmas Closure
06.01.2016 – Department of Infrastructure, Tennant Creek re: Airstrips and Patterson St
06.01.2016 – Centrelink, Department of Human Services re: Elliott rental deductions
06.01.2016 – Jill Kleiner, Department Local Government and Community Services, T/Creek
11.01.2016 – Australian Bureau of Statistics; Tennant Creek
13.01.2016 – Chief Executive Officer Interviews; Tennant Creek
14.01.2016 – Julalikari Council Aboriginal Corporation; Tennant Creek
19.01.2016 – NDIA; Tennant Creek
19.01.2016 – Julalikari Council Aboriginal Corporation; Tennant Creek
19.01.2016 – Tennant Creek Airport, Hudson Crash; Tennant Creek
20.01.2016 – Community visit, Arlparra and Ampilatwatja
21.01.2016 – Prime Minister and Cabinet; Alice Springs
21.01.2016 – SkillHire; Alice Springs
26.01.2016 – Australia Day Celebrations, Battery Hill, Lake Mary Ann

**ATTACHMENTS:**
ITEM NUMBER 8.2
TITLE Director People and Safety - December 2015 / January 2016 Report
REFERENCE 166571
AUTHOR Michael Hummell, Senior HR Advisor

RECOMMENDATION
That Council

  a) Receives and notes the report of the activities within the People and Safety Directorate for December 2015 / January 2016

SUMMARY:
Outline of the activities of the People and Safety Directorate for the month of December 2015 and January 2016

BACKGROUND
Things have been relatively quiet due mainly to the Christmas break. However it is pleasing to see that essential recruitment is now underway again. This has taken the pressure off a number of people within the Council who have been attempting to carry out their substantive role with the added burden of carrying other roles. We welcome a number of new faces to the town and it is hoped that they will make themselves known to Councillors in due course.

The Learning and Development Coordinator and the Human Resources Manager have been working towards supplying top quality Leadership and Management training to select staff within Council. This training is aimed at those currently undertaking supervisory roles but also recognises others who we see as having potential to fill such roles in the future. Discussion with the Learning and Development Coordinator and the Director has seen the next steps being taken in relation to supplying Literacy and Numeracy training to our workers in communities. The pilot projects were reported on previously and it is felt that we would be remiss if we did not continue with this high standard training for our workers. Negotiations are currently underway with a number of Universities with a view to forming a partnership to ensure that young Aboriginal people are given the chance to work with Council whilst undertaking Degree studies. Advancement on this will be discussed at the next Council meeting. The Director wishes to ensure that a transparent and fair recruitment and selection process is taken in the identification of and the subsequent employment of a young Aboriginal Cadet with a view to that person commencing studies mid-year.

Great efforts are currently underway in Work Health and Safety. We have managed to secure the services of the Acting Manager for the remainder of this year. An Advisor has also been selected and will commence working with the Acting Manager commencing on 10 February 2016. This person, whilst not a true local, is living in town and her husband works with a local firm. She is committed to working with Council for the next couple of years. This person shall be coached by the Acting Work Health and Safety Manager with a view to her taking over the reigns at some future time. Many works have been carried out such as fire extinguishers being checked, replaced or repaired. Additionally, testing and tagging has taken place throughout the entire region and all works depots have been inspected with issues identified and remedial actions currently underway. This is an enormous task for this Council to not only reach compliance but to also ensure its ongoing maintenance.
## CURRENT WORK / PROJECTS

<table>
<thead>
<tr>
<th>WORK / PROJECTS</th>
<th>COMMENTS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enterprise Bargaining Agreement (EBA)</strong></td>
<td>Initial work has begun to develop an updated Enterprise Bargaining Agreement (EBA) with the creation and approval of the Project Management Plan. The Council's current EBA was created in December 2009 and has been continued through present day. The projected completion date for the EBA is April 2016 with a projected implementation date of June 2016.</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>Human Resources Database</strong></td>
<td>Tracking system for Incident Reports and Workers Compensation Claims has been built. More services to be built to include a training database to track training needs, completion, and expiration and a manpower document assigning each position with an individual position number to better manager personnel requirements.</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>Human Resources Self-Inspection</strong></td>
<td>A checklist has began to be created in order for Human Resources to perform a self-inspection. The purpose of the self-inspection will be to gauge and determine areas in which Human Resources needs to improve in order to provide better service.</td>
<td>On Hold</td>
</tr>
<tr>
<td><strong>Equal Employment Opportunity Policy and Procedure</strong></td>
<td>First draft of the Equal Employment Opportunity (EEO) policy and procedure submitted 20 April. Senior HR Advisor completed Contact Officer training 16 June. Policy to be sent to the Cultural</td>
<td>In Progress</td>
</tr>
<tr>
<td>Advisory Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Employee Handbook</strong></td>
<td>An employee handbook based on the induction brief has been approved for printing. Printing options are currently being sourced.</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>IT Equipment Inventory</strong></td>
<td>An inventory has begun to account for all Council IT equipment, beginning with the contents of the training room at 58 Peko Road which has been transferred to a storage container. Inventory actions within other facilities in Tennant Creek and into the Communities has been delayed due to higher priority projects. New estimated completion date is set for 30 June 2016. Will look into assigning Equipment Custodians in the various work centres to be locally responsible for equipment in their areas.</td>
<td>In Progress</td>
</tr>
<tr>
<td><strong>People and Safety Newsletter</strong></td>
<td>The second issue of the People and Safety Newsletter was published, via e-mail, on 4 December 2015.</td>
<td>Closed</td>
</tr>
</tbody>
</table>

*Table 1: Current HR work and projects.*
HR ISSUES

<table>
<thead>
<tr>
<th>Issue</th>
<th>Cases</th>
<th>Comments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary issues</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Comp Claims</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grievances</td>
<td>2</td>
<td>Received: November 2015</td>
<td>Closed (Both)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 2016</td>
<td></td>
</tr>
<tr>
<td>Performance Issues</td>
<td>1</td>
<td></td>
<td>Probationary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Termination</td>
<td></td>
</tr>
</tbody>
</table>

Table 2: HR Issues in December 2015/January 2016

STAFFING

Chart 1 provides the total number of Barkly Regional Council employees at the end of each month from August 2015 to January 2016.

Chart 1. Total number of employees
Table 3 and Chart 2 below provide information about Indigenous and Non-Indigenous employees at Barkly Regional Council, broken down by gender, on 31 January 2016.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Staff</td>
<td>134</td>
<td>92</td>
<td>226</td>
<td>100%</td>
</tr>
<tr>
<td>Indigenous</td>
<td>94</td>
<td>63</td>
<td>157</td>
<td>69%</td>
</tr>
<tr>
<td>Non-Indigenous</td>
<td>40</td>
<td>29</td>
<td>69</td>
<td>31%</td>
</tr>
</tbody>
</table>

**Table 3: Total number of Indigenous and Non-Indigenous employees – 31 January 2016**

**Chart 2. Total number of Indigenous and Non-Indigenous employees – 31 January 2016**
Ordinary Council Meeting 18 February 2016

Chart 3 below provides the number of employees those who have joined the Barkly Regional Council each month from August 2015 to January 2016.

![Chart 3: Number of employees who joined the Barkly Regional Council from August 2015 to January 2016](image)

Chart 4 below provides the number of employees who have left the Barkly Regional Council each month from August 2015 to January 2016.

![Chart 4: Number of employees who left the Barkly Regional Council August 2015 to January 2016](image)
Chart 5 below provides details why employees left the Barkly Regional Council, based off received Exit Interviews, in January 2016.

Chart 5: Reasons employees departed January 2016.

Chart 6 provides the number of employees attending training in January 2016.

Chart 6. Number of employees who attended a training course in January 2016.
Chart 7 provides information about the number of helpdesk request made in December 2015 and January 2016.

**ATTACHMENTS:**
There are no attachments for this report.
CHIEF EXECUTIVE OFFICER’S REPORTS

ITEM NUMBER 8.3

TITLE Director Communities - December 2015 / January 2016 report

REFERENCE 166240

AUTHOR Skye Price, Director Communities

RECOMMENDATION

That Council

a) Receive and note the report of the activities within the Communities Directorate for the months of December 2015/January 2016.

SUMMARY:

This report outlines the Communities Directorate activities, during the months of December 2015/January 2016.

COMMUNITY ENGAGEMENT

Meetings, appointments, functions, media commitments, civic receptions and committee meetings which the Director Communities has attended during the months of December/January (operational staff meetings, teleconferences and workshops are omitted).

COMMUNITY ENGAGEMENT

Meetings, appointments, functions, media commitments, civic receptions and committee meetings which the Director Communities has attended during the months of December/January (operational staff meetings, teleconferences and workshops are omitted).

30.11.15 – Northern Territory Government – Ali Curung sewage upgrade meeting
30.01.15 – Bachelor Institute consultants to Commonwealth Government teleconference consultation related to new child care package and changes
02.12.15 – National Disability Insurance Scheme (NDIS) local advisory group
04.12.15 – Independent meeting with external consultant Allan McGill
04.12.15 – Meeting with Australian Bureau of Statistics regarding 2016 census and remote community data collection
07.12.15 – Tennant Creek Local Authority meeting
10.12.15 – Department of Education Advisory Group meeting
14.12.15 – 25.01.16 – Director Communities took leave. Gayle Marsden was Acting Director Communities during that time. Gayle is to be commended for her contributions and project work.
06.01.16 – Gayle met with with Culturally Directed Care Solutions (CDCS) regarding their consultation and site visits
25.01.16 – Skye and Gayle participated in National Disability Insurance Agency (NDIA) teleconference

ALPURURULAM

Municipal service

The Municipal Services team in Alpurrurlum have been proactive in their day to day operations during the month of December. All municipal and essential services were attended to and completed in a timely manner.

The grading of the drains has been completed as well as access roads to the airport and cemetery. With heavy rains at the end of the month (117mm in 21 hours at one point) the grading worked very well with the community being cleared of water relatively quickly.
We have had extra mowing at the airport due to the grass growing rapidly due to the rains, the airstrip was mowed on the week of the 14th of December and I did around the strip (lights) again on the 31st of December to keep the airstrip open.

9 pickups x 182 wheelie bins = 1638 wheelie Bins

**Sport and Recreation**
The Sport and recreation team have continued to provide a variety of activities for the kids and youths of Alpurrurulam this month. Charlie has continued his assistance with youths involved with volatile substance abuse.

**Service delivery Centre**
- Centrelink: 534
- Australia Post enquires: 270
- Assists general: 120

**Visitors**
- Night Patrol – 7/12 to 11/12
- Health clinic Doctor – 3/12 to 12/12
- Lavery Plumbing - 8/12 to 11/12
- G&K - 8/12 to 9/12
- Steps Aged Care Trainer – 1/12 to 4/12
- Central Land Council, Ian Sweeney – 15/12 to 18/12

**ALI CURUNG**

**Service Delivery Centre**
Extra mail was received for Christmas and a steady flow of Centrelink customers occurred. The new staff member has settled in well and is working with Centrelink to finish her training.
346 Centrelink clients and 452 Australia Post enquiries occurred during December.

19 working days of operation this month without remote Centrelink visit.

Mark Parsons Community Coordinator was on leave returning 1st February Relief Community Coordinator Mark Catton arrived in community 8th January.

During January 2016, 46 Centrelink clients were assisted. There were 359 Australia Post enquiries.

**Municipal Services**
Municipal workers have been mowing lawns as there has been significant rainfall and lawns around the community have been starting to get long.
The November clean-up day received a great response and many people are still borrowing trailers and mowers, so they can maintain their yards.
Garbage collection has been taking place twice a week in both Ali Curung and Murray Downs. 882 collections in Ali Curung and 256 pick-ups occurred in Murray Downs, for December.

With only one ride on and one slasher both needing constant maintenance to keep going there are challenges with grass maintenance. Power and Water threatened a contract penalty for not keeping up compound maintenance but all maintenance requirements were fulfilled by the scheduled deadline dates enough. To avoid penalties work still needs to continue.
8 rubbish collections occurred during January. Weather prevented 1 run to Murray downs because of road flooding. Municipal workers assisted in the unloading of aged care supplies twice this month. The ESO completed 252 meter reads for Power and Water in 3 days, as well as his normal duties this is to be commended.

Bin Collection statistics for Murray Downs during January 2016: 252 and Ali Curung: 865

**Home Makers**
1428 meals for SNP Ali Curung, 282 meals for SNP Murray Downs as well as 346 aged care meals Ali Curung, and 42 aged care meals at Murray Downs.

During January there were 21 clients over 19 days = 399 breakfasts, lunches with 4 weekend packs and Murray Downs has 4 clients. Over 19 days there were 76 breakfasts, lunches 4 weekend packs. There were also hampers for other days throughout the month.

**Safe House**
The safe house staff are continuing to work alongside RJCP doing some gardening and beautification of the safe house and the yard, planting some lovely fruit trees and growing new grass around the extended fence area that we did two months ago. They have looked after 12 clients this month and 6 children..

**Visitors**
T&J building contractors, Northern Territory Government Department of Housing, Steves Electrics, Julalikari Community Development Program, Northern Territory Government Department of Children and Families, G. K. Builders and the Northern Territory Government Department of Education.

**AMPILATWATJA**

**Customer Service Centre**
The Customer Service Centre closed December 24 for the Council shut-down. During the month, services provided included Centrelink, Australia Post, banking and community liaison for various agencies.

**Municipal and Essential Services**
Throughout December rubbish collection, maintenance of Power and Water compounds and landfill operations were sustained and support was extended for Homelands municipal workers. Repairs and servicing of the water bore at Atnwengerrre was completed as required and septic pump-outs occurred, as per the register of faults reported. The fence around the cemetery at Irrutja Homeland that was requested by the Local Authority was completed as a partnership project between Barkly Regional Council and My Pathway.

**Funerals**
During the month of December, there were two funerals on the Community.

**Local Authority Meetings**
There was no Local Authority meeting scheduled for the month of December 2015. The lawn mowers and brush-cutters were purchased for the Community by the Local Authority will be provided for community use, during the wet season.
Environmental and Animal Management
An aggressive donkey that was posing a risk to children, old people and staff was removed and transported 150 kilometres away from Ampilatwatja and left, in keeping with a request from Traditional Owners.

Visitors
During December T & J Contractors visited the Community to provide services. The Northern Territory Government Department of Housing visited and conducted scoping for the upcoming refurbishment of community houses.

Homelands South
Houses 4, 5 Atnwengerrpe required septic pump-outs in Atnwengerrpe besides the header tank floating valve control failed. Septic pump-outs were performed and the header tank and its control valve cleaned. Water was carted to the Community during that period using the fire truck until the bore was fixed, December 2, 2015.

ARLPARRA

Customer Service Centre
Customer Service Centre operations included Centrelink, Australia Post, banking and community liaison. Centrelink has been contacted and information was requested about contract currently held with BRC, to date nothing has been received. It was also raised with Centrelink about people stealing money from old people, so efforts will be made to arrange key cards and accounts with Westpac Bank, for senior citizens. Shirley put in a great effort throughout December collecting mail and delivering Aged Care meals.

Municipal and Essential Services
The mobile mechanic visited community several times and all vehicles on site are now registered and working. The loader is needed on the community. It’s still in Tennant Creek. There are car bodies and other items to be cleaned and moved from in and around Arlparra. Both bores at Anterrengeny and Atheley are working and for the first time ever the tank at Anterrengeny is full. The people are very happy this has occurred. There were few workers during December due to sorry business and Men’s business happening during the month.

Some of the vehicles were damaged by a local man from Kurrajong he was angry because all the rubbish was not cleaned up in the community by the Municipal workers. It was explained to him that he is responsible for keeping his rubbish in the bins provided. The damage was reported to the Police. He smashed a windscreen on a truck and broke several rear view mirrors.

The safety signage has been installed at the works depot. Anyone entering the area must wear covered shoes and high visibility vests. The Depot will be locked when the staff are out in the community working.

Video cameras have been installed in the depot and Aged Care to ensure safety and wellbeing.

Funerals
There was one funeral during December

Agencies
Centrelink visited and were made aware of the issues around food safety and money being taken from old people.
My Pathways are out every week servicing the Homelands – they have Arid Edge working with them on garden projects.
The Office of Aboriginal Affairs, Department of Local Government, Land Tenure, Department or Treasury and Finance, Government Champion, Department of Local Government and Community Services, National Disability Services all came out to attend the Stakeholder (SPAG) meeting.

**Night Patrol**
Night Patrol has taken the vehicle to Ali Curung for a service and took leave for the rest of the month. No one has applied for the two vacancies currently being advertised. The Night Patrol vehicle is now not working properly and needs to be looked at again.

**Aged Care**
The video cameras have been installed at Aged Care building. Shirley ensured meals were cooked and delivered during the month, when all other staff were absent.

**Airstrip**
New pads have arrived for the lights to be mounted. There is some water damage on the Apron which has been reported to the Department of Infrastructure and to the Director of Infrastructure.

**Waste Management**
The landfill is still being maintained fairly well. However, the loader is needed in community to push the rubbish up in the pit. The loader forks can also be used to remove unwanted vehicles.

**Sport and Recreation**
The Sport and Recreation program is working well and participated by many children, mainly males attend the centre. CAYLUS provided a staff member to relieve during the Christmas break.

**ELLIOTT**
**Municipal services**
The Depot staff completed all rubbish services and maintained the landfill. The slasher was out of action due to needing a seal and new blades arriving in January. The water Park was completed and opened for a few days for the kids before Christmas. It was extremely popular. All machinery except the small dozer and slasher are in working order. A new starter motor has been ordered for the dozer.

**Housing North**
Housing staff have been working on the refurbishment of the public toilets for the water park. This was hoped to be finished by December. However, staff absences and maintenance requirements meant that they have not been completed. The electrician attended this month and replaced the air-conditioning at the library. They also completed several other small jobs.

**Community Care**
Aged Care has cooked and served 627 recess meals and 551 lunches for the School Nutrition Program (School Holidays have affected numbers) and 380 breakfasts; as well as 380 lunches plus 170 weekend meals in the form of ration packs for Aged Care client meals this month. Staff have also completed 32 loads of laundry, 160 trips in the bus, 87 shopping/clinic bus runs, supplied 118 hours social support and, 86 hours Social Activities, 33 advocacy hours; and 65 hours Case Management.

Aged Care also organised a very successful Christmas barbeque for clients who all had a wonderful time and loved the present they received from Barkly Council, 1 safe house staff member helped make salads for the Christmas party. AARCS delivered the troopty to the
aged care for the use of clients to go out bush and have a break or go to town for shopping for a period of 4 weeks.

**Sport and Recreation**
The Sport and Recreation attendance numbers are as follows:

Under 5: 13  
5yr -12yr: 19  
12yr – 16yr: 24  
19yr and older: 13

Total of 69 children participated during for the month of December 2015.

The Sport and Recreation Coordinator and staff were on leave for two weeks during the Christmas period. The staff opened the water park for the kids for two days before they went on leave having up to 40 kids each day. The water park was extremely popular.

**Safe House**
Safe house serviced 4 overnight clients, 6 follow-up clients. Coordinator was away first week of the month for training in Darwin for 2 days, Coordinator and 1 staff member away on leave over the Christmas break leaving 1 staff member on call also that staff member was at Aged Care for 1 day, helping with making food preparation for the Aged Care Christmas party.

**Night Patrol**
Night Patrol has been working with Sport and Recreation to transport children home at 6:00pm and again at 9:00pm. All staff of night patrol had 3 weeks off over the Christmas break.

**Centrelink**
Centrelink was very busy in the month of December due to the lead up to Christmas. There was also the regular visit from the remote Centrelink team, as well as a day visit from Westpac bank.

**Library**
The Elliott Library had 35 customers and 16 Internet users.

**Waterpark**
Water Park has been having some trouble with chlorine levels over the Christmas period. The Acting Community Coordinator worked closely with contractors to resolve operational matters. The Contractor was very supportive.

**Staff**
Safe House worker attended training in Darwin for 2 days  
Cameron completed his apprenticeship  
Community Care Coordinator was acting Community Coordinator over the Christmas Period.

**Citizenship Ceremony**
The first Citizenship Ceremony ever held in Elliott took place 2 December 2015. Hazel Jardine, a local school teacher, was awarded her Australian Citizenship in front of her students and other community members. The ceremony was very moving and the student involvement made a positive impact on the day.

**Visitors**
Catholic Care  
Westpac Bank  
Remote Centrelink Team
Points of interest
Elliott Water Park up and running with official opening to happen in the New Year. Elliott clinic has a 6 month trial with a permanent General Practitioner on site.

WUTUNUGURRA

Service Delivery Centre
During December 2015 there were 212 Centrelink enquiries. Wutunugurra also received a Remote Centrelink visit. During January 2016, a major clean-up of the office, files and paperwork has occurred. There were only fifty Centrelink clients.

Municipal Services
During December 2015 248 bin collections occurred. The municipal team also repaired community fencing which had been damaged by vandals. Some tree lopping also occurred as a result of fallen tree branches in the strong winds and rain has caused some trees to fall over. Much grass cutting has been occurring around the community because of high rainfall. All nature strips and alley ways have required mowing. Rubbish collection has proceeded as normal and 356 bins were emptied during January 2016.

Home makers
34 School Nutrition Program meals were provided for the first day of the 2016 school year.

Visitors
T&J contractors
CDP
Northern Territory housing
Remote Centrelink

TENNANT CREEK LIBRARY

December 2015
Adults: 711
Children: 159
Internet use: 141
Total: 870

Daily average: 41

Items borrowed: 654
New items: 54
New members: 40

January 2016
Adults: 640
Children: 143
Internet use: 195
Total patronage: 783
Daily Average: 35
Item circulation: 594
New items: 16
New members: 19
**December 2015 activities**
The library’s third storytelling session was held December 2. Eleven adults and seventeen children participated. Amy (a work experience student from Tennant Creek High School), assisted with the session. Amy helped by welcoming parents and children to the session, and she was introduced to the group at the beginning. Amy was asked earlier whether she might like to read some of the stories (or a couple of pages for participants) and she ended up happily reading an entire book.

The library received its first visit from Anyinginyi’s Stronger Families - Men’s Centre. Twenty men participated. The group attended along with a number of Anyinginyi staff. The men had a good time relaxing and taking advantage of reading books and newspapers in a welcoming environment. One of the Anyinginyi staff members’ advised they’d return to the centre after this visit to discuss the visit with the group to get a feel for what they thought; with the plan being to start the weekly visit on their program.

Many book donations were received during December.

The final storytelling session for 2015 was held, with a turn out of 6 parents and 10 children. The focus was on Christmas stories, songs and craft.

A large group of ladies from Anyinginyi Stronger Families - Women’s Centre visited, looking at old issues of *Tennant Creek and District Times* newspapers, with some finding articles and/or photos of interest, which they photocopied. Amy’s last work experience session for 2015 had her again assisting with the storytelling session, reading a story and joining in with singing songs and entertaining children. Numerous patrons also visited the library at the same time as the storytelling session and group visit were happening, wishing to borrow items.

A large group from BRADAAG visited the library, with people taking advantage of the computers (through new memberships), newspapers (both current and older archived issues), books and some members of the group borrowing DVDs.

**January 2016 activities**
Angela was able to complete an enquiry for a regular library visitor when she found a map “Tennant Creek Abandoned Mines 10 kilometre radius”, she discovered late last year. The patron was ecstatic as the map was exactly what he had been looking for.

The library’s display for the month was changed from Christmas to an Australia Day theme.

Clinic 34 contacted the library in regards to their Valentine’s Day competition, and whether or not the library would like to host one of their “Guess the number of condoms” jars again this year. Angela agreed to host a competition jar.
Suzy from Parks and Wildlife Alice Springs contacted the library in regards to the possibility of the library hosting static displays for them for up and coming events in the Tennant Creek area. Suzy will let Angela know when she is next in Tennant Creek, in early February, to meet and discuss further.

The library received an enquiry from a fellow by the name of Jarrod Dixon. Who was phoning to find a copy of the paper he appeared in, in 1997, for the NT Junior 8 Bull Championships. He was specifically after the photo from the article. Angela gathered the relevant papers together for Courtney to look through. Jarrod was no longer a local to be able to come in and look through the papers himself.

Sue began working in the library, assisting Angela with shelving, shelf tidying and checking, general circulation duties, clean-up work for the Virtua database as ongoing library management tasks were received from the NT Library, and book covering.

The library’s first storytelling session for the 2016 went ahead with Ashley running the session with the materials library staff had prepared prior to the session. Ashley has been assisting Angela with storytelling sessions since December 2015, and is an active parent in the Tennant Creek Playgroup.

A record number of group visits were received from BRADAAG for the month, with the group sessions doubling from once a week to twice a week.

Three large boxes of donations were received containing mostly books and some DVDs.

**Borella museum**
Stuart Ord from Tourism NT is currently obtaining preliminary costings for Tennant Creek library extensions. This will enable capital improvements for the library, permanent display of the Borella museum collection, enhanced education and engagement activities with local schools and community visitors; whilst also permitting additional points of interest at the library.

**ANIMAL MANAGEMENT AND ENVIRONMENTAL HEALTH**

**Dog health and animal management**
Desexing program for the town during the wet season. Ongoing. Barkly Veterinary Practice has requested that two animals be taken to the surgery, each day.

More cat traps and collapsible traps are needed. Feral cats continue to pose an ongoing concern.

Dog trap repairs done and the trapping routine has resumed at Mobile service station, Jacksons Bar and IGA.

Dog complaints have been received from Kathleen Street, Village Camp and Tinkali Camp. Staff are working in conjunction with the Northern Territory Department of Housing, T&J Contractors and the Police the resolve issues and maintain cooperation.

**Tennant Creek drains**
Organise for silt removal of town drain to promote water flow of stagnant water. Also
Ordinary Council Meeting 18 February 2016

removal/ wiper snipping vegetation, Barkly work camp to assist. Last year’s contactors who cleared the drain have retired the business. Work has commenced on the Weaber road end of the drain.

Constant water flow at Staunton street bridge/drain. Samples collected and pooling water has been treated for mosquitoes. Water source still to be found. Several houses are over-watering their lawns along Kittle Street.

**Northern Territory Department of Health**

NT Government has issued a mosquito borne disease warning.

Fly Alert issued by entomology, recent high temperatures have sped up the maggot life cycle. People have been encouraged to be mindful of the way they dispose of waste to prevent disease organisms responsible for gastric upsets and diarrhoea.

**Mosquito trapping**

Schedule for mosquito trapping back to weekly and BG trap duration increased to 24-hours. EVS still overnight (due to short battery life). No vector carrying mosquitos have been found in traps.

**Training and Professional Development**

Fortnightly training sessions with Farm Gate Training and Consultation are ongoing for Certificate IV Conservation and Land Management. Face-to-face, and Skype sessions are ongoing too.

**Depot**

A thorough spring clean and tidy of the office, resources, freight containers and the pound occurred during the lead up to Christmas.

**Entomology**

December 7 until December 11, a town sweep was scheduled for mosquito larvae. However, it was rescheduled for February 8, until February 12, with visiting scientists from Darwin.

**Animal Management in Rural and Remote Indigenous Communities (AMRRIC)**

Director Communities met with Drew English, AMRRIC Business Operations Manager, January 30, in Alice Springs. The meeting was to discuss ongoing partnership opportunities between Council and AMRRIC, as well as potential training and professional development support that AMRRIC can potentially extend to Council for the Environmental Health Worker and the Animal Management Worker. AMRRIC has extended an offer to financially support worker participation at an upcoming conference, to be held interstate.

**NIGHT PATROL**

The night patrol report combines participant statistics for December 2015 and January 2016.

**Canteen Creek: 53 people assisted. Total number of children assisted: 43**

During this period Canteen Creek night patrol has been operating well. The main assistance has been to children and regular checks for alcohol. Canteen Creek Night Patrol has concentrated on children attending Sports and Recreation and getting them home safely at night. Night Patrol is continuing to monitor people movement in the community. There has been sorry business and funerals during this period. There is a full complement of four staff at Canteen Creek.
Alpurrurulam: 228 people assisted. Total number of children assisted: 109
During this period Alpurrurulam Night Patrol has been operating well. There have been no reports of substance abuse during this period. Preventing alcohol from being taken into the community, discouraging children from wandering around at night and family feuds are still a concern. Night Patrol is an active member of the Alpurrurulam Community Action Safety Committee. During this period there has been sorry business and funerals. There is currently a staff of three in Alpurrurulam. Night Patrol is currently negotiating with the Alpurrurulam Community and other stakeholders on a draft policy for the management and control of visitors bringing alcohol into the community. Night Patrol has recruited a new team leader during this period.

Elliott: 293 people assisted. Total number of children assisted: 111
During this period Elliott has experienced sorry business and funerals. The main focus has been getting children home safely and having an active presence during Sports & Recreation activities. Night Patrol has also given assistance to clients by taking them to safe areas, or homes at night. Night Patrol continues to work extensively with local police and providing extra resources when called upon by Police. There have been no reports of substance abuse during this period. Elliott Night Patrol is an active member of the Elliott Community Safety Action Committee.

Wutunugurra: 0 People assisted. Total number of children assisted: 0
During this period Wutunugurra has experienced staff shortages due to sorry business, funerals and cultural issues. We are currently recruiting for two additional Night Patrol Officer and a Team Leader at Wutunugurra. There have been no reports of substance abuse or sniffing.

Ali Curung: 109 people assisted. Total number of children assisted: 60
During this period Ali Curung night patrol has been concentrating on school children during the evenings. Night Patrol has concentrated on children attending Sports and Recreation at night and ensuring they get home safely. There have been no reports of substance abuse during this period. Alcohol is still a concern in the community. Night Patrol is working with local Police during operational times, and is an active member of the Ali Curung Community Safety Action Committee. There is a night patrol staff of four in Ali Curung.

Mungkarta: 88 people assisted. Total number of children assisted: 86
During this period Mungkarta has been operating well. Night Patrol has concentrated on children attending Sports and Recreation and ensuring that they arrive home safely. The main assistance has been for children, and security checks for alcohol. There have been not been any reports of substance abuse or sniffing. There has been sorry business and funerals during this time. There is a night patrol staff of two in Mungkarta.

Arlparra: 363 people assisted. Total number of children assisted: 154
During this period Night Patrol has concentrated on children attending Sports and Recreation, conducting patrols for any signs of alcohol coming into the community and regular patrols to Homelands. There has been sorry business and funerals during this period. There have been no reports of substance abuse or sniffing during this time. The main assistance has been for children, and resolving family disputes. Arlparra Night Patrol is working with local Police during operational times. There is currently a staff of two in Arlparra, and we are currently recruiting for a night patrol officer and team leader.

Ampilatwatja: 118 people assisted. Total number of children assisted: 54
During this period Ampilatwatja has focused on getting children home at night and also helping with Sports and Recreation. During this period there have been no reports of substance abuse or sniffing. During this period night patrol has also done security checks on people coming into the community. There is a staff of four night patrollers at Ampilatwatja. Night Patrol is in the process of negotiating a MOU with Ampilatwatja School and other service provider’s to improve school attendance. Night patrol has successfully
recruiting two additional night patrol officers in this period. There has been sorry business, funerals and ceremony during this period.

**Tara: 421 people assisted. Total number of children assisted: 120**
During this period Tara has concentrated on children and has completed security checks when people have been arriving in the community. During this period there have been no reports of substance abuse or sniffing. The night patrol is operating well with four staff members. The Main focus has been getting children home at a reasonable hour and local patrols. Night Patrol is a member of the Ti Tree Community Safety Action Committee.

**Murray Downs: 0 people assisted. Total number of children assisted: 0**
During this period we have advertised Night Patrol employment vacancies in Murray Downs and at the Ali Curung customer service centre. We have also approached respected Elders of the community in regards to recommending suitable locals for the positions and promoting the job opportunities. Recruitment is ongoing for the two positions at Murray Downs.

**TENNANT CREEK SWIMMING POOL**
The total revenue for December was $10,128.98. The total revenue for January was $6,355.34. (This includes pool entry fees and kiosk sales). More stock including swimming aids is currently being sourced to be a part of regular available product at the kiosk.

There were no reported incidents for the month of December 2015, or January 2016.

There was one water contamination during December 2015. There were four contaminations during January 2016. All contaminations were in the toddler pool, involving faecal matter.

A user agreement has been put in place for the Tennant Creek Swimming Club. The Swimming Club is using three lap lanes on Tuesdays and Thursdays between 5:00pm and 6:00pm.

Movie nights were held December 12 and January 30. The screening in December was family flick “Alexander and the terrible, horrible no good, very bad day”.

There were approximately 100 people in attendance. The January showing was “Epic” and approximately fifty people enjoyed the evening’s entertainment.

Pool operations involves water tests being conducted before opening and every four hours, thereafter, throughout the day. The 25 metre ballast tank ball valve and float has been replaced. The 25 metre Procal feeder pump has a cracked casing and a new pump has been ordered. Plant room checks are occurring on a daily basis. Backwashes are occurring at a minimum, on a weekly basis. Other maintenance is occurring as required. Depot staff are yet to be trained in pump checks and maintenance. The toddler pool chlorine levels are still fluctuating.

There has been ongoing vandalism to the external swimming pool complex fence. Saturday January 9, fence panels were intentionally broken. January 27 and January 28 multiple fence panels were broken. CCTV footage is available. Our Information Technology Department is working to retrieve the recordings, on the relevant dates, for Police follow-up and investigation.

**COMMUNITY CARE**
The Community Care Facilitator has commenced and is providing guidance for staff in the Aged Care, Disability Services, as well as Family and Children’s Services program areas. This involves NDIS liaison, Department of Education and Training relationship building for
Out of School Hours Care (OSHC) and creche support; review of the School Nutrition Program, as well as implementation of Culturally Directed Care Solutions (CDCS) consultancy recommendations for Aged Care Service provision. It also involves ongoing guidance and support for Safe Houses and play group programming.

**Culturally Directed Care Solutions (CDCS) consultants**
The Culturally Directed Care Solutions (CDCS) Commonwealth Government appointed Aged Care services consultants are coming to the end of their consultancy term. The project will conclude in March 2016. They have prepared a report for Council and have sought permission to make a presentation for elected members during the February 2016 Ordinary Council meeting.

**National Disability Insurance Agency (NDIA) potential consultancy support**
The Director Communities and Community Care Facilitator are currently working with NDIA to secure consultancy support which will enable a feasibility of disability support services throughout Barkly communities. It is likely that community visits and stakeholder conversations will occur during March, considering fit-for-purpose Council buildings, staff capacity and potential clients in each community.

Recruitment for Community Care Coordinators in Ampilatwatja, Arlparra and Ali Curung is currently occurring.

**TENNANT CREEK YOUTH SERVICES “YOUTHLINX” TRIAL**
Barkly Regional Council partnered with a number of Tennant Creek agencies to conduct a six week summer trial of youth services, from the Youthlinx building, located at the Purkiss Reserve. Some of the stakeholders included Papula Apparr-Kari Aboriginal Corporation (PACE), known informally as the language centre, Red Cross, Catholic Care, Central Australian Aboriginal Legal Aid Service (CAALAS).

Some of the interest groups included Community Safety Action Committee and the Youth Leadership Group. Funding for the trial was provided from the Northern Territory Government, Department of the Chief Minister. It amounted to just over $40,000. The Department of the Chief Minister is enthusiastic about Barkly Regional Council applying for funding which spans until the 2018/2019 financial year to continue the positive collaborative work to ensure that young people in Tennant Creek have planned recreation and leisure programming, as well as mentoring, ongoing case management and youth diversionary activities.

An excerpt of daily activities and summary notes are attached to this report. Further, there were more than four hundred participants during December 2015, despite there not being any discos. During January 2016, there were 675 participants and there were some special events, including a weekend “Colour Smash” fun run, multi coloured powder and obstacle course. There were also two discos. All staff and participants thoroughly enjoyed both the formal and informal facility activities.

Central Australian Aboriginal Legal Aid Service has also provided a letter of support related to Youth Services programming in Tennant Creek (as attached).

**GOVERNANCE**

**Local authority operations**
Three (3) Local Authority meetings were scheduled during December 2015.

The Elliott and Tennant Creek Local Authority meetings proceeded with quorum. The Ali Curung Local Authority meeting was cancelled because quorum was not achieved. However, an informal community meeting occurred.
The Strengthening Local Authorities funded Governance Officer role remained vacant during December 2015 and January 2016. The People and Safety Directorate advertised the vacancy during January 2016 for the recruitment process to occur in February 2016.

**ATTACHMENTS:**
1. Culturally Directed Care Solutions - progress report.pdf
2. Youthlinx trial - anecdotal summary report.pdf
3. Youthlinx trial - statistics.pdf
4. Youthlinx trial - letter of support CAALUS.pdf
# SERVICE DEVELOPMENT ASSISTANCE PANEL (SDAP) PROJECT (2) - PROGRESS REPORT TWO

<table>
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<tr>
<th>Organisation</th>
<th>BARKLY REGIONAL COUNCIL</th>
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## Key Organisation Personnel

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
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<tbody>
<tr>
<td>Chief Executive Officer (Acting)</td>
<td>Peter Holt</td>
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</tr>
</tbody>
</table>

### Panel member
- Culturally Directed Care Solutions

### Assignment contact
- Donna Cross M: 0439 854 704 E: donna@cdcs.com.au

### Summary description of services required
- Provide Barkly Regional Council with assistance in the categories of:
  - Care Delivery
  - Quality Delivery
  - Governance
  - Business Management

### Duration of assignment
- Starting date: April 2015
- End date: May 2016
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INTRODUCTION

REPORT SCOPE

This report, Progress Report No. 2 identifies the services undertaken as part of the SDAP assignment as per the requirements in the Official Order. The progress report is structured against the requirements of the project and includes:

SECTION ONE:
A summary of progress against the services undertaken in accordance with the official order, including timelines, milestones and the personnel responsible for the provision of services.

Recommendations made to the Barkly Regional Council Board and Management as a result of the provision of services.

SECTION TWO:
Issues or risks that may jeopardize or delay delivery of the services (including reasons for the services not being met) and any proposed actions to remedy the situation.

SECTION THREE:
Issues or risks to care recipients and recommendations.

SECTION FOUR:
List of attachments supporting work related to project deliverables.

APPENDIX A:
Provides an update against the Project Plan Gantt Chart.

OUTCOMES SOUGHT THROUGH THIS WORK SCOPE INCLUDE:
- Knowledge of safe practice and program requirements are enhanced through the development of appropriate resources and training;
- Coordinators and Care staff understanding of their responsibilities in the delivery of aged care services is improved through better induction, orientation, training and resources;
- Clients and Carers have an improved understanding of their responsibilities, rights and supports;
- Management processes and internal accountability is improved with clearly defined process, roles, responsibilities and linkages;
- Continuity / succession planning is supported by process;
- The mentoring program is enacted and sustainable;
- Engagement with internal and external stakeholders is further enhanced and supported;
- Shared work protocols and / or MoUs with relevant health providers and identified stakeholders are finalised and a process for monitoring and review is in place;
- Management and relevant staff are informed and understand aged care reforms; and
- Financial reporting and management procedures are developed to address current gaps and support compliance with Industry requirements.
SERVICE VISITS – LOCATION AND SUMMARY

All Curung Arlparra (Utopia)
Elliott Ampilatwatja
Alpurrurlam Regional Office, Tennant Creek

Two site visits have been completed for each service; the first round of visits was completed between April – June 2015, with site two visits conducted between September to November 2015.

Service site visits were conducted as 2 days on site with a two-person team, with the exception of Alpurrurlam, which was a two-person team over a week for both visits.

The first Regional Office visit was conducted in April with a two-person team.

Two shorter visits have also been conducted in August and November, with a final visit confirmed for mid February 2016, which will include project finalisation and a presentation to Council.

The two-day Coordinator workshop was conducted in August 2015 and a copy of the PowerPoint was included with Progress Report 1.
SECTION 1. SERVICES UNDERTAKEN

1. CONSISTENT SERVICE DELIVERY STANDARDS

1.1 REVIEW THE CURRENT AGED CARE SERVICE DELIVERY TO IDENTIFY GAPs IN WORK PRACTICES, DOCUMENTATION AND THE NEWLY IMPLEMENTED POLICIES, PROCEDURES AND SYSTEMS.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td></td>
<td>A general summary of findings regarding gaps in work practices, documentation and the newly implemented policies, procedures and systems is listed in the following table for each service site. Further detail is also documented in the attached site visit reports.</td>
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**Actions/ Recommendations:**

- As part of Project completion - brief action plans will be developed for each service based on the findings in the last SDAP site visit and subsequent mentoring sessions.
- The SDAP consultants will facilitate a handover with the BRC Community Care management team with a focus on compliance and service support from management in an effort to build and sustain further quality improvement.

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<thead>
<tr>
<th>ROUND TWO VISITS – SITE SUMMARIES</th>
<th>ALI CURUNG:</th>
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<tr>
<td></td>
<td>The Coordinator had completed assessments and reassessments of most clients. On review, the information contained in the assessment and the care plans did not always match e.g. no assessed needs for meals however the person was receiving meals. This is not an uncommon issue across the region and was addressed in mentoring sessions. The information contained in some of the case management plans was light; care and case management plans would benefit from additional detail being added. The client progress notes were maintained however, were not kept in client files, but rather located in a separate folder. The coordinator was advised to move completed progress note pages to individual client files. The Coordinator took leave soon after the last SDAP visit and has since left the role.</td>
</tr>
</tbody>
</table>

**Actions/ Recommendations:**

- SDAP to provide three mentoring sessions with the new Coordinator between February – March 2016 focusing on client documentation. The ‘Guide to Assessment and Care Planning’ and ‘Which forms to use for different Programs’ will be key resources used to support this.
<table>
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<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>ROUND TWO VISITS – SITE SUMMARIES</td>
<td>ELLIOTT</td>
</tr>
</tbody>
</table>

Client files - were up to date at the time of the last SDAP visit (November 2016)

The coordinator planned to spread the client reassessment load out over a year and has commenced reassessment of clients. There were nine clients awaiting reassessment prior to the end of 2015.

**Progress notes** - Some additional guidance on how the notes could be improved was provided. Regular notes are maintained on all clients however they do not follow the guidelines provided by the SDAP consultants on exception reporting. Notes are kept in daily diary and transferred to client progress notes weekly.

**Other – Information management** – The Coordinator has developed an excel spreadsheet to capture all tick sheet data.

The Coordinator could not move client data to the BRC Shared Drive for the Director/Admin personnel to check, as there were issues with InfoExpert and the transfer of documents. Issues around data security were also identified, with the coordinator having to save data on the local drive under her personal login.

**Actions/ Recommendations:**

- **SDAP to provide feedback to Coordinator RE Tick sheet Spread sheet Summary (completed)**
- **SDAP team to update client forms for NDIS & CHSP as part of forms and documentation update (February 2016)**
- **Director to advise on Medicare claim form status as they are being completed at head office (Director and contracted Admin personnel) (December 2015)**
- **Coordinator to complete a Year planner for 2016 to plan for future client reassessments. (January 2016)**
- **Coordinator to implement suggestions in progress notes as suggested by SDAP mentor; and**
- **SDAP mentor to follow up in mentoring sessions (completed)**

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<tr>
<td>ROUND TWO VISITS – SITE SUMMARIES</td>
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</table>

PLEASE NOTE THAT THE FOLLOWING COMMENTS PERTAIN SPECIFICALLY TO THE INCUMBENT COORDINATOR (Nicole Watts), not the Relief Coordinator who was in place at the time the visit was conducted. Nicole Watts resigned and left the service on 29 January 2016.

**Client files** - a general check of client files indicated that client files were out of date. There were incomplete assessments, incomplete care plans and other documentation with no signatures on some documents / files.
<table>
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<th>Deliverable</th>
<th>Progress</th>
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</table>
| ROUND TWO VISITS – SITE SUMMARIES | The medical summaries on files dated back to June 2014. It appears that the coordinator had not completed or updated any client files since 2014. This is contrary to statements made by the Coordinator during mentoring sessions - where the coordinator advised she was up to date with all paperwork.  
Tick sheets - The service did not appear to provide additional support to complex care needs clients on a HCP. If this support is being carried out it is not reflected in tick sheets. Care plans on file were basic and not reflective of client-assessed needs.  
Investigation of tick sheets indicates that the coordinator did not always maintain these with some weeks having totally blank sheets.  
Progress notes - Several clients had up to date, detailed and relevant information in their progress notes that had been added recently by the Relief Coordinator.  
The remainder of the progress notes have not been maintained regularly by the incumbent Coordinator and were not to an acceptable standard. Some clients, including three HCP clients did not have any progress notes.  
Registers - The registers folder contained old versions of the registers which had been completed by the previous Regional Community Services Coordinator. The registers had not been maintained by the coordinator since this time.  
The employee register indicated that the incumbent coordinator did not have an up to date Police Check and this was referred directly back to the BRC Community Services Director and People and Safety (HR) unit to follow up.  
Actions/Recommendations: [NB – As the Coordinator has since left the service 29 January 2016 – the following points will need to be checked by the new Community Care Facilitator and the locum Coordinator as soon as possible]  
- Recommend all client files be reviewed commencing with HCP clients or those with high care needs.  
- The issue of incomplete tick sheets needs to be followed up by management as this impacts directly on the service and subsequently program capacity to meet reporting requirements. It also has a direct implication to funds claims (Medicare).  
- Relief coordinator to bring all client progress notes up to date where clients are on the community.  
- Relief coordinator to bring registers up to date where appropriate.  
- SDAP mentor to provide assistance with induction of the new Coordinator once in place in lieu of incomplete mentoring with the previous coordinator. |
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<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tr>
<td><strong>ROUND TWO VISITS – SITE SUMMARIES</strong></td>
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<td></td>
<td>Client files - Some client files had been updated by the Support Coordinator brought in by the Barkly Council to assist the Aged Care Coordinator in September 2015. The Aged Care Coordinator chose not participate in reviewing and updating client files with the support coordinator.</td>
</tr>
<tr>
<td></td>
<td>During the final SDAP visit in November the Coordinator stated she was unable to work on the client files, as she was short staffed, however this did not appear to be a valid reason with few services being delivered to clients from the centre. At the time of visit two approximately 8 local clients were receiving daily meals from the centre with the remainder of outstation clients receiving weekly hamper packs that family picked up from the aged care centre. The coordinator was supported by a care worker who prepared the meals daily. The Coordinator appeared to have sufficient time to work on client files in the afternoon, but was not doing so.</td>
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<td></td>
<td>There was no emergency response folder and only a few updated emergency response forms had been completed. SDAP discussed this with the coordinator as well the need to update the client emergency forms and create a folder in preparation for the December to February Summer period.</td>
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<tr>
<td></td>
<td><strong>Progress notes</strong> - were not up to date. A review of notes showed that the coordinator had last updated progress notes in August 2015. The coordinator stated that she had been keeping notes in her diary and these would be transferred into the relevant progress notes. The standard of progress notes was acceptable for low care clients however there was room for improvement to more accurately reflect client needs and care support, particularly as there are some high care clients.</td>
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<tr>
<td></td>
<td>An incident (verbally reported to the consultants during the visit by Community Manager and the Coordinator) relating to a client who required evacuating from their outstation and is now residing in Alice Springs did not appear to have been adequately documented in client progress notes or as an incident report.</td>
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<td></td>
<td><strong>Registers</strong> - There was only one recent entry dated August 2015 in the compliments and complaints register. This note was made on the instruction of the SDAP mentor after the coordinator had completed a meals survey (on the prompting of the SDAP mentor). Apart from the above mentioned note there were no recent entries logged in the registers. Few, if any of the registers reflect entries by the coordinator, even though training has been provided, both by SDAP and the previous BRC Regional Coordinator/Mentor who left earlier in 2015.</td>
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<tr>
<td></td>
<td>The registers that have been logged are on an earlier version of the Council Registers forms. This was pointed out to the coordinator on the previous SDAP visit. The coordinator did not appear to have made any attempt to locate the USB stick however thought that it may have been left at the Council office.</td>
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<td>Deliverable</td>
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<tr>
<td><strong>Actions/ Recommendations:</strong> [NB – As the Coordinator has since left the service in January 2016 – the following points will need to be checked by the new Community Care Facilitator and the locum Coordinator as soon as possible]</td>
<td></td>
</tr>
<tr>
<td>- The (locum) coordinator review client files including completed assessments and care plans and update as necessary. Check that up to date client emergency response plans have been completed for all clients – and if not, proceed to do so.</td>
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<tr>
<td>- Check if notes from the Coordinator diary were transferred to the progress notes on client files; and that all progress notes are now being recorded and maintained either centrally (in a book) – or added to the client file as they occur.</td>
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<td>If notes are transferred by the interim coordinator they should state “transferred from notes dated…” to indicate these are not observations of the interim coordinator.</td>
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<tr>
<td>- Check that documentation of incidents and exception reporting that relate to individual clients was recorded and confirm that any actions noted have been followed through.</td>
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<tr>
<td>- Check that a copy of up to date forms are on the computer have the correct version (Sept 2014). The SDAP consultants located the USB stick, which had been left at the Council office, these were given to the Community Coordinator to pass on to the Aged Care Coordinator in November 2015. (NB - No new forms created as yet – these will be re-issued in late February 2016, post the final Regional Office visit).</td>
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<tr>
<td>- Check that any new registers printed out are the current version (Sept 2014).</td>
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**ROUND TWO VISITS – SITE SUMMARIES**

**ALPURRURLAM**

**Client files** - indicated that previous (older) versions of the assessment documentation had been used. This was addressed with the coordinator at the time of the visit and the coordinator advised and directed to use the current forms on the ‘green’ USB stick. A number of client files were incomplete and although in date (were last assessed November 2014) some client files did not have complete documentation with some signatures missing. Emergency response forms had not been completed for all clients.

The coordinator stated that it was difficult to develop a full picture of client needs with out understanding the health status of the client and that although she had requested medical summaries and other documentation on NT Health request forms this was not provided by the health clinic. On reviewing the application the coordinator may have been requesting too much information on the client. This may have led to the clinic being unwilling to provide the basic information required by aged care. This issue was raised with the clinic manager by the consultants during and post the visit. The Clinic manager stated she would be prepared to meet with and discuss this issue and client needs with the coordinator on a regular basis.

**Progress notes** - were being written in the progress notes folder. Currently the Coordinator and care worker write progress notes. A male care worker is also being trained how to write progress notes.

The Coordinator encourages staff to think about services they carry out for clients and find a category to record this against on the
<table>
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<td>daily tick sheets. This is then used as a trigger point for progress note reporting.</td>
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<td></td>
<td>Current progress notes are <strong>not</strong> based around exception reporting. The Coordinator is focusing on staff having confidence to write their observations and record general information about clients.</td>
</tr>
<tr>
<td>Registers folder</td>
<td>The coordinator was using a communication book for all complaints, incidents and feedback.</td>
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<tr>
<td>Actions/Recommendations:</td>
<td></td>
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<tr>
<td>- It is recommended that the coordinator concentrate on ensuring all high care clients and HCP clients have up to date assessments and care plans, aiming to have all re-assessments completed before the end of February 2016.</td>
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<td>- Emergency response forms were to be completed for all clients prior to the Xmas break. This needs to be confirmed.</td>
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<td>- SDAP have suggested to the coordinator that she keep the request for client health information from the Clinic to a basic level to begin with and focus on completion of the shared work protocol with the Clinic.</td>
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<td>- Coordinator to start using the correct register forms from the 'green' USB and replacing old forms.</td>
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<td>- Coordinator to transfer information from the communication book to the new Registers folder, including the 4WD training and Health Department inspection reports.</td>
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<tr>
<td>- Coordinator to continue encouraging Care workers to complete progress notes, but also ensure exception reporting is completed when necessary.</td>
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**ROUND TWO VISITS – REGIONAL OFFICE**

**REGIONAL OFFICE**

The SDAP team had experienced great difficulty in attaining key documentation and resources from the Community Services Regional Manager to review, and/or when supplied it was incomplete.

The SDAP team raised recommendations with the CEO and Director regarding a need for performance management of the Regional Manager after the first visit in April 2015. It is understood that performance management did occur but was not successful in resolving key concerns.

*The Community Services Regional Manager and Administration Officer both resigned in August 2015.*

The SDAP team proceeded to engage with other key sections of BRC in subsequent visits, primarily: Finance, Grants, Corporate services and People and Safety (HR). The November visit included:

**Meetings with the Finance and Grants team to discuss:**

- Update on the SDAP Project and Industry Reforms - AND how this impacts on Finance and Grants Management
- How processes are presently working for BRC?
<table>
<thead>
<tr>
<th>Deliverable</th>
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<tr>
<td>Client Revenue reconciliations (Centrepay deductions)</td>
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<td>Medicare Claims and reconciliations</td>
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<tr>
<td>Site/Community Budgets; and</td>
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<tr>
<td>Progression towards program level budgets and reporting (budget vs. actual)</td>
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<td>- Future process and what steps will need to be in place for:</td>
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<tr>
<td>Costing methodology (Aged care and NDIS)</td>
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<tr>
<td>Home Care package (HCP) clients - budgets and monthly statement requirement</td>
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<td>Fees policy</td>
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<tr>
<td><strong>Meetings with the People and Safety team to discuss:</strong></td>
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<tr>
<td>- Update on the SDAP Project and Industry Reforms - and how this impacts on People and Safety</td>
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<tr>
<td>- Position Descriptions and new Structure for Community Services</td>
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<td>- Pre-employment processes</td>
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<tr>
<td>- Compliance with Aged Care Standards re: Human Resource Management</td>
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<td>- (Aged care) Induction checklist</td>
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<td>- Training Plan and LLN support (with the Literacy and Numeracy Workplace mentor)</td>
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<tr>
<td><strong>Actions/ Recommendations:</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Feedback was noted during the sessions with the respective BRC teams and has been used to inform changes in the 'Internal Stakeholder' resource pack. This will be presented back to the respective BRC teams in the final visit in February 2016.</td>
<td></td>
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<tr>
<td>▪ Position descriptions for the revised Community Services (Community Care) key roles were reviewed by the SDAP team and Community Services Director during the November visit. (Copies attached) Recruitment to the new positions of Community Care Facilitator and Community Care Administrator has now occurred (January 2016).</td>
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<tr>
<td>▪ The new BRC Finance Manager was investigating recruitment of a ‘Cost Accountant’ as this is a specific area of expertise and is required across Council, as well as for the Community Services and Aged Care program. Progress will be reviewed and discussed in the final Regional Office meeting in February 2016.</td>
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CONSISTENT SERVICE DELIVERY STANDARDS (CONTINUED)

The following is a consolidated summary of key issues found across services regarding policies, procedures and systems; and how services have responded, as well as identifying key challenges and/or recommendations with implementation.

<table>
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<tr>
<th>Deliverable</th>
<th>Progress</th>
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| CONCERNS OR INITIATIVES UNDERTAKEN WITH POLICY AND PROCEDURES | - Understanding and use of the Policy manual varies between services. The Staff handbook appears to be used more often as this is an easily understood document to use with staff.  
  ▪ Once a new Community Services management team are in place it is hoped that a renewed focus on compliance, continuous improvement and promotion of policy and procedures is enhanced. The 6 monthly audit framework and checklists being finalised in the completion stage of the SDAP project will also support this objective.  
  - The need for an appropriate Council dog and animal control policy was raised as a concern in relation to risk posed to clients and staff, especially due to aggressive or hungry dogs and feral donkeys. Concern was also raised about animals being encouraged in and around some centres (specifically Amilatwata).  
  ▪ Recommended that Council review its dog policy and if not sufficient, seek to rectify this to mitigate risk to clients and staff.  
  ▪ The BRC Council Work health and safety policy may need to be reviewed and include a reference to NOT keeping or encouraging feral animals near aged care or Council buildings.  
  - Ensuring relief coordinators and other staff have a good understanding of the limits of their roles and responsibility. With the change of operational oversight on community to Council ‘Community’ Coordinators, the current Aged Care Policy and Procedures Manual may need changes with regard to identified responsibilities.  
  ▪ Recommend a policy be created by BRC on relief staffing of aged care services.  
| Changes in organisation structure, position descriptions and responsibilities within the Community Services management team.  
  ▪ Recommend review of current Policies and Procedures to ensure responsibilities align to the new organisation structure.  
  ▪ SDAP to complete list of recommended policy changes after the final Regional Office visit in February 2016 – once BRC has established all remaining structural changes and delegations that impact on the Aged Care program. BRC will then need to action and implement the recommended changes.  
<p>| Criminal History Checks Policy - potential staff have ‘excluding offences’ under the Aged Care Act. The SDAP team has provided verbal clarification and will advise a list of recommended policy changes linked to MyAgedCare and HCP and CHSP changes. |</p>
<table>
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<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>IMPLEMENTATION OF MYAGEDCARE REFERRAL PATHWAY</td>
<td>There were difficulties in Coordinators accessing My Aged Care via the service portal.</td>
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<tr>
<td></td>
<td>- Council IT department was to download and configure Java on computers to allow for coordinators access. (Dec 2015)</td>
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<td></td>
<td>Most Coordinators did not have AUSKEY in place and therefore were unable to input information for either NDIS clients receiving care support through the Council or the My Aged Care portal. Council is potentially missing out on money it is eligible to claim for NDIS clients who are being provided care. My Aged Care client referrals may also not have been received.</td>
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<td></td>
<td>- It was recommended that AusKey access be established as soon as possible (BRC Community Services Management).</td>
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<td></td>
<td>- Director and/or new management team to monitor progress of accessing both the NDIS and My Aged Care Portals.</td>
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<td></td>
<td>- Director to ensure coordinators are aware of progress in accessing Portals and receiving AusKeys.</td>
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<td></td>
<td>Lack of Coordinator access to Centrelink deduction reports. Most coordinators still did not have the relevant access with Centrelink to monitor fortnightly client payments. By the time finance generate reports, payments may have been missed and are difficult to recoup retrospectively, resulting in significant financial risk for Council.</td>
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<tr>
<td></td>
<td>- This was to be resolved directly between BRC finance and coordinators. (January 2016)</td>
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<td></td>
<td>Internet access at all Aged Care centres was not consistent and was impeding online referral via My Aged Care.</td>
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<td></td>
<td>- BRC Community Services Management Team was to address with IT (December 2015)</td>
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<tr>
<td></td>
<td>Some Coordinators had not been approached by new, potential clients and therefore had not utilised the My Aged Care referral website. Without an operational management team in place at Council for many months, coordinators have not had the internal support to ensure that systems were all working, or appropriate internal orientation and support on using the My Aged Care website and portal. The SDAP team provided a general orientation during the August workshop and in site two visits, however without AusKey and portal access in place, this was limited.</td>
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<td></td>
<td>- SDAP have raised this concern with BRC management and it is understood that progress is being made. As an interim measure, the SDAP team also developed a new resource for Coordinators (Which client forms to use for different programs). Along with guidance on which internal forms are required for the various programs the resource also describes when and how My Aged Care should be used.</td>
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<td></td>
<td>Concerns were raised by some Coordinators regarding security of information during transit and arrival of deceased/cancelled client files in head office without a dedicated records officer in place at Council.</td>
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<td></td>
<td>- The new BRC Community Services Facilitator and Administrator to address in February 2016.</td>
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<td>Deliverable</td>
<td>Progress</td>
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<tr>
<td>IMPACT OF NDIS</td>
<td>Issues were raised at the Coordinator workshop on communication difficulties regarding NDIS and sharing of information, particularly details of client care plans. SDAP were able to facilitate a meeting between coordinators and NDIS during the workshop where concerns were raised and discussed directly with NDIS staff from the Tennant Creek office. A specific need identified was for NDIS assessors to ensure that local service providers such as Aged Care in the community are contacted to confirm if a person is a current client receiving services through aged care.</td>
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<tr>
<td></td>
<td>▪ Feedback from service sites and also from NDIS personnel did indicate that stakeholder engagement was improving as the year progressed.</td>
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<tr>
<td></td>
<td>BRC has had considerable difficulty in establishing AusKey access for NDIS. The previous BRC Community Services Regional Manager had not effectively established the client data collection and billing processes.</td>
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<td></td>
<td>▪ The SDAP team provided recommendations earlier in the year regarding changes to tick sheets to ensure that any service provided to NDIS clients could also be recorded and collated for the purpose of billing for NDIS clients. This was also discussed at the Coordinator workshop.</td>
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<tr>
<td></td>
<td>▪ The SDAP team also developed a new ‘Coordinator Monthly Report’ to assist in information capture and this was disseminated by the BRC Director to all Coordinators in November 2015.</td>
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<td></td>
<td>▪ Where concerns were raised regarding some previous DIHS clients not meeting NDIS eligibility criteria – coordinators were encouraged to forward referrals to the NT Disability intake process.</td>
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<tr>
<td>INTERNAL COMMUNICATION</td>
<td>Community (Council) Coordinator engagement</td>
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<tr>
<td>AND SUPPORT SYSTEMS</td>
<td>During visits the SDAP team met with Council Community Coordinators to discuss information and communication needs, as well as observe interaction between Aged Care staff and the other Council personnel. Understanding and effectiveness of relationships between Council Community Coordinators and Aged Care Coordinators varies between service sites.</td>
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<td></td>
<td>SDAP developed a draft internal stakeholder PPT presentation that was trialed by the CEO and Executive Director in the Community Coordinator recall meeting in Tennant Creek in September 2015.</td>
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<td></td>
<td>Additional feedback gained from the final round of site visits and meetings with Community Coordinators included:</td>
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<td>▪ The need for Council to better define lines of communication and responsibility and disseminate this information to all areas.</td>
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<td>▪ The provision of specific information on what services are supposed to be provided by the aged care program in their community as this would make it easier to provide more effective support where, and when needed.</td>
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<td></td>
<td>▪ Aged care coordinators be encouraged to develop a fortnightly activity plan e.g. outlining staff or client movements, approved leave, activities etc. This would assist in some forward planning not backward reporting on key issues such as potential staff shortages, extra clients/family movements etc.</td>
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BARKLY REGIONAL COUNCIL - SDAP PROGRESS REPORT No. 2 [Date: 02.02.2016]
### STAKEHOLDER ENGAGEMENT

**Clinics and Health Workers**

The majority of service sites had good working relationships with their local health clinic. Those that required further improvement (Alpurru lar and Ampilatwiya) were supported directly in the course of SDAP site visits. Given a transition of staff at Ampilatwiya, Arrirra and Ali Curing, these services will require some further support as part of the SDAP project completion phase. The new Community Services Facilitator will also be orientated on the purpose and function of the shared work protocol to provide on-going support to Aged Care Coordinators where required.

**Other stakeholders**

The SDAP team has encouraged stakeholder engagement during site visits, mentoring and the workshop. The importance of Aged Care being seen as one of many agencies for supporting clients e.g. ‘is not the only provider’ working with clients and their families - has also been visually depicted in the new Client and Carer Handbook.

### STRUCTURAL CHANGES IN THE REGIONAL OFFICE AND IMPACT ON SERVICES

The impact of having no middle management team in place from August 2015 – January 2016 has been significant, resulting in delays in key administration being completed in a timely manner. This also impacted on effectiveness of service delivery, reporting and revenue management. This was raised and discussed with BRC management, specifically the CEO and Director of Community Services. Subsequent changes and development of two new roles (Community Care Facilitator and Administrator) as part of the restructure appear to be positive steps forward.

Feedback from Coordinators identified a desire to be more autonomous and responsible for key process such as managing their service budgets and Medicare reporting. Effective engagement and internal support for Aged Care Coordinators as part of the new structure should assist in improving autonomy and increasing efficiency – if the right skill sets are now present.

- It is recommended that well-defined KPIs be included in service level action plans and that this is also linked to a higher level Management Action plan. The existing Aged Care Strategic and Service Plan should also be used as a key reference. The SDAP team will discuss this with BRC management in the Regional Office visit in February 2016.

<table>
<thead>
<tr>
<th>Evidence against 1.1</th>
<th>A1 Site reports</th>
<th>A3 ‘Which forms to use for different Programs’</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A2 Example of meeting key session records (Regional Office)</td>
<td>A4 Coordinator Monthly Report</td>
</tr>
</tbody>
</table>
## 1.2 TRAINING NEEDS ANALYSIS OF ALL BRC AGED CARE STAFF AND MANAGEMENT TO ASSESS THEIR LEVEL OF KNOWLEDGE IN RELATION TO THE RELEVANT QUALITY STANDARDS.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>TRAINING NEEDS ANALYSIS</td>
<td>Training Needs Analysis (TNAs) were conducted for all Coordinator Staff and Care workers who were available during site visits. Examples were included with Progress Report no. 1.</td>
</tr>
<tr>
<td>April – December 2015</td>
<td>▪ TNA assessment of the new Community Care Facilitator and Community Care Administrator will be completed as part of the final visit in February. Feedback and recommendations will be included in the Training Plan, in addition to providing direct feedback and information to the new incumbents at the time of the assessment.</td>
</tr>
</tbody>
</table>

## 1.3 PROVIDE RECOMMENDATIONS TO THE BOARD AND MANAGEMENT ON THE POLICIES, PROCEDURES, AND SYSTEMS REQUIRED TO MEET THE HOME CARE COMMON STANDARDS AND RELEVANT QUALITY STANDARDS.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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</thead>
<tbody>
<tr>
<td>RECOMMENDATIONS TO BOARD AND MANAGEMENT</td>
<td>Many recommendations identified in the service site visits and reports are linked to overall service management and/or consistent issues across service sites. Recommendations are also described in the previous objective (1.1), above.</td>
</tr>
<tr>
<td></td>
<td>Key priorities for Management and Council are summarised below. Relevant SDAP deliverables and/or resources are identified against each priority area. Further detail on recommendations to the BRC Board and Management is described in Section 2 of this report.</td>
</tr>
</tbody>
</table>

### 1.3.1 Effective Program Management

- Revised structure and positions and recruitment to key positions - (now in place)
- Management Operations Guide - (to be validated in Feb 2016 SDAP visit)
- New resources e.g. Coordinator monthly report and updated Forms Guide - (completed)
- Revised Client forms and documentation - (Feb 2016)
- Costing and Pricing Guide - (to be validated in Feb 2016 SDAP visit)
- Policy and procedure revisions - (March 2016)
- Service Plan with KPIs and improved accountability - (linkages with position descriptions and performance review)

### 1.3.2 Appropriate and effective orientation of staff and workforce engagement

- Coordinator Induction and orientation checklist - (to be validated in Feb 2016 SDAP visit)
- Management Operations Guide - (to be validated in Feb 2016 SDAP visit)
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<tr>
<td></td>
<td>- <em>Updated Daily Operations Guides</em> (Coordinators are responsible for maintaining these)</td>
</tr>
<tr>
<td></td>
<td>- <em>Stakeholder resource pack</em> (including Board presentation)</td>
</tr>
<tr>
<td></td>
<td>- Local staff engagement is still a challenging variable at most service sites. This is a broader council issue, however new program resources and more consistent leadership within Council may help.</td>
</tr>
</tbody>
</table>

1.3.3 Community and stakeholder engagement

|             | - *Client and Carer Handbook* – (completed) |
|             | - *Brochure pack* – (Feb 2016) |
|             | - *Communication strategy* (Feb 2016) |

1.3.4 Training tools and training plan

|             | - *Aged Care Tool box talks and program ‘Info Shares’* - (Feb 2016) |
|             | - *Updated Training Plan* – (Feb 2016) |

1.3.5 Reform Transition and Service consolidation

The majority of new resources as listed in points 1.3.1 – 1.3.4 will assist the organisation in managing and responding to the transition process, however significant gaps remain. These include:

|             | - AusKey access for all relevant personnel, as well as orientation, training and support (My Aged Care and NDIS) |
|             | - Costing of services and development of accurate program and service level budgets. This needs to be in place to inform an appropriate Fees Policy and fee structure for Aged and Disability clients. |
|             | - Systems that support councils’ ability to implement Home Care Package client budgets log service outputs per client and generate monthly statements. |
|             | - Sufficient revenue, cost control and capacity for re-investment to maintain adequate infrastructure and physical resources. |
|             | - Investigation of transition of Aged Care services at Artiparra to another Approved Provider to address current risk of non-compliance in service delivery and support for clients. |

Note there is significant risk identified in future modelling of aged care support in remote communities. The allocation of Home Care Packages to individuals who are highly transient may result in an unsustainable model of care where a service may find they have fewer packages to fund the program and pay staff.

Council’s operate on the principle of full time employment rather than casual, which places them in a vulnerable position to sustain the workforce with uncertain resources.
1.4 DEVELOP A TEMPLATE FOR ALL BRC AGED CARE STAFF AND MANAGEMENT TO CARRY OUT 6 MONTHLY REVIEWS AT EACH SERVICE COVERING ALL COMPLIANCE REQUIREMENTS.

<table>
<thead>
<tr>
<th>Deliverable</th>
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<tbody>
<tr>
<td>6 MONTHLY REVIEW TEMPLATE</td>
<td>Content for the internal service review templates has been informed by the site visits. The benefits of conducting internal audits were also discussed as part of the Coordinator workshop held in August.</td>
</tr>
<tr>
<td>April – November 2015 &gt; Feb 2016</td>
<td>▪ The audit tool has evolved into a more extensive framework, which includes a series of checklists, process and a recommended calendar/schedule. The SDAP team will review the tools with the BRC Management team in February 2016 and provide the necessary support and training for the new Community Care Facilitator and Administrator positions to assist in the application of the audit process.</td>
</tr>
<tr>
<td>SDAP Team</td>
<td></td>
</tr>
</tbody>
</table>

1.5 DEVELOP A TRAINING PLAN FOR ALL BRC STAFF AND MANAGEMENT TO MEET THE IDENTIFIED TRAINING NEEDS.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>TRAINING PLAN</td>
<td>An updated organisation wide Training Plan is being finalised based on a review of self assessed and observed skill ratings gathered in the TNA process. Outcomes recorded in the Coordinator mentoring sessions will also help inform the plan.</td>
</tr>
<tr>
<td>August – December &gt; Feb 2016</td>
<td>▪ The Training Plan is currently being reviewed against the updated Community Services Package introduced in 2015 with SDAP investigating the application of and opportunities for undertaking new qualifications such as the Diploma of Community Services (Case Management) for coordinators.</td>
</tr>
<tr>
<td>D.Cross, C.Akhurst, K. Leigh, J. Forrest</td>
<td>▪ The Training Plan will be discussed during the February 2016 regional office visit and an orientation on recommendations provided to the new Community Care Facilitator and Administrator positions.</td>
</tr>
</tbody>
</table>

BARKLY REGIONAL COUNCIL - SDAP PROGRESS REPORT No. 2 [Date: 02.02.2016]
1.6 PROVIDE ON-SITE TRAINING TO BRC AGED CARE MANAGEMENT AND STAFF IN CONSISTENT SERVICE DELIVERY STANDARDS AND THE NEWLY IMPLEMENTED POLICIES, PROCEDURES AND SYSTEMS.

<table>
<thead>
<tr>
<th>Deliverable</th>
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<tbody>
<tr>
<td>ON-SITE TRAINING IN STANDARDS AND NEW POLICY, PROCEDURES AND SYSTEMS</td>
<td>Training for BRC aged care management and staff in consistent service delivery standards and the newly implemented policies, procedures and systems have been done as part of the site visits and workshop. A summary of key issues is documented against objective 1.1 in this report.</td>
</tr>
<tr>
<td>April – November 2015 site visits</td>
<td>Evidence Refer to example site reports, sample Action Plans (visit 2) and mentoring record (example)</td>
</tr>
</tbody>
</table>

1.7 PROVIDE THREE MONTHS MENTORING SUPPORT FOR ALL BRC AGED CARE COORDINATORS COMPRISING A MINIMUM FORTNIGHTLY ONE (1) HOUR PHONE SUPPORT AND ONGOING PHONE CONTACT.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>MENTORING SUPPORT FOR COORDINATORS</td>
<td>Three months mentoring support for all BRC aged care coordinators comprising a minimum fortnightly one (1) hour phone support and ongoing phone contact commenced after the initial service visit and continued through the course of the project. The Action plans developed in the site visits were also used to inform priority areas for mentoring. Some coordinators were resistant in accepting mentoring support making it difficult for the mentor to establish a regular mentoring relationship and progress service action plans. Coordinators were however comfortable calling the SDAP mentor when they encountered an issue and needed to discuss in a more immediate context. The lack of BRC middle management to provide any direct support from the regional office was a key driver of this trend.</td>
</tr>
<tr>
<td>May – December 2015</td>
<td>Evidence A5 Mentoring Summary Report</td>
</tr>
</tbody>
</table>

• A summary of sessions completed per service is attached with this report.

• Sites where all six allocated sessions have not been completed will be finalised over the next month (Feb 2016). This includes sessions for new Coordinators as identified in the Mentoring summary report.
### 1.8 PROVIDE ASSISTANCE IN THE FURTHER DEVELOPMENT OF THE INDUCTION MANUAL AND THE WORK INSTRUCTION MANUAL

<table>
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<tr>
<th>Deliverable</th>
<th>Progress</th>
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</table>
| ASSISTANCE IN ‘FURTHER’ DEVELOPMENT OF INDUCTION MANUAL & WORK INSTRUCTION MANUAL | No electronic copy of the original BRC manual could be found at the time of the first April visit. Subsequent follow up by the SDAP team elicited brief documentation including:  
- Employee Induction Manual Contents List  
- 10 Work Instruction sheet templates  
  These have since been revised into more comprehensive and relatable documents. Discussions with key personnel in the People and Safety (HR) section did occur in November 2015 and key updates were made regarding inclusions and areas of responsibility, however with structural reform still in situ, this was indicative feedback. Due to a lack of Community Services middle management in place at the time of the November regional office visit – these documents have not been fully validated.  
  - SDAP team will workshop the suite of new resources in the final February 2016 visit. |
| Evidence | A6 Draft Induction Checklist from November 2015 visit |

### 1.9 DEVELOP AN OPERATIONS MANUAL FOR MANAGEMENT AND THE ADMINISTRATION TEAM

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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</thead>
</table>
| OPERATIONS MANUAL FOR MANAGERS AND THE ADMINISTRATION TEAM | Initial mapping and interviews of key personnel were previously impeded due to issues with Community Services middle management.  
Financial and HR process was discussed and mapped with key personnel as part of the April and November Regional Office visits.  
The new Community Services positions work shopped with the Director as part of the November visit was helpful in clarifying roles and responsibilities. This information has been used to develop the Operations Manual further.  
  - SDAP team to review and validate the full draft of the Operations Manual with the Director and new middle management team in the February 2016 site visit. |
| April – October 2015 >> Feb 2016 | SDAP Team |
### 1.10 DEVELOP A CLIENT AND FAMILY HANDBOOK

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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</thead>
<tbody>
<tr>
<td>CLIENT AND FAMILY HANDBOOK</td>
<td>An example Handbook was shown to care staff, clients and carers in the course of round one and two site visits. Feedback was logged and used to prepare the final version. This resource is now complete.</td>
</tr>
<tr>
<td></td>
<td>- Recommendations on how the Client and Carer Handbook and its contents should be used and presented to the target audience will be documented in the Stakeholder Pack Communication Strategy.</td>
</tr>
<tr>
<td>Evidence</td>
<td>A7 Client and Carer Handbook</td>
</tr>
</tbody>
</table>

### 1.11 DEVELOP A SUITE OF TWELVE (12) TO FIFTEEN (15) AGED CARE TOOLBOX TALKS AND RELATED ACTIVITIES SPECIFIC TO AGED & DISABILITY ISSUES IN A REMOTE SERVICE DELIVERY CONTEXT

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>TOOLBOX TALKS/INFO SHARES</td>
<td>Samples of Info shares and toolbox talks were discussed with Coordinators and Care staff, the Management team and WH&amp;S Officer as part of site visits.</td>
</tr>
<tr>
<td></td>
<td>Info Shares focused on specific information about aged care program areas such as HCP and CHSP.</td>
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<tr>
<td></td>
<td>Sets of both Toolbox Talks (safety) and Info Shares (information and general knowledge) have been progressed and a User Guide for coordinators is currently being finalised.</td>
</tr>
<tr>
<td>Evidence</td>
<td>A8: Completed Info Share example (Commonwealth Home Support Programme) is attached. (A sample Toolbox Talk was provided with Progress Report no. 1)</td>
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</tbody>
</table>

### 1.12 DEVELOP AN ORIENTATION PACKAGE FOR STAKEHOLDERS

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>ORIENTATION PACKAGE FOR STAKEHOLDERS</td>
<td>Develop an Orientation Package for stakeholders that include, but are not limited to the following:</td>
</tr>
<tr>
<td></td>
<td>- A: Details of the Aged &amp; Disability Programme, its responsibilities, how services are delivered in the community and that clearly identifies how internal stakeholders roles are linked to the Aged &amp; Disability Programme; and</td>
</tr>
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</table>

BARKLY REGIONAL COUNCIL - SDAP PROGRESS REPORT No. 2 [Date: 02.02.2016]
<table>
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<tr>
<th>Deliverable</th>
<th>Progress</th>
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<tbody>
<tr>
<td>March - December SDAP Team</td>
<td>The Stakeholder information pack has been progressed – with feedback completed as part of site visits.</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Part A. An overview of program changes</strong> has been developed and includes graphics to make this information more broadly accessible, including clarifying pathways for Aged and Disabled clients. This will be used to inform stakeholders such as the Board and the support services in Council that have functional linkages with Aged &amp; disability e.g. Technical Services, HR, Finance, IT and WH&amp;S. It could also be used to inform external stakeholders such as Health centre and Allied health staff.</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>Part B. Reporting information, financial reports, grants, service agreements performance review and maintenance schedules</strong> has been reviewed. Information updated to reflect new program changes under the Commonwealth Home Support Program and Home Care Packages has also been reviewed.</td>
</tr>
<tr>
<td></td>
<td>An implementation and Communication Strategy will be developed to support the Stakeholder Pack that is cognizant of stakeholder relevance, communication lines, areas of influence and accountability.</td>
</tr>
<tr>
<td></td>
<td>▪ <strong>The full stakeholder information pack will be finalised in February 2016 and validated as part of the final regional office visit.</strong></td>
</tr>
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</table>

### Evidence
- A9 Copy of PowerPoint used in November 2015 visit for internal stakeholder briefings (Finance and People and Safety.)

1.13 **CONDUCT A (2) DAY WORKSHOP FOR MANAGEMENT AND COORDINATORS TO PROVIDE INFORMATION ON AGED CARE REFORMS AND HOW THIS WILL AFFECT THE POLICIES, PROCEDURES AND DOCUMENTS.**

<table>
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<th>Deliverable</th>
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<tbody>
<tr>
<td><strong>TRAINING WORKSHOP FOR STAFF AND MANAGEMENT</strong> August 25-26 2015</td>
<td>The 2 day workshop for management and Coordinators was conducted in <strong>Tennant Creek (25-26 August)</strong> Topics covered included:</td>
</tr>
<tr>
<td></td>
<td>▪ Review of processes &amp; documentation around client assessment and care planning</td>
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<tr>
<td></td>
<td>▪ Programs &amp; referral processes including My Aged Care</td>
</tr>
<tr>
<td></td>
<td>▪ Wellness &amp; re-ablement in a community context</td>
</tr>
</tbody>
</table>
### Deliverable | Progress
---|---
- Service audits (internal)  
- Cultural Safety Plans & LGBTI clients  
- NDIS & other clients  

**Evidence** | A copy of the PowerPoint presentation was included as an attachment with Progress Report no. 1

---

### 2. MANAGEMENT AND PROFESSIONAL SUPERVISION OF COORDINATORS

#### 2.1 REVIEW POSITION DESCRIPTIONS AND STAFFING MODEL, MAKING RECOMMENDATIONS ON REVISIONS, INCLUDING ESSENTIAL AND DESIRABLE SELECTION CRITERIA.

| Deliverable | Progress |
---|---|
**POSITION DESCRIPTION & STAFFING MODEL REVIEW** | Majority of PDs were outdated, e.g. due to be revised internally in 2014. Some contained no date of issue or revision date.  
A summary of initial findings was contained in the Management Visit report from April 2015.  
Further support was provided to BRC Management in August with regard to provision of example position descriptions to consider.  
SDAP consultant assisted the Director with development of Position Descriptions for the new Community Care Facilitator and Administrator positions during the November SDAP site visit. This also included review of section criteria and KPIs.  

**Evidence** | A 10 Position Descriptions (Community Care Facilitator and Community Care Administrator)
### 2.2 DEVELOP A MODEL OF CASE MANAGEMENT AND LINK THIS WITH THE MENTORING FRAMEWORK AND SUPPORT FOR COORDINATORS.

<table>
<thead>
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<tr>
<td><strong>CASE MANAGEMENT MODEL LINKED TO MENTORING FRAMEWORK</strong></td>
<td>Case management is an integral part of the role of the Coordinator in this remote context. A significant challenge is how the staffing and organisation model can provide effective support and ensure that:</td>
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<td>- Access to Industry specific accredited and non-accredited training is made available and supported; and</td>
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<td></td>
<td>- Appropriate mentoring and professional supervision for Coordinators is continued in a timely and responsive manner.</td>
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<tr>
<td></td>
<td>- <strong>A review of the patterns of engagement with Coordinators along with needs identified from the mentoring provided by SDAP team will be used to inform finalisation of a ‘Mentoring Guide’. This will be used to orientate the new Community Care Facilitator and Community Care Administrator in their respective roles in supporting Coordinators with on-going continuous improvement.</strong></td>
</tr>
<tr>
<td></td>
<td>- <strong>Recommendations on additional training of key personnel within the Community Services Aged &amp; Disability team will also be included as part of the Training plan, e.g. ‘Diploma of Community Services, Case Management’. This will also be informed by a review of qualifications and experience of the new Community Care Facilitator and Administrator as part of the February regional office visit.</strong></td>
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### 2.3 DEVELOP AN ACCOUNTABILITY MATRIX FOR ALL MANAGEMENT STAFF.

<table>
<thead>
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<th>Deliverable</th>
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<tbody>
<tr>
<td><strong>ACCOUNTABILITY MATRIX</strong></td>
<td>A RACI matrix process and example was discussed with the previous BRC Aged &amp; Disability management team, but was not progressed. Key internal changes, including a restructure of the BRC Community Services section have only recently been completed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>SDAP team to progress based on new organisation and staffing structure, consulting with BRC regional office personnel in February 2016.</strong></td>
</tr>
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3. GOVERNANCE

3.1 PROVIDE ASSISTANCE TO COMPLETE MEMORANDUMS OF UNDERSTANDING AND RELEVANT WORKING PROTOCOLS WITH IDENTIFIED STAKEHOLDERS AND AFFILIATED HEALTH SERVICES.

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</table>
| MEMORANDUMS OF UNDERSTANDING      | The majority of service sites now have good working relationships with their local health clinic and documented 'shared work protocols' are in place. Those that required further improvement (Alpurrulum and Ampilatwatja) were supported directly in the course of site visits. Given a transition of staff at Ampilatwatja, Arnparr and Ali Curing, these services will require some further support as part of the SDAP project completion phase. The new Community Services Facilitator will also be orientated on the purpose and function of the shared work protocol to enable on-going support to new Aged Care Coordinators where required.
|                                  | - SDAP can provide orientation of the new Community Care Facilitator and Administrator on the process and documentation required for development of memorandum of understanding(s) with the NT Department of Health and other independent Health organisation(s) - where it is identified that there is a desire and need to progress this. |

3.2 PROVIDE ASSISTANCE TO FURTHER DEVELOP FINANCIAL REPORTING AND MANAGEMENT PROCEDURES

<table>
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<th>Deliverable</th>
<th>Progress</th>
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</table>
| FINANCIAL AND MANAGEMENT PROCEDURES    | A review of process and gaps was conducted in regional office visits in April, August and November 2015. The Finance team advised that they were progressing the following:
|                                  | - Simplify and correct general ledger and define process and accountability.
|                                  | - Implementing an allocation methodology.
|                                  | The SDAP team suggested that BRC look at what other Councils were doing and seek to learn from findings and review current key documents and papers available such as those promoted by COTA and the Department regarding fees framework as well as resources linked to NDIS. Program information and links to resources was provided.
|                                  | **Expenditure by Program and by Service site**
|                                  | Council was not able to generate accurate expenditure reports, either by program or by service site at the time of the April visit. This was still the case in August and November 2015. |
## Deliverable Progress

- The new finance team expressed confidence in addressing this by January 2016.

### Can food expenditure by service be identified?

Could not readily be determined until the new General Ledger was completed.

- The proposed engagement of a cost accountant in late 2015 was identified as a strategy to assist in costing across council programs.

### Client contribution

- Client identification was not consistent. Triggers and action for following up non-compliant clients was still not in place for all service sites in 2015. Previous recommendations made by the SDAP team included:
  - **Coordinators should be given access to CentrePay so that they can directly check and respond to client non-payment.**
    
    **NOTE:** Uptake and application by coordinators varied from community to community with some coordinators experiencing difficulty in accessing the information due to IT issues or choosing not to take on the responsibility. Further work, including training of coordinators, by the incoming Facilitator and/or Administrator could improve this process.
  
  - **Director and/or new Community Care Facilitator to request a complete client listing and payments summary from the Finance Manager and compare against client lists** from all service sites. Any discrepancies identified should then be resolved by Finance and an agreed protocol documented on how verification will be maintained on ongoing basis.
  
  **Coordinators should be asked to supply updated client lists as part of monthly reporting to the Aged & Disability Management team (Community Care Facilitator and Administrator).**

### Reconciliation

The November SDAP visit identified that there were still significant data and reconciliation gaps.

- The finance team advised that they were able to progress a more functional reconciliation process now that a new General Ledger and additional finance personnel were in place.

### Medicare Claim Process

The previous process chart (April) was no longer valid as key roles had either been removed and/or not replaced, i.e. the Community Services Manager (CSM), Regional Coordinator/mentor and Administration Officer.

BRC engaged an external person with experience in aged care administration when the CSM resigned in August 2015. Medicare claims were subsequently completed and a new process implemented, however this was still impeded by a lack of timely data from Coordinators at all service sites.

- **A status check on claims lodged and payments received needs to be a priority action for the new Aged & Disability**
### Culturally Directed Care Solutions - progress report.pdf

#### Deliverable | Progress
--- | ---
  | *Management team. Any outstanding tick sheet data from service sites for HCP clients should be sought as soon as possible and claims lodged.*

**Financial information**

The following are key aims that need to be mapped into a RACI Action plan RE Financial Management:

- *At a (current) minimum BRC need to be able to report expenditure by program.*
- *Ideally BRC should be able to identify expenditure by program by site for own internal management.*
- *Unit pricing process/structure needs to be developed.*
- *HCP client individual statements to be generated for internal program transparency and compliance with Home Care Packages Program requirements.*

#### Steps for going forward

- *SDAP team to conduct a final series of meetings with finance and the new BRC Aged & Disability management team in the February 2016 visit.*

**Evidence**

| A11 | Finance meeting session record – 17.11.15 |

#### 3.3 PROVIDE TRAINING TO RELEVANT STAFF ON THE NEWLY DEVELOPED FINANCIAL REPORTING AND MANAGEMENT PROCEDURES AND SYSTEMS.

| Deliverable | Progress |
--- | --- |
**TRAINING ON FINANCIAL REPORTING AND MANAGEMENT PROCEDURES** | Key concerns as raised in response to objective 3.2 needs to be realised in order to provide final orientation and training for BRC personnel. The emphasis for the SDAP team isn’t on specific execution of core financial process, but rather on defining what financial information BRC need to generate in order to better manage revenue and cost control specific for their Aged Care programs. |
### SECTION 2. RISKS TO THE PROJECT AND RECOMMENDATIONS

This section describes recommendations to the BRC Board and Management based on the progress against the project deliverables to date. ‘Remedial action’ lists SDAP actions and/or resources that are/ will be used to address the risk.

### 2.1 EFFECTIVE PROGRAM MANAGEMENT

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
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</thead>
</table>
| Program management has been a major risk, exacerbated by not having any middle management in place since mid August 2015. The restructure and recruitment of new key personnel is intended to address this significant risk. How well the new structure and incumbents perform in the roles will be critical in BRC being able to manage its Community Services Aged & Disability program and meet key service delivery outcomes and compliance against Program standards. | - Revised structure and positions and recruitment to key positions (now in place)  
- Management Operations Guide  
- New resources e.g. Coordinator monthly report and updated Forms Guide (completed)  
- Revised Client forms and documentation  
- Policy and procedure revisions  
- Service Plan with KPIs and improved accountability (linkages with position descriptions and performance review) |

### 2.2 INDUCTION AND ORIENTATION OF STAFF AND WORKFORCE ENGAGEMENT

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
</tr>
</thead>
</table>
| Appropriate induction and orientation of all Community Services Aged & Disability staff was identified as a key gap, exacerbated by the departure of the Regional Coordinator/ Quality compliance officer in February 2015. Local staff engagement is still a challenging variable at most service sites. This is a broader council issue, however new program resources and more consistent leadership within Council may help. – As part of the stakeholder process BRC needs to work closely with the RJCP provider to ensure that pre-employment criteria is being met prior to applicants being referred to aged care. | - The BRC resources that could be located have been reviewed and a new induction checklist and orientation guide developed as part of the SDAP project. This will be verified with the new management team as part of the February regional office visit.  
- The Stakeholder pack includes a care worker brochure that BRC can also use as part of its service promotion and recruitment strategy. The Client and Carer Handbook is also a resource that can be used to target engagement of community people.  
- The SDAP Training Plan will also make recommendations on non-accredited internal and external training and staff engagement.  
- Linkages with the BRC Training Coordinator that focus on LLN support for care workers will also be promoted in the training plan. |
### 2.3 COMMUNITY AND STAKEHOLDER ENGAGEMENT

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
</tr>
</thead>
</table>
| **Community (Council) Coordinators** – have been given additional responsibility for program support and oversight on the ground, e.g. Staff and administration support. This presents some key risks due to a lack of Industry knowledge, competing priorities (Aged Care is not their ‘core business’). | ▪ Council needs to more clearly define lines of communication, responsibility, and provide clear messaging and leadership to support this new approach of front line (service) management.  
 ▪ A fortnightly Aged Care activity plan e.g. outlining staff or client movements, approved leave, activities etc. provided by Aged Care coordinators to Community Coordinators (and the Community Care management team) would assist in some forward planning and reduce backward reporting on key issues such as potential staff shortages, extra client/family movements etc.  
 ▪ The new Position descriptions for the Community Services Facilitator and Administrator will help to reinforce the roles and responsibilities.  
 ▪ A revised Accountability matrix will also assist in documenting differences in service management support and program specific management.  
 ▪ The new Community Services Facilitator will also be orientated on the purpose and function of the shared work protocol to provide on-going support to Aged Care Coordinators where required. |
| **Health Services**                                                        | ▪ Client and Carer Handbook  
 ▪ Brochure pack  
 ▪ Communication strategy                                                                                     |
| **Other stakeholders**                                                     |                                                                                                                                               |
| The majority of service sites had good working relationships with their local health clinic. Those that required further improvement (Alpurram and Ampilatwatja) were supported directly in the course of site visits. Given a transition of staff at Ampilatwatja, Arlparra and All Curing, these services will require some further support as part of the SDAP project completion phase. |                                                                                                                                               |
## 2.4 REFORM TRANSITION AND SERVICE CONSOLIDATION

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is significant risk identified in future modeling of aged care support in remote communities.</td>
<td>▪ This needs to be addressed by BRC in defined strategies within an updated Strategic and Service Plan.</td>
</tr>
<tr>
<td>- The allocation of Home Care Packages to individuals who are highly transient may result in an unsustainable model of care where a service may find they have fewer packages to fund the program and pay staff. Council's operate on the principle of full time employment rather than casual, which places them at risk.</td>
<td></td>
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<tr>
<td>Significant gaps in reform updates and capacity also remain, e.g.</td>
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<tr>
<td>- AusKey access for all relevant personnel, as well as orientation, training and support (My Aged Care and NDIS)</td>
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<tr>
<td>- Costing of services and development of accurate program and service level budgets. This needs to be in place to inform an appropriate Fees Policy and fee structure for Aged and Disability clients.</td>
<td></td>
</tr>
<tr>
<td>- Systems that support councils’ ability to implement Home Care Package client budgets log service outputs per client and generate monthly statements.</td>
<td></td>
</tr>
<tr>
<td>- Sufficient revenue, cost control and capacity for re-investment to maintain adequate infrastructure and physical resources.</td>
<td></td>
</tr>
<tr>
<td>Transition of Arlparra Aged Care from BRC to a new Approved Provider</td>
<td></td>
</tr>
<tr>
<td>- As identified in the Arlparra site report and subsequent post visit SDAP briefings to BRC and the Department – Council cannot meet program standards and is non-compliant. Tenure of other BRC services at Arlparra and its surrounding outstations is also in a transition phase, placing on-going management and delivery of the Aged &amp; Disability program in a vulnerable and unsustainable position.</td>
<td></td>
</tr>
</tbody>
</table>

The following SDAP resources will help, however the onus will be on BRC and its new Community Services management team to utilise resources effectively and to meet the key accountabilities as defined in the position descriptions.

- Revised structure and positions and recruitment to key positions (now in place)
- Management Operations Guide
- New resources e.g. Coordinator monthly report and updated Forms Guide (completed)
- Revised Client forms and documentation
- Costing and Pricing Guide
- Policy and procedure revisions
- Service Plan with KPIs and improved accountability (linkages with position descriptions and performance review)

- Recommendations have been discussed with the previous BRC CEO, Acting CEO and Director regarding the possible transition of the Aged & Disability Program to the local Health Service (Urapuntja Health Service Aboriginal Corporation (UHSAC). SDAP provided relevant contact information to BRC for further follow up.
## 2.5 GOVERNANCE

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
</tr>
</thead>
</table>
| Understanding the changes from block-funded programs to consumer targeted funding and the structural impact on program management and service delivery is a major change. A key challenge is how Board members are informed of key changes and how they, in their role can help promote information across communities in the Council region. | *The Orientation stakeholder pack will include a targeted presentation for the Executive as well as the Board that clearly explains the key changes with a focus on the move from a Block funded and Package allocation model – to one that is consumer driven.*  
*Plain English resources such as the brochure pack and client and carer handbook can also be used to help inform Board members – however there will be a reliance on BRC Management to facilitate such information and engage Board members to ensure it is accessed and understood.* |

## 2.6 FINANCIAL AND INFORMATION SYSTEMS

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>New CDC requirements such as client budgets and monthly statements for HCP clients are not in place. A consistent costing and pricing methodology is not yet in place.</td>
<td><em>SDAP team have met and discussed Aged Care program and financial management concerns with the BRC Finance team. Specific responsibilities and accountabilities have since been documented in the new Community Services Administrator position description regarding financial compliance and reporting. Further work is required in order to progress BRC on financial reporting and management procedures. This will be ongoing in the February 2016 regional office visit.</em></td>
</tr>
</tbody>
</table>
| A consistent Fees policy is still not in place.                           | *Having an appropriate costing methodology and program budgets is the first step.*  
*Clear information on what a 'daily' fee is (how much it will be) and why and what it is to be applied to e.g. care and services – is what the SDAP team need to help BRC document and link to Council engagement and communication strategies.*  
*SDAP team are working on a visual interpretation of what 'end to end care' is and where different programs as they stand now – sit along the continuum, e.g. entry level (CHSP) through to HCP levels and also include explanation of Respite and Resi care. This will be developed as part of the final stage in the SDAP project and used to support* |
### Issue/Risk | Remedial Action
--- | ---
Sufficient revenue, cost control and capacity for re-investment to maintain adequate infrastructure and physical resources. | BRC communication of their fees policy.

*This is not part of the SDAP project scope – however it is a key issue and relates to above actions being implemented and an ongoing focus by BRC to monitor progress and accountability internally.*

### SECTION 3. ISSUES OR RISKS TO CARE RECIPIENTS AND RECOMMENDATIONS

#### 3.1 PHYSICAL RESOURCES AND FACILITIES

Many of the issues raised in Progress Report no. 1 have yet to be addressed. Where these are still outstanding, they have been noted in the following tables.

| Issue/Risk | Remedial Action |
--- | ---|
There is a need for a planned maintenance and replacement schedule to ensure that Aged care buildings and equipment are safe and maintained in an efficient and cost effective manner. | Key actions and indicators could be as follows:
- Director and Community Care Facilitator with BRC Works Manager, WH&S Officer and Coordinators to identify priorities, costing and plans for any building rectification and repairs.
Note: There was some improvement on rectifications at specific sites i.e. Alpurrulum in the latter part of 2015. |

#### 3.2 HYGIENE AND INFECTION CONTROL

| Issue/Risk | Remedial Action |
--- | ---|
It is recommended that ongoing monitoring by Management RE standards of hygiene and infection control continues. | The SDAP 6 monthly audit tool will contain specific checks on infection control and hygiene.
### 3.3 RISK MANAGEMENT – MEDICATION SUPPORT

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
</tr>
</thead>
</table>
| All Coordinators are expected to have or complete Certificate 4 CHC43015 Certificate IV in Ageing Support and the unit ‘HLTHPS006 Assist clients with medication’ | - The Medication Policy needs to be reinforced and a Toolbox talk is being developed to assist this.  
- The issue has been identified in the new draft Training Plan and further discussion with the Director will occur in the November Regional office visit.  
- The induction and orientation checklist for Coordinators will include a checklist on relevant Medication support qualifications. |

### 3.4 CHRONIC AND COMPLEX CARE NEEDS

<table>
<thead>
<tr>
<th>Issue/Risk</th>
<th>Remedial Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consistent and effective Case Management</strong></td>
<td>- A review of the patterns of engagement with Coordinators along with needs identified from the mentoring provided by SDAP team will be used to inform finalisation of a ‘Mentoring Guide’. This will be used to orientate the new Community Care Facilitator and Community Care Administrator in their respective roles in supporting Coordinators with ongoing continuous improvement and support of an appropriate case management model. (Refer to notes against 2.2 in this report)</td>
</tr>
<tr>
<td>Capability and experience in case management varies among the Coordinator group. A significant challenge is how the staffing and organisation model can provide effective support and ensure that:</td>
<td></td>
</tr>
</tbody>
</table>
  - Access to Industry specific accredited and non-accredited training is made available and supported; and  
  - Appropriate mentoring and professional supervision for Coordinators is continued in a timely and responsive manner. |

BARKLY REGIONAL COUNCIL - SDAP PROGRESS REPORT No. 2 [Date: 02.02.2016]
### SECTION 4. LIST OF ATTACHMENTS

<table>
<thead>
<tr>
<th>Number</th>
<th>Document / Resource Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Site reports</td>
</tr>
<tr>
<td>A2</td>
<td>Example of meeting session record (Regional Office)</td>
</tr>
<tr>
<td>A3</td>
<td>‘Which forms to use for different Programs’</td>
</tr>
<tr>
<td>A4</td>
<td>Coordinator Monthly Report</td>
</tr>
<tr>
<td>A5</td>
<td>Mentoring Summary Report</td>
</tr>
<tr>
<td>A6</td>
<td>Draft Induction Checklist from November 2015 visit</td>
</tr>
<tr>
<td>A7</td>
<td>Client and Carer Handbook</td>
</tr>
<tr>
<td>A8</td>
<td>Completed Info Share example (Commonwealth Home Support Programme)</td>
</tr>
<tr>
<td>A9</td>
<td>Copy of PowerPoint used in November 2015 visit for internal stakeholder briefings</td>
</tr>
<tr>
<td>A10</td>
<td>Position Descriptions (Community Care Facilitator and Community Care Administrator)</td>
</tr>
<tr>
<td>A11</td>
<td>Finance meeting session record – 17.11.15</td>
</tr>
<tr>
<td>A.12</td>
<td>Photo summary of SDAP visits</td>
</tr>
<tr>
<td>A.13</td>
<td>SDAP Project Budget Reconciliation</td>
</tr>
</tbody>
</table>

**Appendix A** Barkly Regional Council – Aged & Disability Project Gantt chart
# Barkly Regional Council – Aged & Disability Project Gantt Chart

The following is a summary of the proposed project visits and stages:

- **Green shading** = completed work
- **Grey highlight** = amended timeframes
- **Orange** = incomplete

<table>
<thead>
<tr>
<th>Stage</th>
<th>Deliverables</th>
<th>March 2015</th>
<th>April 2015</th>
<th>May 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre visit Preparation – Service engagement &amp; scheduling</td>
<td>DC/CA</td>
<td>DC/CA</td>
<td>CA</td>
</tr>
<tr>
<td>2</td>
<td>Development of Materials and Frameworks</td>
<td>DC/CA/</td>
<td>DC/CA</td>
<td>DC CR</td>
</tr>
<tr>
<td>3</td>
<td>Site visits (Round 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Progress Review</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- TNAs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Coordinator mentoring – training and CQI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Staff Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Management Pre visit - costing &amp; resource development &amp; Review of Position Descriptions</td>
<td>DC/CR</td>
<td>DC/CC</td>
<td>DC/CR</td>
</tr>
</tbody>
</table>

**Regional Office Visit (1)**

- Review progress against Strategic Plan & identify key (strategic) priorities for 2015/16 & resources/process
- Management Operations Manual – mapping & info verification + Position Description reviews
- Review draft stakeholder pack
- Unit costing and service budget training
- Mapping draft RACI Matrix (incl. HR & Finance links)
- Identify outstanding MoU / protocol gaps & dev. action plan (with assistance as req.)

<table>
<thead>
<tr>
<th>Easter</th>
<th>DC &amp; CR Reg. Office (1)</th>
</tr>
</thead>
</table>

**CA & KL**
Ariparra / Ampilatwaja (1) 20-24 April
CA/TG
Elliott/ Ali Curung (1) 18-22 May
<table>
<thead>
<tr>
<th>Stage</th>
<th>Deliverables</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td>3b</td>
<td>Site visits (Round 1 continued)</td>
<td>CA/KL Alpurrulum (1) 1-5 June</td>
<td>Reg Office (DC) meeting with Director &amp; Manager 22 June</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Client and Family Handbook</td>
<td></td>
<td>CA/JF</td>
<td>^ Trial in round 2 visits &gt;&gt;</td>
</tr>
<tr>
<td>7</td>
<td>Toolbox Talks (Info Shares) suite development</td>
<td>DC</td>
<td>CA/JF</td>
<td>^ Trial in round 2 visits &gt;&gt;</td>
</tr>
<tr>
<td>8</td>
<td>Regional Office Visit (2)</td>
<td></td>
<td></td>
<td>Visit (2) Moved to August due to resignation of Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25th &amp; 27th August – meetings with HR, Finance and Director</td>
</tr>
</tbody>
</table>

BARKLY REGIONAL COUNCIL - SDAP PROGRESS REPORT No. 2 [Date: 02.02.2016]
### 8b Post visit review and final development
- RACI/Position Descriptions & Case Management Model
- Stakeholder Pack

### 9 Workshop (2 days) TENNANT CREEK
- Changes - Access points & assessment
- Fees
- Home Support Program, CDC & Quality Review
- Service budgets
- Orientation of new resources

### Stage Deliverables

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Site visits (2)</td>
<td>CA/KL Alpurrula (2) 14-17 Sept</td>
<td>CA/KL Elliott Ali Curung (2) 1-6 Nov</td>
<td>CA/TO AIrpara/ Ampiliniwutja (2) 18-19 Nov</td>
</tr>
<tr>
<td></td>
<td>- Staff Training on service (self) audit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Staff Training on new policy and reform</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Changes/operational impacts and how to implement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Follow up any final queries on new resources and training materials, i.e. Tool box talks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Resource Finalisation</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Finalisation of all resource amendments as required post final visit and issue.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Culturally Directed Care Solutions - progress report.pdf

### Stage Deliverables

<table>
<thead>
<tr>
<th>Stage</th>
<th>Deliverables</th>
<th>Dec 2015</th>
<th>Jan 2016</th>
<th>Feb 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>REGIONAL OFFICE (Final) Site visit</strong></td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Mgt. Training – service auditing</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Progress update/actions per service</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Final Verification of Mgt Ops Manual Induction</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Manual &amp; Work Instruction Manual &amp; RACI/Positions Descriptions</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Final verification on Stakeholder Pack</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Training update on financial reporting &amp; management procedures</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Confirm progress with MoUs &amp; any action req.</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
</tr>
<tr>
<td></td>
<td>- Council presentation (Feb Meeting)</td>
<td>&gt;&gt;</td>
<td>&gt;&gt;</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage</th>
<th>Deliverables</th>
<th>March 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td><strong>Project Completion</strong></td>
<td>&gt;&gt;</td>
</tr>
</tbody>
</table>

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### Mentoring (KL/JF)

- Fortnightly over three months for each service site commencing in May 2015 and staggered to follow site visits, concluding in December 2015
- (Refer to attached Mentoring Summary Report update)
Excerpts from After Hours Youth Centre Trail
Night Case Manager, Stewart Willey
Dec 2015 - Jan 2016
(Highlights in bold by Sean Spencer, for significant observations/points)

Friday 11/12/15

The AHYC program, as envisaged, is the best possible way for workers and the after-hours case manager to engage with vulnerable Indigenous young people in a ‘diversionary’ environment/setting e.g. engaging with a young person about his mother and ADSCA looking for him, due to potential petrol sniffing issues. This also allows for workers to observe the current interactions between young people in the community and deescalate any potential conflicts e.g. a two group of girls, with ongoing issues, decided that the AHYC was a neutral space and actually engaged and interacted with each other.

- Older young people stepped back and allowed under ten year olds to participate in activities and when they were transported home, after 7:00pm, then they fully engaged in activities.

Tuesday 15/12/15

- The AHYC program structure is working well with the scheduling of ‘free time’ activities, workshops and sports.
- The interactive legal education workshops engaged and informed young people, but they need to be limited to forty minutes to allow for a person’s concentration span.
- There is need to follow up with a young man and his family members whom appeared to be under the influence of a substance, with CMA and WBS. He is known to the case manager and he is currently ‘couch surfing’.
- The AHYC ‘diversionary’ setting allows for vulnerable young people to engage with the case manager and workers in regards to their needs, issues and barriers e.g. a young person with petrol sniffing issues is actively engaging in the program and family stated that he is coming home, staying there and he is exhausted after engaging in the AHYC program and not resorting to petrol sniffing.

The pool time was scheduled for two hours and it only lasted forty five minutes. There is a need to be flexible with and have back up activities and this lead to the 5 a side basketball competition from last night being resurrected, due to basketball court lights only lasting for two hours, on the previous night.

The healthy lifestyle messages, during the basketball competition, included the amount of sugar in sports drinks and other drinks and it is healthier to drink water unless you are an elite athlete working out for over ninety minutes.

As part of the healthy nutrition program, workers took young people shopping as part of budgeting and purchasing healthy and nutritious food for the nutritious meal tonight and for snacks for the rest of the week.

Wednesday 16/12/15

- Dion Beasley is engaging in the AHYC. There is need to be more inclusive of young people with special needs e.g. a wheel chair basketball competition with abled bodied young people in wheel chairs.
- Two young people on bail with curfew conditions willingly went home to meet their bail requirements. They were told to come back earlier tomorrow, so they can participate in the program and adhere to bail conditions.
- There is a need to follow up and engage a young man in a CMA and WBS leading to an AOD awareness program and possible referral to ADSCA, as he appeared to be under the influence of a substance and he smelt like gunja.
Thursday 17/12/15

Tonight there was increased number of young people under 12 years and although there were adult volunteers the thirteen to eighteen year olds were only engaging in program activities for a short period and then walking away. We need to focus on the ten to seventeen year old cohort of young people and this was detracted again by workers bringing their under ten family members, which requires extra worker supervision and involvement. This again leads to the discussion around a separate program for under ten year old and over ten year olds. This is a feasible solution, but the lack of after-hours staff and separate venue needs to be considered.

Friday 18/12/15

There was increased number of female young people aged 13 - 18 years and under twenty five year adult volunteers attending the AHYC program. Also, there was an increase in number of vulnerable indigenous young people participating in the program, as an alternative to their at risk behaviours.

- There were no life skills workshops due to the facilitator doing bus runs, extra time needed for bus runs due to inclement weather, family members not being at home and the need to find alternative residences for young people to be safe.

(note: this is also acting as a youth focused night patrol on drop offs as drivers / youth workers are keeping tabs on young people's travels and routines on the street - it also is a good way to see how the centre needs to target certain age groups to keep kids off street)

- NT Police attended the program again to check on young people with bail conditions that include curfew.

Saturday 19/12/15

The AHYC observed older young people playing basketball whilst the younger people participated in the kickball program, distinguishing the two cohorts of young people and a need for the program to be flexible to meet the needs of all age groups.

The nutritious meal involved healthy hamburgers which the young people can cook at home.

- Young people were arriving at 8:00pm. Does the AHYC program need to run till 10:00pm?

- Young people on bail curfew conditions attending program after their curfew or having to transported home to meet their curfew conditions. There is need to vary their bail curfew conditions to reflect their participation in the supervised AHYC program. This is youth diversion activity working the way it is designed... make a safe place for young people on diversion to go UNDER SUPERVISION, helps the youth keep their bail conditions

- There is need to follow up two young men whom have been wearing the same clothes all week and one young man whom appeared under the influence of substance with CMA, WBS and possible supported and facilitated referral.
Tuesday 22/12/15

Young people interacted well in life skills values workshop. The decreased number of younger people attending lead to smaller group activities, which is more effective for young people engaging with workers in their needs, issues and barriers in a ‘diversionary’ setting. Due to scheduling the life skills workshop earlier to accommodate the under ten bus run at 7:00pm, meant that all participants had access to the life skills workshop. They wanted to engage in the values workshop and their answers will lead to further case management engagement to support them and their family members with their return to school by addressing their needs, issues and barriers.

Wednesday 23/12/15

Five young men wanted a lift home at 6:15pm. It appeared they were scheming something. I dropped them off at their homes and asked questions about what they were going to do for the rest of the night. One young man stated that he was going to listen to music and he is already on the case manager’s ‘radar’ for further case management involvement due to AOD misuse. On the bus ride home there was a ‘teachable moment’ when the young fellas saw a drunk man walking home leading to a discussion about how alcohol affects and poisons the body and respecting yourself and your body. Three of the five young men returned to program, two on bail curfew conditions and they appeared to showered and changed clothes. I asked them why they came back and one young fella said there is nothing to do at home. The two on bail conditions were dropped back at home to meet their bail curfew conditions, as was the other young fella.

Additional comments and observations:

- Four young women were involved in the preparation and cooking of the healthy hamburgers, left over from last week. They were really involved in the process and learning how to cook meat on the BBQ.
- Workers are now involving young people in the set up and pack up of all program activities and transition. This is allowing young people to have ownership over their program.
- There is increased number of thirteen to eighteen years old coming after 7:30pm/8:00pm. Again, there is a need to discuss does the program need to operate to 10:00pm.

Thursday 24/12/15

- The older young fellas especially and young women are turning up at the program when the basketball court lights are turned on for the sports activity at 7:45pm. The light are no longer on the timer and are switched on and off with the main circuit breaker.
- The NT Police turned up to observe and overview the program and query if any young people on bail conditions had attended the program. I informed them that two had left around 7:00pm.
- The two young men on bail curfew conditions with varied bail till to 9:00pm to attend the AHYC program, had police and night patrol spotlighting their house and they were searching the area around the surrounding house at about 8:40PM.

Tuesday 5/1/15
There were an increased number of young women, aged 13 plus, involved in the AHYC program tonight. They were domineering the playstation activity, which is normally a young fella’s activity. Additionally, this may have been due to Anyinginyi sport and rec laser tag program and there were new young people involved in AHYC program, especially young women and family involvement with their young people.
(note: if full time program occurs there is a need for a women / girls night per week to give the female cohort a free run of all activities)

However, there were an increased number of young people walking the streets tonight, as evidenced with observations through the AHYC drop off service.
(note: again proof that the drop off service doubles as a youth night patrol)

The AHYC PaCE workers had to support the Anyinginyi sport and rec laser tag program as they were short staffed and without our involvement and support this program may not have eventuated, as they only had one staff member.

Additional comments and observations:

- One young person was asking about what are we going to eat tonight and two young people were hungry and were fed with the backup supply of Weetbix. This may be evidence of no Centrelink money for food over this period.

Wednesday 6/1/15

Additional comments and observations:

- The AHYC program is providing the perfect opportunity for case management with workers and young people and the afterhour’s case manager engaging with young people in a diversionary setting to increase their rapport and relationship with a young person and their family members for future interactions, in a case management framework. The afterhour’s case manager and workers are also gaining a greater understanding of the young person’s needs, issues, barriers and home environment through ‘diversionary’ program engagement, especially in the indoor free time activities. This is to address their needs, issues, barriers, especially as they relate to engagement and transition to education and training. Resulting, in proposed case management assessments, brief well being screening, developing case management plans for a young person’s future direction and referral to youth service providers in their area of expertise i.e. alcohol and other drugs and petrol sniffing or a referral to awareness programs to address these issues, in a case management framework. This has also involved the engagement of family members, when the AHYC program is not operating and family members are actively responding by approaching the case manager by providing boundaries and seeking support for their young person.

- Lifestyle solutions supported three clients to attend the AHYC program. All three clients have one on one workers and are thriving and being supported by young people in the AHYC, especially if they physical impairment. The two other clients have mental health and FASD issues and needs. (note: this is a fantastic outcome and is proof of the centre being valuable to a range of organisations in town, and shows the centre bringing organisations together to work together for the young people’s best interests.)

Saturday 9/1/15

Two young fellas helped a worker purchase food for the nutritional program tonight and healthy snacks for next week. Additionally, two young men two young women helped with preparation of and the cooking of the nutritious meal.

- There were older young fellas turning up at the AHYC program when the basketball court lights are turned on. Nevertheless, they engaged well and involved themselves in the six aside basketball competition, encouraging and supporting the younger participants.
There were an increased number of young people walking the streets tonight, as evidenced by the AHYC drop off service and being attracted to AHYC program by the basketball court lights being turned on.

A family group attended the AHYC program to spend quality time with their young people through the use of the AHYC program facility and activities.

NOTES OF CONCLUSION

- There were seven referrals to ADSCA during the program trial period all male aged 10 - 16
- Case manager worked with their parents and ADSCA’s 6 petrol sniffing cases
- They attended program after referrals and while they attended program they were not on substances
- 2 are referred to residential treatment programs
- In future we need to target more young women and girls, e.g. by having girls only nights
- Youth Leadership Group were starting to get involved at the end probably due to the fact they were returning from holidays
- Services and workers involved: Red Cross, Catholic Care (3 programs), Youth Leadership Group, Gerry McCarthy, Barkly Regional Council, CDU - Mentor, Lifestyle Solutions
- Deeper level of Case management have been happening in the centre with a number of organisations
- 9 interactive workshops - 6 on law and 3 on life skills — art could be introduced, e.g.; music, film, circus, etc.
- 8 nutritional cooking sessions were held
- 20 organised sporting sessions were held: football, basketball, soccer and kick ball
- Barriers; staffing over christmas and new years period mainly Dec 25 - Jan 4th
- 2 days centre shut down due to sorry business and or rain
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Program participation by gender and age

Average Daily Participation by Gender and Age
## Program participation by gender and age

### Youth Centre Tennant Creek BRC Sport and Rec Monthly Reporting

**Stats 2015**

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To Whom It May Concern:

RE: BARKLY REGIONAL COUNCIL YOUTH PROGRAM

The CAALAS Community Legal Education (CLE) team recently participated in a youth summer program run by the Barkly Regional Council at ‘Youthlinks’ in Tennant Creek. This program was run from 16 December 2015 to 23 January 2016, with support from a number of agencies in Tennant Creek.

The program was targeted at youth aged 10-15 to provide them with the opportunity to participate in sporting activities, as well as interactive workshops on legal rights and responsibilities, nutrition and healthy living. We have been informed that Barkly Regional Council provided a case worker who made several referrals to Alcohol and other Drug Services Central Australia (ADSCA) during the course of the program for issues such as petrol sniffing and marijuana usage.

CAALAS was first approached to run legal education workshops by Stewart Wiley, who was a central figure in organizing and running the program. The CLE team was keen to be a part of the program given that it provided an opportunity to positively engage with and provide quality legal education to a large number of young persons from Tennant Creek and the Barkly region more broadly. The CAALAS CLE team presented six interactive workshops over the course of the program, covering the following topics:

- Introduction to the law;
- Legal age restrictions (what age can I?);
- The criminal justice system;
- Police interactions;
- Common purpose (trouble with the mob); and
- Internet and the law (cyber safety).

CAALAS partnered with the Northern Territory Legal Aid Commission (NTLAC) to co-present four of these workshops. The workshops were very well received, with youth attendees highly engaged. Attendees demonstrated significant information retention by being able to recount information presented in previous sessions. Many of the sessions were concluded by applause and by youth attendees offering the workshop presenters to shake their hands.

As the primary provider of criminal legal defence services within Tennant Creek, CAALAS is well aware of the alarming rate of youth offending within Tennant Creek and across the Barkly region. CAALAS is also aware of and significantly concerned with the issue of substance abuse by youth, its effect on the health of abusers and the community, and the link between substance abuse and youth criminal offending.

CAALAS received positive anecdotal feedback from both attendees and local Tennant Creek services that the program run by Barkly Regional Council was beneficial. We believe that the program is particularly valuable in providing a
Providing legal aid and assistance to Aboriginal people of the Central Australian Region:

- Criminal
- Civil
- Family
- Adult Guardianship
- Community Legal Education
- Mental Health
- Restorative Justice
- Welfare Rights
- Youth Justice

Supportive and positive environment to engage youth in Ternant Creek. We further believe that the program has significant potential in providing an opportunity for local services to address substance abuse and youth offending through preventative education, as well as intervention and referrals for at-risk individuals.

We understand that Barkly Regional Council is applying for funding for a two year full time program to provide night activities for the youth of Tennant Creek. We see the value in such a program and strongly support this application for funding.

Yours sincerely,

If you have any queries in relation to this matter, please do not hesitate to contact me on 8950 9300.

Yours faithfully,

Eileen Van Iersel
Chief Executive Officer
Central Australian Aboriginal Legal Aid Service Inc.
ITEM NUMBER  8.4  
TITLE  Director Infrastructure - December 2015 / January 2016 Report  
REFERENCE  166468  
AUTHOR  Ranjani Jha, Director Infrastructure  

RECOMMENDATION  
That Council  

a) Receive and note the report of the activities within the Infrastructure Directorate for December 2015 / January 2016  

SUMMARY:  
The report addresses Infrastructure activities for the month of December 2015 and January 2016.  

Water Parks  
Construction of the water parks at Ali Curung was completed on 15 December 2015 and Elliott on 10 December 2015. Elliott water park is currently located on Council Sport & Recreation lease on Lot 106 and therefore connection of power and water services to the Lot was easy. This facility is operational and working well.  

However, connection of services to Ali Curung water park was complicated. Power and Water Corporation (PWC) supplied power to the Ali Curung water park for two days prior to Christmas so that the Contractor could commission the works before disconnection. Because we did not have a Lot Number, PWC could not supply electricity to the park.  

A survey of the Ali Curung site was completed on 14 January 2016 capturing the proposed lease boundaries and “as constructed” features and submitted to Department of Land Planning and Environment (DLPE). A Lot number (Lot No. 286 A) was subsequently assigned to the Ali Curung water park by the DLPE. This Lot number will now assist with the formal application to have electricity supplied to the water park.  

Electricity supply to Lot 286(A) at Ali Curung Water Park will hopefully be given shortly. The Infrastructure department plans organize a BBQ for the children at Ali Curung to thank them for their patience with delay in this project.  

Landfill Management  
The Environment Health Officer, Department of Health is in the process of organizing an onsite training at Papunya to demonstrate the landfill management best practices for relevant Council staff. Concerns have been received from Department of Health regarding the poor condition of Alpurrurulam landfill site where there is need to comply with best practice management. The problem at Alpurrurulam landfill could be due to lack of properly designed landfill and poor waste management practices of the past. The current landfill at Alpurrurulam is without any fence and the area is vast resulting in unauthorized and disorganized waste disposal. It has been suggested that a new landfill may have to be considered for Alpurrurulam rather than try to streamline the current one. This will be a significant project requiring land acquisition, landfill design, fencing, cell construction and transfer station facility. Endeavour will be made to seek Government funding for this project.  

The newly constructed landfill cells at Ampilatwatja and Arlparra were inspected and found to be operating satisfactorily however there is problem with dumped car bodies. The issue of car bodies will be discussed at future regional waste management group meetings to find the best solution.
Meetings have been held regarding Tennant Creek landfill site where significant stockpiles of organic waste and tyres are the two main issues to be addressed. One of the green waste stockpiles was burnt under controlled environment under the careful supervision of local fire services department. It has been decided that in future the organic waste stockpiles will be burnt off before they become too big and necessary consultation will be undertaken with the adjoining properties prior to burn off. It has been suggested by the staff that buying of a shredder for shredding of tyres may be an economically beneficial option rather than disposing at Alice Springs for a fee. Council should explore funding options for purchase of a shredder.

Another issue that has come to management notice is request for disposal of building and demolition waste from the local developments. Whilst the landfill staff have been advised not to accept any building and demolition waste Council would be obliged to accept the building and demolition waste from the local builders for the developmental works within the Council area. The fee and charges for accepting the building and demolition waste from Council area will need to be considered as a part of Council 2016/17 budget process.

**Council Building Fire Compliance**

Council offices at Tennant Creek have been audited for fire safety compliance and it has been found that at present the buildings are not fire compliant. In order to fulfil fire safety requirements necessary upgrade will be required. The four Council buildings that have been audited for fire safety compliance are:

- Council offices – 41 Peko Road
- Council Chamber (Pyramid Building)
- Library Building
- Administrative Building – 58 Peko Road

A quote has been received from local service provider indicating the scope of works and estimated cost. The cost is significant and it may be difficult to undertake all works within one financial year. The work will need to be prioritized and could be undertaken in stages. The cost estimate has been forwarded to Council’s Grants Manager to explore funding opportunities in order to reduce financial impact on Council. The fire compliance works will include works such as:

- Upgrade of fire indicator panels
- Smoke detectors
- Thermal detectors
- Fire indicator panels
- Installation of occupant warning system
- Installation of visual indicator lights

The priority order for works to be carried out is as follows:

- Stage 1 – Administration Building
- Stage 2 – Library Building
- Stage 3 – Council Chambers and offices (Pyramid building and Council office)
- Stage 4 – Civic Hall

In the interim short term fire compliance works need to be undertaken to the Administrative building to address the immediate risks raised by Tennant Creek Fire Services.

**Tenders**

Council is currently working on Ampilatwatja waste truck tender. A specification has been prepared in consultation with the depot staff for procurement of a second hand waste collection compactor truck in reasonable condition. Tendering process for this will commence mid February and completed by March.
Infrastructure is also working on the Ampilatwatja ablution block tender. Consultation has taken place with the local Community Coordinator on the needs of local community and a specification will be put together accordingly. Tender process for this will commence in February and completed by March.

This will be followed with other tenders in the order of priority and council provided with an update.

**Staff Quarters Ampilatwatja**
Subsequent to report to December 2015 Council meeting approval was obtained from Department of Local Government and Community Services for exemption from tendering requirements. Accordingly the Letter of Acceptance has been issued to NT Link, the lowest quote provider who have provided necessary contract documents in readiness for works to be undertaken. Currently the contractors are awaiting favorable weather conditions for transport and installation of staff quarters in consultation with the Ampilatwatja Community Coordinator.

**Marlinja Water Supply**
Considering the importance of this project consultation was undertaken with Department of Local Government and Community Services in order to select the second lowest quote provider being Barkly Plumbing. The lowest quote provider was BT remote however advice was received from them that they were unable to undertake this job therefore there was need to select the second lowest quote. The letter of acceptance has been issued and works accepted by Barkly Plumbing. Currently the area is inaccessible after recent rains and the works will commence as soon site access is provided.

**Purkiss Reserve Master Plan**
The first draft of Purkiss Reserve Master Plan was discussed by Purkiss Reserve committee members prior to Christmas and a number of comments made. These comments were forwarded to Elton Consulting and changes incorporated to the second draft. The second draft was provided to Council early this January and circulated to the Purkiss Reserve committee members. Further discussion will be held at the Purkiss Reserve committee level and if found satisfactory the Master Plan will be opened for public consultation. There have been changes within Elton Consulting management level and council’s key point of contact has recently left the company causing delays.

**Period contracts**
Department of Infrastructure has asked Council to take part in the following two tenders:

- Maintenance of Barkly Council Airports for a period of 24 months
- Street sweeping – Patterson Street

Both the tenders are currently being analyzed by Council officers. A number of queries need to be clarified by DoI in relation to Airfield maintenance tender before a tender can be submitted. A meeting will be held with DoI to discuss the areas of Council’s responsibilities in relation to the Airfield tender. Council needs to ensure that it is not exposed to liabilities by undertaking these jobs and paid adequately covering all costs incurred. Infrastructure Department is also working on Patterson Street sweeping tender.

**Tennant Creek Work Camp – Northern Gas Pipeline (NGP) Project**
A meeting was called by Steven Edgington, Regional Executive Director, Department of Chief Minister to discuss land availability within Tennant Creek for the construction and development of a temporary work camp for the Jemena Northern Gas Pipeline Project. The land size would ideally be 40,000sq meters to accommodate about 450 men. The meeting included representatives of the following organizations:
Cr Hal Ruger and Director Infrastructure attended the meeting as Barkly Council representatives.

A number of sites were suggested by other Departments. The two sites that were suggested by Barkly Council are as follows:

1. 37 Stuart Site, Tennant Creek
2. 37 Noble Street, Tennant Creek

It is felt that 37 Stuart Street may be the most suitable land as it is not too near to the airfield and still close to town facilities. The Juno site was also proposed as a potential site by another organization. A number of other sites were also suggested including:

- The Juno site
- Old Abattoir site
- Block owned by Department of Primary Industry near the Hobby Farms
- Transport hub on Warrego Road

All sites proposed have been forwarded to Department of Lands Planning and Environment for a preliminary assessment and comments.

**Jularikari Council Aboriginal Corporation – Joint Agreement Proposal**

Discussion has taken place with Jularikari representatives for signing of an agreement in order to undertake joint venture projects within the Council area. Council’s workforce has limited capacity due to the need to undertake day to day operational duties that are Council’s core duties. It would be advantageous to work jointly on community based projects with Council and Jularikari sharing their resources. Two type of draft agreements have been provided to Council, one being activity based and the other being work for dole activities. Comments have been provided for finalizing of these agreements which will enable Council and Jularikari teams to work together on projects of community benefit.

**Tennant Creek Swimming Pool**

At the beginning of January certain difficulties were faced with the Tenant Creek Swimming Pool operation. The pool had to be closed to rectify the problems. The swimming pool is currently under defects liability period therefore all structural and construction defects will need to be rectified by the builder. A list of issues to be addressed has been forwarded to the contractor for necessary inspection and rectification. Council’s management will ensure that all issues identified are satisfactorily addressed.

**Budget Submissions from Community Coordinators/Local Authorities**

Budget submissions have been invited and received from Community Coordinators for consideration in 2016/17 and future budgets. The Community Coordinators were requested to provide their input on high priority items for their areas taking in to account discussions at the Local Authority meetings. These submissions will be compiled and referred to Council workshop for future discussions and prioritization.
**Depot Operations - Tennant Creek Depot**

**Monthly Report February 2016**

| Period contracts | Street cleaning – Paterson street contract | Period contract has been extended to November 30  
|                  |                                            | Street sweeping carried out extra cleaning under instruction from DCI.  
|                  |                                            | Special attention given to the car park at Mary Anne dam for Australia Day  
|                  |                                            | Draft costing for ongoing DCI contract requirements  
|                  | Maintaining Railway station and weighbridge. | Toilets cleaned  
|                  |                                            | Grass cut  
|                  |                                            | Ant beds smashed down  
|                  |                                            | Poison weeds on railway station apron  
|                  | Community airstrips contract | Period contract has been extended until November 30  
|                  | Elliot Median strip contract | Period contract has been extended until November 30  
|                  | Council Offices (41 & 58). | General Maintenance (ongoing)  
|                  |                                            | Replace all light globes in the Civic hall  
|                  | Depot Minor Projects | Request director and CEO to begin negotiation regarding the CDP program with JCAC beginning with meeting on negotiation of a MOU  
|                  |                                            | Carried out works and requests for Australia day including Mary Anne Dam set up, Battery hill set up and pack up, returning all borrowed marquees, chairs and tables, flag poles flags lecterns and such.  
|                  |                                            | Draft costing for ongoing DCI contract requirements  
|                  |                                            | Bowling club grass cut by BWC  
|                  |                                            | Checked for water leaks, Meter not ticking over  
|                  |                                            | Slashed grass and whipper snipped at Lot 388  
|                  |                                            | Lot 1574  
|                  |                                            | Lot 1573  
|                  |                                            | Lot 2077  
|                  |                                            | Lot 649  
|                  |                                            | Lot 2124  
|                  |                                            | Audit of the Depot was conducted and the report is being managed for further action. (ongoing)  
|                  |                                            | Collating all electrical tools and cords for tag
and test. Completed
Stocktake all gas bottles/ oxy/acet, and argon shield (ongoing)

Repair washout and graded road to gas works at the Power station

Repair broken sprinklers 96 Staunton
Repair broken watering system 9 Griggs street
Move furniture from Ambrose street
Property Maintenance 50 Haddock street
Property maintenance 15 Caroline street
Property Maintenance 23 Leichardt street
Property Maintenance 9 Jubilee street.

Carry out measurements at the library on request

Relocate large marquee to Depot and ordered Container for storage as it was stored in an open area which would not be good for the plastics within the canvas walls

Carried out skills audit on staff needs

Ongoing supply of gas and batteries for the BBQ

Have small concreting jobs to complete behind the first aid building and front gate. Rear driveway.

Haddock street Park
Kathleen Park
Peko Park
Eldorado Park
Anzac Hill
Purkis Reserve

General Maintenance
General Maintenance
General Maintenance of Grounds
Toilets
BBQ
Graffiti removal
General Maintenance
Cut grass

Ongoing maintenance of grounds continually checking sprinklers and pot holes, continual poisoning clover clumps/ caltrop

Until all sport cease for a rest period for the oval to receive more attention and due to staff numbers, the minimum requirement above will continue.

Negotiate works carried out on new cricket pitch
Trying to minimise traffic on oval
Purkiss reserve swimming pool
Thanks for the rain
Cut the new grass twice since the Christmas
<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development applications</td>
<td>Quotes obtained from Hogan Fullerton and G&amp;K builders and sent through to grants manager</td>
</tr>
<tr>
<td>Vehicle Policy</td>
<td>The vehicle Policy was circulated for review and will be submitted to council for approval.</td>
</tr>
<tr>
<td>Abandoned Vehicles</td>
<td>Nil</td>
</tr>
<tr>
<td>Green Waste</td>
<td>Green waste pile set alight by the NTFB due to it being a risk. Need to clean up what’s left.</td>
</tr>
<tr>
<td>Cemetery</td>
<td>Subsided graves rectified ant beds removed and grass cut, and will be an ongoing task for staff</td>
</tr>
<tr>
<td></td>
<td>Assess future cemetery works (Plants and irrigation)</td>
</tr>
<tr>
<td></td>
<td>Cut grass and cleaned up twice over the Christmas period.</td>
</tr>
<tr>
<td>Flammables</td>
<td>Removed old dead tress from certain street verges.</td>
</tr>
<tr>
<td></td>
<td>Pick up green waste</td>
</tr>
<tr>
<td>Lake Maryanne Dam</td>
<td>Managed one major repair on main water line into lake Maryanne dam by Lavery Plumbing. Council is averaging three leaks per month and should consider replacing thin water pipe.</td>
</tr>
<tr>
<td></td>
<td>General maintenance grass cutting and repairs to the Ablution block, leaking taps blocked toilet</td>
</tr>
<tr>
<td></td>
<td>Septic pump out for Australia day</td>
</tr>
<tr>
<td></td>
<td>Extra works carried out for Australia Day set up and clean up.</td>
</tr>
<tr>
<td></td>
<td>Helped with the colour smash plus clean up.</td>
</tr>
<tr>
<td>Plant and Machinery</td>
<td>On going servicing of council fleet vehicles.</td>
</tr>
<tr>
<td></td>
<td>Major repairs</td>
</tr>
<tr>
<td></td>
<td>JCB front end loader hydraulic pump</td>
</tr>
<tr>
<td></td>
<td>Ongoing repairs to JCB, Hydraulic valve broken had to identify and remove to order new valve.</td>
</tr>
<tr>
<td></td>
<td>Rubbish truck, bin lifter and de-sooting engine plus Hydraulic line repair</td>
</tr>
<tr>
<td>Case front end loader bucket (still to be fitted)</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Street sweeper water pump</td>
<td></td>
</tr>
<tr>
<td>Relocated Manitou to Ali Curung from Depot for community clean up.</td>
<td></td>
</tr>
<tr>
<td>Repaired Case back hoe, ECU, fuel pump and fuel leaks</td>
<td></td>
</tr>
<tr>
<td>Repaired and relocated Ampilawatja tip truck</td>
<td></td>
</tr>
<tr>
<td>Relocate Night patrol vehicle to Depot for repairs</td>
<td></td>
</tr>
</tbody>
</table>

**Municipal landfill site**

| Carrying out works to relocate oil storage container to a bunded site. |
| Sought quotes for plumbing of oil storage container at the depot |
| Wrote and met with contractors about uniforming their charges as some contractors had differing rates as per earlier verbal agreements |
| Meet with Tennant Creek Fire Department about the management of our green waste and burn offs |
| Meet with potential contractors regarding the management of large amounts of fill from demolition sites |
| Sort out ongoing issues with DCI contractor about the use of our waste facility site. |
| Meet with DCI regarding strategies to monitor delivery of sizes and rubbish types. |

**Roadwork’s**

| Repaired damaged road in front of Depot and charged person responsible for the damage |
| Ordered but still waiting on asphalt to arrive from Darwin to be sent out to communities requesting it |

**Verges**

| Routine maintenance works have been carried out |
| Ongoing inspections and cleaning of side entry pits and drains. |
| Ongoing rubbish removal of green waste and dead trees, need dates for a green waste removal day/week. |
| Ongoing poisoning around town |
| Local Authority Beatification Project |
| Research suitable plants as per BRC verge policy |
| Locate suppliers |
Ask for quotes (4 nurseries approached)
Received three quotes, two quotes on what we require. One quote on differing plants due to supply. Decided to go with Darwin Wholesalers due to plant availability and timeframes.

Working on a MOU with the CDP program for more participants (ongoing)

To do
Dial before we dig (this week)
Pursue 50mm pvc for watering
Dig and treat holes for white ants
Plant and fertilise around mid march if temperatures are suitable.
Begin watering regime.

Rear laneway policy

The laneway policy reviewed and will be submitted at the February 2016 Meeting.

---

Waste Management
Token Takings

<table>
<thead>
<tr>
<th></th>
<th>Accounts</th>
<th>Tokens</th>
<th>Total Takings</th>
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</thead>
<tbody>
<tr>
<td>January 2015</td>
<td>$4,530</td>
<td>$2,320</td>
<td>$6,850</td>
</tr>
<tr>
<td>February</td>
<td>$12,340</td>
<td>$3,020</td>
<td>$15,360</td>
</tr>
<tr>
<td>March</td>
<td>$6,950</td>
<td>$2,870</td>
<td>$9,820</td>
</tr>
<tr>
<td>April</td>
<td>$6,220</td>
<td>$2,530</td>
<td>$8,750</td>
</tr>
<tr>
<td>May</td>
<td>$7,570</td>
<td>$2,440</td>
<td>$10,010</td>
</tr>
<tr>
<td>June</td>
<td>$4,700</td>
<td>$2,550</td>
<td>$7,250</td>
</tr>
<tr>
<td>July</td>
<td>$9,230</td>
<td>$3,640</td>
<td>$12,870</td>
</tr>
<tr>
<td>August</td>
<td>$5,780</td>
<td>$3,385</td>
<td>$9,165</td>
</tr>
<tr>
<td>September</td>
<td>$7,225</td>
<td>$2,865</td>
<td>$10,090</td>
</tr>
<tr>
<td>October</td>
<td>$6,245</td>
<td>$2,895</td>
<td>$9,140</td>
</tr>
<tr>
<td>November</td>
<td>$9,875</td>
<td>$2,950</td>
<td>$12,825</td>
</tr>
<tr>
<td>December</td>
<td>$4,610</td>
<td>$2,615</td>
<td>$7,225</td>
</tr>
<tr>
<td>January 2016</td>
<td>$7,760</td>
<td>$2,885</td>
<td>$10,645</td>
</tr>
</tbody>
</table>

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ATTACHMENTS:
Ordinary Council Meeting

CHIEF EXECUTIVE OFFICER'S REPORTS

ITEM NUMBER  8.5
TITLE         Director of Corporate Services - December 2015 - January 2016
REFERENCE     166795
AUTHOR        Chris Wright, Director Corporate Services

RECOMMENDATION
That Council

  a) Receive and not the report outlining the activities of the Corporate Services
     Directorate for the month

SUMMARY:
This report details the activities of the Corporate Services Directorate over the past month
and provides the financial and grants information for Council’s consideration.

Overdue Rates
The rates officer has initiated the collection process via a collection agency

Tech One Licence
An issue with the fees that Council Biz charges Council for a TechOne licence has been
identified

Civica Rebuild
The consultant has provided the recommended process and timetable to ensure the
changes are functional at the 1st July

Finance
The January finance report is attached

Highlights
An approach from ANZ to take over Council banking services promises significant interest
payments for Councils overnight trading account balance, effectively paying the Business
Deposit rate (presently 0.10%) plus 2.05% = 2.15% compared to the Westpac 0.1%. The
Finance Manager is researching the fine details, which if they are acceptable
recommendation to the Council meeting will be made.
At the end of January 2016 Council had a balance of $5.15M in the Operating Account and a
$13k balance in the Trust Account with Westpac.
At the end of January 2016 Council had $3M in Term Deposits with Westpac.

Income
- Council received $78k from the Department of Social Services for Home and
  Community Care funding
- Department of Prime Minister and Cabinet released $223k for the 2nd and 3rd quarter
  Indigenous Sport and Recreation Program. A further $605k was received for Night
  Patrol
- Council received 235k from Department of Sport and Recreation for the Active
  Remote Communities funding
- $96k was received from Department of Children and Families for the 3rd quarter Safe
  House funding
- Operational funding of $1.8M was received from the Department of Local
Government and a further $225k was released for Indigenous Jobs Development

- The unfavourable result in User Charges is due to the budgeted reclassification of income between Other Revenue and User Charges. We were unable to remediate the Chart of Accounts and budget in time for this report. However, it is anticipated that this will be rectified during the budget review.

- To date we have collected $2.5M of rates, $194k relates to arrears

**Expenditure**

- The comparison of employee costs has returned a favourable result due to the savings from unfilled positions.

- Capital expenditure is over budget due to the unbudgeted Water Parks projects

**Rates**

No. of registered properties in the Council area = 2384  
Non rateable properties = 873 or 37%  
Residential properties = 1189 or 50% (of these, 38% are Dept. of Housing)  
Commercial properties = 276 or 12%  
Pastoral properties = 46 or 2%

Rates levied for 2015-16 = $3.2 mill  
Arrears prior to this year = $398,500  
Outstanding amount for install 1 & 2 = $195,900  
Total arrears = $594,400

A collection initiative put in place (statutory Charges and Debt collection agency) by our rates officer has resulted in several long standing debts being collected, and payments regime set in place for a number of debts – and a thank you letter for advice provided to repay a long term debt from a grateful ratepayer!

**Grants**

The January Grants report is attached

**ATTACHMENTS:**

BARKLY REGIONAL COUNCIL

Finance Report
January 2016

Contents
Section 1 – Executive Summary ................................................................. 2
Section 2 – Financial Results ................................................................. 3
  2.1 Statement of Comprehensive Income ........................................... 3
  2.2 Cumulative YTD Revenue and Expenditure ................................. 4
  2.3 Cash and Investment Balances ...................................................... 5
  2.4 Debtors (including rates) Summary .............................................. 6
Section 1 – Executive Summary

This report provides a comparison of the total income and expenditure against budgets for 2015-16.

Income

- Council received $78k from the Department of Social Services for Home and Community Care funding
- Department of Prime Minister and Cabinet released $223k for the 2\textsuperscript{nd} and 3\textsuperscript{rd} quarter Indigenous Sport and Recreation Program. A further $605k was received for Night Patrol
- Council received 235k from Department of Sport and Recreation for the Active Remote Communities funding
- $96k was received from Department of Children and Families for the 3\textsuperscript{rd} quarter Safe House funding
- Operational funding of $1.8M was received from the Department of Local Government and a further $225k was released for Indigenous Jobs Development
- The unfavourable result in User Charges is due to the budgeted reclassification of income between Other Revenue and User Charges. We were unable to remediate the Chart of Accounts and budget in time for this report. However, it is anticipated that this will be rectified during the budget review.
- To date we have collected $2.5M of rates, $194k relates to arrears

Expenditure

- The comparison of employee costs has returned a favourable result due to the savings from unfilled positions.
- Capital expenditure is over budget due to the unbudgeted Water Parks projects

At the end of January 2016 Council had $3M in Term Deposits with Westpac and a balance of $5.15M in the Operating Account and a $13k balance in the Trust Account with Westpac.
Section 2 – Financial Results

2.1 Statement of Comprehensive Income

<table>
<thead>
<tr>
<th></th>
<th>Annual Budget</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>$ Variance YTD Actuals to YTD Budget</th>
<th>Comment</th>
<th>% Variance of Full Year Budget</th>
<th>Full Year Budget Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants Subsidies Contributions</td>
<td>16,006,116</td>
<td>12,432,077</td>
<td>12,998,186</td>
<td>566,109</td>
<td>Favourable</td>
<td>3.54%</td>
<td>3,007,930</td>
</tr>
<tr>
<td>Rates</td>
<td>3,243,271</td>
<td>3,243,271</td>
<td>3,271,700</td>
<td>28,429</td>
<td>Unfavourable</td>
<td>0.88%</td>
<td>-28,429</td>
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<tr>
<td>User Charges</td>
<td>1,802,226</td>
<td>1,051,298</td>
<td>438,998</td>
<td>-612,300</td>
<td>Unfavourable</td>
<td>-33.97%</td>
<td>1,363,228</td>
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<tr>
<td>Other Revenue</td>
<td>843,668</td>
<td>593,723</td>
<td>1,054,283</td>
<td>460,560</td>
<td>Favourable</td>
<td>54.59%</td>
<td>-210,615</td>
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<tr>
<td></td>
<td>21,895,281</td>
<td>17,320,370</td>
<td>17,763,167</td>
<td>442,797</td>
<td>Favourable</td>
<td>2.02%</td>
<td>4,132,114</td>
</tr>
<tr>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Costs</td>
<td>13,683,351</td>
<td>8,017,365</td>
<td>6,615,391</td>
<td>-1,401,973</td>
<td>Favourable</td>
<td>-10.25%</td>
<td>7,067,960</td>
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<tr>
<td>Contracts &amp; Materials</td>
<td>6,998,433</td>
<td>4,281,655</td>
<td>3,598,429</td>
<td>-853,226</td>
<td>Favourable</td>
<td>-23.33%</td>
<td>3,400,004</td>
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<tr>
<td>Depreciation Amortisation &amp; Impairment</td>
<td>2,893,913</td>
<td>1,688,156</td>
<td>1,732,194</td>
<td>44,038</td>
<td>Unfavourable</td>
<td>1.52%</td>
<td>1,161,719</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>1,213,498</td>
<td>798,280</td>
<td>1,433,955</td>
<td>665,675</td>
<td>Unfavourable</td>
<td>54.88%</td>
<td>-220,457</td>
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<tr>
<td></td>
<td>24,789,195</td>
<td>14,725,455</td>
<td>13,379,969</td>
<td>-1,345,486</td>
<td>Favourable</td>
<td>-5.43%</td>
<td>11,409,226</td>
</tr>
<tr>
<td>Operating Surplus/(Deficit)</td>
<td>-2,893,914</td>
<td>2,594,915</td>
<td>4,383,198</td>
<td>1,788,283</td>
<td>Favourable</td>
<td>-61.79%</td>
<td>-7,277,112</td>
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<tr>
<td>Depreciation Amortisation &amp; Impairment</td>
<td>2,893,913</td>
<td>1,688,156</td>
<td>1,732,194</td>
<td>44,038</td>
<td>Unfavourable</td>
<td>1.52%</td>
<td>1,161,719</td>
</tr>
<tr>
<td>Notional Surplus/(Deficit)</td>
<td>0</td>
<td>4,283,071</td>
<td>6,115,392</td>
<td>1,832,321</td>
<td>Unfavourable</td>
<td>0.00%</td>
<td>-6,115,393</td>
</tr>
<tr>
<td>Capital Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants Subsidies Contributions</td>
<td>1,860,000</td>
<td>1,860,000</td>
<td>1,804,743</td>
<td>-55,257</td>
<td>Unfavourable</td>
<td>-2.97%</td>
<td>55,257</td>
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<tr>
<td>Capital Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts &amp; Materials</td>
<td>2,117,192</td>
<td>1,926,182</td>
<td>2,945,786</td>
<td>1,019,604</td>
<td>Unfavourable</td>
<td>48.16%</td>
<td>-828,594</td>
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<tr>
<td>Capital Surplus/(Deficit)</td>
<td>-257,192</td>
<td>-66,182</td>
<td>-1,141,043</td>
<td>-1,074,861</td>
<td>Favourable</td>
<td>418%</td>
<td>883,851</td>
</tr>
</tbody>
</table>
2.2 Cumulative YTD Revenue and Expenditure

The above line graph is a cumulative representation of total revenue and expenditure. It depicts the increases each month of the cumulative actuals and budget.
### 2.3 Cash and Investment Balances

<table>
<thead>
<tr>
<th>Bank</th>
<th>Account</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac Bank</td>
<td>Operating</td>
<td>5,152,086</td>
</tr>
<tr>
<td>Westpac Bank</td>
<td>Trust</td>
<td>12,569</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>5,164,655</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term Deposits</th>
<th>S &amp; P’s Credit Rating</th>
<th>$</th>
<th>Interest Rate</th>
<th>Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac</td>
<td>A1 Short Term and AA- Long Term</td>
<td>3,014,510</td>
<td>3.05%</td>
<td>08/03/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>3,014,510</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.4 Debtors (including rates) Summary

<table>
<thead>
<tr>
<th>Debtors Category</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
<th>90+ Days</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundry Debtors</td>
<td>7,433</td>
<td>87,969</td>
<td>7,684</td>
<td>-</td>
<td>53,815</td>
<td>141,532</td>
</tr>
<tr>
<td>Staff Debtors</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Library Debtors</td>
<td>-</td>
<td>138</td>
<td>337</td>
<td>-</td>
<td>1,372</td>
<td>1,846</td>
</tr>
<tr>
<td>NT Gov Debtors</td>
<td>15,407</td>
<td>156,803</td>
<td>1,176</td>
<td>-</td>
<td>-</td>
<td>173,386</td>
</tr>
<tr>
<td>Fed Gov Debtors</td>
<td>-</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
</tr>
<tr>
<td>Dump Access Debtors</td>
<td>-</td>
<td>5,010</td>
<td>210</td>
<td>305</td>
<td>3,070</td>
<td>8,595</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22,839</td>
<td>449,920</td>
<td>5,961</td>
<td>305</td>
<td>58,257</td>
<td>525,359</td>
</tr>
</tbody>
</table>

### Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brought Forward arrears</td>
<td>$592,419</td>
</tr>
<tr>
<td>Interest</td>
<td>$29,687</td>
</tr>
<tr>
<td>Rates Levied 2015-16</td>
<td>$3,251,674</td>
</tr>
<tr>
<td></td>
<td>$3,873,781</td>
</tr>
<tr>
<td>Rates Collected 2015-16</td>
<td>-$2,517,450</td>
</tr>
<tr>
<td>Total Balance</td>
<td>$1,356,332</td>
</tr>
<tr>
<td>Arrears owing</td>
<td>$398,478</td>
</tr>
<tr>
<td>Overdue 1st &amp; 2nd Instalments</td>
<td>$195,882</td>
</tr>
<tr>
<td>Due and payable immediately</td>
<td>$594,460</td>
</tr>
</tbody>
</table>
# Grants Unit Report

## SUCCESSFUL APPLICATIONS

**COMMUNITY:** Tennant Creek

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Tennant Creek Waste Management Masterplan</td>
<td>1.1, 2.1, 3.1, 4.1, 5.1, 6.1, 7.1, 8.1</td>
<td>$32,150.00</td>
</tr>
</tbody>
</table>

*Goals
1.1 We embrace cultural diversity and work respectfully
2.1 We will maximise regional development
3.1 We grow our own
4.1 We build and have meaningful partnerships
5.1 We support community wellbeing through standard and consistent service delivery
6.1 We are a strong regional leader in governance
7.1 We will be innovative and professional
8.1 We will stand up for Local Government and push back

## APPLICATIONS SUBMITTED THIS MONTH

**COMMUNITY:** Tennant Creek

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>International Women’s Day</td>
<td>1.1, 2.1, 3.1, 4.1, 5.1, 7.1</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>December</td>
<td>CDP Provider</td>
<td>1.1, 2.1, 3.1, 4.1, 5.1, 6.1, 7.1, 8.1</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**COMMUNITY:** All
<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Nannup Music Festival – Rayella, D7’s</td>
<td>1,1,2,1,3,1,4,1,5,1,7,1</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

**COMMUNITY: Aralperra**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**UNSUCCESSFUL APPLICATIONS –**

**COMMUNITY: All**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>TC CBD Redevelopment and Upgrade</td>
<td>1,1,2,1,3,1,4,1,5,1,6,1,7,1,8,1</td>
<td>$124,800.00</td>
</tr>
</tbody>
</table>

**COMMUNITY: Aralperra**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**OUTSTANDING APPLICATIONS**

**COMMUNITY: Barkly**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Community Mural</td>
<td>1,1,3,1,4,1,5,17,1</td>
<td>$9,520.00</td>
</tr>
<tr>
<td>October</td>
<td>TC CBD Redevelopment and Upgrade</td>
<td>1,1,2,1,3,1,4,1,5,1,6,1,7,1,8,1</td>
<td>$124,800.00</td>
</tr>
<tr>
<td>September</td>
<td>ABA – Workforce Development (LLN)</td>
<td>1,1,2,1,3,1,4,1,5,1,6,1,7,1,8,1</td>
<td>$242,901.00</td>
</tr>
<tr>
<td></td>
<td>ACAR – HOME CARE PACKAGES</td>
<td>1,1,2,1,3,1,4,1,5,1,6,1,7,1,8,1</td>
<td>2 spaces per community</td>
</tr>
<tr>
<td>September</td>
<td>Stronger Communities – park lights &amp; flouro numbers</td>
<td>1,1,2,1,3,1,4,1,5,1,6,1,7,1,8,1</td>
<td>$6,875.00</td>
</tr>
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</table>

**ACQUITTED APPLICATIONS**

**COMMUNITY: All**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**SUMMARY**
- BRC Community Grants round finalised. Successful applicants to fill in agreements and funding is allocated.
- Six monthly financial reporting submitted.
- Working on imbedding documents in reporting templates

PROJECTS FOR THE BARKLY JULY 2015 – JUNE 2016

| COMMUNITY: |

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT/PROGRAM</th>
<th>ALIGNS TO GOAL #</th>
<th>AMOUNT APPLIED</th>
<th>AMOUNT RECEIVED</th>
<th>FUNDING BODY</th>
<th>Successful/Un</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Community Mural</td>
<td>1.1.3.1, 4, 15.17.1</td>
<td>$9,520.00</td>
<td>Art NT</td>
<td>Tennant Creek</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>TC CBD Redevelopment and Upgrade</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$124,800.00</td>
<td>Dept Infrastructure</td>
<td>unsuccessful Tennant Creek</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>ABA – Workforce Development (LLN)</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$242,501.00</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>ACAR – HOME CARE PACKAGES</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>2 spaces per community</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Stronger Communities – park lights &amp; flouro numbers</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$6,875.00</td>
<td>Elliott</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SPG’s Rubbish Truck</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$159,048.30</td>
<td>$144,743.00</td>
<td>NTG Comm Serv</td>
<td>successful Alpurrurulam</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SPG’s – OVAL fence</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$84,500.00</td>
<td>0.00</td>
<td>unsuccessful Tennant Creek</td>
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<td></td>
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<tr>
<td>September</td>
<td>SPG’s – Backhoe</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$165,100.00</td>
<td>0.00</td>
<td>NTG Comm Serv</td>
<td>unsuccessful Al Curung</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Purkiss Reserve Financially Sustainable</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$21731.00</td>
<td>0.00</td>
<td>DSRR</td>
<td>unsuccessful Tennant Creek</td>
<td></td>
</tr>
<tr>
<td>27/8/15</td>
<td>Building Safe Communities</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
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<td>0.00</td>
<td>unsuccessful Barkly South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 31</td>
<td>Community Benefit Fund NTG</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
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<td></td>
</tr>
<tr>
<td>July 31</td>
<td>NSRF – Tourism Infrastructure</td>
<td>1.1.2.1, 3.1, 4, 4.15, 1.6, 1, 7.1, 8.1</td>
<td>$109,305.00</td>
<td>0.00</td>
<td>unsuccessful Barkly South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Stock Troughs</td>
<td>1.2.3, 4.5, 6, 7</td>
<td>$11,940.00</td>
<td>$11,940.00</td>
<td>NTG Comm Serv</td>
<td>Successful</td>
<td>Utopia</td>
</tr>
<tr>
<td></td>
<td>Atwengerrepe ablution block</td>
<td>1.2.3, 5, 6, 7</td>
<td>$200,000</td>
<td>$200,000.00</td>
<td>NTG Comm Serv</td>
<td>Successful</td>
<td>Atwengerrepe</td>
</tr>
<tr>
<td>May</td>
<td>Marlinja Water</td>
<td>1.2.3, 4.5, 6, 7</td>
<td>$91,580.00</td>
<td>$91,580.00</td>
<td>NTG Comm Serv</td>
<td>Successful</td>
<td>Marlinja</td>
</tr>
</tbody>
</table>
### Item Executive Officer's Reports

**Item Number**: 8.6  
**Title**: Public Relations and Events Manager - December 2015 / January 2016 Report  
**Reference**: 166606  
**Author**: Ktima Heathcote, Public Relations and Events Manager

#### Recommendation

That Council

a) Receive and note the report outlining the activities of the Public Relations and Events Manager for December 2015 and January 2016

#### Summary:

The report provides an overview of the activities of the Press Relations and Events Manager during December 2015 and January 2016.

#### Background

**Barkly Regional Council Website**

Updates on Australia Day and events were pre-posted on the council website before the Christmas break and have continued since the return in early 2016.

**President's Column and Facebook Page**

The final President's column for 2015 was published in the Tennant & District Times on 18 December with the next President's column to be published in mid February. President Shaw’s Facebook Page also continues, with page likes increasing.

**Media Releases**

Regular media releases continue to be distributed to local, Territory-wide and national media newspaper and radio outlets, including stories on the Australia Day celebrations and the recent pool closures due to contamination.

**Tennant Creek Christmas Lights Competition**

Winners of the Tennant Creek Christmas Lights competition were announced in the *Tennant & District Times* in the last issue of 2015 with updates on the website, President Shaw’s Facebook Page. The residents of 6 Ranedo Court won $300 in first place with 39 Thompson Street winning $200 in second place. First prize for Best Street went to Ranedo Court with Little Rippers winning the Best Shop Front entry and Bonnie Baby Clothes coming second. As only one street entered the competition this year, the judges decided on a Special Mention Prize of $200 for 15 Tinkarli camp for the family's extraordinary effort. Prize money was donated by Councillor Hal Ruger.

**Christmas Council Closure and Landfill Fee Waiver**

An advert was placed in the *Tennant & District Times* on 11 December 2015 highlighting the dates that Council will be closed, waiving the fees for landfill entry and the Christmas message from the Council President.

**Australia Day 2016**

Winners for the Australia Day 2016 Local Government Awards were selected by an Australia Day Committee, with a mix of Indigenous and non-Indigenous judges, towards the end of last year. Coordination, planning and delivery of the Triathlon, Battery Hill Breakfast, Citizenship and Australia Day Ceremonies, and the afternoon activities at Lake Mary Ann, including sourcing of sponsorship, administration, liaising with different local organisations, the PR and media promotion for radio, newspapers, social media and Facebook page, and preparation for the day was carried out by the PR & Events Manager throughout November, December and the three-week lead up to Australia Day, 26 January. Nearly $11,000 was...
Ordinary Council Meeting 18 February 2016

raised in sponsorship for the event. This does not include the $4000 grant from Australia Day NT Council. Former NRL player Corey Payne took part in all activities as part of the Australia Day Ambassador Program 2016. The actual day was a great community success and well supported with assistance from Council staff, the Council Depot, councillors and volunteers from a wide range of local organisations.

International Women’s Day (IWD) Committee
An IWD committee comprising of President Barb Shaw, councillors, staff and various local organisations has been set up. It was decided at the 12 January meeting that women in the community would celebrate the occasion with a breakfast on Sunday, 6 March, and a parade down Paterson Street from Nyinkka Nyunyu Art & Cultural Centre to Peko Park on the morning of IWD Day, 8 March.

Barkly Buzz
Due to an increase in public events throughout 2015 and the need to gather sponsorship and coordinate events for Australia Day 2016 and International Women’s Day 2016 the third and fourth quarter of the Barkly Buzz 2015 (July-December) will now be printed in February.

ATTACHMENTS:
There are no attachments for this report.
LOCAL AUTHORITY MEETING MINUTES AND BUSINESS ARISING

ITEM NUMBER 9.1
TITLE Tennant Creek Local Authority Meeting - 1 February 2016
REFERENCE 167029
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council
   a) Receive and note the Tennant Creek Local Authority meeting minutes of the 1 February 2016
   b) Adopt the recommendations contained in the minutes.
   c) Note the continuing action list

ATTACHMENTS:
1 LA4 - Unconfirmed Minutes - TCK Local Authority - 01.02.2016.pdf
2 Action List - Tennant Creek LA - 01.02.2016.pdf
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.

MINUTES

TENNANT CREEK LOCAL AUTHORITY
MONDAY, 1 FEBRUARY 2016

The Tenant Creek Local Authority of the Barkly Regional Council was held in Tennant Creek on Monday, 1 February 2016 at 5:00pm.

Allan McGill
A/Chief Executive Officer
1. **OPENING AND ATTENDANCE**
Meeting commenced at 5:01pm with Jenni Kennedy as chair. Welcome to Country was provided by Native Title Owner Mr. Ross Williams of the Patta Group.

1.1 **ELECTED MEMBERS PRESENT**
- Jenni Kennedy: Chairperson
- Mitchell Healy: Deputy Chairperson
- Len Holbrook: Local Authority Member
- Brian Coleman: Local Authority Member
- Kelly Brahim: Local Authority Member
- President Barb Shaw: Ward Councillor
- Cr. Joyce Taylor: Ward Councillor
- Cr. Hal Ruger: Ward Councillor
- Cr. Pat Braun: Ward Councillor

1.2 **STAFF AND VISITORS PRESENT**
- Allan McGill: A/Chief Executive Officer
- Courtney Barber: Executive Assistant to the Chief Executive Officer

1.3 **APOLOGIES TO BE ACCEPTED**

<table>
<thead>
<tr>
<th>MOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the Authority</td>
</tr>
<tr>
<td>a) Accept the apologies of:</td>
</tr>
<tr>
<td>• Steve Edgington: Local Authority Member</td>
</tr>
<tr>
<td>• Leisha Booth: Local Authority Member</td>
</tr>
<tr>
<td>• Cr. Narelle Bremner: Ward Councillor</td>
</tr>
</tbody>
</table>

Moved: Cr. Hal Ruger
Seconded: Sid Vashist  CARRIED UNAN.

Resolved 1/16

1.4 **ABSENT WITHOUT APOLOGIES**
- Cr. Tony Boulter: Ward Councillor

1.5 **DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF**
- There were no declarations of interest at this Tennant Creek Local Authority meeting.

2. **CONFIRMATION OF PREVIOUS MINUTES**

2.1 **TENNANT CREEK LOCAL AUTHORITY MINUTES - 7 DECEMBER 2015**

<table>
<thead>
<tr>
<th>MOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the Authority</td>
</tr>
<tr>
<td>a) Confirm the minutes of the Tennant Creek Local Authority Meeting held 7 December 2015 as a true and accurate record.</td>
</tr>
</tbody>
</table>

Moved: Len Holbrook
Seconded: Kellie Brahim  CARRIED UNAN.
3. ACTION ITEMS FROM PREVIOUS MEETING

** ADDITIONAL ITEM – BEAUTIFICATION PROJECT, STAGE 1

Len Holbrook updated the authority on the status of the Beautification Project, Stage 1. The Kings Park, which was the preferred option, has been extremely difficult to source, and would not expect delivery of these until July/August 2016. This would not be the ideal planting time, therefore other options have been sourced and a quote provided from Darwin Wholesalers for 2 tree options that are currently in stock. Delivery can occur immediately, with planting to commence early – mid March, as planned.

The Department of Infrastructure (DoI) planned beautification upgrade of Patterson Street, will not occur until 2017, after previous discussions with DoI, it was confirmed they would undertake the planting of stage 2 (Peko Road), with the Local Authority providing the plants. The Local Authority highlighted the importance of having Peko Road planting completed sooner, removing Wolseley and Myers Street from the project plan, resulting with the following motion put and carried.

MOTION

That the Authority

- a) Recommend to Council that the location of Stage 1, be carried out on Peko Road, Hilda Street, Cubagee Street, Zingebine Court and Chitlock Crescent.
- b) Recommend that Council provide an updated Project Plan
- c) Recommend that Council proceed with the project as a matter of priority

Moved: Len Holbrook  
Seconded: Cr. Taylor  
CARRIED UNAN.

3.1 PAST MEETING DECISION/ACTION LIST - 7 DECEMBER 2015

MOTION

That the Authority

- a) Receive and note the past meeting Decision/Action List from its meeting on 7 December 2015

Moved: Kellie Brahim  
Seconded: Cr. Braun  
CARRIED UNAN.

** ADDITIONAL ITEM – PARKS AND GARDENS

Len Holbrook highlighted the need within the Tennant Creek locality to have a dedicated team for Parks and Gardens, as Council currently do not provide this.

MOTION

That the Authority

- a) Recommend Council develop and appoint a qualified Parks and Gardens Coordinator

Moved: Len Holbrook  
Seconded: Jenni Kennedy  
CARRIED UNAN.
Resolved 5/16

3.2 COMMERCIAL MARQUEE - DRAFT TERMS AND CONDITIONS / HIRE FEES

RECOMMENDATION
That the Authority
a) Endorse and recommend to Council the draft Terms and Conditions of the Commercial Marquee Hire
b) Endorse and recommend to Council the Fees and Charges associated with the dry hire of the Commercial Marquee

AMENDED MOTION
That the Authority
a) Endorse and recommend to Council the draft Terms and Conditions of the Marquee Hire, with exemption of the cancellation fee
b) Endorse and recommend to Council the hire of the Marquee be charged at a rate of $200 per day for community and $850 per day for commercial / government use
c) Recommend that Council absorb the costs involved with assembly and disassembly for community hire
d) Endorse the hire only occurs within the Tennant Creek Locality

Moved: Sid Vashist
Seconded: Kellie Brahim  CARRIED UNAN.

Resolved 6/16

4. LOCAL AUTHORITY PROJECTS

4.1 2015/16 LOCAL AUTHORITY BUDGET PRIORITIES

RECOMMENDATION
That the Authority
a) Receive and note the report
b) Endorse the expenditure priority ranking

AMENDED MOTION
That the Authority
a) Receive and note the report
b) Endorse the expenditure priority ranking
c) That a report be provided with costings on each project to identify possible expenditure allocation of the 2015/16 Local Authority Budget

Moved: Kellie Brahim
Seconded: Len Holbrock  CARRIED UNAN.

Resolved 7/16
5. **REPORTS FROM BARKLY REGIONAL COUNCIL**

5.1 **CHIEF EXECUTIVE OFFICER REPORT - DECEMBER 2015 / JANUARY 2016**

**MOTION**
That the Authority
   a) Receive and note the report of the Chief Executive Officer

Moved: Cr. Ruger
Seconded: Cr. Taylor
Resolved 8/16
CARRIED UNAN.

6. **ITEMS TO CONSIDER ON A PERIODIC BASIS**

6.1 **TENNANT CREEK QUARTERLY BUDGET**

**MOTION**
That the Authority
   a) Receive and note the report

Moved: Kellie Brahme
Seconded: Len Holbrok
Resolved 9/16
CARRIED UNAN.

7. **OTHER BUSINESS**

7.1 **ITEM FROM MEMBER: MINING EQUIPMENT**

**RECOMMENDATION**
That the Authority
   a) Undertake discussions and ascertain input from members regarding the Mining equipment placed in various places in Tennant Creek

**AMENDED MOTION**
That the Authority
   a) Recommend to Council to review the current mining equipment within Tennant Creek in regard to removal or rejuvenation
   b) Seek input from the Tennant Creek Tourism Advisory Committee and Battery Hill

Moved: Cr. Taylor
Seconded: Len Holbrok
Resolved 10/16
CARRIED UNAN.
7.2 ITEM FROM MEMBER: YOUTH TRIAL

MOTION

That the Authority

a) Recommend that Council, release the final report of the 'Trial Youthlinx Project' to the Local Authority
b) Recommend that Council prepare a submission to the Department of the Chief Minister to continue the Youthlinx Project for a further three (3) years.
c) Recommend that Council's submission should clearly demonstrate a multi-agency approach to the project.

Moved: Mitch Healy
Seconded: Brian Coleman
Resolved: 11/16
CARRIED UNAN.

7.3 **ADDITIONAL ITEM – AFTER HOURS SCHOOL CARE

MOTION

That the Authority

a) Support the development of an after school hours care program
b) Recommend to Council to write to the Department of Chief Minister highlighting the critical issue and seek support

Moved: Jenni Kennedy
Seconded: Cr. Braun
Resolved: 12/16
CARRIED UNAN.

8. PRESENTATIONS

Nil

9. ITEMS TABLED

Nil

10. CLOSE OF MEETING

Chairperson Jenni Kennedy closed the meeting at 6:45pm.
Next Meeting of the Tennant Creek Local Authority to be held on Monday, 4 April 2016

Unconfirmed Minutes – Tennant Creek Local Authority – 01.02.2016
- 6 -
<table>
<thead>
<tr>
<th>MEETING DATE</th>
<th>TASK / PROJECT</th>
<th>ACTIONS TO BE TAKEN</th>
<th>BUDGET SOURCE</th>
<th>ACTION LEADER</th>
<th>COMPLETED/STATUS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Community Project Funding –</td>
<td>a) Receive and note the draft project plan for the beautification of Tennant Creek.</td>
<td>TC Local Authority 2014/15 Budget Up to $20,000 as endorsed at the 24 June 2015 meeting.</td>
<td>Governance Officer / Len Holbrook / Cr. Hal Ruger</td>
<td>Pending</td>
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<td></td>
<td>Priority 2 Beatification of</td>
<td>b) Site selection be expanded to include Peko Road for dust suppression.</td>
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<td></td>
<td>Tennant Creek – Stage 1 (Older</td>
<td>c) That the working group look at a landscape plan that includes shrubs and trees.</td>
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<td></td>
<td>Area) Wolseley &amp; Meyer Streets .</td>
<td>d) That the Landscape plan reflect Councils approved verge policy.</td>
<td></td>
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<td></td>
<td>(Newer area) Hilda St, Cubagee</td>
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<td></td>
<td>St, Zigenbina Court, Chitlock Cres.</td>
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<tr>
<td>7 Dec 2015</td>
<td>Animal Management Program</td>
<td>That the Authority</td>
<td></td>
<td>EA to CEO</td>
<td>Pending</td>
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<td></td>
<td></td>
<td>a) Refer the item back to Barkly Regional Council, so that further funding and feasible options can be sourced.</td>
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<td></td>
<td>b) Request that Barkly Regional Council provide an update to their April 2016 Local Authority Meeting.</td>
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<td></td>
<td></td>
<td>c) Recommend Barkly Regional Council write letters to Warren Snowden and the Local MLA, advocating for feasible options for an ongoing Animal Management Program.</td>
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<td></td>
<td><strong>Resolved</strong> 1/15</td>
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</tbody>
</table>

Meeting of 1 February, Wolesley and Meyers streets were removed and replaced with Peko Road. Still maintaining Hilda St, Cubagee St, Zingengine Ct and Chitlock Cres.

Plants have been ordered with Darwin Wholesalers, 300 x Dawson River Weeper and 125 x Callistemon Rose Opal. $11.00 each. This will equate to approximately 3kms of planting.

Planting to commence early-mid March, with a post box drop with flyers to be done late February, additionally with flyers around the township.

Letters sent. Awaiting response.
<table>
<thead>
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<th>BUDGET SOURCE</th>
<th>ACTION LEADER</th>
<th>COMPLETED/STATUS</th>
</tr>
</thead>
</table>
| 1 Feb 2016   | Commercial Marquee Fees and Charges | That the Authority  
  a) Endorse and recommend to Council the draft Terms and Conditions of the Marquee Hire, with exemption of the cancellation fee  
  b) Endorse and recommend to Council the hire of the Marquee be charged at a rate of $200 per day for community and $950 per day for commercial/government use  
  c) Recommend that Council absorb the costs involved with assembly and disassembly for community hire  
  d) Endorse the hire only occurs within the Tennant Creek Locality  
  Resolved 2/16 | EA to CEO |                           |
| 1 Feb 2016   | 2015/16 Local Authority Allocation Budget  | That the Authority  
  a) Receive and note the report  
  b) Endorse the expenditure priority ranking  
  c) That a report be provided with costings on each project to identify possible expenditure allocation of the 2015/16 Local Authority Budget  
  Resolved 3/16 | LA 15/16 Budget | Director Infrastructure |
| 1 Feb 2016   | Mining Equipment | That the Authority  
  a) Recommend to Council to review the current mining equipment within Tennant Creek in regard to removal or rejuvenation  
  b) Seek input from the Tennant Creek Tourism Advisory Committee and Battery Hill  
  Resolved 4/16 | Director Infrastructure | Undertake a review of the current mining equipment on display throughout Tennant Creek  
  EA to CEO | Request input from LTAC and Battery Hill. |
<table>
<thead>
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<th>MEETING DATE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Feb 2016</td>
<td>Parks and Gardens Coordinator</td>
<td>That the Authority</td>
<td></td>
<td>Director Infrastructure / CEO</td>
<td>Business Case to be developed and submitted for endorsement of Parks and Gardens Coordinator</td>
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<td></td>
<td></td>
<td>a) Recommend Council develop and appoint a qualified Parks and Gardens Coordinator</td>
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<td>Resolved 5/16</td>
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<tr>
<td>1 Feb 2016</td>
<td>Youth Trial</td>
<td>That the Authority</td>
<td></td>
<td>EA to CEO</td>
<td></td>
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<td></td>
<td>a) Recommend that Council, release the final report of the 'Trial Youthlink Project' to the Local Authority</td>
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<td></td>
<td>b) Recommend that Council prepare a submission to the Department of the Chief Minister to continue the Youthlink Project for a further three (3) years.</td>
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<td>c) Recommend that Council's submission should clearly demonstrate a multi agency approach to the project.</td>
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<td></td>
<td>Resolved 6/16</td>
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<tr>
<td>1 Feb 2016</td>
<td>After Hours School Care</td>
<td>That the Authority</td>
<td></td>
<td>EA to CEO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) Support the development of an after school hours care program</td>
<td></td>
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<td>b) Recommend to Council to write to the Department of Chief Minister highlighting the critical issue and see support</td>
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<td></td>
<td></td>
<td>Resolved 7/16</td>
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</tbody>
</table>
ITEM NUMBER  9.2
TITLE       Ali Curung Local Authority Meeting - 2 February 2016
REFERENCE   167031
AUTHOR      Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

  a) Receive and note the Ali Curung Local Authority meeting minutes of 2 February 2016
  b) Adopt the recommendations contained within the minutes.
  c) Note the continuing action list

ATTACHMENTS:
1  LA3 - Unconfirmed Minutes - Ali Curung Local Authority - 02.02.2016.pdf
MINUTES

ALI CURUNG LOCAL AUTHORITY
Held Tuesday 2nd of February 2016
Barkly Regional Council, Ali Curung, Conference Room

1. **MEETING OPENING**
   
   Cr. Noel Hayes opened the meeting at 10.25am and welcomed everyone to the meeting.

2. **ATTENDANCE / APOLOGIES**

   2.1 **Members Present**
   
   Cr. Noel Hayes  Chair (Ward Councillor)
   Edith Hanlon    Local Authority Member
   Derek Walker    Local Authority Member
   Charlie Poulson Local Authority Member
   Ronald Brown   Local Authority Member
   Graham Beasley Local Authority Member
   Peter Corbett  Local Authority Member

   2.2 **Staff and Visitors Present**
   
   Mark Parsons   Barkly Regional Council Community Coordinator
   David Curtis   Department of Local Government and Communities
   Chris Wright   Barkly Regional Council Director of Corporate Services
   Ian Grieves    Art Gallery
   Jack Mather    Ali Curung Police

   2.3 **Apologies**
   
   Andrew Tsavaris Local Authority Member
   Lucy Jackson    BRC Councillor
   Pauline Hampton GEC Ali Curung

   2.4 **Absent without Apology**
   
   Nil

   2.5 **Resignation From Local Authority**
   
   Verbal resignations taken from Alston Nelson and Zeza Egan

   2.6 **Acceptance of 2 Verbal Resignations**

   **MOTION**
   
   That the Authority
   
   a) Accept the verbal resignations of Alston Nelson and Zeza Egan

   Moved Derek Walker
   Seconded Edith Hanlon
   CARRIED UNAN.

   Resolved 1/15
2.7 Update on nominations to fill Vacancies
Ned Kelly nominated awaiting Council endorsement at their meeting of 18 February 2016.
With the recent resignations of Alston Nelson and Zoea Egan, nomination round to open for these 2 vacancies, 22 February 2016, for a 28 day period.

3. PREVIOUS MEETING

3.1 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING 28TH JULY 2015

MOTION
That the Authority
a) Confirm the minutes of the Ali Curung Local Authority held 28th July 2015, as true and correct.

Moved: Derek Walker
Second: Edith Hanlon

Resolved 2/16
CARRIED UNAN.

3.2 ACTION ITEMS FROM PREVIOUS MEETING HELD 28 JULY 2015

Water Park
Mark Parsons to organise meeting with Eli Semesi for next LA Meeting to explain the rules and regulations put down by power and water and to explain hold ups to water park.

MOTION
That the Authority
a) Confirm the action list of the Local Authority held 28 July 2015 as True and Correct

Moved: Peter Corbett
Seconded: Edith Hanlon

Resolved 3/16
CARRIED UNAN.

4. LOCAL AUTHORITY ISSUES

4.1 REPORT ON LOCAL AUTHORITY FUNDED PROJECTS

Water Park to work in with school advocating no school no water park and holding safety sessions during the day. Look at sport and recreation splitting kids into groups to facilitate better use of water park.

MOTION
That the Authority
a) Receive and note the report

Moved: Derek Walker
Second: Edith Hanlon

Resolved 4/16
CARRIED UNAN.
4.2 LOCAL AUTHORITY WORKSHOP – REGIONAL PLAN CONTRIBUTIONS

Local Authority expressed interest in some projects they would like to see rolled out as part of the Regional Plan.

- New Recreation Hall
- Northern Territory Department of Housing Staff to be based in Ali Curung.
- Refurbishment of respite centre.
- Widen access road to Stuart Highway to two lanes.
- All weather air strip
- New machinery for council depot. (backhoe, Loader)
- Have whole air sprayed for Mosquitos.
- Get grass on the oval and have adequate lighting installed.
- Refurbish the basketball courts.

5. REPORTS FROM BARKLY REGIONAL COUNCIL

5.1 CEO REPORT OR REPRESENTATIVE REPORT

- Chris Wright reported on behalf of Barkly Regional Council and the Chief Executive Officer.
- Edwina Marks has finished her position as CEO, and we had a stand in CEO for the past 2.5 months in Peter Holt. Peter has now left and will be writing a report on outstation housing, now he is back in his previous role.
- Allan McGill is now relieving as CEO until March when our new CEO will take over.
- In the past 4 months we have had 2 new directors start with Council. Chris Wright started in October and is the new Director of cooperate services, and Ranjani Jha is the new Director of Infrastructure.

5.2 COMMUNITY COORDINATOR REPORTS

Mark Parsons, Barkly Regional Council Community Coordinator, reported on behalf of Ali Curung:

- Mark has been on leave and Mark Catton has been Stand in Community Coordinator in his absence.
- All facilities have been running well in this interim period.

5.5 BUDGET REPORT

Budget report presented by Chris Wright

MOTION

That the Authority

a) Receive and note the report

Moved: Derek Walker
Second: Graham Beasley

Resolved 5/16

CARRIED UNAN.
6. OTHER BUSINESS

6.1 NEW SEWER MAIN INSPECTION, NTG AND DLG

Mark explained how the Northern Territory Government and the Department of Local Government and Community services have employed Contractors to inspect sewer mains in Ali Curung as a preliminary to the new sewer main installation in the future.

6.2 ADDITIONAL ITEM RAISED

Derek Walker spoke on behalf of School Principal, saying they are want community support to raise school attendance. They have 150 kids enrolled but have an average of 50 kids showing up each day, if this does not change the school may lose some of their teachers.

The school would like the Local Authority to support a Community meeting to get parents more involved in school attendance.

Moved: Derek walker
Seconded: Graham Beasley
Resolved 6/16

CARRIED UNAN.

7. VISITOR PRESENTATIONS

7.1 IAN GRIEVES SPEAKING ON BEHALF OF ART CENTRE

Art Gallery have put on a new building which has been refurbished by their staff. This new building will be used as a recycling centre and a men's shed.

8. CLOSE OF MEETING

Chair Noel Hayes closed the meeting, the time being 12.25pm. The next meeting will be held Tuesday 28th of March 2016.
## Ali Curung Local Authority
### Action List

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</table>
| 31 March 2015 | Ali Curung LA funded projects – a welcome sign          | Art Centre to come up with some design ideas to present to the LA on 30.06.15  
- This has been delayed because of sorry business | LA            | Art Centre   | PENDING 
Artist Started work will present at meeting 2 February |
| 17 Feb 2015  | Ali Curung LA funded projects (4) – play equipment in the park | LA to decide on one of the three ideas for playground equipment and BRC to get quote for soft fall | LA            | BRC Coordinator | PUT ON HOLD  
28 July mtg agreed to recommend to Council to allocated $140,000 toward completion of the Waterpark and so Funds are no longer available for this project. |
| 28 May 2015  | One vacancy to be filled for LA members representing Murray Downs | Following Council approval, Notices put up around the community |              | Governance Officer | COMPLETED |
| 29 Sept 2016 | LA asking to purchase 2 mowers for use by the community to help keep yards mowed. | Mark to price mowers from Alice Springs | LA            | BRC Coordinator | Mark to source quotes.  
PENDING |
| 2 Feb 2016   | LA want an invitation extended to the housing Department to discuss maintenance issues in Ali Curung | Mark to invite Housing Rep to next LA | BRC Coordinator |              |                                       |
| 2 Feb 2016   | LA want an invitation extended to power and water representative to talk at next LA meeting about water quality. | Mark to invite Rep from power and water to attend next LA Meeting | BRC Coordinator |              | Mark has made phone call to power and water and is awaiting return call. |
| 2 Feb 2016   | LA want a letter written to Minister Scullion to ask why funds have been cut to the yellow shirt program. | Mark to write a letter to be put to Council so it can be sent to Minister Scullion. | BRC Coordinator |              |                                       |
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.1
TITLE Committee Membership’s
REFERENCE 164155
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Endorse the membership as appended to this report for the following committees:

- Audit Committee
- Finance and Operations Committee
- Purkiss Reserve Committee
- Cross Cultural Advisory Committee
- Juno Committee

SUMMARY:
Council at its meeting held 10 December 2015, requested that Committee Membership be reviewed. Committee Membership is indicated below, for council’s review and consideration.

Audit Committee Membership

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>1</td>
<td>Mr. Rex Mooney (External Consultant)</td>
<td>Chair</td>
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<tr>
<td>2</td>
<td>President Barb Shaw</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>3</td>
<td>Cr. Bob Bagnall</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Cr. Narelle Bremner</td>
<td>Member</td>
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<td>5</td>
<td>Cr. Tony Boulter</td>
<td>Proxy</td>
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Finance and Operations Committee

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<tr>
<td>1</td>
<td>Cr. Bob Bagnall</td>
<td>Chair</td>
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<tr>
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<td>President Barb Shaw</td>
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<tr>
<td>3</td>
<td>Cr. Tony Boulter</td>
<td>Member</td>
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<tr>
<td>4</td>
<td>Cr. Narelle Bremner</td>
<td>Member</td>
</tr>
<tr>
<td>5</td>
<td>Cr. Noel Hayes</td>
<td>Member</td>
</tr>
<tr>
<td>6</td>
<td>Cr. Hal Ruger</td>
<td>Member</td>
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<tr>
<td>7</td>
<td>Cr. Joyce Taylor</td>
<td>Member</td>
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Purkiss Reserve Consultative Committee

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<th>Name</th>
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<tr>
<td>1</td>
<td>Mr. Marcus Maher (Anyinginyi Health)</td>
<td>Chair</td>
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<tr>
<td>2</td>
<td>President Barb Shaw</td>
<td>Ex Officio</td>
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<tr>
<td>3</td>
<td>Cr. Tony Boulter</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Cr. Hal Ruger</td>
<td>Member</td>
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<tr>
<td>5</td>
<td>Ms. Emma Rush (Swimming Club)</td>
<td>Member</td>
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<td>6</td>
<td>Ms. Joanne Rush (Swimming Club)</td>
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<td>7</td>
<td>Mr. Ray Wallis (BAFL)</td>
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<td>8</td>
<td>Mr. Steve Edgington (BAFL)</td>
<td>Member</td>
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<td>9</td>
<td>Mr. Wayne Green (NT AFL)</td>
<td>Member</td>
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<tr>
<td>10</td>
<td>Mr. Ross Williams (Anyinginyi Health)</td>
<td>Member</td>
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**Cross Cultural Advisory Committee**

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<tr>
<td>1</td>
<td>Cr. Tim Price</td>
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<td>2</td>
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<td>3</td>
<td>Cr. Pat Braun</td>
<td>Member</td>
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<tr>
<td>4</td>
<td>Cr. Joyce Taylor</td>
<td>Member</td>
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<tr>
<td>5</td>
<td>Cr. Ada Beasley</td>
<td>Member</td>
</tr>
<tr>
<td>6</td>
<td>Cr. Lucy Jackson</td>
<td>Member</td>
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<tr>
<td>7</td>
<td>Cr. Noel Hayes</td>
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<td>8</td>
<td>Cr. Jennifer Mahoney</td>
<td>Member</td>
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**Juno Committee**

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<td>Cr. Pat Braun</td>
<td>Member</td>
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**ISSUE/OPTIONS/CONSEQUENCES**

Nil

**CONSULTATION & TIMING**

Nil

**ATTACHMENTS:**

There are no attachments for this report.
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.2
TITLE Local Authority Membership Appointment: Ali Curung
REFERENCE 164730
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Receive and note the nominations for the Ali Curung Local Authority

b) Accept the recommendations from the selection panel and endorse the following nominations; Mr. Ned Kelly

SUMMARY:
The Local Government Act 2013 and the relevant Ministerial Guidelines require Council to establish Local Authorities with effect from July 1st 2014. Local Authorities are to have between six and fourteen members. Barkly Regional Council Policy CP000028 states, “That as a general principle each Local Authority will have a maximum of nine (9) ordinary members with the Selection Panel empowered to recommend increasing this number to fourteen (14) if considered necessary to provide effective representation”.

One (1) nomination was received for Ali Curung Local Authority for review and endorsement by Council to fill the one (1) vacant position.

BACKGROUND
Advertising was placed in the on the Barkly Regional Council website’s front page and around the community of Ali Curung.

Nominations were received by the closing date from Mr. Ned Kelly. In accordance with Policy CP000028 a Selection Panel comprising the CEO as Chairperson and two (2) Councillors make a recommendation to Council.

Current membership for the Ali Curung Local Authority stands as per the below schedule.

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<tr>
<th></th>
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<tr>
<td>1</td>
<td>Alston Nelson</td>
<td>Member</td>
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<td>2</td>
<td>Andrew Tsavaris</td>
<td>Member</td>
</tr>
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<td>3</td>
<td>Charlie Poulson</td>
<td>Member</td>
</tr>
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<td>4</td>
<td>Derek Walker</td>
<td>Member</td>
</tr>
<tr>
<td>5</td>
<td>Edith Hanlon</td>
<td>Member</td>
</tr>
<tr>
<td>6</td>
<td>Peter Corbett</td>
<td>Member</td>
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<td>7</td>
<td>Ronald Brown</td>
<td>Member</td>
</tr>
<tr>
<td>8</td>
<td>Zeza Egan</td>
<td>Member</td>
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<td>9</td>
<td>Graham Beasley</td>
<td>Member</td>
</tr>
<tr>
<td>10</td>
<td>VACANT**</td>
<td>Member</td>
</tr>
<tr>
<td>11</td>
<td>President Barb Shaw</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>12</td>
<td>Cr. Noel Hayes</td>
<td>Ward Councillor</td>
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<tr>
<td>13</td>
<td>Cr. Lucy Jackson</td>
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ISSUE/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

ATTACHMENTS:
Ordinary Council Meeting

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER  13.3
TITLE Local Authority Nominations: Ali Curung
REFERENCE 164731
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

(a) Receive and note the need to reopen nominations to fill two (2) vacancies on the Ali Curung Local Authority that has arisen due to resignations.

SUMMARY:
The Local Government Act 2013 and the relevant Ministerial Guidelines require the Council to establish Local Authorities with effect from July 1st 2014. Local Authorities are to have between six (6) and fourteen members. Currently the Ali Curung Local Authority has 10 ordinary members; however two (2) of the 10 members have resigned their position, creating two (2) vacancies.

BACKGROUND
At its meeting 2 February 2016, Ali Curung Local Authority accepted the verbal resignations of Alston Nelson and Zeza Egan. These members have moved from the Ali Curung community and therefore resigned their positions.

ISSUE/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
The nominations will open on Monday 22 February 2016 for a 28 day period and close on Sunday 20 March 2016. Nominations will be advertised via the Barkly Regional Council Website and Flyers around Ali Curung.

ATTACHMENTS:
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.4
TITLE Local Authority Guideline 8
REFERENCE 166900
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Receive and note the report

SUMMARY:
Revised Guideline 8 - Regional Councils and Local Authorities, as approved by the Minister for Local Government and Community Services, the Hon Bess Price MLA, on 29 January 2016.

BACKGROUND
Revised Guideline 8 - Regional Councils and Local Authorities, as approved by the Minister for Local Government and Community Services, the Hon Bess Price MLA, on 29 January 2016.

The revisions incorporate key changes discussed at the last Mayors, Presidents and CEOs Forum in July 2015, several suggestions from the LGANT Governance Reference Group, and feedback received following distribution of the draft revisions.

The key changes to Guideline 8 - Regional Councils and Local Authorities include:

1. a new category of meeting called “provisional meeting”, where a meeting quorum is not present but the majority of appointed members are present, allowing the meeting to go ahead;
2. a reduction in the minimum number of meetings required per year from 6 to 4; and
3. an additional agenda item for “reports on other service delivery issues in the local authority area”.

A number of other suggestions received require amendments to the Local Government Act, and have been included as topics in the current review, for consideration by the Local Government Working Party, which includes representatives from Councils.

In addition to the revisions, a Better Practice Guide for Local Authorities is currently being development by the Department and will be released over coming months.

For those Councils not yet visited, Department staff in Regional Offices will be making contact to arrange a time to discuss the revisions with Councillors, CEOs and relevant staff and to clarify any issues.

Discussions will also include outlining the new processes to support requests to attend Local Authority meetings, from NT Government agencies, Regional Councils or Local Authorities, that will be coordinated by the Department working closely with Regional Councils.

The revised Guideline 8 - Regional Councils and Local Authorities will also be made available via the Department’s website.

ISSUE/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Endorsed by the Minister, 29 January 2016

ATTACHMENTS:
1 Ministerial Guideline 8 - Revised (January 2016).pdf
GUIDELINE 8
Regional Councils and Local Authorities

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GUIDELINE 8
Regional Councils and Local Authorities

These guidelines are made by the Minister under sections 53E(2) and 258(1) of the Local Government Act.

1. Title
   1.1. These Guidelines may be referred to as "Guideline 8 Regional Councils and Local Authorities".

2. Commencement
   2.1. These guidelines commence on the date they are made by the Minister.

3. Revocation of previous guidelines
   3.1. All previous issues of Ministerial Guideline 8 relating to Regional Councils and Local Authorities are revoked.
   3.2. Revocation of previous guidelines does not detract from the mandatory nature and effect of previous guidelines on dates when they were in effect and applicable.

4. Definitions
   In these guidelines:

   appointed member means a local authority member who has been appointed pursuant to section 53C(1)(b) of the Act.

   members includes appointed members and non-appointed members.

   non-appointed member means a person who is local authority member by virtue of section 53C(1)(a) or (2) of the Local Government Act.

   provisional meeting means, at the time and place set for a local authority meeting when a quorum has not been established, a majority of appointed members.

   Note: A provisional meeting is able to make recommendations to council pursuant to clause 13 (Provisional meeting where quorum not present). There must be more than half of the appointed members present.

5. Where local authorities are to be established and maintained
   5.1. A regional council must maintain a local authority at the towns and communities listed in the Schedule which are within the regional council area.
6. **Area of a local authority**
   6.1. A regional council must determine the area for each local authority and ensure that a list of local authorities and their respective areas is available on the regional council website.

7. **Number of members**
   7.1. Subject to clause 11 (Request to have more than 14 members), a local authority is to have a minimum of six and a maximum of 14 members.

   7.2. Subject to clause 7.1 (minimum and maximum number of members) a regional council may, by resolution, change the number of member positions that a local authority is to have.

   *Note: The regional council may decide different membership numbers for different local authorities.*

8. **Nomination and appointment process**
   8.1. As soon as practicable after a vacancy arises, a regional council must call for nominations and allow 28 days for nominations to be received.

   8.2. The call for nominations must be advertised and promoted in a manner that ensures that residents of the relevant area are aware of it.

   8.3. Nominations are to be returnable to a named regional council employee working in the relevant town or community.

   8.4. The list of nominations received and consideration regarding the filling of positions for which nominations have been received, must be an agenda item at the first ordinary regional council meeting after nominations have closed.

9. **Revocation of appointment**
   9.1. Regional councils must have a policy regarding how, and in what circumstances, appointments of members may be revoked. The policy could include, for example, a requirement that the regional council give consideration to revoking an appointment where a member is absent, without permission of the local authority, from two consecutive meetings of the local authority.

10. **Appointed member vacancies**
    10.1. A local authority appointed member position becomes vacant when a member resigns in writing or the appointment is revoked by the regional council in accordance with council policy.
11. Request to have more than 14 members

11.1. If the regional council resolves to request the Minister to allow a particular local authority to have more than 14 members, the regional council may defer appointments until the next available regional council meeting for the purpose of making a request to the Minister.

11.2. The CEO must advise the Minister of the request in writing detailing:

   11.2.1. the name of the local authority;
   11.2.2. the current membership number;
   11.2.3. the preferred membership number;
   11.2.4. the reasons for seeking an increase in the allowed maximum membership; and
   11.2.5. the projected annual impact on council's budget and resources.

11.3. Despite other provisions in these guidelines, the Minister may allow, subject to any conditions specified, a specific maximum number of members for a particular local authority.

11.4. Where there is a request to have more than 14 members, the regional council must proceed to fill the extra positions via the nomination and appointment process described in clause 8, but only after Ministerial approval for those positions has been received.

12. No proxies

12.1. A member of a local authority may not be represented by a proxy (substitute) during a meeting or provisional meeting.

13. Provisional meeting where quorum not present

13.1. In the event that a quorum is not present for a meeting, but the majority of appointed members are present, the members that are in attendance may hold a provisional meeting.

13.2. During a provisional meeting, all agenda items may be discussed and minutes must be kept.

13.3. Members at the provisional meeting may, by majority vote, make recommendations to the regional council, including local authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than the local authority.

13.4. A provisional meeting may not approve the minutes of a local authority meeting but a local authority may approve the minutes of a provisional meeting.

13.5. A provisional meeting does not have the powers or functions which a council may have delegated to a local authority.
14. **Administrative support and secretariat**

14.1. The CEO must ensure there is secretariat support for the local authority.

14.2. The CEO is to notify all members of the local authority of the contact person, or any changes to the contact person, for secretariat and administrative matters in relation to the particular local authority.

14.3. For the purpose of section 63(3) of the Act, a reasonable time for provision of notice convening a local authority meeting is at least three days prior to the proposed meeting date.

14.4. The CEO must ensure that a current copy of the regional council’s policy on delegation of powers and functions to a local authority (or to local authorities generally) is made available to all members of the local authority within the first three months of each financial year.

15. **Minimum number of meetings or provisional meetings**

15.1. Subject to clause 15.2 and the relevant Ministerial approval, the CEO must ensure a minimum of four meetings or provisional meetings for each local authority are held in each financial year.

*Note: Either a meeting or a provisional meeting can be counted in reaching the minimum total of four. For example, three provisional meetings and one meeting would make up the required minimum number of four.*

15.2. If the majority of members of a local authority agree, the Chair may make a written request to the Minister to reduce the minimum number of meetings or provisional meetings in each financial year. The Minister will consult with the regional council before making a decision.

*Note: Ministerial approval is not required for a local authority to have more than the minimum number of meetings per financial year.*

16. **Agenda and minutes**

16.1. The agenda for each local authority meeting is to be prepared by the secretariat in consultation with the Chair.

16.2. The agenda of each meeting must include but is not limited to:

16.2.1. the regional council’s response to local authority issues raised;
16.2.2. local authority action items;
16.2.3. CEO report on current regional council services in the local authority area;
16.2.4. reports on other service delivery issues in the local authority area;
16.2.5. visitor presentations;
16.2.6. the latest quarterly report as required by clause 20.4; and
16.2.7. a report on complaints received by the regional council concerning service delivery in the local authority area and the regional council’s response.

16.3. Each financial year a local authority agenda must include a review of:

16.3.1. the regional council’s annual report for the previous financial year;
16.3.2. any relevant community plan of the regional council or local authority;
16.3.3. the regional council’s policy on delegation of powers and functions;
16.3.4. the regional council’s proposed regional plan; and
16.3.5. the regional council’s proposed budget priorities for the local authority area for the next financial year.

17. Regional council consideration of minutes

17.1. A regional council must consider the minutes of each local authority meeting or provisional meeting (these will normally be the unconfirmed minutes) at the next ordinary council meeting after the local authority meeting or provisional meeting. The council’s response to any matters raised by the local authority or provisional meeting must be recorded in the minutes of the council meeting.

17.2. A copy of the regional council’s unconfirmed minutes must be provided to each local authority member by the secretariat within 10 business days after the council meeting.

18. Functions of a local authority

18.1. In addition to the functions specified at section 53D of the Local Government Act, it is a function of a local authority to provide a representative of the local authority for employment selection advisory panels in relation to senior positions in the local authority area.

18.2. It is also a function of a local authority to determine local authority projects for recommendation to the regional council.

19. Local authority member allowances

19.1. Subject to clause 19.2, the allowance to be paid by a regional council to an eligible member after having attended a local authority meeting or provisional meeting is as set out below:

19.1.1. Chair, if eligible, 143 revenue units
19.1.2. other eligible members 107 revenue units

Note: The value of a revenue unit may be found at http://www.treasury.nt.gov.au/TaxesRoyaltiesAndGrants/AboutTerritoryRevenueOffice/Pages/Revenue-Units.aspx

19.2. The following members of a local authority are not eligible to be paid a local authority member allowance by the regional council:
19.2.1. elected members – as council members claim their allowance according to the relevant Ministerial guideline and general instruction on council member allowances; and

19.2.2. regional council staff – as they are being paid by their employer (although a council may choose to remunerate a staff member for attending a local authority meeting where they are not already being paid by council).

20. Regional council budgets and financial reports

20.1. A regional council must take the priorities of its local authorities or provisional meetings, whether submitted to council or recorded in minutes, into consideration as part of the overall budget development process.

20.2. After the regional council meeting where local authority and provisional meeting priorities are considered as required in 20.1, and prior to the next scheduled meeting of the relevant local authority, the CEO must inform the local authority in writing of the reason(s) for not incorporating any such priority into the budget.

20.3. The adopted budget of a regional council must include a separate budget for each local authority area detailing expenditure by:

20.3.1. program (for example, library services, rubbish collection, waste management, public safety lighting, child care, aged care, roads maintenance); and

20.3.2. account category (for example, employee costs, materials and services, finance costs, depreciation and capital expenditure).

20.4. Each quarter, the regional council must prepare a financial report setting out:

20.4.1. the quarterly and year to date budget and expenditure, by program and account category, in relation to the local authority area;

20.4.2. the forecast expenditure in relation to the local authority area for the whole of the financial year; and

20.4.3. explanations of variations greater than ten per cent or $10,000 (whichever is higher) between actual and budgeted amounts.

21. Regional council annual report

21.1. The annual report of a regional council must include information on the performance of the council in relation to service delivery and planned projects in the local authority area.

21.2. The annual report of a regional council must include information regarding any delegations made to a local authority.
**SCHEDULE**
Where local authorities are to be established and maintained.

<table>
<thead>
<tr>
<th>Barkly Region</th>
<th>Central Desert Region</th>
<th>East Arnhem Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ali Curung</td>
<td>Anmatjere (Nturiya, Pmara Jutunja, Wilora, Ti Tree)</td>
<td>Angurugu</td>
</tr>
<tr>
<td>Arliparra</td>
<td>Atitjere</td>
<td>Galiwin’ku</td>
</tr>
<tr>
<td>Alpurrurlam</td>
<td>Engawala</td>
<td>Gapuwiya</td>
</tr>
<tr>
<td>Amplatwatja</td>
<td>Lajamanu</td>
<td>Gunyangara</td>
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<tr>
<td>Elliott</td>
<td>Laramba</td>
<td>Milingimbi</td>
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<td>Tennant Creek</td>
<td>Nyirripi</td>
<td>Milyakburra</td>
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<td>Wutunugurra</td>
<td>Willowra</td>
<td>Ramingining</td>
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<td>YueLANU</td>
<td>Umbakumba</td>
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<td></td>
<td>Yuendumu</td>
<td>Yirrkala</td>
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<thead>
<tr>
<th>MacDonnell Region</th>
<th>Roper Gulf Region</th>
<th>Victoria Daly Region</th>
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<tbody>
<tr>
<td>Amoonguna</td>
<td>Barunga</td>
<td>Daly River</td>
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<td>Apatula</td>
<td>Borroloola</td>
<td>Kalkaringli/Dagaragu</td>
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<td>Areyonga</td>
<td>Bulman</td>
<td>Pine Creek</td>
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<tr>
<td>Haasts Bluff (Ikuntji)</td>
<td>Jilkminggan</td>
<td>Timber Creek</td>
</tr>
<tr>
<td>Imanpa</td>
<td>Manyallaluk</td>
<td>Yarralin</td>
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<td>Kaltukatjara</td>
<td>Mataranka</td>
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<td>Kintore (Walungurru)</td>
<td>Hodgson Downs</td>
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<td>Ltyentye Apurte</td>
<td>Ngukurr</td>
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<tr>
<td>Mt Liebig (Amundurrngu)</td>
<td>Numbulwar</td>
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<tr>
<td>Ntarlia</td>
<td>Wugularr</td>
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<tr>
<td>Papunya</td>
<td></td>
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<tr>
<td>Titjikala</td>
<td></td>
<td></td>
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<tr>
<td>Wallace Rockhole</td>
<td></td>
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<tr>
<th>West Arnhem Region</th>
<th>Tiwi Islands Region</th>
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<tr>
<td>Gunbalany</td>
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<td>Maningrida</td>
<td>Pirrangimpi</td>
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<td>Minjilang</td>
<td>Wurrumityanga</td>
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<tr>
<td>Warruwi</td>
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GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.5
TITLE Council Meeting Frequency
REFERENCE 165273
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Endorse the reduction of monthly Ordinary meetings from 12 meetings per year to six
b) Endorse that these meetings will consist of two days duration including a briefing day and a meeting day and that each is considered to be a ‘meeting’ day for the purpose of payments
c) That the briefing day be a closed session unless otherwise stated
d) That these meetings be located in Tennant Creek on a bi monthly basis to commence from April 2016.

SUMMARY:
The NT Government has had a number of adjustments to legislation which has increased the number of mandatory meetings required to be attended by Councillors. These include Local Authority and other Committee meetings. There are now an additional 24 meetings that Councillors are required to attend on behalf of the Local Authorities in addition to Council and Committee meetings. Councillors had to attend 43 meetings in addition to the 12 Council meetings last year besides their Committee and Extra-ordinary meetings.

Prior to legislative change, in order to maximise engagement, Council agreed to every second meeting being held in Tennant Creek. With the advent of mandatory Local Authority attendance this community engagement is being met more directly. It is now prudent for Council to maximise its engagement with a mix of both formal Council meetings and Local Authority meetings. Council could adjust its meeting frequency to every second month for a longer duration. This would allow greater opportunity for education and professional development, fellowship between Councillors and staff and more emphasis on the importance of Local Authorities. Further efficiencies could be gained for Council by allowing councillor access to Council managed accommodation. This will allow greater flexibility and responsiveness.

BACKGROUND

Council meeting frequency
Council holds 12 meetings annually, however, it cancelled the January 2015 meeting as many agencies, staff and Councillors were away during the school holidays and the ‘wet season’ month of January and attendance was problematic.

Given Councils the associated costs and the introduction of local authorities, and their extra demands on Councillors’ time, Council may wish to consider having longer but less frequent meetings and so adjustment the number of Ordinary council meetings.

Total Councillor Expenditure for 2014/15 was $479,000

Sector Research
Currently MacDonnell and Central Desert Regional Councils have 6 meetings per year of two days length. This allows the first day to be a full briefing session, with qualified interpreters if required, to explain complex matters and a second day for ratification. This would maximise the benefits to Councillors that travel great differences but often don’t have the time to examine papers and have detailed discussion with the CE and Directors.

This could offer some significant benefits to the Barkly Regional Council as we face similar language issues to the other Councils and it will yield cost savings as well as an opportunity to provide more support to Councillors especially those living significant distances away.
Ordinary Council Meeting

Councillor meeting savings

**Option One**
Both days considered as Council meeting – no change to Councillor meeting costs.
11 Councillors @ $232.15 for 12 meetings = $30,643.80

**Option Two**
Day 1 - Briefing and training session paid as part of professional development
Day 2 – Council meeting payments

PD Allowance for each Councillor, including the President and Deputy, is $3635.50. Day One could be taken from this allowance at say the minimum rate for a meeting. All Councillors, President and Deputy President would be paid.

Council meeting days (6) = 11 Councillors @ $232.15 x 6 = $15,321.90
Professional Development days (6) at $232.15 per day = $18,107.70

Savings of $15,321.90 from Council meeting allocation.
Meeting costs subsidized by professional development allowance. This still leaves some of $29,153.45 or $2242.57 pp of professional development allowance allocation for conference attendance and other sessions.

**Considerations**
- Given the logistical issues and distances that regional councillors often face, they usually allocate days of travel either side of a council meeting as part of their travel preparation.
- Council is often allocating accommodation either side of the meeting for Councillors from across the region.
- Current practice makes extra professional development and training hard to fit in around the 60 Council and LA meeting days already provided.
- We have 7 regional councillors and are currently funding a two day model for attendance at Tennant Creek Ordinary meetings (6) for nearly 50% of Councillors.
- Council needs to consider all savings in light of budget issues.

**Accommodation**
Council currently has residential property leases with vacancies, it could be explored to set aside two houses – one for male and one for female to support accommodation requirements for meetings. We currently spend on average $150 - 180 per night for current stays for roughly 100 nights.

During 2014/15 Council expenditure on accommodation, reimbursements and travel allowances was as outlined below:-

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Travel Allowances</td>
<td>28676.78</td>
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<tr>
<td>Reimbursements</td>
<td>11906.20</td>
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<td>Bluestone</td>
<td>12655.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>53,237.98</strong></td>
</tr>
</tbody>
</table>

***A reduction in meetings will transfer external bookings for accommodation (approx. $24,000) onto internal vacancy costs thereby better utilizing existing lease arrangements. This will also support additional capacity for short term stays outside of the Council meeting schedule. Cleaning would need to be scheduled as part of this process.***

**Savings potential approx. $30,000 pa.** Travel allowance would still be allocated.
**Savings of $15,321.90 from Council meeting allocation.**

ISSUE/OPTIONS/CONSEQUENCES
The reduction of meetings does mean that time allocated for Council decisions could take longer, however the new schedule would allow for better consultation with Local Authorities and Committees of Council. Given that many Councillors work fulltime this would also lessen impact upon respective workplaces and could lead to a reduction in overall costs especially in relation to accommodation of around $30,000.

A reduction in meetings could provide savings of $15,321.90 from the annual Council meeting allocation.

CONSULTATION & TIMING
To commence October 2015. Also important that all Councillors engage at Local Authority Ward level if meetings are reduced.

ATTACHMENTS:
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.6
TITLE Deputy President Schedule
REFERENCE 166067
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION

That Council
  a) Receive and note the report
  b) Endorse Cr. Noel Hayes as Deputy President for the period of 1 February through to an inclusive of 31 May 2016, as per the schedule.

<table>
<thead>
<tr>
<th>Elected Member</th>
<th>Period</th>
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<tbody>
<tr>
<td>Cr. Bob Bagnall</td>
<td>April - August 2012</td>
</tr>
<tr>
<td>Cr. Noel Hayes</td>
<td>August - December 2012</td>
</tr>
<tr>
<td>Cr. Pat Braun</td>
<td>December 2012 - April 2013</td>
</tr>
<tr>
<td>Cr. Joyce Taylor</td>
<td>April - August 2013</td>
</tr>
<tr>
<td>Cr. Tim Price</td>
<td>August - December 2013</td>
</tr>
<tr>
<td>Cr. Tony Boulter</td>
<td>August - September 2013</td>
</tr>
<tr>
<td>Cr. Narelle Bremner</td>
<td>September 2013 - February 2014</td>
</tr>
<tr>
<td>Cr. Lucy Jackson</td>
<td>February - June 2014</td>
</tr>
<tr>
<td>Cr. Ray Aylett</td>
<td>February - June 2014</td>
</tr>
<tr>
<td>Cr. Jennifer Mahoney</td>
<td>June - October 2014</td>
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<tr>
<td>Cr. Eileen Bonney</td>
<td>June - October 2014</td>
</tr>
<tr>
<td>Cr. Noel Hayes</td>
<td>June - October 2014</td>
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<tr>
<td>Cr. Pat Braun</td>
<td>October 2014 - February 2015</td>
</tr>
<tr>
<td>Cr. Bob Bagnall</td>
<td>October 2014 - February 2015</td>
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<tr>
<td>Cr. Tony Boulter</td>
<td>February - 31 May 2015</td>
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<tr>
<td>Cr. Joyce Taylor</td>
<td>1 June 2015 - 30 September 2015</td>
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<tr>
<td>Cr. Narelle Bremner</td>
<td>1 October 2015 - 31 January 2016</td>
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<tr>
<td>Cr. Noel Hayes</td>
<td>1 February 2016 - 31 May 2016</td>
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<tr>
<td>Cr. Bob Bagnall</td>
<td>1 June 2016 - 30 September 2016</td>
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<tr>
<td>Cr. Joyce Taylor</td>
<td>1 October 2016 - 31 January 2017</td>
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<tr>
<td>Cr. Narelle Bremner</td>
<td>1 February 2017 - 31 May 2017</td>
</tr>
<tr>
<td>Cr. Noel Hayes</td>
<td>1 June 2017 – 31 August 2017</td>
</tr>
</tbody>
</table>

*Election – August 2017

ATTACHMENTS:
There are no attachments for this report.
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.7
TITLE Policy: Staff Housing
REFERENCE 166432
AUTHOR Peter Ryan, Director of People and Safety

RECOMMENDATION
That Council

a) Receive and note the report
b) Endorse the draft Staff Housing Policy

SUMMARY:
This report outlines the outcomes of a meeting held with the staff of Tennant Creek who utilise Council supplied housing and draft policy associated with this

BACKGROUND
In accordance with Council requirements the Director People and Safety and the Housing Officer (Tennant Creek) on the 11 December, 2015, met with staff living and based in Tennant Creek who access Council supplied housing. This meeting was called with an express view of consulting with and informing staff of the need to change the way housing is dealt with and in particular with a view to higher cost recovery of this very expensive program.

The meeting was well accepted by the staff members present and they understood that certain changes needed to be made so that cost recovery would be more beneficial to Council. Staff were also reminded of the Salary Sacrifice option open to them and that any change to rent charges would be reflected in that option. All staff members indicated that they were using the option and could recognize the benefits gained from this initiative as introduced to the organisation in March 2014.

Staff were advised and were very open to the prospect of dispensing with houses thus eliminating the expectation of sharing. This situation has been the source of conflict in the past and as such the housing officer is actively seeking units for staff to reside in. This often means an increased rental payment but these increases are mainly in the same context as if they were to have their house rental increased.

Staff also accepted that they should be responsible for utilities and as such have been advised to change electricity to their name. Some follow up in this regard shall be required. We also discussed and introduced a contents list to be completed by the resident and stored on records by the Housing Officer. This shall assist in the final handover phase as it arises as well as attending to regular inspections.

ISSUE/OPTIONS/CONSEQUENCES
Moving from houses to units will have a cost effect upon staff members. However such an increase can be offset by the 100% salary sacrificing option. Better quality living quarters are being sourced and Council is disposing of a number of very poor standard ‘flats’ that it has held for some time.

This shall also mean that the housing officer shall be required to source more living space for our staff due to the sharing option beginning to diminish.

CONSULTATION & TIMING
This Policy may now once approved, be implemented into the organisation as the required consultation has taken place. It should be noted that Directors and the CEO were not included in this consultation process but discussion in this regard will occur at an upcoming Executive Meeting.

ATTACHMENTS:
1. CP000043 - Policy - Housing - V2 09.10.2015 - FEB COUNCIL MEETING.pdf
POLICY

TITLE: Housing Policy

DIVISION: Corporate Policy

ADOPTED BY: Council

DATE OF ADOPTION: DATE OF REVIEW: January 2020

MOTION NUMBER:

POLICY NUMBER: CP000043

AUTHORISED: Chief Executive Officer

THIS POLICY APPLIES TO:
All employees occupying a Council House and employees involved in the management of Council Housing.

SUMMARY
To support the effective and efficient delivery of public services to people within the Barkly region, the Barkly Regional Council provides housing to facilitate the attraction and retention of Council staff.

The aim of this policy is to provide a transparent and consistent approach to the occupation and management of residential properties controlled by the Council.

It is acknowledged that the availability and standard of housing for staff varies according to the age of the housing and the various locations and that Council is severely limited in its ability to procure new and additional housing and to upgrade existing housing. Council depends on its staff to maintain accommodation provided in the best condition possible to ensure future users can enjoy quality accommodation.

Provision of Housing and Availability
- Accommodation assistance may be provided at the Council’s discretion as a result of one of the following:
  - Remote incentive
  - Attraction incentive to meet operational requirements
- If accommodation is provided it may be included as part of the salary package or offered on a full or partial cost recovery basis.
- Employees are not required to accept an offer of accommodation. If an offer is made and accepted, the agreement forms part of the contracted conditions of employment. If an offer is made and rejected, the Council will not reserve other accommodation options in the event an employee subsequently seeks accommodation.
POLICY

- Housing will only be supplied to full time employees who are on active duty or an arrangement approved by the organisation.
- Employees recruited into a community-based role who already reside in that community are not eligible for staff housing.
- Housing is not provided for Elected Members.

Council Housing
There are four categories of housing within the Council. They are:
- Council Owned Housing
- Council Leased Housing
- Council Leased – Share Accommodation Housing
- Community Based Housing

Council owned housing
Council owned houses located in Tennant Creek and supplied as part of Executive management contracts. Council may enter a fully subsidised rental agreement for Executive staff.

Council Leased Housing
Housing leased by Council to meet its employee pool requirements. Open market rentals with full or partial cost recovery sought from employees.

Council Leased Share Accommodation
Housing leased by Council to meet its employee pool requirements. Open market rentals with full or partial cost recovery sought from employees who have entered into a shared leasing arrangement with Council. Shared accommodation may be offered to employees seeking accommodation without partners/families. Such accommodation is for use of the employee only. Where employees are sharing accommodation on a permanent basis with other employees, costs will be allocated on a proportional basis.

Where relevant, the employee can seek to negotiate occupancy by their immediate family or partner prior to entering into any employment contract. An economic contribution is expected to be negotiated in this instance.

Community based housing
Council owned housing is usually provided for staff relocating to remote communities where available. This is usually reserved for management and hard to fill positions to ensure consistent delivery of local government services.

Where there are housing shortages, the following hierarchy of house allocation may be used subject to variation by the CEO:

Priority 1  Council Service/program Co-ordinator
Priority 2  Essential Service Officer (Where BRC operates Power and Water contract)
Priority 3  Works Supervisor
Priority 4  Agency Coordinators / Eligible other staff*
POLICY

"Where an agency has provided funding for construction or purchase of the housing it has priority.

At the CEO's discretion Council owned community based housing may be leased to another agency where the CEO considers this to be in the best interest of the community.

Responsibilities

The Council's Responsibility
The Council is responsible for ensuring that Houses available for employees are at a liveable and safe standard. Council will endeavour to provide the best quality housing available for staff within the resourcing constraints available and will ensure that any necessary maintenance attributable to normal wear and tear, and not misuse by the occupant, is carried out expeditiously.

The Employee's Responsibility

The employee shall

- Only use housing for residential purposes;
- Promptly give written notice of any damages done to the property during the tenancy period;
- Ensure that the accommodation and those areas used by the occupant are kept in a clean, safe and tidy state during the period of occupation;
- Ensure that the accommodation is left in a clean, safe and tidy state at the end of its use;
- Undertake the general maintenance of the grounds (lawns and gardens) as per normal tenancy arrangements unless otherwise stated and in compliance with any relevant legislation and by-law; and
- Meet utility charges as described below.

Outgoings (Utilities) Tennant Creek tenancies
The employee, including senior management, is responsible for the outgoings (utilities) of the property other than where contracts dictate other arrangements. This may be a negotiated fixed contribution per week or month (particularly in shared accommodation) according to the head lease arrangements. Telecommunications is to be arranged by the tenant unless a specific contract dictates other arrangements.

Costs will be allocated proportionately in the case of shared occupation.

Outgoings (Utilities) – Community tenancies
The employee is responsible for a fixed contribution to the outgoings (utilities) of the property other than where contracts dictate other arrangements. This contribution is to be a minimum of $50 per week (2015/6) adjusted annually by the CEO. Telecommunications is to be arranged by the tenant unless a specific contract dictates other arrangements.
POLICY

Procedures:

Commencement of occupancy

- Tenancy is subject to NT Residential Tenancy Legislation and must be supported by a written agreement. Employees will be required to sign the Occupancy Agreement within two weeks of taking possession of the premise. Where a conflict between this Policy or the Occupancy Agreement and the Residential Tenancy Act exists, the Act shall take precedence.
- Employees are required to sign a condition statement and equipment list/inventory within two weeks of taking possession of the premise.

Condition and Maintenance

- The Council may serve notice on an occupant to repair, clean and make safe and/or tidy the accommodation within a defined period where in the reasonable assessment of the CEO the accommodation has not been kept in a clean, safe and tidy state.
- Council may repair, clean and tidy the facility following the issue of notice or at completion of the occupancy and charge all costs to the occupant for such cleaning and tidying.
- The Council shall determine if damage has occurred as a consequence of the use of the facility and recover any costs associated with returning the facility to its condition at the commencement of the occupancy. Cost of making good is to be charged to the occupant at cost (including labour) plus 15%.

Completion of occupancy

The CEO, a Director, Housing Officer, or Council Services/program Coordinator is required to undertake a property inspection within one week of the premises being vacated.

- The employee will be provided with the opportunity of making good any loss or damage to the property prior to remedial work being done by the Council.
- Cost of making good is to be charged to the occupant at cost (including labour) plus 15%.

Conflict of Interest - Local Landlords – Tennant Creek only

As Tennant Creek is a small regional centre and housing is in high demand and short supply, it may be necessary for the Council to negotiate agreements with 'interested' parties. In these circumstances to ensure transparency and to avoid any perception of conflict of interest agreements of this type must be endorsed by the Council.

Conflict of Interest – Housing Co-ordinator and Housing staff

The Housing Officer (and other staff involved in management of Council Housing) must ensure that:

- Resources are not allocated or work undertaken without appropriate authority
- All work undertaken must meet councils purchasing and procurement policy guidelines
POLICY

- No action is taken that could be construed as the giving of preferential treatment to another staff member, or breaching the code of conduct or conflict of interest requirements.

LEGISLATION, TERMINOLOGY AND REFERENCES
Local Government Act
Northern Territory Residential Tenancies Act 2010
BRC Enterprise Bargaining agreement 2009 - 2011

IMPLEMENTATION AND DELEGATION
The CEO has delegated authority to implement this policy and to make decisions inconsistent with the policy if, in the CEO's opinion, this is appropriate to meet the Council's operational requirements.

EVALUATION AND REVIEW
This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.8
TITLE Ratification of the Common Seal
REFERENCE 165274
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION:
That Council ratify the execution of the following document under Council’s Common Seal between 11 December 2015 and 31 January 2016.

- 07.01.2016 – Department Community Services – International Women’s Day Grant - $2,000
- 08.01.2016 – Central Land Council Lease – Lot 125, Alpurrurulam (Non Residential)
- 08.01.2016 – Central Land Council Lease – Lots 5, 7, 11, 12, 13, 14, 16 Alpurrurulam (Residential)
- 08.01.2016 – Central Land Council Lease – Lots 4, 24, 64, 181, 132, 134 Alpurrurulam (Non Residential)
- 08.01.2016 – Central Land Council Lease – Lot 183 Alpurrurulam (Rubbish Dump)
- 08.01.2016 – Central Land Council Lease – Lots 23, 77, 122, 135, 136 Alpurrurulam (Licence)
- 18.01.2016 – Department Sport and Recreation – Remote Sport Program 2015/16 - $214,000
- 25.01.2016 – Central Land Council Lease – Revised Lease; Lots, 23,77,136 Alpurrurulam, Residential (Lots 122 + 135 were removed)

SUMMARY:
The Local Government Act provides for Council to authorise or ratify the execution of documents under Council seal.

BACKGROUND
Government agencies require formal agreements with Council for the provision of agency services and these agreements are normally required to be endorsed under Seal of the Council and witnessed by the CEO and one member of the Council. All of the contracts and agreements listed in the recommendation have been endorsed by the CEO and a Councillor or Council President. The following documents were signed under the Common Seal between 10 October 2015 and 10 November 2015.

<table>
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<th>Date Signed</th>
<th>Funding Agency/ Document Description</th>
<th>Project Description</th>
<th>Project Amount if applicable</th>
<th>Signed by</th>
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| 07-Jan-16   | Department Community Services        | International Women's Day Grant | $2,000 | 1. Cr. Hal Ruger  
2. A/CEO: Peter Holt |
| 08-Jan-16   | Central Land Council Lease           | Lot 125, Alpurrurulam - Non Residential | 1. President Barb Shaw  
2. A/CEO; Peter Holt |
| 08-Jan-16   | Central Land Council Lease           | Lots: 5, 7, 11, 12, 13, 14, 16 Alpurrurulam - Residential | 1. President Barb Shaw  
2. A/CEO; Peter Holt |
| 08-Jan-16   | Central Land Council Lease           | Lots: 4, 24, 64, 181, 132, 134 Alpurrurulam - Non Residential | 1. President Barb Shaw  
2. A/CEO; Peter Holt |
| 08-Jan-16   | Central Land Council Lease           | Lot 183 Alpurrurulam - Rubbish Dump | 1. President Barb Shaw  
2. A/CEO; Peter Holt |
ISSUES/OPTIONS/CONSEQUENCES
The Council is a corporate entity and is required to enter into binding legal agreements from time to time and the affixing of the Common Seal to such an agreement is the equivalent of a corporate signature.

The Local Government Act Provides;

Section 26 (2) the affixing of the common seal to a document:

(a) Must be authorised or ratified by resolution of the council; and

(b) Must be attested by the signatures of the CEO and at least one member of the council.

ATTACHMENTS:
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.9
TITLE Correspondence
REFERENCE 164727
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Receive and note the correspondence as appended to this report:
   - Letter: NT Electoral Commission – 2017 LG Election Costs
   - Letter: Mrs. Jean Allen – Bill Allen Lookout Plaque
   - Letter: Chief Minister – Ampilatwatja Housing

SUMMARY:
The attached correspondence has been received and is for the information of Elected Members.

BACKGROUND
The attached correspondence has been received and is for the information of Elected Members.

Letter – NT Electoral Commission, RE: 2017 LG General Election Costs
Information will be included in budget commitments for 2017-18

Letter – Mrs Jean Allen, Re: Bill Allen Lookout plaque.
Mrs. Jean Allen, has requested approval for a plaque to be located in honour of her late husband, Bill Allen, and requesting the permission to spread the ashes of her late husband. However, Bill Allen Lookout, located on Peko Road, is owned by the Department of Infrastructure. Department of Infrastructure (DoI) has been forwarded a copy of this correspondence and have contacted Mrs. Allen’s son Greg to action her queries. DoI have agreed to the plaque being placed on the lookout.

Letter – Chief Minister, RE: Ampilatwatja Housing
For elected members information, tender awarded for the refurbishment of 11 houses in Ampilatwatja.

ATTACHMENTS:
3 Letter - Chief minister - Ampilatwatja Housing - 19.01.2016.pdf
Mr Peter Holt  
Chief Executive Officer  
Barkly Regional Council  
PO Box 821  
TENNANT CREEK NT 0861

Dear Mr Holt

**RE: 2017 LOCAL GOVERNMENT GENERAL ELECTION COSTS**

Further to my briefing session prior to the LGANT annual conference attached are details and methodology for estimating the costs for the 2017 Local Government election.

The total cost of the 2012 Local Government General Elections was $2.62 million (GST inclusive) with councils contributing $1.1 million. The difference was funded by the Northern Territory Government. This estimated costing is provided to allow your council time to budget for these election costs.

The cost of a general election is significantly higher than a by-election due to the scale and external services that need to be procured to conduct a general election. Councils are charged the marginal costs plus a 15% corporate overhead for the conduct of by-elections with most elections tasks undertaken by NTEC staff to reduce costs. This is not possible for general elections and therefore apportioned costs for each council are notably higher for general elections.

General elections need to factor in services such as operating a call centre, conducting a Territory wide public awareness campaign (which includes establishing a dedicated Local Government election website), establishing and running a number of temporary offices to offer early voting services.

The current estimate for the conduct of the 2017 Barkly Regional Council General election is $96,131. A breakdown of this cost is detailed in attachment A. This estimate provides a starting point to determine activities and/or functions that council can undertake or provide resources to the NTEC in order to reduce costs.
The following details the assumptions and methodology used to develop the 2017 estimate:

**Not Included in Estimate**
- Supplementary or further elections conducted post the August 2017 election.
- Pre-election enrolment activities (excluding TV enrolment advertisements).
- Costs associated to Non Voter follow-up and prosecutions.
- No contribution of staff, premises, vehicles by the Barkly Regional Council.

**Assumptions/Methodology**
- President and Wards are all contested.
- Recruitment within the NTPS in Tennant Creek and Alice Springs to build electoral knowledge capacity to reduce the number of interstate electoral practitioner secondments.
- The estimate includes 9 weeks for interstate secondments to Central Australia to manage Alice Springs, Barkly, Central Desert and MacDonnell Councils. 4 weeks of this cost is apportioned to the Barkly Regional Council.
- There are currently 125831 electors on the NT Roll with the Barkly Regional Council having 4261 electors and are therefore attributed 3.4% of indirect costs (see attachment B for breakdown).
- Indirect costs include public awareness program, lease of proportional voting counting software, website, preparation of election report and additional staff in the corporate area over the election period.

As previously stated, the 2017 Estimates only include marginal costs and do not include the following that are borne by the NTEC:

- Cardboard election equipment and other election specific stores.
- Indirect overhead expenses, including infrastructure expenses for the agencies premises, vehicles, phones, costs of payroll processing undertaken by other Government Departments for NTEC.
- In house printing and designs i.e. posters, newspaper advertising.
- Senior staff time and ordinary hours of other staff.
- Legal advice through NTG.
- On-going NTEC staff costs associated with the provisions of early voting from the NTEC’s Alice Springs office.
As I stated in the briefing, further discussions regarding election planning and estimated costs will take place after the Legislative Assembly election in August 2016, but should you have any immediate points of clarification please email iain.loganathan@nt.gov.au.

I look forward to continuing the productive working relationship with the Council and would like to take this opportunity, on behalf of the agency, to wish the Council a safe and enjoyable Christmas.

Yours sincerely

[Signature]
Iain Loganathan
ELECTORAL COMMISSIONER

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**GST**
Corporate Fees

**TOTAL COST** | **$91,714** | **$96,131**


### Attachment B

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### Indirect Costs

- Easy Count: $25,000
- Election management System development: $75,000
- Website development: $15,000
- Report writing: $20,000
- Additional Corporate Support Staff: $30,000
- Public Awareness Campaign: $400,000

**Total**: $565,000
b. To

Dear [Name],

I write to ask for your permission to attach a small plaque in the Lounge of Bill Allen Hill (One Tank) in memory of my husband, Bill, who spent some time in the Gunwade area and who has sadly passed away.

If possible, my family and I would like to hold a small get together (date will be supplied later) and release his ashes into the wind.

I have contacted Counsellor Bolter for advice and he has suggested that I write to you to apply for permission.

Thank you.

Jean Allen
23/12/2015
Mr Peter Holt  
Acting Chief Executive Officer  
Barkley Regional Council  
PO Box 821  
TENNANT CREEK NT 0811

Dear Mr Holt:  

Thank you for your correspondence dated 11 December 2015, in which you raised concerns on behalf of Traditional Owners and community members of Ampilatwatja in relation to a housing crisis in the community.

The Barkly region has had poor representation in the area for a very long time from its elected Northern Territory representative and I am not surprised Tennant Creek has not had new public housing in over fifteen years, and the rest of the region has not received adequate representation in relation to housing.

I visited Ampilatwatja and I was disappointed with the state of the community.

I am pleased my Government is taking action, where others have failed, and have awarded a tender for the refurbishment of 11 houses in Ampilatwatja.

Should you have any further questions or concerns in relation to this matter, I encourage you to contact Mr Michael White, Executive Director, Service Delivery Central, Department of Housing, on telephone 8951 5243.

Yours sincerely,

ADAM GILES

19 JAN 2016
ITEM NUMBER 13.10
TITLE Policy: Footpath CP000012
REFERENCE 166976
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Receive and note the report
b) Endorse Policy CP000012 - Footpaths

SUMMARY:
Appended to this report, CP000012 Footpath Policy for Council’s endorsement.

BACKGROUND
CP000012 Footpath Policy, as been reviewed and endorsed by the Executive Management team, and final consideration and endorsement is sought by Council.

ISSUE/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

ATTACHMENTS:
1 CP000012 - Policy - Footpath - FEB MEETING.pdf
POLICY

TITLE: Footpath Policy

DIVISION: Corporate Policy

ADOPTED BY: Council

DATE OF ADOPTION: DATE OF REVIEW: Every 4 years

MOTION NUMBER:

POLICY NUMBER: CP000012

AUTHORISED: Chief Executive Officer

THIS POLICY APPLIES TO:
All employees of the Barkly Regional Council and Elected Members

PREAMBLE
The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S 11 of the Local Government Act

SUMMARY
This Policy outlines the Council's priorities in regard to the provision and reconstruction of footpaths, identifies where footpaths are to be constructed and establishes design standards.

OBJECTIVES
The purpose of this policy is to provide guidance to Government, developers and residents on the Council's priorities and requirements in relation to the provision of footpaths within the Council area.

BACKGROUND
The Council provides and maintains footpaths in areas of need. Due to financial constraints the Council has to adopt priorities for the construction (and replacement) of footpaths and generally limits the provision of footpaths to one side only in local roads. Footpaths on roads with high traffic volumes are usually provided on both sides.

When new development is proposed the Council can require the developer to provide footpaths to a standard approved by the Council. Generally Australian standards apply to the construction of footpaths.

POLICY STATEMENT
General Principles
Council will construct and maintain a footpath network throughout the Council area to provide appropriate pedestrian linkages to properties and public and private facilities in accordance with the following principles:

- New footpath construction will be determined according to the road hierarchy, town planning zones and special needs;
POLICY

- Reconstruction will be prioritised within budgetary constraints and according to the road hierarchy, town planning zones, special needs and existing footpath condition; and
- Where a footpath is not being provided, a pedestrian corridor must be provided and maintained in accordance with Council’s Verge Policy;
- In the provision of footpaths the Council will have regard for the needs of people with a disability;

Footpath Standards
Footpaths shall be designed and constructed in accordance with Austroads Guide to Traffic Engineering Practice, Part 13 and Council’s Standard Drawings and Specifications. Council’s Standard Drawings and Specifications will take precedence over the Austroads Guide where they differ.

Generally the footpath in a residential or industrial area will be constructed from concrete, be 1.2m wide and offset 300mm from the property boundary with a 1.5% cross-fall, however, the footpath may be located anywhere within the verge width to meet specific local requirements. In a commercial area the footpath will generally be full verge width, except in new developments or redevelopments where substantial softening of those areas with appropriate landscaping is required. Ramps and crossings will generally exceed the minimum requirements of AS1428 Part 1.

Polished and smooth, sealed surfaces, e.g. ceramic tiles are not approved.

Root barriers will be installed on both sides and along the full length of all new footpaths in new subdivisions and developments. In established road reserves root barriers shall be installed where required during new constructions and reconstructions.

Visual Aids
Council is still considering the appropriate use of tactile tiles and other forms of grade definition to assist pedestrians with a visual impairment. Developers should approach Council staff to determine requirements on a case by case basis until a position is finalised.

Lighting
Generally, footpaths will be lit from the street lighting system in accordance with AS/NZS 1158.3.1. Where there is no street lighting the footpaths will not be separately lit.

New Developments and Subdivisions
In new developments and subdivisions a footpath will be provided:

- On one side of the road for local roads
- On both sides of the road for collector roads and above on the road hierarchy
- On the roadside adjacent to any medium to high density residential housing (Zones R2 and above)
- On the roadside adjacent to any commercial, special use, industrial or community purpose zones
- Where the Council has identified a special need.

Where a footpath is not provided, access to all properties must be provided via the driveway in accordance with AS1428 Part 1.
POLICY

Footpath Construction and Reconstruction for Existing Roads

Within financial constraints and priorities based on condition and need, Council will provide a footpath:

- On one side of the road for local roads;
- On both sides of the road for collector roads and above on the road hierarchy;
- On the roadside adjacent to medium to high density residential housing (Zones SD, MD, MR, HR, CV or CL);
- On the road side adjacent to commercial, special use, industrial and community purpose zonings. C, SC, TC, CB, LI or GI);
- To meet a special need.

Where a footpath is not provided, access to all properties must be provided via the driveway in accordance with AS1428 Part 1, subject to physical constraints.

Footpaths will generally not be constructed adjacent to vacant or undeveloped lots due to potential damage caused during subsequent development. If however the footpath is a high usage linkage, or there is a special need mobility issue or there are considerable delays expected in the development of the land, a footpath may be provided.

Reconstruction Priorities

Council’s priority is to provide at least one fully compliant footpath in good condition generally throughout the whole of the Council area before commencing construction or reconstruction of footpaths on the opposite side of the road. Exceptions to this will be based on need and merit, e.g. special mobility needs.

Issues to be considered when determining which roads and which sides of the road have highest priority may include but are not limited to the following:

- Pedestrian and vehicular traffic volumes and potential for conflict,
- Access to community, public and commercial facilities,
- Pedestrian behaviour/preferences e.g. shortest distance walked,
- Linkages to other paths or links identified in Council’s long term plans,
- Verge vegetation,
- Location of services,
- Special needs,
- Any site specific issues.

Removal of Obsolete Footpaths

On local roads (where only one footpath is to be provided on one side of the street) an existing footpath on the opposite non-preferred side will be classified as an obsolete footpath. On these roads where a serviceable footpath has been provided on one side of the road and an existing footpath on the opposite side of the road has deteriorated to such an extent that it is no longer practical to maintain (the obsolete) footpath, Council may remove the footpath and replace it with either gravel or soil and seed depending on the circumstances within that street. If soil and seed is provided, Council will rely on the resident to propagate and maintain the verge.

Council may leave an obsolete footpath in place if it does not pose any significant safety concern to the public. Construction and reconstruction of new footpaths will generally be considered a higher priority than removal of obsolete footpaths unless safety is an issue.

BRC Footpath Policy – XXXXXXXX
Review Date: MONTH YEAR
Page 3 of 4
POLICY

Council will provide only minimum maintenance to obsolete footpaths.

If an owner or resident wishes to upgrade their verge, they may seek approval for removal of the obsolete footpath at their expense and upgrade the verge in accordance with Council’s Verge Policy.

Wheelchair Access to Commercial Properties and Institutions and Other Buildings to be accessed by the Community

Property owners are required to provide wheelchair access to the building within the property boundaries. Generally ramps will not be approved in the public space. However, where only minor changes of grade are required and there is no adverse impact within the road reserve, minor adjustments may be approved at the owners expense and subject to Council’s approval.

Exclusions

This policy does not cover:

- paths through parks and other public land that are not road reserve
- walkways or laneways
- footpaths used for alfresco dining and other commercial activities
- footpath maintenance
- pedestrian requirements along verges
- Cycle paths and combined pedestrian/cycle paths.

LEGISLATION, TERMINOLOGY AND REFERENCES

Relevant Australian Standards
NT Local Government Act
Verge Policy

IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to implement this policy

EVALUATION AND REVIEW

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.11
TITLE Policy: CP000035 Walkway and Lanes
REFERENCE 166981
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council

a) Receive and note the report
b) Endorse Policy, CP000035 Walkway and Lanes

SUMMARY:
Appended to this report, CP000035 Walkway and Lane Policy for Council's endorsement.

BACKGROUND
CP000035 Walkway and Lane Policy, as been reviewed and endorsed by the Executive Management team, and final consideration and endorsement is sought by Council.

ISSUE/OPTIONS/CONSEQUENCES
Nil

CONSULTATION & TIMING
Nil

ATTACHMENTS:
1 CP000035 - Policy - Walkway and Lane - FEB MEETING.pdf
POLICY

TITLE: Walkway and Lane Policy
DIVISION: Corporate Policy
ADOPTED BY: Council
DATE OF ADOPTION: DATE OF REVIEW: Every 4 years
MOTION NUMBER:
POLICY NUMBER: CP000035
AUTHORISED: Chief Executive Officer

THIS POLICY APPLIES TO:
All employees of the Barkly Regional Council and Elected Members

PREAMBLE
The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act.

SUMMARY
The Walkways and Laneways Policy applies to walkways or laneways between adjacent blocks of residential or commercial land. It does not cover cycle paths, footpaths or paths through parks and other public land. The policy addresses the requirements for new walkways and procedures for dealing with requests for closure of walkways.

OBJECTIVES
To provide a framework for Council to consider requests from residents for permanent or night time closures of walkways to address anti-social behaviour; and, guidance for developers in relation to development adjacent to new or existing walkways.

BACKGROUND
A walkway is a narrow pedestrian thoroughfare under the care and control of Council between adjacent properties. They are generally designated as “Road Reserve” but may also be part of a park held in freehold title. The term does not include the “green belt” areas which are considered as parks and reserves. Walkways serve a useful purpose providing safe and convenient routes for pedestrians however anti-social behaviour can cause issues for abutting residents.

POLICY STATEMENT
Council will provide and maintain a network of essential walkways within the municipality to facilitate the movement of pedestrians and cyclists to and between public facilities.

BRC Walkway and Lane Policy – XXXXXXXXXX
Review Date: MONTH YEAR
Page 1 of 5
POLICY

Walkways in New Subdivisions/Developments

In the development of new subdivisions, pedestrian and cyclist movements should be provided within the road reserve network or dedicated open space areas. Narrow walkways or laneways between adjacent properties are to be discouraged due to their common association with anti-social behaviour and will generally not be approved. If a walkway or laneway has to be constructed to provide an essential linkage between open space areas (herein called "linkage") they must be a minimum 10m wide and incorporate a paved pathway with a minimum width of 3 metres. Irrigation must be provided to any planted areas. The pathway shall be lit to AS 1158.3 Category P2 with a pole height of 4.5 metres. Lighting shall be designed to minimise spillage into adjacent properties. A solid fence to a minimum of 2 metres high along the boundary of the linkage and residential or commercial land is to be installed by the developer. Linkages are to be designed taking into account Crime Prevention through Environmental Design (CPTED) Principles. Vehicular access to these linkages will be prevented by the use of bollards. Service vehicles will have access to the pathway through a lockable entrance.

With new developments or redevelopments adjacent to existing walkways, the developer is to install a solid fence to a minimum of 2 metres high, along the boundary and shall design the internal layout and structures to minimise the possible effects of any anti-social behaviour.

Anti-social Behaviour and Walkways

Council recognises that antisocial activity can occur in walkways as well as in other locations and that those participating in this type of activity have used walkways as escape routes. Council recognises that this anti-social activity can impact directly on those living adjacent to walkways. The reasons for the anti-social behaviour can be very complex and are not necessarily caused by the presence of the walkway.

Addressing anti-social behaviour is a community issue that requires the involvement of all Northern Territory Government Agencies, community groups and organisations as well as individuals. There are a number of avenues that can be pursued by a local community to address a problem prior to consideration being given to close the walkway. Once Council permanently closes a walkway, the facility is lost to the community forever.

Closing Walkways

Council has the power to permanently or temporarily close walkways, where they are road reserves under the Local Government Act, in accordance with the Local Government (Road Opening & Closing) Regulations.

This Policy deals with two types of closure requests:

(i) Permanent or temporary closure of a walkway to help address anti-social problems.

(ii) Closure of a walkway where it is not deemed to be an essential corridor for pedestrian movements.
POLICY

The purpose of walkways is to provide a pedestrian and cycle passageway between public facilities. Council has categorised walkways by assessing the impact a closure would have on pedestrian access to various types of public and private facilities such as shops, schools, bus stops etc.

There are 3 categories:

Category A Essential walkways that would impose a significant access impact on the community if closed

Category B Walkways of less strategic value than essential walkways which could be considered for closure in some circumstances

Category C Non-essential walkways that could be closed without a significant impact on the community

These categories only apply to requests for permanent closure. Requests for night time only closure will be determined on social and other factors.

Request for Closure

Council will only consider closures on the basis of an application by one or more adjacent residents. Council will only consider permanent closure if one or more adjacent residents intend to purchase the entire length of the walkway and consolidate it into their lot(s).

Request to Address Anti-social Issues

Council will not consider permanent closure of Category A walkways. Permanent closures will only be considered for Category B and C Walkways.

Temporary (night time) closures will only be considered for Category A and B walkways. Temporary (night time) closures will not be considered for Category C walkways.

When a request for a walkway closure to address anti-social concerns is received, the level and type of anti-social behaviour will need to be determined. Applicants will be requested to provide evidence of anti-social behaviour and will be asked to report all instances to the Police for an appropriate response, and then seek police advice in consultation with adjoining properties and user group, in formulating its decision.

Alternatives to closure should be explored. These include:

- The establishment of a local community group to address anti-social behaviour to address the issues at a local level
- Addressing the walkway environment to make it less attractive for loitering – for example, trimming overhanging trees and those obstructing lighting, lighting the walkways, night patrols, the installation of video surveillance cameras or other measures.
POLICY

If community pressure, policing, lighting and other measures are ineffective then permanent (for Category B and C) or temporary night closures (for Category A and B) will be considered. Temporary closures would involve the erection of gates at each end of the walkway with opening and closing being carried out at pre-determined times by contractors or other approved persons.

Lighting

Lighting is to be to Australian Standards unless directed otherwise by Council and be designed to minimise light spillage problems into adjacent properties. Priority would be given to Category A walkways. Lighting will not be installed in walkways closed at night except where such lighting is considered desirable by an identified group of stakeholders and the provision of funds for such lighting is provided by external funding sources. Demonstrated positive support from residents immediately affected by the lighting is also required.

Lighting effectiveness may be restricted by tree canopies and vandalism.

Video Surveillance

Application of video surveillance techniques would need to be considered within Council’s total approach to addressing antisocial behavior and security issues. Considerations include vandalism, appropriate signage, privacy issues, cost and funding.

Public Consultation Process

Permanent Closure

Upon request for permanent closure of a Category B or C walkway the applicant will be required to demonstrate strong local community support for the closure. This will normally be obtained through a petition for closure.

If, after considering the issues, Council approves the closure in principle, the general public will be invited to comment on the proposal during a 28 day period. A public notice will be placed in the Tennant and District Times, signs will be placed on the walkway, and details of the proposal will be made available at Council’s Customer Service Desk at the Administration Centre, 41 Peko Road, Tennant Creek.

Depending on the level of public feedback, further public consultation may be required.

When Council finally determines the application, a public notice will be placed in the Tennant and District Times, advising of the outcome. Applicants and residents providing written submissions will receive written advice.

Temporary (Night time) Closures

Upon request for a night closure of a walkway, and subject to Council’s approval in principle, Council will go through a similar public consultation process to the permanent closure except that a 3-6 month trial will be conducted prior to any final decision being made.
POLICY

Under current legislation, Temporary Closures can only be affected for a maximum period of 3 years. At the end of this period the process of public consultation will recommence.

Non-essential Walkways

Council will consider closure and sale of non-essential walkways (Category C and if appropriate Category B) upon application by one or more adjacent residents. Council must comply with the Local Government (Road Opening & Closing) Regulations, where applicable. Applicants will need to cover all Council costs associated with the closure and title transfer. Land values will be determined by the Council.

Applicants will be required to determine community opinion and whether any service authority will object prior to making final application. There may be easements over the land and the applicant will need to resolve these issues.

Formal objections lodged during notification periods will be considered by Council.

Permanent closures require sale of the land and incorporation into an adjacent lot.

Access for People with a Special Need

Council recognises that special needs may be identified from time to time that could change the importance of that walkway for residents. Council will consider issues of special need as they arise.

LEGISLATION, TERMINOLOGY AND REFERENCES

Local Government (Road Opening & Closing) Regulations

IMPLEMENTATION AND DELEGATION

The CEO has delegated authority to implement this policy

EVALUATION AND REVIEW

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.12
TITLE Clontarf Foundation: Request for Support
REFERENCE 166990
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION

That Council

a) Receive and note the report
b) Notes the youth related programs provided by Clontarf and in recognition of the nature of those programs approves the in kind support requested by the Clontarf Foundation for the use of Purkiss Reserve facilities and use of Juno land during 2016. The Council notes that the total of this in kind support is estimated to be $3000 in the waiver of fees that would otherwise be payable.

SUMMARY:

Correspondence received from Clontarf Foundation, seeking Council support regarding hire and use of a number of council assets and facilities.

BACKGROUND

Correspondence received from Clontarf Foundation, seeking Council support regarding hire and use of a number of council assets and facilities.

Clontarf have requested the following in kind support from Barkly Regional Council:

- Use of Purkiss Reserve Main Oval and lights on occasion up to a maximum of 10 times per year
- Entry into the Swimming Pool for academy members during Clontarf supervised visits
- The use of the Juno Land, for the purposes of camping of visiting academies twice per year
- The use of the Civic Hall for one event per year.

Below is a summary of the charges that would be charged, as per the 2015/16 Council fees and charges:

- 10 day hire of Purkiss Reserve Main oval and lighting - $200 per day, total of $2,000
- Entry into Tennant Creek Swimming Pool - $2.50 per child, $5.00 per adult.
- Use of Juno – TBD
- Civic Hall Hire - $260 for 24 hour hire, approximately $195 for cleaning charges.

The request for the use of facilities incorporates what will be needed for the Foundation to host the Territory Cup.

Dates of hire have not yet been provided by Clontarf, however Council need to take into consideration the local NTFL season that will be commencing, including team training. NTFL proposed training days will be Monday, Wednesday and Friday’s, 4pm through to 7:30pm. Commencement date of NTFL training has yet to be advised.

Anyinginyi Sport and Recreation have also approached Council, requesting to hire the main oval during February and March, for the purposes of a Touch Footy competition. These dates are yet to be advised.

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Other user group bookings, NTFL, Anyinginyi Sport and Recreation Touch Footy.

ATTACHMENTS:

1 Letter - Clontarf - Requesting Council Support - 01.02.2016.pdf
30 January 2016

Dear Councillors,

The Tennant Creek Clontarf Academy would like to thank you for your support of our program since its inception in 2009. At present we have 70 participants all of whom are at the Tennant Creek High School. Our foundation exists to improve the education, discipline, self-esteem, life skills and employment prospects of young Aboriginal men and by doing so equip them to participate more meaningfully in society.

The foundation is funded through federal, state and local sources. We are fortunate enough that businesses and organisations can also provide in kind help to our program.

We have appreciated the use of the Purkiss Reserve area when required for training events, carnivals and games over the years. And again, we thank you for that.

The Tennant Creek Clontarf Academy is asking for continued in kind support from the Barkly Shire Council. This would involve:

- the use of the football oval and lights on occasion up to a maximum 10 times per year;
- entry to the swimming pool for Academy members during Clontarf supervised visits;
- the use of the Juno Camping area for visiting academies twice per year;
- the use of the Civic Hall for one event per year.

Any help at all in regards to these requests would be fantastic.

In late March our Academy is scheduled to host the Territory Cup. We have this opportunity once every 5 years. There will be 7 visiting academies from all over the Territory spending up to three nights in town. Each academy will have at least 2 staff and 20 academy members. The academies will be doing tours around the town, as well as eating at local establishments.

If you require anymore information we would be pleased to discuss further.

Signature

Clontarf Academy

Contact Details:

McKay Street, Bentley WA 6102
Ph: 08 9356 2500
Fax: 08 9356 2555
PO Box 517, Victoria Park WA 6979
www.clontarf.org.au
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER  13.13
TITLE        Rates Presentation - Community Housing; Department of Housing
REFERENCE    167000
AUTHOR       Allan McGill, A/Chief Executive Officer

RECOMMENDATION
That Council
  a) Receive and note the report

SUMMARY:
Presentation to be provided to Council regarding the payments of rates for community housing by the Department of Housing.
Presentation to be conducted by Director Corporate Services and/or Chief Executive Officer.

ATTACHMENTS:
There are no attachments for this report.
GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 13.14
TITLE Burton Park: Place Name Committee
REFERENCE 167013
AUTHOR Allan McGill, A/Chief Executive Officer

RECOMMENDATION

That Council

a) Receive and note the report
b) Support that the name “Burton Park” be revoked and added to the reserve list for Tennant Creek for potential future Road or Park.

BACKGROUND

The Place Names Committee at its recent meeting recommended the name Managaji Court and extension of Chittock in Tennant Creek.

A review of the place names register and gazette in the process of recommending the road names found Burton Park was approved in the Gazette No. NTG G40 on the 8 October 1982. The subdivision was never constructed or completed and the road names were revoked.

A revocation of naming of a place was gazetted in 1998 overlooked Burton Park in the gazette publication.

The Committee has recommended Burton Park to be revoked and endorsed the name is to be added to the Tennant Creek – Reserve List for the naming of a future Road or Park.

Consultation with Council was recommend by the Place Names Committee the name of Mr William Cecil Burton to be endorsed for the naming of a Park or Road in the future in the Town of Tennant Creek given his contribution to the Northern Territory and Tennant Creek.

Attached is the Register Extract for Burton Park 3034 for your consideration.

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:
1. Burton Park - Register Extract 3034.pdf
Place Names Register Extract

Burton Park

If you know of any information about this place name which does not appear in this extract, please let the Place Names Committee know by completing a submission form.

Print Extract | Search Results | Search Again

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| Location (Datum GDA94) | Latitude: -19° 36' S (Decimal degrees -19.60835)
                              Longitude: 134° 11' E (Decimal degrees 134.18566)
| Locality / Suburb | Tennant Creek                  |
| Lot/Portion   | Town of Tennant Creek           |
| Local Government Area | Barkly Shire Council           |
| History/Origin | Named after William Cecil Burton who was born near Winton in Qld Springs and worked as a projectionist with a travelling picture show. He later set up his own permanent theatre in Tennant Creek in the late 1930's known as the Pioneer Theatre Show and was the proprietor until his death in November 1968. |

Register & Gazetted information


22/01/2016
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