

# BARKLY REGIONAL COUNCIL



## 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, 27 SEPTEMBER 2018**

Barkly Regional Council's Ordinary Council Meeting will be held in Council Chambers on Thursday, 27 September 2018 at 8:30am.

**Steven Moore**  
**Chief Executive Officer**

# BARKLY REGIONAL COUNCIL



## 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**

## WELCOME TO COUNTRY

**I respectfully acknowledge the traditional owners past and present of this land on which we are meeting, the Warumungu people.**

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# AGENDA

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ITEM	SUBJECT	PAGE NO
	<b>MEETING TO COMMENCE WITH PRAYER AND ACKNOWLEDGEMENT OF TRADITIONAL OWNERS</b>	
<b>1</b>	<b>OPENING AND ATTENDANCE</b>	
1.1	Elected Members Present	
1.2	Staff Members Present	
1.3	Apologies and Leave of Absence	
1.4	Absent Without Apology	
1.5	Disclosure of Interest	
<b>2</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>	
2.1	Confirmation of Previous Minutes.....	6
<b>3</b>	<b>ACTIONS FROM PREVIOUS MINUTES</b>	
3.1	Action Items from the Meeting - 30 August 2018 .....	21
<b>4</b>	<b>ADDRESSING THE MEETING</b>	
4.1	Presentation from Tim Blacker .....	27
4.2	Presentation from Night Patrol .....	28
4.3	Presentation from Origin Energy and Santos.....	42
<b>5</b>	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b>	
	<i>Nil</i>	
<b>6</b>	<b>PETITIONS AND DEPUTATIONS</b>	
	<i>Nil</i>	
<b>7</b>	<b>MAYOR'S REPORT</b>	
7.1	Mayor's Report .....	43
<b>8</b>	<b>CHIEF EXECUTIVE OFFICER REPORTS</b>	
8.1	Ratification of Common seal.....	49
8.2	Chief Executive Officer - September 2018 Updates.....	50
8.3	Council Meeting Dates - January to July 2019.....	52
8.4	Mayoral Protocol Policy .....	53
8.5	Human Resources Monthly Report .....	58
8.6	Domestic Animal Management Plan .....	61
<b>9</b>	<b>CORPORATE SERVICES DIRECTORATE REPORTS</b>	
9.1	Finance Report - 31st August 2018.....	104
9.2	Grants Report: August 2018.....	113
<b>10</b>	<b>INFRASTRUCTURE DIRECTORATE REPORTS</b>	
10.1	Infrastructure Directorate Report - September 2018 .....	116
<b>11</b>	<b>COMMUNITY SERVICES DIRECTORATE</b>	
11.1	Community Services Directorate Report - September 2018 .....	118
<b>12</b>	<b>LOCAL AUTHORITY REPORTS</b>	

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12.1	Local Authority Meeting Reports - September 2018 .....	121
<b>13</b>	<b>COMMITTEE REPORTS</b>	
	<i>Nil</i>	
<b>14</b>	<b>NOTICES OF MOTION</b>	
	<i>Nil</i>	
<b>15</b>	<b>RESCISSION MOTIONS</b>	
	<i>Nil</i>	
<b>16</b>	<b>GENERAL BUSINESS</b>	
16.1	Recruitment and Selection Policy .....	140
16.2	Update on five-year infrastructure plan.....	146
16.3	Operation Directors Report.....	158
<b>17</b>	<b>CORRESPONDENCE</b>	
17.1	Correspondence .....	159
<b>18</b>	<b>DECISION TO MOVE INTO CONFIDENTIAL SESSION</b>	
18.1	Confirmation of Previous Minutes <i>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.</i>	
18.2	Confidential Action Items from the Meeting on 30 August 2018 <i>The report will be dealt with under Section 65(2) (d) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information subject to an obligation of confidentiality at law, or in equity.</i>	
18.3	Request for Non Rateable Status <i>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.</i>	
18.4	Request for Waiver of Fees <i>The report will be dealt with under Section 65(2) (cii) 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 maintenance or administration of the law.</i>	
18.5	Tennant Creek Local Authority - Nomination <i>The report will be dealt with under Section 65(2) (cii) 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 maintenance or administration of the law.</i>	
18.6	Chief Executive Officer Confidential Update <i>The report will be dealt with under Section 65(2) (e) of the Local Government Act 2008 and Regulation 8 of the Local Government</i>	

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*(Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.*

18.7 EOI Pool Kiosk

*The report will be dealt with under Section 65(2) (cii) 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 maintenance or administration of the law.*

**19 CLOSE OF MEETING**

## CONFIRMATION OF PREVIOUS MINUTES

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**ITEM NUMBER** 2.1  
**TITLE** Confirmation of Previous Minutes  
**REFERENCE** 257250  
**AUTHOR** Steve Moore, Chief Executive Officer

### ECOMMENDATION

#### That Council

- a) Receive and note the report
- b) Confirm the minutes from meeting held on 30 August 2018 as a true and accurate report

### SUMMARY:

The minutes:

- a) Set out:
  - i. The names of the members present at the meeting
  - ii. The business transacted at the meeting
  - iii. Any other information required by the regulations
- b) Include references to any written reports or recommendations considered in the course of the meeting together with information about how to obtain access to the reports or recommendations

### BACKGROUND

As per the NT Local Government Act:

Sec 67 (3): The council, local authority, local board or council committee must, at its next meeting, or next ordinary meeting, confirm the minutes (with or without amendment) as a correct record of the meeting.

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

<<Enter Text>>

### CONSULTATION & TIMING

<<Enter Text>>

### ATTACHMENTS:

1  OC Meeting Minutes - 30 August 2018.pdf



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## MINUTES

## ORDINARY COUNCIL MEETING

**THURSDAY, 30 AUGUST 2018**

The Ordinary Council Meeting of the Barkly Regional Council was held in Council Chambers on Thursday, 30 August 2018 at 8:30am.

**Steven Moore**  
Chief Executive Officer

Meeting commenced at 8:30 am with Steven Edgington as chair.

**1. OPENING AND ATTENDANCE**

**1.1 Elected Members Present**

Mayor Steve Edgington  
Dep Mayor Noel Hayes  
Cr. Kris Civitarese  
Cr. Ronald Plummer  
Cr. Ray Aylett  
Cr. Hal Ruger  
Cr. Jeffery McLaughlin  
Cr. Ricky Holmes  
Cr. Sid Vashist  
Cr. Lucy Jackson  
Cr. Jennifer Mahoney ( Teleconference)

**1.2 Staff Members Present**

Steve Moore – Chief Executive Officer  
Neil Jones – Human Resources Manager  
Gary Pemberton – Finance Manager  
Mark Parsons – Director of Operations  
Moirra Skinner – Director of Community Services  
Manu Pillai – Governance and Quality Officer (Minute Taker)  
Caitlin Dunn – Executive Assistant (Minute Taker)

**1.3 Apologies**

Cr. Jane Evans  
Cr. Jack Clubb

**1.4 Absent Without Apologies**

**1.5 Disclosure Of Interest – Councillors And Staff**

- Mayor Steve Edgington – Affiliations, Clubs, Organisations and Memberships
  - Institute of Managers and Leaders - Associate Fellow
  - Australian Institute of Company Directors - Member
  - Law Society Northern Territory - Associate Member
  - Tennant Creek Regional Consumer Advisory Group
  - AFLNT Barkly Advisory Committee - Member
  - Tennant Creek Economic Development Committee – Member
  - Rotary – Member
  - Bizspeak Pty Ltd– Director
  - Battery Hill – Member
  - Alcohol Reference Group - Committee Member
  - Regional Development Australia - Chair
- Cr. Kris M. Civitarese – Affiliations, Clubs, Organisations and Memberships
  - Tennant Creek and District Show Society – Vice President

- The Returned and Service League of Australia, Tennant Creek Sub-Branch – Vice President
  - Development Consent Authority – Barkly Region Member/Delegate
  - Chamber of Commerce Northern Territory – Tennant Creek Committee Member
  - Rotary – Paul Harris Fellow Awarded
  - T & J Contractors – Senior Manager
  - Barkly Art - Board Member
- Cr. Raymond E. Aylett – Affiliations, Clubs, Organisations and Memberships
  - Sporties Club, Tennant Creek – Member
- Cr. Siddhant Vashist – Affiliations, Clubs, Organisations and Memberships
  - Tennant Creek Cricket Association - Secretary/Public Officer
  - Barkly Electorate Officer /Member for Barkly
  - Battery Hill – Member
  - Barkly Art – Member
  - Tennant Creek High School - Member
  - Tennant Creek Primary School – Member
  - Christmas Tree Committee - Member
  - Multicultural Association of Central Australia – Member
  - Australia-India Business Council - Member
- Cr. Noel Hayes – Affiliations, Clubs, Organisations and Memberships
  - Anyinginyi Health Aboriginal Corporation, Tennant Creek – Board Member
  - Centre for Appropriate Technology, Alice Springs – Board Member
  - Housing Reference Group – Member
- Cr. Hal A. Ruger – Affiliations, Clubs, Organisations and Memberships
  - Tennant Creek Memorial Club - President
  - Tennant Creek Children's Christmas Tree – President
  - Territory Generation – Employee
- Cr. Jeffrey McLaughlin – Affiliations, Clubs, Organisations and Memberships
  - Barkly Regional Arts - Member
  - Tennant Creek Cricket Association – Member
  - Nundahraga Entertainment – Sound sub-contractor
  - Christmas Tree Committee - Member
- Cr. Ronald Plummer – Affiliations, Clubs, Organisations and Memberships
  - Pururutu Aboriginal Corporation – Board Member
  - Patta Aboriginal Corporation – Board Member
  - Papulu Apparr-Kari Aboriginal Corporation – Member
- Cr. Jane Evans - Affiliations, Clubs, Organisations and Memberships
  - BP Elliott
- Steve Moore - Affiliations, Clubs, Organisations and Memberships
  - Battery Hill – Director

Cr. Civitarese disclosed a conflict of interest for item number 9.1 and 16.9

<b>1.3 COUNCIL ACCEPT THESE APOLOGIES - Mayor Steve Edgington</b>	
Council accepts the apologies of Cr. Jane Evans and Cr. Jack Clubb	
<b>RESOLVED</b>	
<b>Moved: Cr. Ray Aylett</b>	
<b>Seconded: Cr. Kris Civitarese</b>	<b>CARRIED UNAN.</b>
<i>Resolved OC 193/18</i>	

## 2. CONFIRMATION OF PREVIOUS MINUTES

**2.1 CONFIRMATION OF PREVIOUS MINUTES****MOTION****That Council**

- a) Receive and note the report
- b) Confirm the minutes from meeting held on 26 July 2018 as a true and accurate report

**RESOLVED****Moved: Cr. Sid Vashist****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 194/18***3. ACTIONS FROM PREVIOUS MINUTES**

8:48am Lucy Jackson joined the meeting

**3.1 ACTION LIST 30.07.2018****MOTION****That Council**

- a) Receive and note the action list
- b) Remove items 9,10,16,19 and 20

**RESOLVED****Moved: Cr. Jeffrey McLaughlin****Seconded: Cr. Ricky Holmes****CARRIED UNAN.***Resolved OC 195/18***3.2 LGANT CALL FOR MOTIONS****MOTION****That Council**

- a) Receive and note the report
- b) Put forward a motion to LGANT to lobby NTG to grant a stamp duty exemption to Councils within the Northern Territory

**RESOLVED****Moved: Cr. Ray Aylett****Seconded: Cr. Kris Civitarese****CARRIED UNAN.***Resolved OC 196/18***4. ADDRESSING THE MEETING****5. QUESTIONS FROM MEMBERS OF THE PUBLIC***Nil***6. PETITIONS AND DEPUTATIONS***Nil***7. MAYOR'S REPORT**

9:12am Steve Moore left the room  
 9:14am Steve Moore returned  
 9:16am Cr. Plummer left the meeting  
 9:19am Cr. Plummer returned  
 9:24am Cr. Plummer left the meeting  
 9:25am Cr. Plummer returned  
 9:32am Cr. Jackson left the meeting  
 9:38am Cr. Jackson returned

#### 7.1 MAYOR'S REPORT

##### MOTION

That Council

- a) Receive and note the Mayor's Report

##### RESOLVED

Moved: Deputy Mayor Noel Hayes

Seconded: Cr. Ricky Holmes

CARRIED UNAN.

Resolved OC 194/18

9:56am Cr. Vashist left the meeting

#### 4.1 ARID LANDS ENVIRONMENT CENTRE PRESENTATION

##### MOTION

That Council

- a) Receive and note the presentation from Arid Lands Environment Centre CEO

##### RESOLVED

Moved: Cr. Ray Aylett

Seconded: Cr. Kris Civitarese

CARRIED UNAN.

Resolved OC 195/18

10:30am Cr. Ruger joined meeting

#### ADJOURN FOR MORNING TEA – 10:26am

##### RESOLVED

Moved: Cr. Ronald Plummer

Seconded: Cr. Jeffrey McLaughlin

CARRIED UNAN.

Resolved OC 196/18

#### RETURN TO ORDINARY MEETING – 10:56am

##### RESOLVED

Moved: Cr. Hal Ruger

Seconded: Cr. Ray Aylett

CARRIED UNAN.

Resolved OC 197/18

#### 8. CHIEF EXECUTIVE OFFICER REPORTS

**8.1 CHIEF EXECUTIVE OFFICER - AUGUST 2018 UPDATES****MOTION****That Council**

- a) Receive and note the report of the Chief Executive Officer for August 2018

**RESOLVED**

**Moved:** Cr. Kris Civitarese

**Seconded:** Cr. Ricky Holmes

**CARRIED UNAN.**

*Resolved OC 198/18*

11:27am Cr. Plummer left the room

11:31am Cr. Plummer returned

**8.3 HUMAN RESOURCES MONTHLY REPORT****MOTION****That Council**

- a) Receive and note this report

**RESOLVED**

**Moved:** Deputy Mayor Noel Hayes

**Seconded:** Cr. Ricky Holmes

**CARRIED UNAN.**

*Resolved OC 199/18*

**8.4 LOCAL AUTHORITIES OPERATIONS POLICY****MOTION****That Council**

- a) Receive and note the copy of Local Authorities Operations Policy
- b) Local Authority Operations policy to be included in the next agenda for Elliott, Arlparra, Alpururulam and Tennant Creek.

**RESOLVED**

**Moved:** Cr. Jeffrey McLaughlin

**Seconded:** Cr. Ronald Plummer

**CARRIED UNAN.**

*Resolved OC 200/18*

**9. CORPORATE SERVICES DIRECTORATE REPORTS****9.1 GRANTS REPORT: JULY 2018****MOTION****That Council**

- (a) Receive and Note the Grants Report: July 2018

**RESOLVED**

**Moved:** Cr. Hal Ruger

**Seconded:** Cr. Ray Aylett

**CARRIED UNAN.**

*Resolved OC 201/18*



12:03 Cr. Vashist returned to the meeting

## 9.2 GRANTS REVIEW - 30 JUNE 2018

### MOTION

#### That Council

- (a) Note the Department of Housing and Community Development Financial Acquittals for Special Purpose Grants.
- (b) Note the attached unexpended grants as at 30 June 2018 which are not included within the Council's budget and approve expenditure of such grant funds in accordance with funding requirements in anticipation of a budget review.

### RESOLVED

Moved: Cr. Ronald Plummer

Seconded: Cr. Ray Aylett

**CARRIED UNAN.**

*Resolved OC 202/18*

12:23 Cr. Jackson left the room

## 9.3 FINANCE REPORT - 31ST JULY 2018

### MOTION

#### That Council

- a) Receive and note the Finance Report for the month ended 31 July 2018.

### RESOLVED

Moved: Deputy Mayor Noel Hayes

Seconded: Cr. Ricky Holmes

**CARRIED UNAN.**

*Resolved OC 203/18*

## 10.1 ADJOURN FOR LUNCH – 12:24

### RESOLVED

Moved: Cr. Ray Aylett

Seconded: Deputy Mayor Noel Hayes

**CARRIED UNAN.**

*Resolved OC 204/18*

## 10.0 RETURN TO ORDINARY SESSION – 1:06pm

### MOTION

### RESOLVED

Moved: Cr. Ray Aylett

Seconded: Cr. Kris Civitarese

**CARRIED UNAN.**

*Resolved OC 205/18*

1:28pm Cr Civitarese and Cr McLaughlin left the room.

1:45pm Cr Civitarese and Cr Mc Laughlin return to the meeting.

## 10. INFRASTRUCTURE DIRECTORATE REPORTS

### 10.1 INFRASTRUCTURE DIRECTORATE REPORT FOR JULY/AUG 2018

#### MOTION

That Council

- a) Receive and note the report

#### RESOLVED

Moved: Deputy Mayor Noel Hayes

Seconded: Cr. Hal Ruger

**CARRIED UNAN.**

*Resolved OC 206/18*

## 11. COMMUNITY SERVICES DIRECTORATE

### 11.1 DIRECTOR OF COMMUNITY SERVICES

#### MOTION

That Council

- a) Receive and note the verbal update from Moira Skinner

#### RESOLVED

Moved: Cr. Kris Civitarese

Seconded: Cr. Jeffrey McLaughlin

**CARRIED UNAN.**

*Resolved OC 207/18*

2:15pm Cr. McLaughlin left the room

2:20pm Cr. McLaughlin returned

## 12. LOCAL AUTHORITY REPORTS

### 12.1 LOCAL AUTHORITY REPORTS

#### MOTION

That Council

- a) Receive note and endorse the recommendations in the minutes from Alpururulam Local Authority meeting held on 1<sup>st</sup> August 2018
- b) Receive note and endorse the recommendations in the minutes from Elliott Local Authority meeting held on 2<sup>nd</sup> August 2018
- c) Receive note and endorse the recommendations in the minutes from Tennant Creek Local Authority meeting held on 7<sup>th</sup> August 2018
- d) Receive note and endorse the recommendations in the minutes from Ampilatwatja Local Authority meeting held on 8<sup>th</sup> August 2018.
- e) Receive note and endorse the recommendations in the minutes from Ali Curung Local Authority meeting held on 9<sup>th</sup> August 2018
- f) Endorse the expenditure of Alpururulam Local Authority to pay for costs involved after

- break in at the community laundry totaling \$3377.00
- g) Endorse the expenditure of Ampilatwatja Local Authority funds of \$22,033.00 to be spent on portable toilets
  - h) Endorse the expenditure of Ampilatwatja Local Authority funds of \$21,109.00 to be spent on Shelter for the playground

**RESOLVED****Moved: Cr. Hal Ruger****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 208/18***13. COMMITTEE REPORTS****13.1 COMMITTEE REPORTS****MOTION****That Council**

- a) Receive and note the attached minutes from Committee meeting
- b) Endorse the Cultural Competency Advisory Committee minutes

**RESOLVED****Moved: Cr. Kris Civitarese****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 209/18***13.2 ADJOURN FOR AFTERNOON TEA – 2:39pm****RESOLVED****Moved: Cr. Sid Vashist****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 210/18***13.3 RETURN TO ORDINARY SESSION - 3:03pm****RESOLVED****Moved: Cr. Sid Vashist****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 211/18***14. NOTICES OF MOTION***Nil***15. RESCISSION MOTIONS***Nil***16. GENERAL BUSINESS**

**16.1 PURKISS RESERVE PRIORITIES****MOTION****That Council**

- a) Receive and note the attached priorities as briefed by DIPL
- b) Confirm the priority list for the Purkiss Reserve upgrade
- c) Delegates it authority to approve Purkiss Reserve capital works to the Patta Ward Councilors (including the Mayor).
- d) Add multipurpose facility for youth services to the priority list

**RESOLVED**

Moved: Deputy Mayor Noel Hayes

Seconded: Cr. Ricky Holmes

**CARRIED UNAN.**

*Resolved OC 212/18*

3:46pm Cr Civitarese left the room

**16.2 POLICIES TO BE APPROVED****MOTION****That Council**

- a) Receive and note the attached policies
- b) Approve and adopt Conflicts of Interest Policy
- c) Approve and adopt Member's Disciplinary Policy
- d) Approve and adopt the Good Governance Policy

**RESOLVED**

Moved: Cr. Sid Vashist

Seconded: Cr. Ricky Holmes

**CARRIED UNAN.**

*Resolved OC 213/18*

**16.3 RATIFICATION OF COMMON SEAL****MOTION****That Council**

- a) Ratify the execution of the following documents under the Council's Common seal
  - **Grant Funding Agreement – 2018-23 Municipal and Essential Services, Housing Maintenance Services and Homelands Jobs**
  - **Memorandum of Sublease for Bowls Club**
  - **Festivals NT Funding Agreement – Tennant Creek Economic Development Committee**

**RESOLVED**

Moved: Deputy Mayor Noel Hayes

Seconded: Cr. Ronald Plummer

**CARRIED UNAN.**

*Resolved OC 214/18*

3:54pm Cr Civitarese returned

4:02pm Cr Ruger left the room

#### 16.4 YOUTH COUNCIL

##### MOTION

##### That Council

- a) Cr. Sid Vashist delivered an update on the planning for forming a Youth Council

##### RESOLVED

Moved: Cr. Kris Civitarese

Seconded: Cr. Jeffrey McLaughlin

**CARRIED UNAN.**

*Resolved OC 215/18*

4:05 Cr Aylett left the room

#### 16.5 CHANGE IN LIBRARY HOURS

##### MOTION

##### That Council

- a) Receive and note the attached Customer Surveys and Reports
- b) Instruct the CEO to change the library hours to 8.30am to 4.30pm Monday to Friday and from 9am to noon on Saturday

##### RESOLVED

Moved: Cr. Kris Civitarese

Seconded: Cr. Ronald Plummer

**CARRIED UNAN.**

*Resolved OC 216/18*

4:10pm Cr Ruger returned

4:10pm Cr Aylett returned

#### 16.6 NATIONAL LOCAL ROADS & TRANSPORT CONGRESS

##### MOTION

##### That Council

- a) Receive and note the report
- b) Endorse Councilors Cr Vashist, Cr Civitarese, Cr Aylett and Mayor Edgington to attend the National Local Roads & Transport Congress with the CEO.
- c) Change the November council meeting to Friday 23<sup>rd</sup> of November
- d) Funds for the National local roads and transport congress is to come out of Councilors Personal development

##### RESOLVED

Moved: Cr. Ronald Plummer

Seconded: Cr. Jeffrey McLaughlin

**CARRIED UNAN.**

*Resolved OC 217/18*

#### 16.7 DIRECTOR OF OPERATIONS REPORT

##### MOTION

##### That Council

- a) Receive and note the report

**RESOLVED****Moved:** Cr. Ricky Holmes**Seconded:** Cr. Kris Civitarese**CARRIED UNAN.***Resolved OC 218/18***16.8 FOOD LADDER FOR JUNO CENTRE****MOTION****That Council**

- a) Receive and note the report and attachments
- b) CEO to obtain further information in regards to food ladder.

**RESOLVED****Moved:** Cr. Kris Civitarese**Seconded:** Cr. Ricky Holmes**CARRIED UNAN.***Resolved OC 219/18***16.9 TENNANT CREEK CUSTOMER SERVICE AWARDS 2018****MOTION****That Council**

- a) Receive and note the attached Sponsorship Package

**RESOLVED****Moved:** Deputy Mayor Noel Hayes**Seconded:** Cr. Ricky Holmes**CARRIED UNAN.***Resolved OC 220/18*

4:42pm Cr Ruger left the room

**16.10 LOCAL DECISION MAKING****MOTION****That Council**

- a) That the Barkly Regional Council consider a partnership approach with the Northern Territory and Commonwealth Government in relation to Local Decision Making

**RESOLVED****Moved:** Deputy Mayor Noel Hayes**Seconded:** Cr. Kris Civitarese**CARRIED UNAN.***Resolved OC 221/18*

4:48pm Cr Ruger Returned

**17. CORRESPONDENCE****17.1 CORRESPONDENCE****MOTION****That Council**

- a) Receive and note the report.
- b) Write to ALGA Correspondence

**RESOLVED****Moved: Cr. Jeffrey McLaughlin****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 222/18***17.2 ADJOURN FOR SHORT BREAK – 5:05pm****RESOLVED****Moved: Cr. Jeffrey McLaughlin****Seconded: Deputy Mayor Noel Hayes****CARRIED UNAN.***Resolved OC 223/18***17.3 RETURN TO ORDINARY SESSION – 5:14pm****MOTION****RESOLVED****Moved: Cr. Kris Civitarese****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 224/18***18.3 SAFE HANDLING OF SHARPS & NEEDLE STICKS POLICY****MOTION****That Council**

- a) Receive and Note the report
- b) Approve the Safe Handling of Sharps & Needle Sticks Policy

**RESOLVED****Moved: Deputy Mayor Noel Hayes****Seconded: Cr. Ray Aylett****CARRIED UNAN.***Resolved OC 225/18***3.2 LGANT CALL FOR MOTIONS****MOTION****That Council**

- a) Receive and note the report
- b) Lobby NT Government to appoint a minister for local government

**RESOLVED****Moved: Cr. Kris Civitarese****Seconded: Cr. Ronald Plummer****CARRIED UNAN.***Resolved OC 226/18***8.2 ELECTION OF DEPUTY MAYOR****RECOMMENDATION****That Council**

- a) Receive and note the report
- b) Appoint Cr. Kris Civitarese as deputy mayor for the period of 12 months to take effect from 1<sup>st</sup> September 2018

**RESOLVED****Moved: Cr. Jeff McLaughlin****Seconded: Cr. Ronald Plummer***Resolved OC 227/18***18. CLOSE OF MEETING****RESOLVED****Moved: Cr. Ronald Plummer****Seconded: Cr. Jeffrey McLaughlin****CARRIED UNAN.***Resolved OC 228/18*

The meeting terminated at 7:30 pm.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Ordinary Council Meeting HELD ON Thursday, 30 August 2018 AND CONFIRMED Thursday, 27 September 2018.

\_\_\_\_\_  
Steven Edgington  
Mayor

\_\_\_\_\_  
Steve Moore  
Chief Executive Officer



## ACTIONS FROM PREVIOUS MINUTES

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<b>ITEM NUMBER</b>	3.1
<b>TITLE</b>	Action Items from the Meeting - 30 August 2018
<b>REFERENCE</b>	257252
<b>AUTHOR</b>	Steve Moore, Chief Executive Officer

## RECOMMENDATION

### That Council

- a) Receive and note the action list
- b) Note all action items complete be removed

## SUMMARY:

Item 1. Ongoing  
Item 2. Meeting held, further update to be provided  
Item 3. Ongoing  
Item 4. Ongoing – Completion by 31 December 2018 – Update is in HR Report  
Item 5. Ongoing  
Item 6. To be completed during upcoming school holiday period  
Item 7. Verbal update to be provided  
Item 8. Currently being investigated  
Item 9. First draft complete  
Item 10. Complete  
Item 11. Complete – verbal update to be provide  
Item 12. Complete – Draft is added in the agenda  
Item 13. Commenced  
Item 14. Complete – Report attached  
Item 15. Ongoing  
Item 16. Included in agenda  
Item 17. Not done  
Item 18. Complete  
Item 19. Update at council meeting  
Item 20. Elai to update  
Item 21. Requested (17/9/18)  
Item 22. Response received  
Item 23. Ongoing

## BACKGROUND

<<Enter Text>>

## ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

## BUDGET IMPLICATION

<<Enter Text>>


## ISSUE/OPTIONS/CONSEQUENCES


<<Enter Text>>

## CONSULTATION & TIMING

<<Enter Text>>


## ATTACHMENTS:

- 1  Ordinary Council Meeting - Action list - 30.08.2018.pdf
- 2  Report on meeting with Territory Families.pdf


	<b>ORDINARY COUNCIL ACTION LIST</b> <b><u>Meeting of the 27 September 2018</u></b>	Updated 17 September 2018
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Meeting Date	Timeframe	Subject	Resolution	Action Officer	Action/Task	Completed Status
1. Ordinary Council Meeting 19 April 2018		Tara Play group	CEO to meet with PMC in regards to accommodating the Tara play group	CEO		28.06.2018 Ongoing 26.07.2018 Ongoing 31.08.2018 Ongoing
2. Ordinary Council Meeting 19 April 2018		Ampilatwatja briefing Community blueprints	CEO to request a briefing from the department in regards to the Ampilatwatja process CEO to meet with DCM and PMC in regards to community blueprints for Ampilatwatja	CEO		28.06.2018 Ongoing 26.07.2018 Ongoing 31.08.2018 Ongoing
3. Ordinary Council Meeting December 08 2016		Past Meeting Action List - 20 October 2016	Director of Infrastructure to complete a report that establishes the wording, size, cost and available funds for erecting three signs at the Council entrance boundaries  Resolved OC 273/16	Director Infrastructure	Complete a report that establishes the wording, size, cost and available funds for erecting three signs at the Council entrance boundaries	Ongoing. Designs were an issue. A good sign writer will work on them and the Work Camp are willing to put them up. Mayor would like this to be done before the next meeting.  25.01.2018 Stephen Dawkins, Jeff McLaughlin, Ronald Plummer and Ray Aylett to draft designs and bring them back to the next council meeting. Signs to include language names. 23.02.2018 Southern sign design is complete. 22.03.2018 Ongoing 19.04.2018 Received photo and has been forwarded on to the designer. 28.06.2018 Order the northern and southern signs for the Barkly Region 26.07.2018 Southern and Eastern Signs have been ordered. 31.08.2018 Ongoing  <b>Emailed Cr. McLaughlin 9:16am 11/09/2018</b>  <b>Cr McLaughlin replied 9:29am 11/09/2018 will contact the graphic designer and then give an update</b>
4. Ordinary Council Meeting 27 April 2017		13.7 AUDIT COMMITTEE	MOTION That Council a) Receive and note the report b) The Audit Committee recommend to Council that the Enterprise Bargaining Agreement be updated and signed by all parties by 31 December 2017 c) A Council wide review of all staff positions be undertaken to ensure that the levels staff are being paid match the roles and responsibilities outlined in the relevant job description and that	HR Manager	EBA updated by 31 December 2017 Review all staff positions by 30 June 2018	In progress 22.03.2018 Ongoing 28.06.2018 Ongoing 26.07.2018 Ongoing 31.08.2018 Ongoing  <b>Update from Neil on 14/09/2018</b> Started the Bargaining meetings on 13/09/2018. Proposed date for the voting process is 31st December 2018. If the EBA is accepted by the employees the EBA will be submitted to the FWC and that will take approx. 12 weeks for approval.  Position Descriptions: Currently 70% completed, but will be reviewed one more


Ordinary Council Meeting - Action list - 27.09.2018

			<b>ORDINARY COUNCIL ACTION LIST</b> <b><u>Meeting of the 27 September 2018</u></b>			<i>Updated 17 September 2018</i>
				the job description reflects the actual duties being undertaken and to be completed no later than 30 June 2018  Resolved OC 72/17 CARRIED UNANIMOUSLY		time to ensure that the PD's are relevant for the staff appraisal process. Scheduled for completion 31 December 2018  PLEASE NOTE: The above two projects are complex and a 12 month timeframe is not achievable.
5	Ordinary Council Meeting 22 March 2018		Policies and Procedures	All policies are to be Standardised. Add to all policies Legislation Standards, Related policies, Responsibility and delegation and Evaluation and review	Manu	Ongoing 31.08.2018 Ongoing
6	Ordinary Council Meeting 28 June 2018		Dob in a dumper App	CEO to contact Tennant Creek High School in regards to the Dob in a Dumper app	CEO	School Holidays 26.07.2018 Ongoing 31.08.2018 Ongoing  <b>As per the email from Margaret Couper the teacher involved in creating the app:</b> Chin Huan has been working on the app. As you would be aware we are pretty busy with our own teaching loads at school and are having to work on this project after hours. Mr Huan will be continue to work on the app and says that he may have it ready during the upcoming school holiday period.
7	Ordinary Council Meeting 28 June 2018		Volunteering NT Event	CEO to write to Volunteering NT in regards to hosting the event in Tennant Creek	CEO	31.08.2018 have been contacted for further information with no response  <b>As per the email received from Hannah Maljcov, Volunteering Services Coordinator:</b> The process now is to confirm a venue for the event on the 15th of November between 5.30pm-7pm. From here we need to clarify a few event logistics and commence contacting organisations for the invite list.
8	Ordinary Council Meeting 30 August 2018		Ali Curung Library	CEO to look into a library for Ali Curung	CEO	Delegate to Kylie Rose to draft a letter to NT Libraries and Department of Education 9:39am 11/09/2018  Action to be completed by 15 <sup>th</sup> September
9	Ordinary Council Meeting 26 July 2018		RAP Development	Council to develop an RAP	Manu	31.08.2018 Ongoing  First draft complete and will be submitted during September Council Meeting
10	Confidential Council Meeting 30 August 2018		CDEP	Write to Government in regards to the CDEP Program		<b>Will work on this one when more information is received about what is being asked. 11/09/2018</b>
11	Ordinary Council Meeting 26 July 2018		Wutunugurra Funding	CEO to write to Tourism and Culture in regards to the funding for Wutunugurra's Sport and Rec program, WIFI and library.	CEO	Complete

Ordinary Council Meeting - Action list - 27.09.2018

BARKLY REGIONAL COUNCIL		ORDINARY COUNCIL ACTION LIST					Updated 17 September 2018
		<u>Meeting of the 27 September 2018</u>					
12	Ordinary Council Meeting 26 July 2018		Recruitment and selection policy	HR to present the Recruitment and selection policy to council in the September 2018 meeting	Neil		Complete
13	Ordinary Council Meeting 26 July 2018		Lane Ways	CEO to request that Barkly Work camp clean up the ally ways and paint them white	CEO		31.08.2018 commenced Phoned Barkly Work camp 11/09/2018 9:49am waiting for a call back to update on the process
14	Ordinary Council Meeting 26 July 2018		Youth Services	CEO to meet with the Director of Territory Families, Community Services and other youth services in Tennant Creek in regards to youth links.	CEO		31.08.2018 Ongoing Meeting held, further meeting to occur week of the 3 <sup>rd</sup> of September  Report on the meeting with Territory Families is attached
15	Ordinary Council Meeting 26 July 2018		Peko Rd/Ambrose St Roundabout Removal	Remove roundabout and install speed humps according to the original community feedback	Elai		Update from Elai: The speed humps and relevant signage for Ambrose St have been ordered and we are now only waiting on the humps. As soon as that arrives and the depot boys have finished distributing the red bins, they will commence removal of the intersection in the following manner: <ul style="list-style-type: none"><li>• Installation of signage</li><li>• Installation of humps</li><li>• Removal of intersection by depot crew</li><li>• Remedial works and clean-up of job site</li></ul>
16	Ordinary Council Meeting 30 August 2018		Night Patrol update	Manager of night patrol to update council on night patrol duties in each community	Merridie		Merridie confirmed she will be providing a update about night patrol at the next council meeting
17	Ordinary Council Meeting 30 August 2018		CDEP	CEO to write to CDEP to find out what is happening with the Elliott cemetery	CEO		<b>Will work on this one when more information is received about what is being asked. 11/09/2018</b>
18	Ordinary Council Meeting 30 August 2018		Footpath maps	Foot Path maps to emailed out to all councillors	CEO		Completed
19	Ordinary Council Meeting 30 August 2018		Existing Cross ramps	Inspection of existing access ramps to foot paths to be inspected and noted on condition	Dinesh		Expected completion by 3rd week of September 2018
20	Ordinary Council Meeting 30 August 2018		Parking on Thompson Street	Has any consultation occurred with council in regards to the parking on Thompson street and what is happening with stage 3.	Elai		Waiting for updates
21	Ordinary Council Meeting 30 August 2018		CCTV	Invite Police to brief council on the CCTV and how it is being monitored	CEO		Emailed Kerry Hoskins 11/09/2018 10:03am
22	Ordinary Council		Food Ladder	Speak to Rebecca in regards to who will cover costs of water and maintenance.	CEO		<b>As per the email from Rebecca:</b> Maintenance of the Food ladder facility at Juno Centre-

Ordinary Council Meeting - Action list - 27.09.2018

<div>  <b>ORDINARY COUNCIL ACTION LIST</b>  <b><u>Meeting of the 27 September 2018</u></b> </div> <div>Updated 17 September 2018</div>						
	Meeting 30 August 2018					<p>A Department of Education staff member will oversee the running and maintenance of the Food Ladder facility- at present we have horticulturalist: Andrew O'Bree.</p> <p>Water usage and cost for the Juno Food Ladder- Scott McDonald from Food Ladder – "For the grow bags, we are using approximately 500ml per bag per day. With the troughs we have specified for Juno, you would fit approx 200 bags, which would equate to 100lt per day. For the flood and drain gravel system, if all the specified troughs were operational, you would use approximately 70lt water per day. These figures will vary a bit depending on seasons and crops, but is a pretty good estimate based on what we are doing in Katherine." The cost of water usage will be covered by the Department of Education.</p>
23	Ordinary Council Meeting 30 August 2018	LA Operations policy	The Local Authority Operations Policy to be included in the Elliott, Arlparra, Alpururulam and Tennant Creek Agendas for feedback from members	CEO		Elliott and Alpururulam LA had no quorum. Arlparra LA got cancelled.



On the 5<sup>th</sup> of September Acting CEO, Mark Parsons, (myself) and Moira Skinner, Director of Community Services had a meeting with Mr Ken Davies, Chief Executive Officer, Territory Families and Ms Dorrelle Anderson, Executive Director, Territory Families, Southern Region.

The discussion was related to the rising social problems with our youth and our difficulties as a council with delivering services in Tennant Creek and the Barkly Region to the 15-24 year old young men and women. Issues included the lack of parental guidance due to alcohol related issues and the difficulty in keeping children of the 5-13 year of age off the streets at night. Discussed was the criminal element in relation to teenagers and what could be done to reduce the crime rate.

Ken Davies advised that there is \$6M in funds from the NT Reform funding of \$297M aimed at a Youth Diversional Program that could be trialed in Tennant Creek. The programs aim is to make juvenile offenders accountable for their actions by making them rectify their wrong doings by community service and apologizing face to face to their victims. Brent Warren in charge of Youth Justice, Territory Families and an ex-police officer is heading up the program and would like to opportunity for a more formal presentation with the Council.

After the meeting we went down to the Youth Links building where we met with BRC staff and talked over the challenges that face our youth workers on a day to day basis. During this discussion Ken and I spoke about ways that Territory Families may be able to assist the Council where there was an agreement that Territory Families will help out with some funding to upgrade the youth link toilets so they are able to be accessed by wheelchairs if needed. Ken also said they would help out with a kitchen upgrade and a new BBQ.

The meeting seemed to be very positive from both sides and BRC looks forward to working side by side with Territory Families in the future.

Mark Parsons  
Acting CEO Barkly Regional Council.

41 Peko Road P.O Box 821, Tennant Creek NT 0861  
Tel: (08) 8962 0000 Fax: (08) 8962 1801  
ABN: 32 171 281 456

## ADDRESSING THE MEETING

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**ITEM NUMBER** 4.1  
**TITLE** Presentation from Tim Blacker  
**REFERENCE** 258306  
**AUTHOR** Steve Moore, Chief Executive Officer

### RECOMMENDATION

#### That Council

- a) Receive and note the presentation from Tim Blacker of Department of Infrastructure, Planning and Logistics - DIPL

### SUMMARY:

Tim Blacker from Department of Infrastructure, Planning and Logistics – DIPL, will address the Council on 27<sup>th</sup> September 2018 at 8:30 AM.

### BACKGROUND

<<Enter Text>>

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

<<Enter Text>>

### CONSULTATION & TIMING

<<Enter Text>>

### ATTACHMENTS:

There are no attachments for this report.



## **ADDRESSING THE MEETING**

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**ITEM NUMBER** 4.2  
**TITLE** Presentation from Night Patrol  
**REFERENCE** 257670  
**AUTHOR** Steve Moore, Chief Executive Officer

### **RECOMMENDATION**

#### **That Council**

- a) Receive and note the presentation from Night Patrol

### **SUMMARY:**

The presentation from Night Patrol to the Council is scheduled at 9:30 AM on 27<sup>th</sup> September 2018

### **BACKGROUND**

<<Enter Text>>

### **ORGANISATIONAL RISK ASSESSMENT**

<<Enter Text>>

### **BUDGET IMPLICATION**

<<Enter Text>>

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

<<Enter Text>>

### **CONSULTATION & TIMING**

<<Enter Text>>

### **ATTACHMENTS:**

1  BRC Night Patrol Report September 2018.pdf





Night Patrol is funded under Prime Minister and Cabinet, our role as stated below:

**Guiding Principles for Night Patrol**

- Deliver culturally appropriate assistance to Indigenous people at risk of either causing harm or being harmed, including children out after dark, intoxicated people, substance abusers, young people, victims of violence and the homeless
- Recognise that all individuals have the right to be safe in the community
- Recognise that the whole community, not solely the Community Night Patrol, has a responsibility to work towards the prevention of anti-social, destructive and illegal behaviours
- Promote the Project and enhance access to social, health and community service through partnerships and relationships with other service providers
- Be aware of and responsive to the community safety needs and priorities of the communities

**Staff Employed**

Head Office:

Regional Manager

Merridie Satour

Zone Manager One

Katie Young

Zone Manager Two

George Peckham

Administration Officer

Vacant



**Training has been conducted in the following:-**

Community Night Patrol Certificate 111 (Ongoing)

Aggressive Behaviour Management

Suicide Story (Picture)

First Aid & Remote First Aid (ongoing)

Mental Health First Aid

4WD

LLN – Central Desert Training (ongoing)

NT Training Awards – Industry Collaboration Award

Although unsuccessful it is a credit to the Barkly Regional Council Night Patrol Team they are well regarded to be nominated and acknowledged.

Former Staff member Josiah Nuggett resigned and is now in Training for the Police Force in Darwin

Former Staff member Vivienne Thompson was Awarded Community Service Student of the Year 2017



## Communities

### Ampilatwatja

Hours of Operation: Monday to Friday 6pm – 11pm

Night Patrol Team Leader: Rowena Kelly  
 Night Patrol Officers: Natasha Beasley  
 Anita Bailey  
 Trepina Beasley

**Staffing:** Fully Staffed

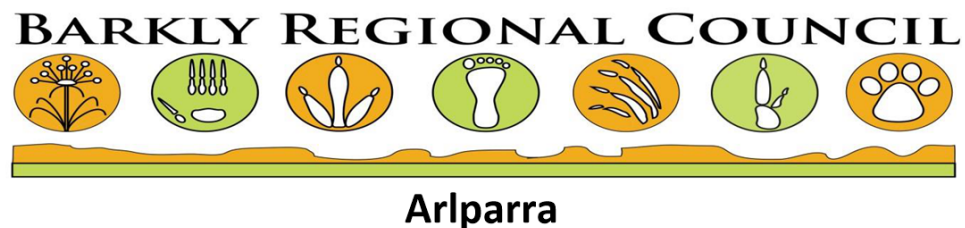
#### Community Issues:

There has been an abundance of Alcohol being bought into the community and this has been causing fights. Criminal Damage has been occurring at the Sport & Rec Hall usually when Night Patrol are off duty.

Ampilatwatja Sports Carnival is to be held on Saturday 29<sup>th</sup> September to Thursday 4<sup>th</sup> October, Night Patrol will be attendance from 28<sup>th</sup> September to 2<sup>nd</sup> October, and there will be approximately 15 staff members.

They will be working 2 shifts 12 noon till 6pm and 7pm – 1am.

January - June 2018 Barkly Performance Reports														
Community	Assisted													Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total	
Ampilatwatja	82	4	2	0	1	0	70	13	7	0	1	0	180	



Hours of Operation: Monday to Friday 6pm – 11pm

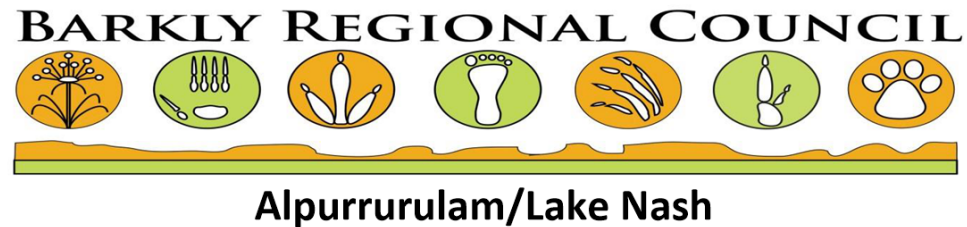
Night Patrol Team Leader: Danelle Teague  
 Night Patrol Officers: Amy Nelson  
 Gracie Ann France  
 Vacant

**Staffing:** 1 x Vacant Position

**Community Issues:**

Arlparra Sports Carnival will be held on Thursday 4<sup>th</sup> October to Tuesday 9<sup>th</sup> October, Staff participating at Ampilatwatja will then travel to Arlparra Friday 5<sup>th</sup> October and return home Tuesday 9<sup>th</sup> October. If there is no accommodation for staff they will not be attending.

January - June 2018 Barkly Performance Reports													
Community	Assisted												Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total
Arlparra	14	12	0	0	0	0	6	10	0	0	0	0	42



Hours of Operation: Monday to Friday 6pm – 12pm

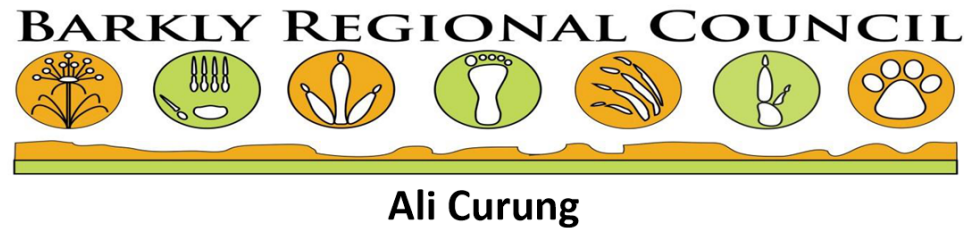
Night Patrol Team Leader: Vacant  
 Night Patrol Officers: Gregory Wilde  
 Dwayne Belia  
 Tennyson Cook

**Staffing:** 1 x Vacant Position

**Community Issues:** There is concern that residents are travelling to Mt Isa in pursuit of Alcohol and driving home. Due to the lack of Police present there are more people walking around the community intoxicated, drinking and gambling within the Community. Community meeting held and Night Patrol was asked to supply lot numbers of those people and house numbers were this was being conducted.

Over the past 2 weeks Night Patrol has been supporting Sport & Rec who has had up to 50 children attending activities.

January - June 2018 Barkly Performance Reports														
Community	Assisted													Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total	
Alpurrurulam	1155	810	138	496	120	49	1136	915	104	263	93	26	5305	



Hours of Operation: Monday to Friday 6pm – 11pm

Night Patrol Team Leader: Craigwynn Glenn  
 Night Patrol Officers: Sebastian Robinson  
 Clinton Walker  
 Damien Brown  
 Vacant  
 Vacant

**Staffing:** 2 x Vacant Positions.

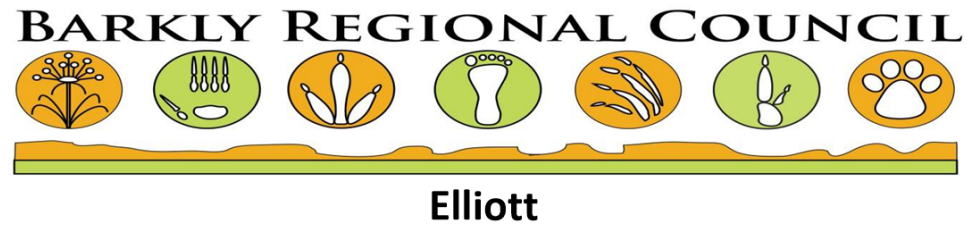
**Community Issues:** These areas has been ongoing issues, with regards to children being out late at night and unsupervised by parents and disputes within the community, whereas

staff are starting to feel unsafe when the disputes occur. (2 staff only)

Absenteeism for long periods has also had impact on service.

Recruitment has been ongoing; positions have been advertised 8 times for 4 weeks at a time and due to the nature of our business the pool of applicants become very low, due to Criminal history checks.

January - June 2018 Barkly Performance Reports														
Community	Assisted													Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total	
Ali Curung	478	383	269	185	151	125	471	377	255	210	132	111	3147	



Hours of Operation: Monday to Friday 6pm – 11pm

Night Patrol Team Leader: Kevin Neade

Night Patrol Officers: Mary James  
Yvonne Draper  
Vacant

**Staffing:** 1 x Vacant Position

**Community Issues:** Alcohol, Gambling and fighting are ongoing issues.  
Recruitment has also been an issue in finding relevant staff.

January - June 2018 Barkly Performance Reports													
Community	Assisted												Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total
Elliott	137	113	111	66	69	79	151	134	86	57	79	53	1135



Hours of Operation: Monday to Friday 6pm – 11pm

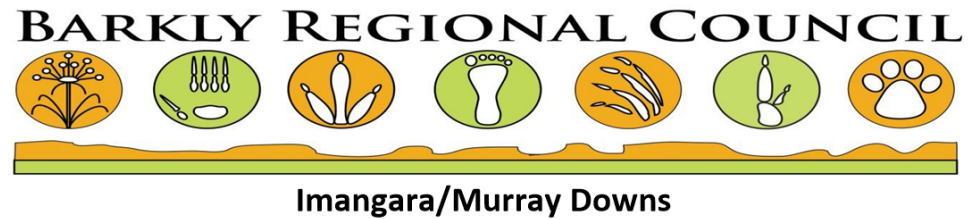
Night Patrol Team Leader: Peterson Chrystaline  
 Night Patrol Officers: Simon Moore  
 Justine Duggie  
 Calvert Rankine

**Staffing:** Fully Staffed

**Community Issues:** Children walking around at night and Alcohol coming into community.

January - June 2018 Barkly Performance Reports														
Community	Assisted													Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total	
Mungkarta	384	9	4	9	10	0	381	11	1	8	8	2	827	





Hours of Operation: Monday to Friday 6pm – 11pm

Night Patrol Team Leader: Elton Dobbs  
 Night Patrol Officers: Nashon Dobbs  
 Aaron Dobbs

**Staffing:** Fully Staffed

**Community Issues:** Community very rarely has any issues and is very quiet.

January - June 2018 Barkly Performance Reports														
Community	Assisted													Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total	
Imangara	4	3	2	4	0	0	8	7	4	4	0	0	36	



## Epenarra/Wutungurra

Hours of Operation: Monday to Friday 6pm – 11pm

Night Patrol Team Leader: Glenys Peterson

Night Patrol Officers: Adalida Beasley  
Ezra Casson  
**Vacant**

**Staffing:** 1 x Vacant Position

### Community Issues:

There have been break-ins and damage to the Rec Hall, unfortunately this occurs when Night Patrol has finished their shift.

January - June 2018 Barkly Performance Reports													
Community	Assisted												
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total
Wutungurra	475	98	94	116	49	34	357	71	51	122	45	23	1535



Hours of Operation: Monday to Friday 6pm – 11pm

Night Patrol Team Leader: Loretta Bob  
 Night Patrol Officers: Kenny Philomac  
 Marcus Rusty  
 Vacant

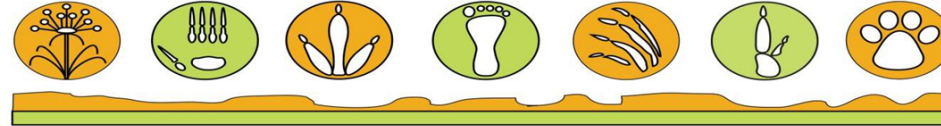
**Staffing:** 1 x Vacant Position.

**Community Issues:**

Recruitment has been an ongoing issue. Break-in's and Damage has also been occurring with young people.

January - June 2018 Barkly Performance Reports														
Community	Assisted													Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total	
Canteen Creek	152	75	5	12	7	5	102	68	26	12	3	3	470	

## BARKLY REGIONAL COUNCIL



### Tara

Hours of Operation: Monday to Friday 5pm – 10pm

Night Patrol Team Leader: Ernastine Fly  
 Night Patrol Officers: Selina Turner  
 Gary Coombes

**Staffing:** Fully Staffed

**Community Issues:** Community very rarely has any issues and is very quiet.

January - June 2018 Barkly Performance Reports													
Community	Assisted												Moved to safe house
	F 0-12	F 13-17	F 18-25	F 26-35	F 36-44	F 45+	M 0-12	M 13-17	M 18-25	M 26-35	M 36-44	M 45+	Total
Tara	32	15	10	9	7	2	35	5	15	5	1	2	138



Training of Suicide Story Participants



The objective of the program is suicide prevention, minimising harm and promoting community wellbeing. The workshop covers 8 topics:

- Should we talk about suicide? What is suicide? What is stigma?
- How did suicide become a problem for Aboriginal people?
- People bereaved by suicide
- Beliefs about suicide
- Caught between life and death
- What gets us through difficult times
- Suicide as a threat Responding to suicide risk
- Messages of Hope

## ADDRESSING THE MEETING

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<b>ITEM NUMBER</b>	4.3
<b>TITLE</b>	Presentation from Origin Energy and Santos
<b>REFERENCE</b>	257959
<b>AUTHOR</b>	Steve Moore, Chief Executive Officer

## RECOMMENDATION

### That Council

- a) Receive and note the presentation from Origin Energy and Santos

## SUMMARY:

Origin Energy and Santos will give a combined presentation to the Council on Thursday 27<sup>th</sup> September at 11:00 AM.

## BACKGROUND

Origin is an Australian listed public energy company with headquarters in Sydney. Origin Energy was formed in February 2000, as a result of a demerger of the Australian conglomerate, Boral Limited.

The company has a diverse exploration portfolio, which includes the Bowen, Surat and Cooper / Eromanga basins in Central Australia, the Otway and Bass basins in Southern Australia, as well as interests in the Perth Basin and Browse Basin in Western Australia, and the Bonaparte Basin in the Northern Territory.

Santos is an Australian natural gas company. Established in 1954, to deliver the economic and environmental benefits of natural gas to homes and businesses throughout Australia and Asia. With origins in the Cooper Basin, Santos has one of the largest exploration and production acreages in Australia and extensive infrastructure. Their five core long-life natural gas assets are: the Cooper Basin, GLNG, Papua New Guinea, Northern Australia and Western Australia Gas.

With one of the largest exploration and production acreages in Australia, a significant and growing footprint in Papua New Guinea and a strategic infrastructure position, Santos is well positioned to benefit from the growing global demand for energy.

## ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

## BUDGET IMPLICATION

<<Enter Text>>

## ISSUE/OPTIONS/CONSEQUENCES

<<Enter Text>>

## CONSULTATION & TIMING

<<Enter Text>>

## ATTACHMENTS:

There are no attachments for this report.

**MAYOR'S REPORT**

**ITEM NUMBER** 7.1  
**TITLE** Mayor's Report  
**REFERENCE** 257914  
**AUTHOR** Steve Moore, Chief Executive Officer

**RECOMMENDATION**

**That Council**

- a) Receive and note the Mayor's Report**

**SUMMARY:**

Since our last Council meeting held on Thursday 30 August 2018 I am pleased to advise I have attended and represented the Barkly Regional Council at the following meetings and events:

31 August 2018	<p>I was invited to the Juno Centre to hear more about Juno being shortlisted for a Chief Minister's Award - 'Making the NT a better place to live in through innovation'.</p> <p>Juno has now become a multifaceted flexible learning facility that offers an array of engaging learning opportunities through its Healthy Life, Creative Life program. Students of all ages, from all localities throughout the Barkly Region, can travel to the Juno Centre to participate in classes such as dance, art, music, cooking, sport and rec, language and culture, caring for livestock and equine therapy.</p> <p>Since the commencement of school this year there have been 1281 attendees utilising the accommodation and facilities including students from Canteen Creek, Ti Tree, Neutral Junction, Arlurrurulam (Lake Nash), Corella Creek, Elliott and Ali Curung.</p> <p>Thank-you to Adam Rush for showing me around.</p>
3 September 2018	<p>Australian National Flag Day.</p> <p>The Barkly Regional Council commemorated the day with a ceremony to remind all Australians of the importance and significance of Australia's National Symbol.</p> <p>The flag was the result of an international competition, pronounced by the then Prime Minister Sir Edmund Barton, to design a flag for the Commonwealth of Australia. Five near-identical designs were awarded equal first place from more than 30,000 designs. The winners shared the prize of two hundred pounds.</p> <p>The Australian Flag was first flown over the dome of the Royal Exhibition Building in Melbourne. <a href="https://goo.gl/5KVeqb">https://goo.gl/5KVeqb</a></p> <p>On 28 August 1996 the Governor-General Sir William Deane pronounced that 3 September 1996 would be National Flag Day. It has been celebrated ever since.</p> <p>Thank-you to Anthony Crafter for delivering the 'Welcome to Country' and thank-you to Deputy Mayor Kris Civitarese and</p>



	Councillors Ray Aylett and Ronald Plummer for helping to raise the Australian, Northern Territory and Aboriginal Flags this morning.
5 September 2018	<p>The Regional Development Australia Northern Territory (RDANT) Committee held its Quarterly Meeting in Alice Springs.</p> <p>As the new Chair of RDANT it was my first opportunity to catch up with our Committee Members to discuss a range of regional development issues relevant to all parts of the Territory.</p>
6 September 2018	<p>I was in Darwin with some of our Tennant Creek Regional Economic Development Committee members, Josephine Bethel, Tony Civitarese and Steve &amp; Jared Baldwin for the 10th Annual NT Resources Week.</p> <p>During a two day period we have attended a number of presentations delivered over three separate conferences - 'Mining the Territory', 'Building the Territory' and SEAAOC (South East Asia Australia Offshore &amp; Onshore Conference).</p> <p>I chaired the 'Barkly &amp; Tennant Creek Regional Spotlight' session which included presentations from the NT Government Geological Survey, Emmerson, Verdant Minerals and Territory Resources.</p>
8 September 2018	<p>I attended the AFL Barkly Grand Final Day.</p> <p>The morning kicked off with Patta Ward Councillor Sid Vashist presenting Spitfires player Andrew Green with the under 15 Leading Goalkicker Award and presenting the Best &amp; Fairest Award to joint winners Andrew Green and Sawyl Dickenson.</p> <p>I presented Donovan Raymond from the Kulumindini Didingarna - Elliott Hawks with the Best &amp; Fairest Award in the AFL Barkly competition for a remarkable 5th time.</p> <p>A great day of football for the Barkly.</p>
9 September 2018	<p>Deputy Mayor Kris Civitarese and I visited Warrego to familiarise ourselves with the site for construction of the new, modern 300,000 tpa 'Carbon in Pulp' Mill.</p> <p>Following on from the recent ASX announcement by Emmerson and Territory Resources we were given a tour of Warrego by Territory Resources Chairman, Mr Yuzheng Xie and General Manager, Mr Stephen Jones.</p> <p>The new Mill will provide a Centralised Processing Facility for gold deposits and potential new mines – which means more jobs, more opportunities for local business, and more investment for Tennant Creek.</p> <p>This is a fantastic outcome for the Tennant Creek region with the construction of the central milling facility and mining likely to generate 20-30 new employment opportunities.</p> <p>You can read the Emmerson / Territory Resources ASX announcement here at - <a href="https://goo.gl/akdauZ">https://goo.gl/akdauZ</a></p>
11 September 2018	<p>I attended the first follow-up meeting for the 2018 Alice Springs Football Forum with AFL Barkly Regional Development Manager, Wayne Green and Advisory Committee Member, Ray Wallis.</p> <p>It was good to have the AFL Northern Territory (AFLNT) CEO Stu Totham and his experienced team present throughout the Forum.</p> <p>The Forum was facilitated by Stu Totham with representatives</p>



	<p>from across Central Australia in attendance to focus on prioritising operational and strategic issues to improve football in Central Australia.</p> <p>The priorities included expanding the number of Football League's in Central Australia to four (4), improved governance and facilities in remote communities, and representation on the AFLNT Board.</p> <p>We look forward to the next meeting to develop an action plan to work towards implementing the strategic and operational priorities with AFLNT across Central Australia.</p> <p>Thank-you to AFLNT and to everyone that attended.</p>
12 September 2018	<p>I visited the Arlparra Community and caught up with the Area Manager, Michael Gravener and Adrian Munckton to discuss local issues.</p> <p>It's great to see that the Urapuntja Aboriginal Corporation are now contracted to deliver Housing Maintenance and Municipal Services throughout the Utopia Homelands.</p>
12 September 2018	<p>Today I attended the Ampilatwatja Local Authority meeting with Alyawarr Ward Councillor, Ricky Holmes.</p> <p>The agenda included the following updates:</p> <ul style="list-style-type: none"> <li>- a report from the Area Manager;</li> <li>- a report from the Director of Operations; and</li> <li>- the Local Authority Operations Policy.</li> </ul> <p>On a positive note, the Local Authority advised that the new shelter has been erected over the children's playground and the four (4) new portable ablution blocks have been ordered with delivery expected prior to the Ampilatwatja Sports Festival being held from 29 September to 4 October 2018.</p> <p>Overall, the meeting was positive and constructive and well chaired by Don Simpson.</p>
13 September 2018	<p>This afternoon the Barkly Regional Council held a Special Confidential Meeting in Tennant Creek with other Councillors dialling in by telephone.</p> <p>The main Agenda Item included discussion about a Tender for the repair of sealed roads, Policy and Organisational matters.</p> <p>Thank-you to Deputy Mayor Kris Civitarese, Councillors Noel Hayes, Ricky Holmes, Jeffrey McLaughlin, Ray Aylett, Ronald Plummer and Staff Members, Mark Parsons, Gary Pemberton, Makhaim Brandon and Elai Semisi for attending.</p>
14 September 2018	<p>Met with Steven Schubert to discuss a number of issues in Tennant Creek and the Barkly region.</p> <p>It was a good opportunity to discuss the 'Barkly Regional Deal'.</p>
14 September 2018	<p>Caught up with the Director of the Aboriginal Justice Unit, Leanne Liddle in Tennant Creek.</p> <p>Leanne has been visiting many remote communities to speak with Aboriginal people to hear how best to reduce the high number of Aboriginal people going to prison and re-offending.</p> <p>Through speaking and listening to Aboriginal community members</p>

	<p>and leaders across the NT, the government is gathering information on what steps and actions should be taken by both the government and the community, to make a positive impact on reducing Aboriginal imprisonment rates.</p> <p>In these discussions, community advice will be sought on practical and targeted rehabilitation programs that focus on breaking the cycle of offending and imprisonment.</p> <p>An Aboriginal Justice Agreement (AJA) will be developed that takes into account the steps and actions proposed by Aboriginal community members and leaders across the NT, and provides a justice framework so that Territorians can hold the NT government accountable for the future direction of the justice system.</p> <p>The NT Government has advised that the first draft of the AJA should be available for further consultation by late 2018.</p>
15 September 2018	<p>Met with 'The Mob'.</p> <p>'The Mob' has recently entered into a lease agreement with the Barkly Regional Council and held their first Board Meeting at the new premises on Peko Road.</p> <p>It's fantastic to see a local organisation engaging and delivering a range of creative activities for our local people.</p>
15 September 2018	<p>Deputy Mayor Kris Civitarese and I visited the Borella Exhibition.</p> <p>Albert Borella was one of 64 Australians to receive the Victoria Cross for their actions during the First World War, doing so while serving with the 26th Battalion around Villers-Bretonneux in July 1918.</p> <p>The 16 September 2018 marked 100 years since Albert Borella was honoured with a Victoria Cross Medal and to commemorate the 100 year anniversary Battery Hill Mining &amp; Visitor Centre provided free entry over the weekend between 9:00am and 4:00pm.</p> <p>The Borella Exhibition is well worth a visit.</p>
17 September 2018	<p>Patta Ward Councillors Sid Vashist, Jeffrey McLaughlin and I attended the Tennant Creek High School to meet with Year 9 students.</p> <p>The Year 9 English class is currently undertaking a unit of study on news and the media and plan to complete this unit by publishing a class newspaper, with each student contributing at least one news report on an issue of local significance.</p> <p>We had a very informative discussion with the Year 9 students about the role of the Barkly Regional Council, local events, Council decision-making and our interaction with the media.</p> <p>The students presented us with a number ideas for their news reports and interviewed us individually about a range of topics which will be published in the class newspaper.</p> <p>I can't wait to see the stories!</p> <p>Thank-you to Trilokesh Chanmugam and Jennifer O'Reilly and the Year 9 students for inviting us.</p>
17 September 2018	<p>Great to have the Independent Member for Nelson, Mr Gerry Wood MLA drop in for a chat.</p>

	It was a good opportunity to discuss a range of remote and regional issues including the Northern Territory Government's proposed changes to the Pastoral Land Act, Liquor Restrictions, Mining, and Law & Order etc.
17 September 2018	<p>Deputy Mayor Kris Civitarese, the CEO and I attended a forum to participate in the development of a Tourism 2030 Plan.</p> <p>Deloitte Access Economics is holding regional forums across the Northern Territory to guide priorities and actions across the tourism sector through to 2030.</p> <p>The forum, facilitated by Terri Hart and Scott Lovett, was a good opportunity for stakeholders in Tennant Creek to provide important input, vision, insight and consideration of the challenges, opportunities and barriers to improving tourism.</p> <p>Just a few of the key opportunities included:</p> <ul style="list-style-type: none"> <li>- events such as Tennant Creek Go-Karting, BMX, Rodeo, Speedway, Horse Racing, Campdraft &amp; the Desert Harmony Festival</li> <li>- establishing an iconic National Mining History Museum</li> <li>- hunting, nature walks, birdwatching (twitching)</li> <li>- investment in the Nyinkka Nyunyu Art &amp; Culture Centre</li> </ul> <p>There were many great ideas discussed and we look forward to seeing the draft of the NT Tourism 2030 Plan later this year.</p>
18 September 2018	<p>Deputy Mayor Kris Civitarese and I met with the team from 'Connected Beginnings' to help celebrate the children of Tennant Creek.</p> <p>We had a good discussion with Mardi Haselton about the program and watched a number of fun activities for the children.</p> <p>For more information about the program please call Mardi Haselton on 0438 862 199 or email <a href="mailto:mardi.haselton@nt.gov.au">mardi.haselton@nt.gov.au</a></p>
19 September 2018	<p>I met with the Barkly Regional Council Area Managers who were in Tennant Creek for a recall.</p> <p>It's important to recognise the great work being delivered in our remote areas and to discuss a range of issues impacting on service delivery.</p>
19 September 2018	<p>The NT Government Community Benefit Fund team and staff from Sport &amp; Recreation delivered an informative presentation about the various grants available.</p> <p>Deputy Mayor Kris Civitarese and I attended along with a large number of interested community members including representatives from a range of not-for-profit organisations.</p> <p>Activities that may be funded include youth services, sporting and recreation facilities, art projects or community events, club management, and support for coaches and officials.</p> <p>If you were unable to attend and need more information you can contact the Community Benefit Fund on 1300 650 153 or email <a href="mailto:cbf.ntg@nt.gov.au">cbf.ntg@nt.gov.au</a></p> <p>After the presentation, I spoke with Ruth Hillier about the progress of the BMX track project which is being funded under a</p>

	Community Benefit Fund grant. It was great to see so many people attending and thanks to the Northern Territory Government staff for visiting Tennant Creek.
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**BACKGROUND**

&lt;&lt;Enter Text&gt;&gt;

**ORGANISATIONAL RISK ASSESSMENT**

&lt;&lt;Enter Text&gt;&gt;

**BUDGET IMPLICATION**

&lt;&lt;Enter Text&gt;&gt;

**ISSUE/OPTIONS/CONSEQUENCES**

&lt;&lt;Enter Text&gt;&gt;

**CONSULTATION & TIMING**

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**ATTACHMENTS:**

There are no attachments for this report.

## CHIEF EXECUTIVE OFFICER REPORTS

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**ITEM NUMBER** 8.1  
**TITLE** Ratification of Common seal  
**REFERENCE** 257603  
**AUTHOR** Steve Moore, Chief Executive Officer

### RECOMMENDATION

#### That Council

a) Ratify the execution of the following documents under the Council's Common seal

- Standard Grant Agreement with Department of Health – Northern Territory Jobs Package
- Funding Agreement for Public Library Services - Department of Tourism and Culture

### SUMMARY:

Local government Act (NT) Section 26(2)(a-b) provides for Council to authorise or ratify the execution of documents under Council's Seal.

### BACKGROUND

<<Enter Text>>

### ORGANISATIONAL RISK ASSESSMENT

Government agencies require agreements with Council for the provision of agency services and these arrangements are normally required to be endorsed under Seal of the Council and witnessed by the CEO and one member of the Council.

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

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### CONSULTATION & TIMING

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### ATTACHMENTS:

There are no attachments for this report.

**CHIEF EXECUTIVE OFFICER REPORTS**

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<b>ITEM NUMBER</b>	8.2
<b>TITLE</b>	Chief Executive Officer - September 2018 Updates
<b>REFERENCE</b>	257913
<b>AUTHOR</b>	Steve Moore, Chief Executive Officer

**RECOMMENDATION****That Council**

- a) Receive and note the report of the Chief Executive Officer for September 2018

**SUMMARY:**

I was fortunate to have two week of annual leave following the August Council meeting and since my return have been busy catching up on the activities that took place during my absence.

Mark Parsons did a great job filling in while I was away and looks to have been a smooth two weeks. My thanks to Mark and the team for supporting him during my time off.

Moirra Skinner has now settled into her new role as Director of Community Services and has been busy addressing a number of issues within the Directorate. Staff have responded well and are working with Moirra to implement some operational changes.

Manu Pillai has resigned as our Governance officer and is moving north to take up another Governance position. I am sure Council will join with me in thanking Manu for his efforts since joining council and wish him a prosperous and successful future. We have immediately advertised the position as this is a key position that needs to be filled quickly.

The new speed humps to replace the Peko Road roundabout have finally arrived, we should have the job scheduled by the time of the Council meeting and will carry out an advertising campaign prior to removing the roundabout as planned. The task will be done at night to minimise the impact on traffic.

I would like to thank council for participating in a short notice special Council meeting to approve the awarding of the Aplurrurulam road tender. This has been a long, difficult process and it is great to finally have a contractor appointed to carry out the works.

Two further tenders should be ready for Council's consideration during the Confidential Council meeting, the papers will be provided to Councillors in a supplementary agenda.

At Council's request we wrote to and met with NTG and the Federal Government to raise the issue of no Sports and Recreation programs being run at Wutunugurra. To date we have had a response from the NTG rejecting our request for funding. Representatives from MP&C are yet to report back on possible funding sources.

The Executive team from Territory Families visited during the month and met with Mark, Moirra and Deputy Mayor Civitarese. The Deputy Mayor will brief council on what was a very successful meeting.

Only three LA's met during the month, two were called off due to sorry business while the remaining two did not make quorum.

The new bin rollout in TC has been completed, there are still issues with old bins being put out for collection that are not being emptied. I will be able to brief Council next month on the number of additional bins issued following the rollout at the next Council meeting. Our

Municipal team have done a great job completing the changeover in two weeks.

We have also been working on the 2018 Annual report, we hope to have a first draft for Councillors to read by the date of the Council meeting. A special council meeting may need to be called mid October to approve the final draft version.

Work has commenced on developing a Reconciliation Action Plan, the document is not complete and further input was requested at the Cultural Competency Meeting held yesterday.

## **BACKGROUND**

<<Enter Text>>

## **ORGANISATIONAL RISK ASSESSMENT**

<<Enter Text>>

## **BUDGET IMPLICATION**

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## **ISSUE/OPTIONS/CONSEQUENCES**

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## **CONSULTATION & TIMING**

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## **ATTACHMENTS:**

There are no attachments for this report.

## CHIEF EXECUTIVE OFFICER REPORTS

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**ITEM NUMBER** 8.3  
**TITLE** Council Meeting Dates - January to July 2019  
**REFERENCE** 257962  
**AUTHOR** Steve Moore, Chief Executive Officer

### RECOMMENDATION

#### That Council

- a) Receive and note the report
- b) Resolves to confirm monthly Council Meeting dates between January to July 2019 as below:
  - 31<sup>st</sup> January 2019
  - 28<sup>th</sup> February 2019
  - 28<sup>th</sup> March 2019
  - 2<sup>nd</sup> May 2019 (April Meeting due to Easter on the 19<sup>th</sup> and ANZAC day on the 25<sup>th</sup>)
  - 30<sup>th</sup> May 2019
  - 27<sup>th</sup> June 2019
  - 25<sup>th</sup> July 2019

### SUMMARY:

<This should set out what the report is about, why it was written and why it is relevant.>

### BACKGROUND

<<Enter Text>>

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

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### CONSULTATION & TIMING

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### ATTACHMENTS:

There are no attachments for this report.



## CHIEF EXECUTIVE OFFICER REPORTS

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**ITEM NUMBER** 8.4  
**TITLE** Mayoral Protocol Policy  
**REFERENCE** 258035  
**AUTHOR** Manu Pillai, Governance Officer

### RECOMMENDATION

#### That Council

- a) Receive and note the report
- b) Approve and adopt the Mayoral Protocol Policy

### SUMMARY:

The special confidential meeting on 13<sup>th</sup> September 2018 has recommended to update the Presidential protocol policy to read as Mayoral where needed. Attached is a copy of the amended policy with the changes recommended.

### BACKGROUND

The Ordinary Council meeting on 14<sup>th</sup> September 2017 had resolved to change the principle member's title from President to Mayor.

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

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### CONSULTATION & TIMING

<<Enter Text>>

### ATTACHMENTS:

1  Mayoral Protocol Policy - Draft.pdf

## POLICY



<b>TITLE:</b>	Mayoral Protocol Policy		
<b>DIVISION:</b>	Corporate		
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>		<b>DATE OF REVIEW:</b>	
<b>MOTION NUMBER:</b>			
<b>POLICY NUMBER:</b>	CP000024		
<b>AUTHORISED:</b>	Barkly Regional Council		

### THIS POLICY APPLIES TO:

Mayor and Elected Members of Barkly Regional Council

### SUMMARY

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

This policy provides a framework for the Office of the Mayor in relation to protocols associated with that Office and Council's administrative arrangements. The Policy addresses the following topics:

- Committing the Council or its resources
- Relations with the media and public
- Ex Officio involvement with community groups
- Functions
- Communicating with staff
- Acting Mayor

The Policy also addresses the following administrative processes:

- Mayoral correspondence
- Mayor's vehicle
- Partner's travel expenses

### OBJECTIVES

To establish protocols associated with the Office of the Mayor and guide Council's administration to ensure compliance with legislative requirements.

### BACKGROUND

Both the Mayor and the CEO have defined responsibilities under the *Local Government Act*. Whilst the Mayor is the head of the Council the CEO is in charge of the Council's administrative arm and is responsible to the Council as a whole rather than to the Mayor. To avoid conflict it is important for the Council to set out clear rules or protocols governing this important relationship.

## POLICY



### POLICY

The role of the Mayor or Principal Member is defined in Section 43 of the *Local Government Act*. This Policy is designed to provide a framework for the operational aspects associated with the Office of Mayor and its interaction with Council's administration.

#### **Committing the Council or Council Resources**

In accordance with the *Local Government Act*, an elected member, including the Mayor, has no direct authority to commit the Council to a course of action, or to commit Council resources, including staff time before getting Council approval.

The Mayor has the right to request the Chief Executive Officer to list an item on the Agenda at a forthcoming meeting for consideration by Council in order to progress the development of an idea, project or proposal. Council can then determine the appropriate action which may include calling for a report.

#### **Relations with the Media and the Public**

The *Local Government Act* 2008 specifies that one of the roles of the Mayor is to speak on behalf of the Council as the Council's principal representative. As the Council's principal spokesperson, the Mayor must ensure that statements made do not commit Council or Council resources to a particular course of action. In dealing with the public, the Mayor must:

- Portray the Council in a positive light;
- Reflect Council's position;
- Avoid public criticism of individuals in a way that reflects on a person's competence or integrity; and
- Avoid any admission of legal liability

The Mayor may express personal opinions but these must be qualified as such.

#### **Ex Officio Involvement with External Groups**

The Mayor may be asked to become involved with community groups, committees and organisations. Involvement may include being patron, a member of a committee, chairman of an organisation or an advocate for a particular cause.

The Council acknowledges that this external community involvement is a legitimate function of the Mayor however the Council requires that the Mayor seek Council approval should the role involve international travel, the use of Council resources (including staff time) where the role involves resources not normally allocated to the Mayor in excess of the normal support services available to the Mayor or a politically sensitive or controversial matter.

In considering any requests for approval Council will consider the cost implications for the Council, community benefit from the Mayor's involvement and the extent of time needed to satisfy the involvement

#### **Functions**

Subject to Council policy, the guest list for Civic Receptions and other official functions will be at the discretion of the Mayor.

The Mayor will determine whether to provide an alternate member to represent the Mayor at functions and meetings arranged by other parties when the Mayor is unable to attend.

## POLICY



### **Communicating with Staff**

All staff are answerable to the CEO who is responsible to the Council. The Mayor's primary channel for communication with the administration will be through the CEO.

At the Chief Executive Officer's discretion the Mayor may deal directly with the Directors.

### **Acting Mayor**

Where the Mayor will be absent from the Council area for a period in excess of 24 hours, the Mayor shall notify the Deputy Mayor and the CEO.

### **Mayoral Correspondence & Records**

Part of the CEO's responsibility under the *Local Government Act* is to maintain a register of correspondence and to ensure the correspondence is preserved. Other legislation requires the preservation of correspondence and its availability for Information purposes.

Correspondence to the Mayor in the Mayor's capacity as the 'Presiding Member' is a 'record of Council'. As such the correspondence and any response to it are part of Council's records and form part of its property. All letters addressed to the Mayor (except those marked private or confidential) will be opened and recorded by the administration. All external emails to the Mayor about Council business will be recorded by the Mayor's Executive Assistant. If the Mayor's Executive Assistant does not have direct access to the Mayor's emails then the Mayor will forward those emails requiring registration.

### **Vehicle – Mayor and Deputy/Alternate**

Council will make available to the Mayor a vehicle. Council extends to the Mayor usage of the vehicle (including all fuel and running costs) Australia wide for official duties, including reasonable personal use. Fuel and running cost for use outside of the Northern Territory are at the Mayors expense.

### **Partner's Travel and Personal Running Costs**

The Council acknowledges that there are occasions when it is appropriate for the Mayor's partner to accompany him or her on official Council business. Any additional expenses for partner travel are required to be covered by the Mayor.

## **RISK MANAGEMENT**

Risks that arise should an inadequate Mayoral Protocol Policy exist, the recommended actions should be followed, mitigation strategy developed and included in the BRC Risk Register.

## **REFERENCES**

Code of Conduct - Members

## **LEGISLATION & STANDARDS**

*Local Government Act* Section 11, 43 and 35

## **LINKS**

<https://legislation.nt.gov.au/en/Legislation/LOCAL-GOVERNMENT-ACT>

## **RESPONSIBILITY & DELEGATION**

Mayor / Deputy Mayor

CEO / CEO's Delegate. The CEO is responsible for briefing newly elected Mayor and any Member acting as Mayor on the requirements of this Policy.

## POLICY

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### EVALUATION AND REVIEW

Any issues in relation to the operation or interpretation of this Policy are to be drawn to the Council's attention by the CEO after each general election.

Review each "Term of Council". Review date August 2022 or earlier if required.

## CHIEF EXECUTIVE OFFICER REPORTS



<b>ITEM NUMBER</b>	8.5
<b>TITLE</b>	Human Resources Monthly Report
<b>REFERENCE</b>	258051
<b>AUTHOR</b>	Neil Jones, Human Resources Manager

### RECOMMENDATION

#### That Council

- a) Receive and note the report.

### SUMMARY:

This report addresses the activities within the Human Resources Department for the month of September 2018

### BACKGROUND

#### Enterprise Bargaining Agreement

The HR department has received a number of Bargaining Representative nominations from employees. The representative will attend the bargaining meetings between employee and employer.

On 13<sup>th</sup> September 2018 a bargaining meeting was held in Tennant Creek to introduce the proposed EBA to our employees. The next scheduled meeting in Tennant Creek will be on 11<sup>th</sup> October 2018.

The next EBA Bargaining meeting will be on 26<sup>th</sup> September 2018. Due to the location of the bargaining representative, this meeting will be by conference call.

#### Employee Appraisal Process

On 18<sup>th</sup> September the HR manager conducted a workshop with the Area Managers regarding the employee appraisal process. This new process will be implemented in December 2018 and is part of the Bi – Annual staff reviews. Positive feedback was given by the Area Managers regarding the process and the newly created appraisal forms.

#### Volunteering Procedure

The volunteering procedure has been distributed to the relevant employees, to ensure that there is clear communications regarding employees throughout the organisation.

The HR department will ask for feedback about the procedure in the near future to ensure that the process is easy to follow and there are no underlining issues with the process before a Policy is created and implemented.

## Recruitment

- Animal Control and Environmental Health Coordinator
- Animal Control Officer
- Swimming Pool Manager
- Night Patrol Officer x3 – Ali Curung
- Night Patrol Officer x2 - Elliott
- Night Patrol Officer – Murray Downs
- Night Patrol Officer – Ali Curung

## Learning & Development

### 1. Workforce Management Plan

With the appointment of Community Services Director, Training Matrix expected to be completed for Community Services by the end of September. Awaiting revised Organisational Structure before WMP can progress to next phase.

### 2. First Aid

First Aid training delivered in Ampilatwatja and included participants from Arlparra (Community Services, ESO).

### 3. Conflict Resolution, Recruitment and Retention

Workshops scheduled for 19-20 September, to be attended by Area Managers and Managers from different work units.

### 4. Infection Control (Occupational Exposure) training

Workshop delivered 14 September through Tennant Creek Hospital, attended by First Aid Officers.

### 5. Aggressive Behaviour Management workshops

Facilitated 11-12 September, attended by staff from Admin, Finance, Youth Centre.

### 6. Mental Health First Aid

Awaiting response from facilitators for workshop in Alpururulam in October.

### 7. Suicide Story

Mental Health Association of Central Australia (MHACA) with whom BRC has been in discussion, has now advised they are unable to schedule Suicide Story workshops before the 2019 calendar year.

### 8. Fire Safety

Workshops scheduled for 17-18 October in Ali Curung, to be attended by Municipal staff from Ali Curung, Ampilatwatja and Wutunugurra.

**9. ISACNT**

Meeting scheduled 20 September between HR and delegates from the Industry Skills Advisory Council NT to discuss recruitment requirements and skill shortages from BRC's perspective.

**10. Night Patrol training resources**

CRANAPlus, which has been developing a *Working Safely in Community Night Patrol Safety Package*, have organised a meeting with BRC through the Night Patrol department (25 September) to seek feedback on materials they have produced.

**ORGANISATIONAL RISK ASSESSMENT**

**BUDGET IMPLICATION**

**ISSUE/OPTIONS/CONSEQUENCES**

**CONSULTATION & TIMING**

**ATTACHMENTS:**

There are no attachments for this report.



## CHIEF EXECUTIVE OFFICER REPORTS



<b>ITEM NUMBER</b>	8.6
<b>TITLE</b>	Domestic Animal Management Plan
<b>REFERENCE</b>	258022
<b>AUTHOR</b>	Steve Moore, Chief Executive Officer

### RECOMMENDATION

#### That Council

- a) Receive and note the report
- b) Review the Domestic Animal Management Plan

### SUMMARY:

Following a recent incident we have been asked to include the approved Domestic Animal Management plan for discussion.

The Domestic Animal Management Plan had been approved by the Council during the meeting in July 2018. Attached is a copy of the same for reference.

Also a copy of the Standard Operating Procedure for Animal and Environmental Health is attached along with the report.

### BACKGROUND

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### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

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### CONSULTATION & TIMING

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### ATTACHMENTS:

- 1 [↓](#) Domestic Animal Management Plan Barkly.pdf
- 2 [↓](#) Animal Environmental Health SOP.pdf



# DOMESTIC ANIMAL MANAGEMENT PLAN 2018 COMMUNITY SERVICES

### **Domestic Animal Management Plan**

The Barkly Regional Council recognize that companion animals play an important role in today's society and want people to enjoy them, be it for companionship, work, entertainment or sport.

Pets that are well managed cause few problems and rarely come to the attention of the Council. Unfortunately, it is when animals are acquired with little forethought or for the wrong reasons or when they are left unsupervised, problems occur.

As a result of community concern the Council is introducing a Domestic Animals Plan. The Plan will have a significant impact on the individual pet owners' responsibilities, including the manner in which cats and dogs have to be housed and controlled. The Domestic Animal Plan will also cover compulsory registration of all dogs over three (3) months of age.

Thankfully the image of 'the dog catcher' has gone forever and in its place we have Animal Health Officers whose task is to provide advice, education and assistance and where necessary enforcement of the Acts. Our Animal Health Officers will work towards the goal of where it will be rare to see a dog unaccompanied on our streets. Residents are urged to assist officers by confining stray animals for collection, in the knowledge they will be humanely treated and wherever possible returned to their owners or rehoused to a good home.

While the Council has been given the responsibility of administering the Plan it recognizes the need to promote responsible pet ownership and to provide programs that allow for changes in community standards. This plan is a base from which the Council can take the next step by accommodating change, planning for the provision of resources and to provide animal services and programs in the future.

Most importantly the goal of this plan is to achieve a balance between meeting the needs of pet owners and the needs and expectations of others in the community.



### **Domestic Animal Management Plans**

The Council will prepare a domestic animal management plan as followed:

In consultation the relevant Authorities and the community, prepare a domestic animal management plan and review every four years.

The Domestic Animal Management Plan will:

- a. Set out a method for evaluating whether the animal control services provided by the Council is adequate to give effect to the requirements of this Plan;
- b. Outline programs for the training of authorized officers to ensure that they can properly administer and enforce the requirements of this Plan in the Council's Municipal District;
- c. Outline programs, services and strategies which the Council intends to pursue;
  - To promote and encourage the responsible ownership of dogs and cats;
  - To ensure that people comply with all Acts, Regulations and any related legislation;
  - To minimize the risk of attacks by dogs on people and animals;
  - To address any over population and high euthanasia rates for dogs and cats;
  - To encourage the registration and identification of dogs;
  - To minimize the potential for dogs and cats to create a nuisance;
  - To effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in the district and to ensure that those dogs are kept in compliance with the Acts and the regulations;
  - Provide for the review of existing orders made under the Acts and local laws dealing with the management of dogs and cats are desirable;
  - Provide for the review of any other matters related to the management of dogs and cats in the Council that it thinks necessary, e.g. dog exercise areas; and
  - Provide for the periodic evaluation of any program, service, strategy or review outlined under the plan.

### **Statutory Compliance**

The Barkly Regional Council is required to provide an animal management service to ensure that animals do not degrade the amenity and community safety of the municipality.

The Council is required to respond to customer requests and complaints, and provide enforcement of the relevant Acts, Regulations and Local Laws. In doing so, Council must comply with the following:

1. *Tennant Creek (Control of Dogs) By Law*
2. *Animal Welfare Act 2002*
3. *Infringements Act 2005*
4. *Local Laws 2016*

Guidelines and Standards applicable to the required service include:

1. *Code of Practice for Animal Welfare*

## **Animal Management Staffing and Structure**

### **Council Structure**

Chief Executive Officer  
Director Community Services  
Animal & Environmental Health Manager  
Animal Health Officers  
Environmental Health Officers

Animal Management duties are undertaken by three (3) full time Officers.

### **Demographic and Area Profile Context**

The Barkly Tableland is a distinct physiographic province of the larger West Australian Shield division. It includes the Mueller Plateau and Sandover-Pituri Platform physiographic sections between the desert uplands in the west and Mount Isa, Queensland in the east.

The Tableland drains into the Gulf of Carpentaria via the Flinders River while the southwestern plains drain into Lake Eyre via the Diamantina River or into the Simpson Desert via the Georgina River which has its source on the Tableland.

Mount Isa meanwhile is drained by the Leichardt River. Waterways on the Tableland itself are small as most water drains into the porous limestone, sometimes forming salt lakes such as Lake Buchanan in Queensland.

Tarrabool Lake, the largest wooded swamp in tropical Australia, when completely filled, is located in the west of the Tablelands. Other important water sources on the downs are the artesian springs such as those of the Edgbaston Reserve.

The Barkly region, with a population of just over 5,900 people, has the lowest population of any region in the Northern Territory. Most live in the main towns of Tennant Creek and Renner Springs. Barkly has a diverse economy including agriculture, fishing, and defence but the main source of income is cattle ranching as the area includes some of the best beef cattle grazing country in Australia.

Some of the very large cattle stations located on the Tableland include Alexandria Station, Aloy Downs, Anthony Lagoon, Austral Downs, Avon Downs, Banka Banka, Brunette Downs, Creswell Downs, Eva Downs, Helen Springs, Newcastle Waters and Lake Nash Station.

The region attracts more than 140,000 tourists average each year.

### **Ecology**

The dominant flora of the Tableland is semi-arid savanna of Mitchell grass and the area forms most of the Mitchell Grass Downs ecoregion which covers an area running 1500 km from here southeast into the Channel Country of Queensland.

To the south and west of these grasslands lies the central Australian desert. The grasslands are mostly used for cattle grazing and are home to some threatened species of plants and animals. The higher areas of Mount Isa and the Selwyn Range have their own unique wildlife.

### **Flora**

Mitchell grass is hardy with long roots so is well adapted to dry soils and periods of drought. The grasslands support other distinctive plants alongside the grasses but there are no areas of thick woodland, only acacia trees scattered across the plain.



## Fauna

The habitat of the Mitchell Grass Downs is mostly a uniform cover of grassland and therefore does not support a great variety of wildlife. The few mammals include the brushtail possum (*Trichosurus vulpecula*) and the Alexandria false antechinus (*Pseudantechinus mimulus*), a small carnivorous marsupial found only in a number of small, isolated localities in northern Australia, including Alexandria Station on the Barkly Tableland.

Meanwhile, the section of the Mitchell grasslands in Queensland is home to another endangered marsupial, the Julia Creek dunnart.

There are healthy populations of grassland birds such as the flock bronzewing, while the endangered night parrot has been spotted in Diamantina National Park in Queensland. The seasonal wetlands of the downs are important habitats, particularly as breeding grounds for waterbirds. These include the Lake Tarabool swamp, Lake Woods, Lake Buchanan and Lake Galilee (Queensland).

There are also many snakes and other reptiles and amphibians adapted to the clay soils that crack in the long dry season and turn to mud after the rains. These include burrowing frogs that emerge to breed in the mud and the long-haired rat which erupts in huge numbers after the monsoon and spreads across the grasslands.

Endemic reptiles of the downs include the dwarf dtella gecko (*Gehyra minuta*), some species of Ctenotus and Lerista skinks, an agamid lizard (*Pogona henrylawsoni*), and a monitor lizard (Spencer's goanna). The snakes include the Elapidae; speckled brown snake (*Pseudonaja guttata*), Ingram's brown snake (*Pseudonaja ingrami*), and Collett's snake, all of which are venomous. Insects include a number of endemic species of ant.

## Threats and preservation

Some of the grassland is protected but most is pasture and although largely unspoilt, it is vulnerable to overgrazing, particularly areas of Queensland bluebush (*Chenopodium auricomum*). The downs are home to a number of endangered species and localised habitats that are threatened.

Protected areas that contain Mitchell grassland include Connells Lagoon National Park in the Northern Territory.

In Queensland, Astrebla Downs National Park, which is part of the national initiative to resuscitate the endangered bilby marsupial; Moorrinya National Park and Bladensburg National Park, both home to the Julia Creek dunnart; Diamantina National Park; and White Mountains National Park which contains areas of desert uplands at the western edge of the tableland.

The Mount Isa area is more or less unprotected except that part of it is in Boodjamulla National Park.

### Purpose of the Domestic Animal Management Plan

The purpose of the Domestic Animal Management Plan is to set out the arrangement that the Council has in place to help manage domestic animals and work towards improved animal management in our municipality.



The aim of this Plan is to:

1. Support and facilitate the benefits of animal ownership and companionship on the health and wellbeing of residents;
2. Education residents in ensuring that accepted standards of animal welfare are maintained including the care, feeding and physical wellbeing of domestic animals;
3. Manage nuisance complaints about animals that may affect neighbouring residents;
4. Ensure that the keeping of domestic animals does not compromise accepted standards of public health.

<b>Program / Service</b>	<b>Service Level</b>
Identification and Registration of Dogs	Registration renewals sent
Enforcement of registration requirements	Regular reminders advertised in local newspaper; Reminder notices and doorknock inspection campaigns conducted annually
Investigations of nuisance animal complaints	Initial response within 48 hours; Report on nuisance type complaints per annum.
Investigation of dog attacks & dangerous / menacing dog complaints	Within 30 minutes
Dogs wandering at large	Within 30 minutes if considered an emergency; Within 1 hour If in town boundary
Dogs wandering at large	Commence within four (4) business days
Collection of animals from Pound	Officer's deliver to owners within 24 hours
Micro chipping program for cats and dogs	Micro Chipping sessions with local Veterinarians

Promotion of responsible animal ownership	Media releases through Council newsletter and local paper
Dog Trapping	Dog trap cages available after deposit fee
Cat Trapping	Cat trap cages available after deposit fee
Customer Service	Ongoing updates throughout the year and attendance to Customer Service Team Meeting Keep informed of new processes

### Section 1 – Training of Authorised Officers

The Barkly Regional Council recognises that people are its greatest assets and that improved performance and customer service will only occur with intensive training and development of staff.

The Council is committed to providing an ongoing development program so that staff can develop to their full potential.

It is critical that all staff involved in Animal Management have the knowledge and skills necessary to carry out their work and have the necessary authorisations and delegations.

#### Future Plans

**Objective 1:** To ensure all staff involved in Animal Management have the knowledge and expertise to carry out their duties and functions of Council.

Activity	Responsible Officer	When	Evaluation
Conducted bi-annual performance reviews and identified further training needs for individual officers	Coordinator	Annually	Performance Review

**Objection 2:** To successfully induct and performance manage new staff

Activity	Responsible Officer	When	Evaluation
Establish and communicate performance standards	Coordinator	Ongoing	Performance Review
Monitor Performance and provide guidance to employee where needed	Coordinator	Ongoing	Performance Management



## Summary

Identifying and registering domestic animals is seen as the cornerstone of a successful animal management program.

Animal registration fees provide the majority of funding for animal management programs therefore registration is an important function of animal management.

Identification of animals is also critical in investigating complaints.

It is planned to attempt to decrease the numbers of unregistered animals in the Council using a variety of different available methods and attempt to focus on the new cat registrations. Different methods will be trialled to determine what activity performs best.

## Our current Orders, Council Policies and Procedures

Fixed reduced registration fee (de sexed and micro chipped) have been currently set for this financial year. This fee will be reviewed and adjusted accordingly in line with the Council's future fees and charges.

## Current Activities

1. Provide for online registration / renewal
2. Promote the benefits of registration and identification, being able to reunite a lost animal with its owner and other services provided
3. Use the Council's website to provide information to residents on registration
4. In conjunction with local vets provide subsidized de-sexing to appropriate owners, and to encourage appropriate de-sexing by other owners
5. Conduct random door knocking across the municipality each year to check for unregistered and unidentified dogs
6. To conduct a door knock for pet owners that failed to renew registrations
7. Conduct micro chipping days in conjunction with the local Veterinarian
8. Distribute registration and identification brochures, fact sheets and other material to pet owners
9. Issue registration renewal notices annually and perform follow up to nonrenewal with additional letter, contact owner, face to face visit (targeted door knocking)
10. Ensure that animal complaints are checked for registration and identification compliance as part of the process of dealing with the complaint. Often people know where the animal they are complaining about resides
11. Ensure all authorized offices have access to microchip scanners
12. Keep records of animals found injured or dead and notify owners of identifiable animals to enable them to seek veterinary treatment for injured animals and help provide 'closure' to owners of animals that have died. Retain dead animals for a period of time to enable owners to collect them if desired.
13. Regularly update / audit registration database to ensure information is current (e.g. amend data to reflect notifications of deceased animals, change of address, change of owner) to ensure owners are not distressed or annoyed by receiving unnecessary or incorrect renewal notices or not receiving a renewal notice at all
14. Ensure all seized and impounded animals are identified as required by the Council and registered to their owner prior to their release
15. Ensure that owners are charged for each dog registration for the Council's determined fees
16. Promote registration and the wearing of registration tags through the Council's publications and other media. This can be done by using "good news" stories about

pets being returned to their owners because they were micro chipped and registered.

Activity	Responsible Officer	When	Evaluation
Ensure that all renewal of registrations are followed up each year and that failing to renew infringements are issued where necessary	Animal & Environmental Health Coordinator	Yearly	By 1 August of each year, all owners have received a renewal, a final reminder and the property received a targeted doorknock to determine if the animal is still on the property
Ensure that all animals are identified from a complaint are registered	Animal Health Officers	Ongoing	Recorded on Customer Service Requests when Officers dealt with the new complaint
Hold numerous registration door knocks randomly around the municipality which will include all full time Animal Health Officers at Council	Animal Health Officers	Ongoing	Determine how many new registrations by keeping statistics
Ensure a 5% increase in dogs are entered on the system each year	Animal & Environmental Health Coordinator	Yearly	Check database and compare statistics on system each calendar year (a 5% increase)

**Objective 1:** To decrease the number of unregistered animals in the Council

Activity	Responsible Officer	When	Evaluation
Continue to supply de-sexing vouchers to low income earners	Coordinator	Ongoing	Number of vouchers redeemed
Include registration, identification and renewal Information in rates notices. The Council's newsletters, in Council displays and Council's on hold message	Coordinator	Ongoing	Provide information where necessary

Include registration forms, registration and identification requirements, brochures and factsheets in kits for new residents	Customer Service	Ongoing	Ensure all new resident kits contain this information by regularly making sure those responsible for new resident kits have relevant information
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**Objective 2:** To increase registration rates by 5% each year for dogs using Improvements in technology

Activity	Responsible Officer	When	Evaluation
Introduction of text messaging owners who have not renewed their registration	Animal Health officers	2019	Owners able to apply over internet & make payment at time of application. Determine amount of customers using this service

## Section 2 – Nuisance Complaints

The most common nuisance complaints received by the Council are stray and barking dogs and stray cats (please note that dog at large and dog attacks are dealt with under Section 3 of this plan and are not considered nuisance complaints).

The majority of time spent by Animal Health Officers is dealing with customer complaints contained in this section. Therefore, it is seen that education and compliance activities combined with future objectives and activities is critical in reducing complaints and issues raised by the community.

It is important that an emphasis is placed on reducing barking dog complaints. Barking dogs complaints require far more time for the Officer to resolve the complaint, given the need to be able to substantiate a nuisance which can often lead to some frustration to the affected parties.

The major issue of concern about cats are the 'unowned' or 'stray' cats that roam the Neighbourhood, fight with owned cats over territory, and generally create a nuisance with spraying and defecating on private property.

Throughout the kitten season, this is usually during the dry season and can go longer depending on the weather, the Council receives many complaints about cats with kittens that take up residence on private property.

In many cases the residents feel sorry for the animals and start leaving food outside for them, which can exacerbate the problem. Officers currently collect a large number of cats and kittens every year knowing that most of these animals will be euthanized due to nearly all not being micro chipped.

Cats are a large issue for the Council and there certainly needs to be more awareness / education with cats in our municipality.

The things we will do:

1. Strongly encourage cat owners to confine their cats to the property to enhance animal welfare and reduce the incidence of nuisance
  2. Provide cat cages to local residents for trapping cats that are trespassing on their property in order to reduce the impact of stray / unowned cats.  
and advise residents about requirements in relation to trapping of stray cats
  3. Implement the need for excess animal permits to reduce the possibility of nuisance complaints
  4. Investigate nuisance cat complaints to mitigate ongoing complaints
  5. Set cat traps at residents properties and collect any trapped cats within as short a time as possible to minimize distress to the animal.  
Where the resident has been feeding a stray cat they wish to keep, Officers will check the animal for any identification to make sure it does not match a 'Lost Cat' reported to the Council Officers:
1. Assist the resident to take formal ownership of the cat by advising on the requirements of micro chipping and de-sexing.

**Barking Dog Complaints (see 'All Nuisance' and the following)**

1. Constantly review current processes regarding neighbourhood complaints about nuisance barking
2. Provide information on the causes of excessive barking, including separation, anxiety, boredom, external stimuli, territorialism, communication with other dogs etc.
3. Encourage owners of barking dogs to seek advice from the Council / Professional dog trainer / animal behaviourist on how to reduce their dogs barking
4. Encourage any complainant to contact owner of a barking dog and advise them of their concerns as first step to resolving issue prior to commencing investigation process

**Local Law for Dog Excrement (Section 31 Tennant Creek Control of Dogs Bylaw)**

1. Encourage persons to carry the means to pick up their dogs excrement
2. Encourage a person to pick up their dog excrement and dispose of it in an appropriate waste container.

**What we will do:**

1. Educate dog owners of the local requirements relating to cleaning up of dog litter, by distributing education material (see "All nuisance" section for methods), providing owner / person in charge of dog in parks and other public places with information during patrols
2. Enforce Local Law regarding the collection and disposal of dog litter by owner / person in charge of the dog including the need to carry a suitable device for collection.

**Object 1:** Reduce number of nuisance complaints using education

Activity	Responsible Officer	When	Evaluation
Provide further information to residents about the Dispute Settlement Centre	Coordinator	2018	Provide figures as to how many residents use the Dispute Settlement Centre
Provide an Animal Management Bulletin with renewal notices each year about either cat / dog confinement, barking, dogs at large, dog litter, dog attacks,	Coordinator / Administration Personnel / Animal Health Officers	Annually by October	Prepared for October to go out with pet registration renewals
Council purchase and Officers to hand out dog poo bag holders to tie on leads for complying with requirements e.g. walking dog on lead, collecting dog litter, having dog under effective control, registering and micro chipping animals	Coordinator / Animal Health Officers	Ongoing	Increase in compliance and awareness
Review enforcement policies and procedures	Coordinator / Animal health Officers	June 2018	Review undertaken

**Objective 2:** Reduce the number of nuisance complaints using compliance

Activity	Responsible Officer	When	Evaluation
Report owners who fail to collect their dog litter	Animal Health Officers	Ongoing	Increase compliance through CRM statistics
Implement nuisance abatement activities to ensure that people who are feeding cats but not taking the full ownership responsibility realise that the cat could be a nuisance to the rest of the community – assist semi owners in taking full ownership of cats	Animal Health Officers	Ongoing	Increase in the number of trapped cats

Attempt to trap feral cats in response to complaints / implement a cat trapping program (in specific areas where there are identified problems such as blocks of units or lane ways)	Animal Health Officers	Ongoing	Increase in the number of trapped cats
Ensure complaints are dealt with effectively, efficiently and satisfactorily	Animal Health Officers	Ongoing	Use Customer Requests to track complaints



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### Section 3 – Dog Attacks and Dog Confinement

A critical role for the Council is to minimise the number of dog attacks in the community due to the potential damage that can occur in the event of an attack.

It is important that the Council raise awareness in the community on how to reduce the risk of a dog attack.

The identification of animals including declared dogs is important as well as ensuring dogs are contained to their property at all times given that most dog attacks occur in the direct vicinity of the property or on the premises where the dog resides.



### Current Situation

The Customer Requests for dog attacks are all in one category and include all minor injury to serious injury reports, a rating may need to be developed to distinguish between types.

Activity	Responsible Officer	When	Evaluation
Raise awareness of risk of dog attacks in the home, in the street and in parks and how to reduce these risks through -distribution of brochures, fact sheets and other material regarding dog attacks - information with registration renewals - new resident packs	Animal Health Officers / Coordinator	Ongoing	Monitor number of dog attacks and complaints
Promote effective confinement and control of dogs	Animal Health Officers / Coordinator	Ongoing	Monitor number of dog attacks and complaints
Promote de-sexing of dogs to reduce aggressive tendencies and wandering at large	Animal Health Officers / Coordinator	Ongoing	Monitor number of dog attacks and complaints
Respond to dog attack reports within 30 minutes, as the top priority for Animal Health Officers	Animal Health Officers / Coordinator	Ongoing	Monitor number of dog attacks and complaints
Ensure all reported dog attacks are recorded & investigated to meet all points of proof provided in the Act. Seize dogs and prosecute owners in accordance with the Tennant Creek (Control of Dogs) By Laws	Animal Health Officers / Coordinator	Ongoing	Monitor number of dog attacks and complaints

### Section 4 – Dangerous, Menacing and Restricted Breed Dogs

#### Restricted Breeds

There is currently no Restricted Breeds under Northern Territory legislation.

## Section 5 – Over Population and High Euthanasia

### Current Situation – Our current Data

The following impound data from Pound for the period 01/01/2017 – 28/06/2018



	Dogs	Cats
Impounded	85	No data
Released to Owner	62	No data
Rehoused	12	N/A
Euthanised	23	15

There are significant problems of high euthanasia in the Council; there is a need to lower the euthanasia rate of cats and dogs. Most cats impounded tend to be semi owned strays or semi feral cats with no microchip details. It is also very likely that these cats are not desexed.

Most dogs euthanized seem to be surrendered or not reclaimed by owners with no identification and have not met a temperament assessment for rehoming eligibility.



### Future Plans

**Objective 1:** Reduce the amount of euthanasia rates at Council Pound (Feral/Unowned cat excepted) through re – homing initiatives, including social media posts, Kunapa Kari and local Kennels. Assistance to rescue organisations will be committed from Council, such as de sexing and vaccinations.

Activity	Responsible Officer	When	Evaluation
Promote the benefits of desexing animals - No surprise litters - Fewer unwanted animals in the community - Fewer animals euthanased - Reduced aggression - Reduced wandering	Coordinator / Animal Health Officers	Ongoing	Reduced number of animals euthanised
Continue registration & micro chipping programs to ensure pet dogs can be returned to their owners to reduce euthanasia rates	Coordinator / Animal Health Officers	Ongoing	Larger amount of animals returned to owners
Promote confinements of animal to Owners premises to prevent straying & possible euthanasia, if not registered	Animal Health Officers	Ongoing	Reduced number of animals euthanized
Investigate reports of animal hoarding	Animal Health Officers	As reports received	Reports to be prepared
Provide cat cages to local residents for trapping cats trespassing on their property	Animal Health Officers	Ongoing	Cat Trap Register
Trapped cats will be impounded at the Cat Pound where the animal will be assessed for its suitability for adoption or will be euthanized	Animal Health Officers	Ongoing	Reports to be prepared
Dogs without identification will be impounded at Pound where the animal can be assessed for its suitability for rehousing	Animal Health Officers	Ongoing	Reports to be prepared

## **Section 6 – Other Matters**

### **Summary**

This section also looks at the benefits of pet ownership and animal welfare issues.

### **Benefits of Pet Ownership**

There is a wealth of scientific evidence to support the benefits of owning pets and their use in therapy. Evidence of a link between pet ownership and better health has been demonstrated by a range of different studies. Dogs encourage people to enjoy outdoors, they have been shown to stimulate conversations between strangers and also improve a person's sense of security both in the home and in public places.

Pets are also wonderful companions and in some cases help combat loneliness and social alienation. Pet ownership also teaches children responsibility, and helps them develop their social and nurturing skills.

Companion animals play an irreplaceable part in the enrichment of people's lives and have a positive influence on the social, emotional and physical wellbeing of people. There is also much evidence to support dogs being used in therapy in hospitals, nursing and care homes or for where people may be disadvantaged through age, illness, disability or isolation.

### **Animal Welfare Issues**

Animal Welfare issues including cruelty to animals and the care of pets in emergency situations will also be addressed in this section. The Council has an Emergency Plan that deals with emergency situations; a section of this plan considers the impact of domestic pets in an emergency. Animal Welfare and cruelty issues will be investigated by the Council and if necessary will be passed on to the RSPCA if required.

Roaming cats and dogs can get hit by cars, injured in fights, catch fatal diseases (e.g. feline AIDS) or become lost. Roaming cats and dogs can annoy neighbours too, spraying, fighting, howling and digging in gardens. Importantly, cats and dogs kept on their owner's property tend to live much longer and healthier lives than cats and dogs that are allowed to roam.

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1



Barkly Regional Council

Standard Operating Procedure

Animal & Environmental Health

SOP No: 1

Prepared by:

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Prepared for:

Barkly Regional Council Executive

Version 1.0 18<sup>th</sup> June 2018

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

Revision History Log			
Version 1	Revision Date	Author	Changes
SOP	18/06/2018	Paul Wilson	Draft document for executive
SOP	09/07/2018	Paul Wilson	Council's Vision, general changes

### Approvals

#### Version 1.0

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ANIMAL & ENVIRONMENTAL  
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## Table of Contents

1.0	GENERAL INTRODUCTION.....	1
1.1	ANIMAL HEALTH OFFICERS.....	1
	DOGS.....	2
	LITTER CONTROL.....	2
	ILLEGAL CAMPING.....	2
1.2	THE OBJECTIVES OF THIS MANUAL.....	3
1.3	OUR STANDARDS OF SERVICE.....	3
1.4	KEY WORD RESPONSIBILITIES.....	3
1.5	EMPOWERED TO ENFORCE THE FOLLOWING ACTS/LOCAL LAWS.....	4
1.6	CONFIDENTIALITY.....	4
1.7	COMPLAINTS & GREIVANCES.....	4
1.8	INDUCTION.....	4
1.9	MANAGEMENT STRUCTURE.....	5
2.0	OFFICERS DUTIES AND RESPONSIBILITIES.....	5
	2.1 INTRODUCTION.....	5
	2.2 HOURS OF OPERATION.....	5
	2.3 APPEARANCE.....	5
	2.4 DRESS AND CLOTHING ISSUE.....	5
	2.5 IDENTIFICATION CARDS.....	5
	2.6 EQUIPMENT ISSUE.....	5
	2.7 KEY ISSUE.....	6
	2.8 ALCOHOL AND DRUGS.....	6
	2.9 SMOKING ON DUTY.....	6
	2.10 PUBLIC CONDUCT.....	6
	2.11 STEALING AND PROPERTY DAMAGE.....	6
	2.12 MEDIA LIAISON.....	6
	2.13 ALTERNATE EMPLOYMENT.....	7
	2.14 SHIFT REQUIREMENTS.....	7
	2.15 OFFICER JOB REQUEST.....	7
	2.16 NEEDLES AND SYRINGES.....	8

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

	2.17 PATROLS.....	8
	2.18 RESPONSIBILITIES WHILST ON PATROLS.....	8
	2.19 PATROLS AREAS.....	9
<b>3.0</b>	<b>PUBLIC CONTACT.....</b>	<b>9</b>
	3.1 DEALING WITH AGGRESSIVE PEOPLE.....	9
<b>4.0</b>	<b>COUNCIL VEHICLES.....</b>	<b>10</b>
	4.1 GENERAL.....	10
	4.2 CARE AND MAINTENANCE.....	10
	4.3 USE OF FLASHING LIGHTS.....	10
	4.4 MOTOR VEHICLE ACCIDENT PROCEDURE.....	10
	4.5 REFUELLING YOUR COUNCILVEHICLE.....	11
	4.6 YOUR DRIVING.....	11
<b>5.0</b>	<b>COMMUNICATION.....</b>	<b>11</b>
	5.1 TELEPHONE USAGE.....	11
<b>6.0</b>	<b>ABANDONED VEHICLES.....</b>	<b>12</b>
	6.1 IMPOUNDING OFFICERS RESPONSINBILITES.....	12
	6.2 OWNER RECLAIMING VEHICLE.....	13
	6.3 DISPOSAL OF UNCLAIMED VEHICLES.....	13
<b>7.0</b>	<b>AFTER HOURS EMERGENCIES.....</b>	<b>13</b>
<b>8.0</b>	<b>ANIMAL CONTROL.....</b>	<b>13</b>
	8.1 GENERAL.....	13
	8.2 IMPOUNDING DOGS.....	14
	8.3 RELEASE OF IMPOUNDED DOGS/CATS.....	14
	8.4 REHOMING OF IMPOUNDED DOGS.....	15
	8.5 EUTHANASING OF DOGS.....	15
	8.6 REGISTRATION OF DOGS.....	15
	8.7 APPROVED EXERCISE AREAS.....	16
	8.8 DOG EXCERTA.....	16
	8.9 DOGS FENCING.....	16
	8.10 DECLARING DOGS DANGEROUS.....	16
	8.11 DOG NOISE/NUISANCE COMPLAINTS.....	17
	8.12 DOG ATTACKS.....	17

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

	8.13 DOG ATTACK INVESTIGATIONS.....	18
	8.14 ACTION TAKEN AGAINST OFFENDERS.....	18
9.0	ANIMAL WELFARE.....	18
10.0	BUSH FIRE CONTROL.....	18
	10.1 FIRE BREAK INSPECTIONS.....	18
11.0	CAMPING.....	19
12.0	GENERAL LOCAL LAWS.....	19
13.0	LITTER CONTROL.....	19
14.0	OFF ROAD VEHICLES.....	20

DRAFT

## 1.0 GENERAL INTRODUCTION

### ABOUT THE COUNCIL

#### COUNCIL'S VISION

#### Our Vision

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

#### 1.1 ANIMAL & ENVIRONMENTAL HEALTH

Animal Health officers are responsible for the administration and enforcement of a number of Acts and Local laws. These include:

***Tennant Creek (Control of Dogs) Bylaw 2016***

***Flammable Undergrowth Bylaw***

***Control of Public Places Bylaw***

***Local Government Act 2017***

#### DOGS

The enforcement of the *Tennant Creek (Control of Dogs) Bylaw 2016* is a large component of the work of the Animal Health Officers. The objective is to increase awareness and of and Voluntary compliance with the Bylaws so as to provide a healthy and safe community. Promotion of the Bylaws is achieved through a number of editorials, such as the Tennant Creek Times, Local radio stations and the Council's website. Animal Health Officers also promote the three "L's" of responsible dog ownership.

1. Love them
2. Licence them and
3. Leash them

Animal Health Officers main task is in patrolling and responding to complaints regarding dogs. The most common complaints are:

1. Dogs wandering
2. Nuisance by barking
3. Dog attacks



ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1**LITTER CONTROL**

One objective of Animal Health Officers is to effectively manage and police the unlawful disposal of waste and to educate and encourage the public to dispose of their general waste through the weekly waste collection service or to take their general waste to the Council's Waste Management Facility.

The public are informed of appropriate waste disposal through newspaper articles and radio. It is apparent that littering offences by their nature tend to be committed out of sight. Public assistance is essential in identifying offenders.

Unfortunately, judging by the amount of litter on the roadsides and in bush areas, it would appear that there is certain public apathy towards taking ownership of the problem and reporting offences when they are noticed. This is an area that Animal Health Officers have identified in their service plan for attention.

**ILLEGAL CAMPING**

Illegal campers often create a number of anti – social problems including litter and noise, which adversely affects the amenity of the area.

Animal Health Officers monitor and enforce illegal camping under the *Local Government Act 2017* to ensure that visitors utilise the designated camping facilities and do not camp in areas that are not set aside for the purpose.

**1.2 THE OBJECTIVES OF THIS MANUAL**

The aim of this manual is to:

- Provide Animal Health Officers with a written framework of procedures giving direction and guidance on how to perform, administer, and enforce the various tasks required of them.
- Provide a quick and easy reference on the various undertaken.
- Provide reference so a consistent approach and outcome is derived on issues undertaken.

**1.3 OUR STANDARDS OF SERVICE**

*Animal & Environmental Health Officers are to give fair, polite and courteous consideration to the public at all times and in all circumstances. An important ethic a Animal health Officer must understand is that they should be viewed by the general public as being totally ethical, trustworthy and with integrity beyond reproach.*

At all times the Animal Health Officer will endeavour to:

- Ensure confidentiality in all dealings with the public.
- Treat reports of aggressive dogs and dog attacks as a high priority.
- Do our utmost to resolve the problem on the spot.
- Promote parking availability and road safety during busy periods by monitoring parking times.
- Actively promote responsible dog ownership.

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

- Be vigilant in monitoring and maintaining firebreaks on relevant properties to protect life and property.
- Encourage owners to remove disused or abandoned vehicles and ensure their removal within seven days.
- Ensure every effort will be made to find the owner of an impounded dog, and care for dogs that are impounded.

**1.4 KEY WORD RESPONSIBILITIES**

- Animal control
- Litter control
- Parking control
- Bushfire prevention
- Abandoned vehicles
- Reporting of graffiti vandalism to Council properties
- Camping patrol.
- Reserves control
- Compliance work as required.

**1.5 OFFICERS ARE EMPOWERED TO ENFORCE THE FOLLOWING ACTS & REGULATIONS**

- Local Government Act 2017
- Control of Public Places By-Law 2013
- Tennant Creek (Control of Dogs) Bylaw
- Flammable Undergrowth Bylaw

**1.6 CONFIDENTIALITY**

The contents of correspondence, the identity of a complainant and the records of the Council, are always confidential. **Under no circumstances may a staff member divulge details or any other information that could be used to identify a complainant.** Disciplinary action will be taken against any officer contravening this requirement.

Information must not be given to a member of the public unless approved by the Supervisor or Director.

Similarly, information and reports prepared by officers for in house use are not available to outside organisations without prior approval. Reports, research, surveys or any other correspondence prepared by officers for and at the expense of the Council are the copyright of the organisation and not the officer concerned.

Files and/or other official documents must not be left unattended on desks, counters or vehicles where members of the public may have contact with them. It is your responsibility to ensure the security of all documents in your care.

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1**1.7 COMPLAINTS & GREIVANCES**

All complaints & grievances should be in the first instance be addressed to an immediate supervisor and/or a Director. They will endeavour to resolve the problem. If unable to do so, the matter will be drawn to the attention of the Director and Human Resources Department in order to reach a fair and equitable solution.

**1.8 INDUCTION**

Upon commencing employment with the Barkly Regional Council every new employee will be required to attend and induction which will cover everything from a brief history of the Council to matters such as Work Health & Safety. Animal Health Procedures manual will be then given to the new employee. A tour of the main Council Administration Area is usually included.

An Animal Health Officer is employed on a seven day rotating roster. Officers are to exercise a common sense approach in the course of their duties at all times and be confident in their ability to carry out these duties.

**1.9 MANAGEMENT STRUCTURE (REFER APPENDIX 1)****2.0 ANIMAL HEALTH OFFICERS DUTIES & RESPONSABILITIES****2.1 INTRODUCTION**

The Barkly Regional Council consists of a Regional Animal & Environmental Health Coordinator, Animal Health officer and an Environmental Health Officer.

**2.2 HOURS OF OPERATION**

0700am – 1700pm Monday – Friday

On call as required Sat – Sun

***However these times are changed from time to time due to operational requirements, staff availability and/or management of special events.***

**2.3 APPEARANCE**

The individual officer must never lose sight of the fact that he/she is constantly in the eye of the public and their appearance reflects upon the image of the Barkly Regional Council. Officers must always present neat & tidy appearance, including being daily shaven or alternatively beards manicured. Linen is to be neat, clean and ironed.

**2.4 DRESS AND CLOTHING ISSUE**

Officers are to be properly attired during the course of their duty.

Officers are issued with uniforms and certain necessary equipment at the expense of the Council. Uniforms must clean and well pressed. Uniforms and equipment are the property of the Barkly Regional Council, which are provided for the officer in the performance of their duty. The officer charged with their safekeeping. On leaving the employment of the Barkly Regional Council, the officer must return all their uniform and equipment.

Officers must be careful not to lose or misplace any part of their uniform or pieces of equipment. Any loss of either uniform or equipment must be reported to the Animal & Environmental Health Coordinator. .

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1**2.5 IDENTITY CARDS & NAME BADGES**

Officers will be issued with a Barkly Regional Council name badge bearing the Council logo with their first name or full name as preferred. This badge is to be worn at all times whilst on shift and must be visible on the outer garment of the uniform.

In addition, an authority card bearing photo identification signed by the Chief Executive Officer will be provided and must be shown to any member of the public on request as proof of your authority to act as an authorised officer.

**2.6 EQUIPMENT ISSUE**

On commencement each officer will be issued with the following equipment which must be kept on hand at all times. If any of this is lost or stolen, or needs replacing the matter must be drawn to the attention of the Animal & Environmental Health Coordinator at the first opportunity.

- 1 Snake Relocation Kit
- 1 First Aid Kit
- 1 x Fire Extinguisher
- 1 Mobile phone
- Sharps Container

In addition to the above, other items necessary such as stationery, infringement and caution books and general consumable items will be provided when needed.

**2.7 KEY ISSUE**

Each officer will be issued with a set of keys for buildings within the Council (i.e. the pound and administration buildings). These keys should be kept with the officer at all times and not given to anyone.

The loss of any keys must be reported to the Animal & Environmental Health Coordinator immediately together with the details surrounding the loss.

**2.8 DRUGS & ALCOHOL**

The use of alcohol & drugs while on duty is not permitted. Officers are not to report for duty whilst under the influence of alcohol or drugs, or with the smell of intoxicating liquor on their breath. An officer who reports for duty in an unfit condition due to alcohol or any other intoxicating substance may be liable disciplinary action and/or dismissal.

**2.9 SMOKING ON DUTY**

All Barkly Regional Council buildings and vehicles are designated as no smoking areas. There are also areas of the Council Depot that are no smoking areas. Officers are not permitted to smoke on duty except in designated areas and at those times when it will not interfere with the performance of their duties. Smoking in the view of the public is not permitted.

**2.10 PUBLIC CONDUCT**

While on duty, officers are required to be courteous and conduct themselves in a dignified manner. They must reply to inquiries in a polite manner and, if unable to supply the information, must refer to the person from whom the information may be obtained or refer the inquirer to the appropriate department.

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

Conduct unbecoming of an officer will call for disciplinary action. Examples are but not limited to the following:

***Discourtesy to the general public, insolence, disorderly conduct, use of course profanes or threatening language, immoral conduct, violation of any criminal law or any action which at anytime would service to bring discredit to the Barkly Regional Council.***

**2.11 STEALING AND PROPERTY DAMAGE**

The removal of items from the Council's premises without permission or any wilful damage or disfiguring of Council Property will result in immediate disciplinary action and/or dismissal. The individual could be liable to prosecution for stealing or damage to Council property.

**2.12 MEDIA LIAISON**

The Barkly Regional Council is keen to maintain a good relationship with the media and is careful when making comments on incidents or reports that could influence the public image of the Council, Staff or Local Government.

Generally, the only Council Representatives who speaks on behalf of the Council to members of the media are the Mayor and the Chief Executive Officer. In some instances, Council may nominate a spokesperson.

If you are approached by a journalist or reporter for comment about a work issue, please advise them that their enquiry should be directed to the Public Relations & Events Manager. Advise your supervisor of the situation.

**2.13 ALTERNATE EMPLOYMENT**

No alternate employment is to be undertaken by a Animal Health Officer that may conflict with the officer's duties and responsibilities to the Council. Involvement in any outside employment or business interest during rostered working hours will be viewed as misconduct.

If you are uncertain about what may constitute a conflict of interest, please discuss this with the Human Resources and/or the Animal & Environmental Health Coordinator.

**2.14 SHIFT REQUIREMENTS**

Animal Health Officers are predominantly field officers. It is expected the majority of their time will be spent in the field. To maximise this, Animal Health Officers may start and finish their duty in their particular patrol area.

Officers must notify office staff by mobile phone:

- When commencing and concluding shift
- When leaving the area and on return after a meal break
- If away from the vehicle for a period in excess of 10 minutes.

Officers are required to attend the office at least once during their shift to collect and deposit any reports as necessary.



ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1**2.15 OFFICER JOB REQUESTS**

Upon receiving a complaint, An officer Customer Service request form is to be completed.

- Ensure complainant's name address and telephone number is recorded. If the complainant does not wish to leave these details the complaint is anonymous. However reassure the complainant that all details are kept confidential.
- Record complaint type in the appropriate box.
- Determine if caller wished to be notified of outcome.
- Record date and time of complaint
- If complaint is involving dogs, check for current registration.
- Upon receiving an officer Customer Service Request form, the officer is to record the date and time of attending the complaint.
- Record the appropriate action taken and make sure that the job is registered with a job number.
- If further visits or follow-up are required, ensure this action is timed and dated. If complainant requires notification of outcome, ensure this done and duly noted on the job sheet form.
- If further follow-up is required by another Department, prepare a memo and pass directly onto the appropriate person.

**2.16 NEEDLES AND SYRINGES**

Where syringes are found by an officer on, roads or public reserves the following procedures should be taken in conjunction with the requirements of the "OPERATIONAL GUIDELINES FOR DISCARDED NEEDLE AND SYRINGES" (Refer Policy & Procedure : Safe Handling of Sharps & Needle Sticks.)

**Collection and Disposal of needles and syringes**

- Each officer must carry at least
- one (1) "Sharps Disposal Containers" in their vehicle at all times.
- Upon finding needles and syringes, or attending to those that have been reported, the employee should simply pick them up by the handle or the barrel of the syringe **if they are visibly clean**.
- If only a part of the syringe is visible then tongs or forceps should be used.
- The syringe should then be simply placed in the container and the lid locked.
- Under no circumstances should officers either touch or attempt to bend or snap the needle nor should they move the plunger.
- Please check the immediate area to ensure that there are no others. .

A diary note of when and where the syringe is collected is made and transposed on the date collection sheet found in the Reports file.

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

The sealed container should then be taken to the Tennant Creek Hospital for disposal and container replacement.

**Procedure to be taken where and employee sustains an injury from needle/syringe or similar sharp object.**

An employee should immediately:

- Wash the injury with soap and water. DO NOT squeeze the area around the injury to encourage bleeding.
- Retain the needle/syringe and report the injury immediately to the Animal & Environmental Health Coordinator and complete the appropriate Incident/Accident Report form.
- The employee should seek medical advice and assistance.

**2.17 PATROLS**

Officers will carry out patrols of Tennant Creek and areas over a five-day period. They will attend to all complaints received and endeavour to resolve them within the shortest possible period of time within KPI guidelines.

**2.18 RESPONSABILITIES WHILST ON PATROL**

Each officer whilst on patrol will be responsible for attending any Animal Health job requests passed onto the officer. These will be attended to as soon as possible, giving priority to those as necessary.

During the course of their patrols, officers will be expected to carry out their duties both on a proactive and reactive basis. Officers are encouraged to help each other out at all times and lend assistance when required.

***officers are to respond to calls for assistance (dogs wandering etc), when received during patrol and return to patrol duties once the issue has been resolved. Routine matters that will require investigation time may be left until normal day shift periods (8.00 – 4.00pm), but complainant must be advised that their request will be resolved later in the day. Urgent requests, (stock on road, dog attacks, and request from Police) are to be responded to immediately.***

**2.19 PATROL AREAS**

To maximise the resources within the section, the Council has determined that Animal Health Services will be provided to Tennant Creek. Operation outside of these areas will be at the discretion of the supervisor such as community visits.

Officers within these areas are to pay particular attention to issues and in essence, conduct their patrols on a proactive policing basis.

Officers will also as necessary, on a Council wide basis, respond to calls for assistance by other Council staff.

### 3.0 PUBLIC CONTACT

Before entering into a discussion with a member of the public over any matter, officers must identify themselves, their position, and advice of the organisation they represent and finally advise why they are performing the particular task.

By way of example, a conversation with an aggrieved person receiving an infringement notice may commence as follows;

***“Good afternoon, my name.....I’m an Animal Health officer with the Barkly Regional Council, are you aware.....? We are paying particular attention to this area because.....”***

This formal address by an officer shows courtesy and respect for the person involved in the matter. More importantly, it also prevents such people claiming that they didn’t know why they were approached.

Under NO circumstances should officers become drawn into an argument over matters. Officers must remain professional and polite at all times, even if others make personal attack or comments adverse to particular beliefs and character.

### 3.1 DEALING WITH AGGRESSIVE PEOPLE

At times there will be occasions where officers may encounter abusive or aggressive persons. The following guidelines should be applied where possible;

- Act in a positive manner, which will not promote extra aggression the person/s. Do not become drawn into argument or use threatening gestures or language.
- Communicate in a manner that is clear and precise.
- Avoid physical contact.
- Place yourself in a position that is at least an arms length from the aggressive person.
- Discontinue communication should verbal aggression become intolerable – inform person/s of why.
- It may be necessary on occasions for officers to call for assistance from other staff members or local Police. This process to be utilised at the discretion of the officer involved.

Should the person use abusive language, request them to refrain. If the language or aggression continues, advise them you may discontinue the conversation if they don’t refrain.

In circumstances where officers have dealt with a situation as detailed above, you must notify your supervisor and if necessary complete a report of the occurrence at the first available opportunity.

### 4.0 COUNCIL VEHICLES

#### 4.1 GENERAL

- Officers who have commuting privileges may only use them to commute to and from the place of work and in the course of normal daily duties.
- The Road Traffic Act and Code will be strictly adhered to at all times.
- Vehicles are to driven by Authorised personnel.



ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

- Vehicles used by a relieving officer whilst on annual or extended leave.
- Commuter use of vehicles is a privilege and a unauthorised use may result in commuting rights being withdrawn and disciplinary action taken

#### 4.2 CARE AND MAINTENANCE

It is the driver's responsibility to conduct periodic checks and servicing (as required) of the vehicle to ensure that safe, efficient and uninterrupted motoring is achieved.

Particular attention should be paid to the following

- Fuel
- Engine Oil
- Engine Coolant
- Tyres
- General check of Operation – brakes, clutch, lights etc.
- Radio and aerial are fitted.

Any damage or malfunction prior to use is to be noted. Similarly any damage or malfunction whilst in use is to be reported to the Animal & Environmental health Coordinator. Vehicles are to be maintained in a neat and tidy condition at all times.

#### 4.3 USE OF FLASHING LIGHTS

Your vehicle is fitted with amber flashing lights that are only to be used in accordance to the following instructions:

- The lights MAY at the officers discretion be operated whilst the vehicle is being driven on a road in operational use.
- When parked on the road and/or reserve as a safety precaution to make the vehicle highly visible.
- When instructed by a member of Northern Territory Police service to do so.

#### 4.4 VEHICLE ACCIDENT PROCEDURE

In the event of damage or injury which may lead to a claim for damages an incident report is to be completed immediately by the person(s) involved, their supervisors and all witnesses.

#### UNDER NO CIRCUMSTANCES IS ANYONE TO ADMIT LIABILITY

##### MOTOR VEHICLE ACCIDENT

If the Police do not attend the accident and there is a third party involved, or damage to property you must report the accident immediately.

##### 1. DO NOT ADMIT LIABILITY

- Where another vehicle is involved in the incident the following information should be obtained and recorded by the driver of the Council vehicle.
- Name and permanent address and license number of the driver(s).
- Registration number and description of other vehicle.
- Name of other vehicle's Insurance company

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

- Description of damage to other vehicle(s) (or other third party involved).
  - Date, time, place of accident and road conditions.
  - Names and permanent addresses of witnesses.
2. Obtain 3 independent quotes of repair
  3. Take digital photographs of damage or have panel beaters supply theirs.
  4. If quoted repairs are less than our excess, the Depot Manager may authorise repairs.
  5. If quotes are more than the excess, complete Motor Vehicle Claim form and forward all paper work to the Depot Manager.

**ANY DAMAGE TO COUNCIL VEHICLES – NO MATTER HOW SMALL IS REQUIRED TO HAVE AN INCIDENT REPORT FORM COMPLETED. IF AN INSURANCE CLAIM IS NOT MADE, A COPY OF THE REPORT WILL BE ATTACHED TO THE REPAIR INVOICE.**

#### 4.5 REFUELLING YOUR COUNCIL VEHICLE

Ensure vehicle is fuelled and ready for next shift or emergency call outs. As a general guideline, vehicles should have no less than half a tank of fuel available at all times.

#### 4.6 YOUR DRIVING

Officers must set an example for other road users. The officer must be courteous and obey the Road Traffic Act and regulations. The offending officer is personally liable to pay all traffic and parking infringements. Officers have no power or authority under the Road Traffic Act. Officers are not to pursue offending motorists. Officers shall not pursue criminals. Your duty in such cases is to Observe & report to a member of NT Police.

#### 5.0 COMMUNICATION

##### 5.1 TELEPHONE/MOBILE USAGE

Where an officer is issued with a mobile phone, private calls should be restricted to urgent situations only. All calls are subject to audit and officers will be called upon to explain calls of excessive duration or numbers that are not easily identifiable and may be required to reimburse Council for excessive private call usage.

##### 5.2 TELEPHONE PROTOCOL

The Barkly Regional Council's Protocol Policy as detailed in Appendix 2 of this manual.

#### 6.0 ABANDONED VEHICLES

There are two types of abandoned vehicle complaints. These include:

- Disused Vehicles. (These vehicles may include those that are parked nearby but not on their owner's property for lengthy periods of time).

The following course of action applies to abandoned vehicles:

- Abandoned vehicles on private property

In these instances, residents are to be informed the vehicle is their responsibility and follow-up should be undertaken by the land owner.

In essence a vehicle that is not used and in a state of disrepair is not permitted, on a

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

property, unless it is screened from public view with a fence of 1.8 metres in height.

- Disused in streets and other public places, including verges and areas under the care, control and management of the Barkly Regional Council. Vehicles are to be processed in the following way:
- Officers will chalk the tyres and ascertain from the police if the vehicle is stolen and obtain ownership details using the prescribed "request for vehicle details form".
- Owner to be contacted (where possible) and requested to remove the vehicle within a 24hr period.
- Where the vehicle was drawn to our attention and removal may take a few days, the officer must inform the complainant of the process and when the vehicle is likely to be removed.

### 6.1 IMPOUNDING OFFICERS RESPONSIBILITY

In the case of an abandoned vehicle the following will apply:

- If a vehicle has not been removed, place an abandoned vehicle sticker on the windscreen formally requesting removal within 48 hours.
- Every effort must be made to try to locate the last registered owner.

On arrival of the vehicle at the pound the officer shall undertake the following:

- The licence plate number, engine or chassis number must be checked for ownership details at the Police station.
- Abandoned vehicle may only be impounded from streets and only if they have been stickered and not removed within the 24 hour period. (However officers are authorised to remove a vehicle if it is causing a traffic obstruction).

An abandoned vehicle check list is to be completed on the back of the Officer Request forms, whenever dealing with abandoned vehicles.

- The vehicle to be placed in the impound yard.
- The officer is to record the appropriate details into the abandoned vehicle file.
- The impound number is to be placed on the vehicle and thereafter used in the identification used as identification number of the vehicle.
- The abandoned vehicle checklist is to be completed and filed in the abandoned vehicle file.

The Officer is to complete the vehicle impounding register, including:

- The date impounded
- The impounding Officer
- The registration number
- The notice of impoundment sticker
- The vehicle details
- The impound number
- Registered owners details (if known)
- Sticker date
- Chassis number (where possible)

The officer is to send the last registered owner, a letter advising the vehicle has been impounded and requesting the owner to collect the vehicle.

## 6.2 OWNER RECLAIMING THE VEHICLE

Where an owner seeks to reclaim a vehicle the following applies:

- Proof of identification and ownership must be produced and documented.
- The cost of the impoundment fee and the towing fee \$110.00 must be paid prior to the vehicles release.

## 6.3 DISPOSAL OF UNCLAIMED VEHICLES

Vehicles not reclaimed to be disposed of via the following process.

- Pursuant the Local Government Act 2017 all unclaimed vehicles must be held for a minimum 30 days, before the disposal process can begin.

## 7.0 AFTER HOUR EMERGENCIES (NOT REGULAR COUNCIL ACTIVITY)

In the case of an extreme emergency, the officer should be contacted on mobile 0417 563 431 and the appropriate emergency services for assistance.

## 8.0 ANIMAL CONTROL – DOGS

### 8.1 GENERAL

Animal control will form a major part of the Animal Health Officers duties. Following gazettal and delegated authority, officers are empowered to deal with animal related issues under legislation prescribed through the:

- Tennant Creek (Control of Dogs) By Law
- Local Government Act 2017

The procedures contained below are the methods we use to administer the requirements as determined through the above legislation.

The following areas are covered within this manual.

- Impounding dogs
- Release of impounded dogs
- Euthanasia of Dogs
- Registration
- Unregistered dogs
- Dog nuisance/noise
- Dog not held by a leash
- Dog in a place without consent
- Failure to remove dog excreta
- Dog attacks
- Dangerous dogs
- Dogs fencing

## 8.2 IMPOUNDING DOGS

Dogs found wandering in a public place will be impounded by officers. Where a dog is impounded, the Officer may either place the dog in the Council pound or where the owner is known, and subject to conditions return the dog to its owner.

The action taken will depend upon the circumstances involved and more particularly:

- If the dog is registered/Microchipped
- If the name and address is on the dogs collar
- If the dog was known to wander or offend previously.

Where a dog is returned, an officer may issue a written caution or infringement. If an owner is not home and the dog is known to come from a particular property, officers must leave notification at the property advising the dog has been impounded. When a dog is impounded, upon delivery to the pound, the officer will enter the details of the dog into the impounding register.

The information must include:

- Date and time impounded
- Location impounded
- Breed and description of the dog
- Registration details
- Sex of dog
- Name and address of the owner (if known).
- Any other relevant comments i.e. if card/message was left at the property.
- All dogs are to be scanned with the available microchip reader upon delivery to the pound by the officer responsible for the impoundment.

## 8.3 RELEASE OF IMPOUNDED DOGS

When the dog is reclaimed, the dog impound register shall be completed noting:

- The name and address of the person taking charge of the dog
- The registration number
- Date of reclaiming
- The fee paid for registration, impound fee and sustenance
- The receipt number

If the impounded dog is unregistered it is not to be released until current registration has been affected on the dog.

## RELEASING IMPOUNDED DOG AFTER-HOURS

Officers do not facilitate receiving monies therefore cannot release impounded dogs after hours.

## 8.4 REHOMING OF IMPOUNDED DOGS

An impounded dog may be offered to for rehoming if:

- It has been in the pound for a period in excess of seven (7) days
- Has no identification



ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

- The owner is unknown – If known discuss with the Animal & Environmental Health Coordinator prior to rehoming.
- It has been surrendered to the pound by the owner and a surrender notice has been signed.

The Impounding officer can then refer the dog to Kunapa Kari to determine the dog's suitability for rehoming. From this point on, once accepted by a Kunapa Kari representative, the dog is the sole responsibility of Kunapa Kari and the Council should incur no further charges relating to the dog.

All fees are to be paid prior to the dog leaving the pound or where special arrangements have been agreed on through the Animal & Environmental Health Coordinator.

All dogs re-homed must be registered.

**PLEASE NOTE THAT IF THERE IS A HISTORY OF DOG ATTACKS AND/OR EXCESSIVE BARKING A DOG MAY NOT BE REHOMED WITHIN THE URBAN AREA. IN EXTREME CASES A DOG WITH THIS HISTORY SHOULD NOT BE REHOMED AT ALL.**

### 8.5 EUTHANASING OF DOGS

All dogs impounded must be kept for a minimum of seven (7) days hours before being managed in a way deemed appropriate by Council (Tennant Creek Control of Dogs By Laws) Where a dog is surrendered to the pound for euthanasia, disposal may occur immediately if the dog is deemed inappropriate for rehoming.

Animal Health Officers use euthanasia as a last resort, and work closely with rescue organisations such as Kunapa Kari, also regularly use social media to rehome impounded dogs.

### 8.6 REGISTRATION OF DOGS

Under Local Legislation, all dogs over the age of three months are required to be registered and microchip.

When completing an application to register a dog, please ensure all sections of the form are completed, dated and signed. Be sure all writing is legible. To register a dog as sterilised, a certificate of sterilisation must be sighted. Alternatively owners can provide advice of such on a statutory declaration. In some cases a castrated male or a tattoo in the dog's ear may be used to verify sterilisation.

If a dog has been registered and expired, a renewal registration must be completed. A dog previously registered with another municipality within the Northern Territory and upon presentation of that registration, papers or tags, a current registration tag will be issued for the duration of that registration period free of charge.

#### Registration Fees

	Sterilised	Unsterilised
One year	\$43.00	\$267.00

Guide dogs – NO charge

Working dogs – 75% concessional rates apply

Pensioners – 50% concessional rate apply

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

To qualify for a rebate, pensioners must produce a current Centrelink issued pension card. The entitlement number must be written on the registration form and the card must be sighted.

**8.7 DOG EXCRETA**

Dog owners who permit their dogs to excrete on a street or in a public place and then fail to remove and adequately dispose of said excreta are committing an offence. (Tennant Creek Control of Dogs Bylaw section 31E)

**8.8 DOGS FENCING**

When a person registers their dog they also sign a declaration to certify that the means exist at the property, where the dog/s is usually kept, to confine the dog to those premises.

Where the fencing to a property is inadequate, a fourteen (14) day notice must be sent to the owner/occupier requesting work to be undertaken to effectively confine the dog.

**8.9 DECLARING A DOG DANGEROUS**

A declaration may be made pursuant *section 195 Local Government Act 2017 (Regulatory Orders)*.

- Previous involvement in dog attacks
- A marked propensity to attack
- Been involved in an attack of such ferocity as to warrant the declaration
- The owners ability to contain and control the dog
- The likelihood of further attacks
- The owner and dog's willingness to be involved in an approved behaviour modification training course.

A dog does not previously have to have attacked to be declared dangerous. The dog owner must be notified at the earliest possible opportunity of the officers intention to declare the dog as dangerous.

The Officer must complete an assessment of the dog(s) before it may declare as dangerous.

This assessment will include:

- A matrix of past history
- Obtaining owners details
- Obtaining dog details/registration
- Reasons for declaration (i.e. any tendencies to attack or chase)
- Containment on property (i.e. fencing)
- Condition of yard
- Fitting of self-closing gates (yes or no)
- Willingness of owner to co-operate
- Extent of injuries or damage

Recommendations from the officer along with any other comments are to be contained within the report.

On application it must be noted as to the date upon which the owner was informed of the

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

A letter informing of the successful declaration of a dangerous dog is to be sent to the dog owner. This letter will contain:

- The reasons for the declaration
- A list of conditions the dog owner must adhere to
- A list of penalties which apply to any breaches of the conditions

Officers are permitted to conduct inspections of the property at regular intervals to ensure all conditions are being adhered to. All reasonable costs of the inspections are to be incurred by the dog owner.

An officer may enter a property or dwelling and seize without warrant the dog if any breaches of the dangerous Dog conditions are made. If the dog is seized the owner must be informed in writing of the reasons and circumstances for the seizure. If the dog is sold or given away it is the owner's responsibility to make aware to the new owner of the dogs being declared dangerous.

The Council may revoke the dangerous dog conditions at any time and must inform the owner of its decision in writing.

The guidelines should be read in conjunction with the Dangerous Dog Legislation to provide a more detailed account of all the provisions contained within it.

#### **8.11 DOG NOISE/NUISANCE COMPLAINTS**

It is the dog owner's responsibility to ensure that their dog(s) do not bark excessively. Whilst barking is a dogs way of communication and may also alert the owner to an intruder or danger, persistent barking in a manner not to be considered to be normal habitual in the dog may considered a nuisance.

#### **8.12 DOG ATTACKS**

Dog Attacks will be attended to as a matter of urgency. All reports of dog attacks will be fully investigated by the officer. A dog does not have to actually bite for it to be considered a dog attack. A dog attack includes a dog aggressively rushing at or attempting to attack, as well as tearing clothing, biting or causing physical injury.

##### **Issues to be taken into consideration**

- The Council makes the final decision of any action to be taken
- These notes are guidelines only (always refer to the Tennant Creek Control of Dogs By Law)
- Each attack is to be assessed on its individual merits
- Officer to determine action to be taken based on the guidelines
- On moderate attacks the owner is given the opportunity to surrender the dog to the Council for destruction. In this instance the Council will probably not instigate punitive action.

The victim and owners are to be informed of action taken.

In respect to action taken, the officer will prepare and issue the necessary Infringement or cautionary notices with an appropriate letter for the dog owner or in the event of a court action, a letter to the Council's legal counsel for prosecution.



### 8.13 DOG ATTACK INVESTIGATIONS

The process in dealing with dog attacks is as follows:

- The victim should be interviewed as soon as is practical.
- Obtain a statement from victim and witness
- A photograph of any injuries should be obtained if possible
- Victim to physically identify the offending dog to officers
- Officer to investigate and prove ownership of offending dog
- Officer to prepare report on attack and discuss with the Animal & Environmental Health Coordinator.

### 8.14 ACTION AGAINST OFFENDERS

The following conditions will be applicable to all investigations:

Each attack will be assessed based on but not limited to the following:

- Condition of yard/fences
- How did dog escape/was it on a leash at the time of the offence?
- Were all efforts made to avoid the situation
- Dog(s) currently registered
- Previous complaints
- Attacked before
- Wandering
- Fences
- Nuisance
- Extent of injuries
- Owners co-operation
- Complainant's willingness to supply substantiating evidence.

## 9.0 ANIMAL WELFARE

As a matter of best practice and community expectation, Animal Health Officers are responsible for assisting the NT Police in Animal Welfare matters. However, in the first instance unless the matter is extreme the Animal Health Officer will refer the complainant to the NT Police.

### 10.1 FIREBREAK INSPECTIONS

It is part of the Authorised Officer's duties to ensure that an adequate fire hazard reduction is undertaken on all land within the Barkly Regional Council (residential, commercial, and crown lands).

### 11.0 CAMPING

Pursuant the Local Government Act 2017, it is the officers responsibility to ensure that this Act is enforced in a fair and consistent manner within the Barkly Regional Council

Regular morning patrols of known problem areas are to be carried out on morning and day patrols on a random basis.

Officers are encouraged to educate on the first dealings with the campers, intern

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

infringement notices will be issued on subsequent offences.

## 12.0 GENERAL LOCAL LAWS

Currently the Barkly Regional Council has three (3) Local Laws and this document will be amended bi -annually.

## 13.0 LITTER CONTROL

All officers must be aware of the Litter Act, which prohibits the illegal depositing of any material in a place, other than a defined refuse depot or rubbish receptacle.

When acting on a complaint the officer must:

- Make every effort to discover the identification of the offender.
- Establish witnesses to the offence (obtain statement).
- Establish witnesses desire to attend Court if required.
- Photograph and complete report on offence
- In every case the offender must be requested to remove the offending material. If this is not done within a reasonable period of time, an on the spot penalty or court action may result.

Course of action against offenders:

- If the littering occurs in litter "Hot Spot" i.e. those areas that have been identified by Council or those that have litter signs in place, infringement/caution notices are to be issued to the offender at the officer's discretion. Where the offender refuses to remove the material, court proceedings may result.
- If the litter occurs generally the course of action will be dependent on the amount of litter and the co-operation of the offender, and having regard to the nature of area concerned. For example, an area other litter is prevalent the course of action may be simply removal of the offending material and a verbal caution given to the offender, on the other hand litter in streets and/or other major areas may be dealt with by infringement/caution notice at the officer's discretion.

Where the identification of the offender cannot be determined:

- If the litter within a public place or upon an area the care, control and management of the Council, the officer must contact the Waste Management Department and request removal as soon as possible.
- Where the littering has occurred on private property officer's are to advise the owners that the Council has no provisions to remove the litter in these circumstances.

In all situations, officers must advise the complainant and/or witnesses of the outcome of their complaint.

ANIMAL & ENVIRONMENTAL  
HEALTH PROCEDURES MANUAL V#1

## CONCLUSION

This manual should be used as a guide only and must be read in parallel with the Barkly Regional Council policy manual, Barkly Regional Council Local Laws or the relevant State Government Acts.

## TELEPHONES

Administrative Services	8962 0000
Animal Health Officer	8962 2746
RSPCA (Animal Cruelty reports)	0419 321 303
Animal Health on call	0448 058 394

Appendix 2 – Phone Protocol  
*Barkly Regional Council*

### Telephone Protocol Procedure

#### TELEPHONE PROTOCOL PROCEDURE

1. All telephone calls are to be answered or diverted within 15 seconds.
2. Officers are to respond to external telephone calls by observing the following general telephone protocol, i.e. *"Good morning/Afternoon... (name of section), this is (your name)"*.
3. All sections will be manned by appropriate staff members at all times during office hours who will respond to all telephone calls for that section.
4. Staff who are absent from work for extended periods i.e. ½ day or longer for professional development, formal meetings etc will alert Customer Service as to their absence and will take responsibility for diverting their calls to a co-worker.
5. All incoming callers will only be required to outline the nature of their business on one occasion. The officer transferring the call is to advise the receiving officer of the nature of the call. It is the responsibility of the receiving officer to advise the callers they are aware of the nature of the call to avoid repetition.
6. When taking phone messages state : *"( officer), is unavailable at the moment, he/she will be available to return your call after..... , but am I able to help you?"*
7. All telephone messages are to be will be responded to by close of business the next working day. In cases where the caller doesn't respond to a returned or that an answering machine is not available, the officer returning the call must make at least two attempts to contact the caller prior to close of business the next day.
8. The Chief Executive Officer will be the only staff member to have calls announced by the Council's telephonist.
9. Directors will have calls put through to their Secretary who will announce their calls.
10. All other staff will have unannounced calls.

**CORPORATE SERVICES DIRECTORATE REPORTS**

<b>ITEM NUMBER</b>	9.1
<b>TITLE</b>	Finance Report - 31st August 2018
<b>REFERENCE</b>	257900
<b>AUTHOR</b>	Gary Pemberton, Finance Manager

**RECOMMENDATION****That Council**

- a) Receive and note the Finance Report for the month ended 31 August 2018.

**SUMMARY:**

**Section 18** of the *NT Local Government Accounting Regulations* requires that

**18 Financial reports to council**

- (1) The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:
  - (a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
  - (b) the forecast income and expenditure for the whole of the financial year.
- (2) The report must include:
  - (a) details of all cash and investments held by the council (including money held in trust); and
  - (b) a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and
  - (c) other information required by the council.

**BACKGROUND**

For the financial year to 31 August 2018, Total Comprehensive Income of Council is reported at \$634K less than budget. Expenditure is \$233K less than budget with employee costs reported at \$288K (11.71%) less than budget. Materials, contracts and other expenses were \$56K over-budget as carry-forward funding for 2017-2018 projects is expended to move these projects towards finalization.

Grant revenues are \$879K less than budget. Given that \$200,000 in Animal Management Funding and NT Operational Funding totaling \$918,772 for 2018-2019 was received in June 2018, to be \$879K behind budget is a better than anticipated result with other funding streams being received earlier than budget expectation supporting actual income against projections.

Council continues to maintain strong cash reserves with total cash holdings of \$14.016 Million at 31 August. \$4 Million in funds were transferred to DIPL during August for the Purkiss Reserve Project.

Collection rates for rates debtors improved over the month with a further \$344 thousand decrease in overdue rates balances for August.

Two external debtors owe Council amounts totaling \$7,494 at 60 days past due.

Council has expended \$4,337,833 on capital additions (including \$4,105,280 of funded capital) during August 2018. An itemized listing has been provided detailing the location, usage and budget utilized for each capital item.

**ORGANISATIONAL RISK ASSESSMENT**

**BUDGET IMPLICATION**

**ISSUE/OPTIONS/CONSEQUENCES**

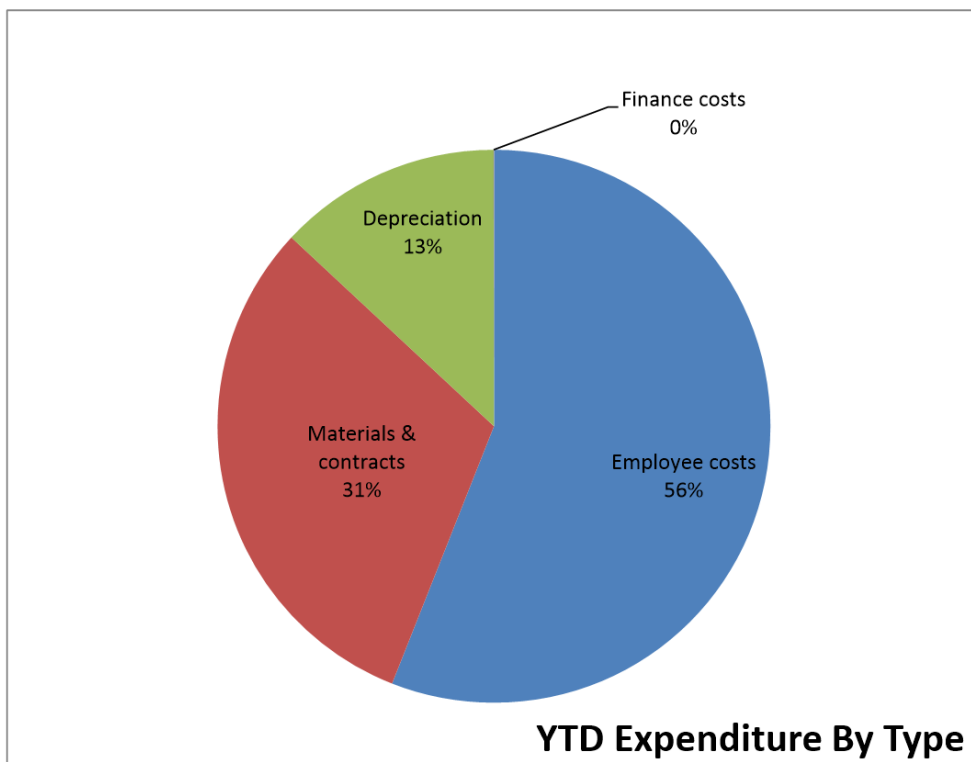
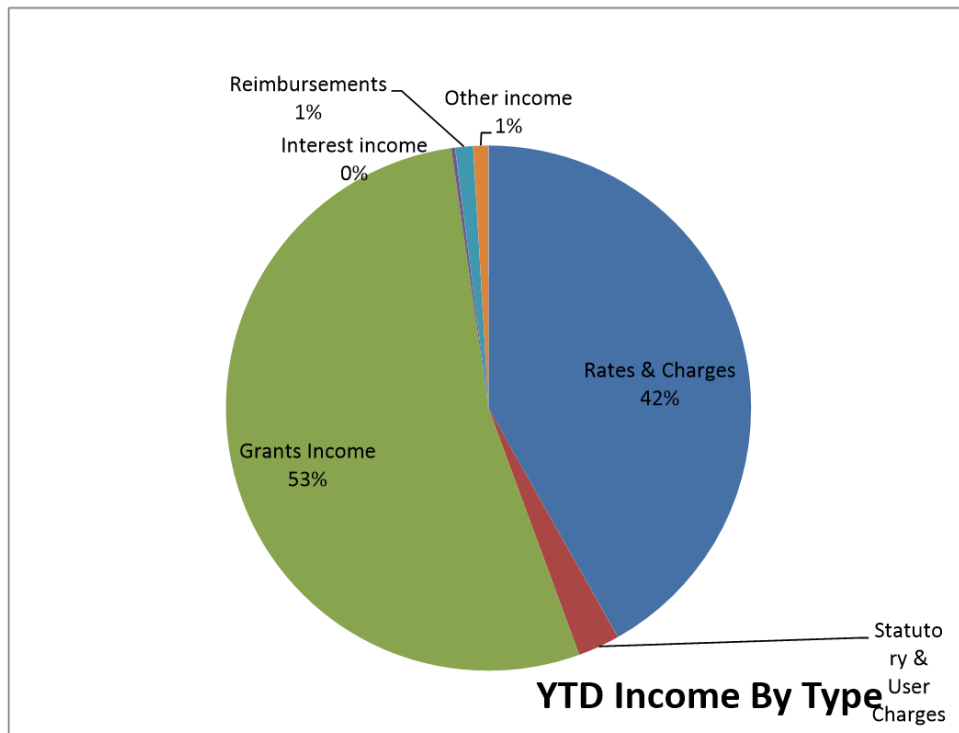
**CONSULTATION & TIMING**

**ATTACHMENTS:**

1 [!\[\]\(6bb0e4f14c4133b37d2887cb37e67ddd\_img.jpg\)](#) Finance Report August 2018

**BARKLY REGIONAL COUNCIL**  
**STATEMENT OF COMPREHENSIVE INCOME**  
for the two months ended 31 August 2018

	ACTUAL 2018 \$'000	BUDGET 2018 \$'000	Variance		ANNUAL BUDGET \$'000
			\$'000	%-age	
<b>INCOME</b>					
Rates	3,568	3,570	(2)	0.00%	3,558
Statutory charges	2	3	(1)	0.00%	84
User charges	219	194	25	12.89%	1,168
Grants, subsidies and contributions	4,553	5,432	(879)	-16.18%	16,469
Investment income	19	17	2	11.76%	104
Reimbursements/Private Works	94	76	18	23.68%	1,835
Other income	80	79	1	1.27%	30
<b>Total Income</b>	<b>8,535</b>	<b>9,371</b>	<b>(836)</b>		<b>23,248</b>
<b>EXPENSES</b>					
Employee costs	2,172	2,460	(288)	-11.71%	14,902
Materials, contracts & other expenses	1,200	1,144	56	4.90%	7,373
Depreciation, amortisation & impairment	506	506	-	0.00%	3,037
Finance costs	1	2	(1)		14
<b>Total Expenses</b>	<b>3,879</b>	<b>4,112</b>	<b>(233)</b>		<b>25,326</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>4,656</b>	<b>5,259</b>	<b>(603)</b>		<b>(2,078)</b>
Net gain (loss) on disposal or revaluation of assets	15	-	15		-
Amounts received specifically for new or upgraded assets	48	-	48		3,651
<b>NET SURPLUS / (DEFICIT)</b>	<b>4,719</b>	<b>5,259</b>	<b>(540)</b>		<b>1,573</b>
Transferred to Equity Statement					
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>4,719</b>	<b>5,259</b>	<b>(540)</b>		<b>1,573</b>
<b>Capital Expenditure</b>					
- Grant Funded	4,105,280				542,400
- Council Budgeted Capital	232,553				2,000,000
	<b>4,337,833</b>				<b>2,542,400</b>



**BARKLY REGIONAL COUNCIL****STATEMENT OF CHANGES IN EQUITY**  
for the two months ended 31 August 2018

Here list each individual change and the component of equity

		Accumulated Surplus	Asset Revaluation Reserve	TOTAL EQUITY
		\$'000	\$'000	\$'000
<b>31 August 2018</b>	Notes			
Balance at end of previous reporting period		26,808	23,788	50,596
<b>Net Surplus / (Deficit) for Year</b>		<b>4,719</b>		<b>4,719</b>
<b>Other Comprehensive Income</b>				
<i>Amounts which will not be reclassified subsequently to operating result</i>				
Changes in revaluation surplus - infrastructure, property, plant & equipment		-	-	-
Impairment (expense) / recoupment offset to asset revaluation reserve				-
<b>Balance at end of period</b>		<b>31,527</b>	<b>23,788</b>	<b>55,315</b>
<b>2018</b>				
Balance at end of previous reporting period		15,231	23,788	39,019
<b>Net Surplus / (Deficit) for Year</b>		<b>11,577</b>		<b>11,577</b>
<b>Balance at end of period</b>		<b>26,808</b>	<b>23,788</b>	<b>50,596</b>



**BARKLY REGIONAL COUNCIL****BALANCE SHEET**  
as at 31 August 2018

	ACTUAL July 2018 \$'000	ACTUAL June 2018 \$'000
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and cash equivalents	14,016	15,767
Trade & other receivables	4,114	2,356
Inventories	69	47
<b>Total Current Assets</b>	<b>18,199</b>	<b>18,170</b>
<b>Non-current Assets</b>		
Infrastructure, Property, Plant & Equipment	29,706	29,878
Other Non-current Assets	9,293	5,290
<b>Total Non-Current Assets</b>	<b>38,999</b>	<b>35,168</b>
<b>Total Assets</b>	<b>57,198</b>	<b>53,338</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Trade & Other Payables	608	1,538
Provisions	1,021	943
<b>Total Current Liabilities</b>	<b>1,629</b>	<b>2,481</b>
<b>Non-current Liabilities</b>		
Provisions	254	261
<b>Total Non-Current Liabilities</b>	<b>254</b>	<b>261</b>
<b>Total Liabilities</b>	<b>1,883</b>	<b>2,742</b>
<b>NET ASSETS</b>	<b>55,315</b>	<b>50,596</b>
<b>EQUITY</b>		
Accumulated Surplus	31,527	26,808
Asset Revaluation Reserves	23,788	23,788
<b>TOTAL EQUITY</b>	<b>55,315</b>	<b>50,596</b>

## BARKLY REGIONAL COUNCIL FINANCE REPORT TO COUNCIL

### CASH FLOW STATEMENT for the two months ended 31 August 2018

	Notes	Actual \$'000	Budget \$'000	Variance \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<u>Receipts</u>				
Rates - general & other		530	595	(65)
Fees & other charges		131	197	(66)
Investment receipts		17	17	-
Grants utilised for operating purposes		6,323	5,432	891
<u>Payments</u>				
Employee Costs		(2,147)	(2,460)	313
Contractual services & materials		(2,192)	(2,400)	208
Goods and Services Tax		(48)	-	(48)
Finance payments		(1)	(2)	1
<b>Net Cash provided by (or used in) Operating Activities</b>		<b>2,567</b>	<b>1,379</b>	<b>1,188</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<u>Receipts</u>				
Sale of replaced assets		15	-	15
<u>Payments</u>				
Expenditure on new/upgraded assets		(4,333)	(200)	(4,133)
<b>Net Cash provided by (or used in) Investing Activities</b>		<b>(4,318)</b>	<b>(200)</b>	<b>(4,118)</b>
<b>Net Increase (Decrease) in cash held</b>		<b>(1,751)</b>	<b>1,179</b>	<b>(2,930)</b>
Cash & cash equivalents at beginning of period		15,767	15,767	-
Net cash assets transferred on restructure		-	-	-
<b>Cash &amp; cash equivalents at end of period</b>		<b>14,016</b>	<b>16,946</b>	<b>(2,930)</b>

### CASH AND INVESTMENTS HELD BY COUNCIL

#### CASH & EQUIVALENT ASSETS

Cash on Hand and at Bank	8,952
Short Term Deposits & Bills, etc	5,064
	<b>14,016</b>

#### Cash on Hand and at Bank

- ANZ Operating Account	2,490,856
- Westpac Operating Account	6,460,181
- Cash Floats	1,320
	<b>8,952,357</b>

#### Investments

- ANZ Term Deposit	2,000,000	Matures: 30-11-2018
- Westpac Term Deposit	3,064,176	Matures: 27-11-2018
	<b>5,064,176</b>	

**BARKLY REGIONAL COUNCIL**  
**FINANCE REPORT TO COUNCIL**  
for the two months ended 31 August 2018

**STATEMENT OF DEBTS OWED TO COUNCIL**

			Instal Two	Not Yet Due Instal Three	Instal Four	Overdue
<b>RATES - GENERAL &amp; OTHER</b>		<b>3,567,960</b>				
	July	3,567,960	3,242,978	-	-	324,982 9.11%
	July	669,180	-	-	-	669,180 100.00%
			Current	30 Days Past Due	60 Days Past Due	90 Days Past Due
<b>TRADE &amp; OTHER RECEIVABLES</b>		<b>184,650</b>				
	July	184,650	75,637 40.96%	56,237 30.46%	43,741 23.69%	9,035 4.89%
	July	197,948	173,955 87.88%	14,472 7.31%	1,983 1.00%	75,838 38.31%

**SIGNIFICANT DEBTORS OVER 60 DAYS +**

Debtor Number		Comment
00019	\$ 4,272.33	Numerous attempts to recover funds,
00213	\$ 2,721.24	Recoverable. Debt Agreement in place
	\$ 6,993.57	

## BARKLY REGIONAL COUNCIL

FINANCE REPORT TO COUNCIL  
for the two months ended 31 August 2018

## STATEMENT OF DETAILED CAPITAL EXPENDITURES

<u>Asset</u>	<u>Cost</u>	<u>Commitments</u>	<u>Location</u>	<u>Program</u>	<u>Funding Source</u>
Clearing Block - Elliott Football Oval	10,500.00		Elliott	Facilities	Elliott Sports Reserve Infrastructure
Ranger 4x4 XL Dual Cab	42,237.02		Regional	Administration	2018-2019 Capital Expenditure Budget
Ranger 4x4 XL Dual Cab	45,227.20		Regional	Administration	2018-2019 Capital Expenditure Budget
Ranger 4x4 XL Dual Cab	45,227.20		Regional	Administration	2018-2019 Capital Expenditure Budget
Ranger 4x4 XL Cab Chassis	45,372.65		Regional	Administration	2018-2019 Capital Expenditure Budget
Photocopier/Printer BDL_IRADVC3520I	5,594.00		Amplatwatja	Area Management	2018-2019 Capital Expenditure Budget
Mayoral Chain and Case	10,050.00		Regional	Council	2018-2019 Capital Expenditure Budget
Gravity Feed Irrigation-Gagaru Park oval	35,760.00		Tennant Creek	Parks & Gardens	2018-2019 Capital Expenditure Budget
DIPL - Transfer Purkiss Reserve	4,000,000.00		Tennant Creek	Parks & Gardens	Purkiss Reserve
Concept Drawings - Youth Centre	3,085.00		Tennant Creek	Community Services	2018-2019 Capital Expenditure Budget
Portable toilets and trailers	19,990.00		Amplatwatja	Parks & Gardens	Local Authority Funding
Amplatwatja play ground shelter	19,190.00		Amplatwatja	Parks & Gardens	Local Authority Funding
Shade Sail Show Grounds	55,600.00		Tennant Creek	Parks & Gardens	Local Authority Funding

4,337,833.07

## CORPORATE SERVICES DIRECTORATE REPORTS

<b>ITEM NUMBER</b>	9.2
<b>TITLE</b>	Grants Report: August 2018
<b>REFERENCE</b>	257901
<b>AUTHOR</b>	Gary Pemberton, Finance Manager

### RECOMMENDATION

That Council

(a) Receive and Note the Grants Report: August 2018

### SUMMARY:

The Council receives many and varied grants. The attached information will be presented to the Council at every meeting to allow the Council the opportunity to better understand and monitor grants income and the grant funded activities of Council.

### BACKGROUND

#### GRANT MONIES RECEIVED

Refer to Attachment One.

#### APPLICATIONS SUBMITTED THIS MONTH

DATE	PROJECT/PROGRAM	ALIGNS TO KPI	AMOUNT	COMMUNITY
August	Staunton Street Oval Fencing		\$38,963.54	Tennant Creek

#### APPLICATIONS TO BE PROCESSED

DATE	PROJECT/PROGRAM	ALIGNS TO KPI	AMOUNT	COMMUNITY
	Safer Communities Grants	5yr Infrastructure Plan	\$409,000	Tennant Creek
	SPG - Staunton Street Oval Fencing	5yr Infrastructure Plan	\$38,963.54	Tennant Creek
	Saluting Their Service; ANZAC Hill Fencing	5yr Infrastructure Plan	\$39,600.00	Tennant Creek

#### SUCCESSFUL APPLICATIONS

None noted.

DATE	PROJECT/PROGRAM	ALIGNS TO KPI	AMOUNT	COMMUNITY

#### UNSUCCESSFUL APPLICATIONS

None noted.

DATE	PROJECT/PROGRAM	ALIGNS TO KPI	AMOUNT	COMMUNITY

Local Government Infrastructure and Aged Care Infrastructure Funding Rounds have now opened. Potential submissions are being considered.

## **ORGANISATIONAL RISK ASSESSMENT**

Nil matters noted.

## **BUDGET IMPLICATION**

Grant funded expenditure is to match grant revenues received resulting in a neutral outcome for the budget.

## **ISSUE/OPTIONS/CONSEQUENCES**

Under section 14 of the Local Government (Accounting) Regulations money can only be allocated (that is expended) if it is recorded within the Council's budget.

However, Council can approve expenditure which is not budgeted if they expect a budget amendment to be tabled provided the expenditure does not exceed 25% of the final budget.

Please see the following extract from the regulation:

### ***14 Allocation of money***

*(1) A council must not allocate money for a particular purpose unless:*

*(a) Provision for the allocation is made in the budget for the relevant financial year; or*

*(b) The allocation is:*

*(i) Authorised by resolution of the council; and*


*(ii) Made in anticipation of the adoption of a budget, or an amendment to a budget, making provision for the expenditure for the relevant financial year.*

*(2) An allocation of money for a particular purpose under sub-regulation (1)(b) must not exceed one-quarter of the expected budgetary provision for expenditure for the relevant purpose.*

## **CONSULTATION & TIMING**

None Noted.

## **ATTACHMENTS:**

**1**  Grants Received August 2018

**Barkly Regional Council**  
**Grants Received: August 2018**

PROJECT NAME	GRANT PROVIDER	Directorate	Receipts to 31 July 2018	Budgeted Income
Financial Assistance Grant Subsidy (FAGS): General	NT Grants Commission	Finance & Corporate Services	\$ 205,101.00	Yes
Aboriginal Responsive Skills Grants	NTG: Dept. of Trade, Business & Innovation	Finance & Corporate Services	\$ 4,198.78	No
Financial Assistance Grant Subsidy (FAGS): Road Funding	NT Grants Commission	Infrastructure	\$ 57,242.00	Yes
Indigenous Jobs Development	Cwlth. Dept. Health and Ageing	Infrastructure	\$ 371,626.95	Yes
Public Library Operational Funding	NTG: Dept. of Tourism & Culture	Community Services	\$ 190,315.00	Yes
Home Care Package (CACP)	Cwlth. Dept. Health and Ageing	Community Services	\$ 136,899.23	Yes
Youth Services - Barkly: Youthlinks	NTG: Territory Families	Community Services	\$ 311,250.00	Yes
Homelands: Housing Maintenance Programs	NTG: Dept of Community Services	Operations	\$ 68,975.00	Yes
Homelands: Municipal & Essential Services	NTG: Dept of Community Services	Operations	\$ 246,923.00	Yes
Homelands: Jobs Funding	NTG: Dept of Community Services	Operations	\$ 62,166.00	Yes
<b>TOTAL</b>			<b>\$ 1,654,696.96</b>	

## INFRASTRUCTURE DIRECTORATE REPORTS



<b>ITEM NUMBER</b>	10.1
<b>TITLE</b>	Infrastructure Directorate Report - September 2018
<b>REFERENCE</b>	258024
<b>AUTHOR</b>	Elai Semisi, Director Infrastructure

### RECOMMENDATION

#### That Council

- a) Receive and note the report of activities within the Infrastructure Directorate.

### SUMMARY:

This report addresses activities within Infrastructure between Aug 2018 and Sept 2018 to date.

### BACKGROUND

#### PROJECT MANAGEMENT

Current projects update

1. Garguru Oval development works – Staunton St, Tennant Creek:
  - First lot of seeding completed by BRC Depot crew
2. TC Cemetery extension
  - Format of extension cemetery to be the same as Alice Springs (see attached picture)
  - Base line start points for gravesites under survey – first stage for 172 graves to be completed by Oct/Nov
3. Fire Alarm Upgrade by Ronin Security – Peko Rd Council Buildings including library, civic hall and administration offices.
  - Last phase of electrical switchboard upgrade at 58 Peko Rd building (Finance, Night Patrol & IT) programmed for 22<sup>nd</sup> Sept weekend when building is empty.

### PROCUREMENT

Current Tenders recently received and/or evaluated:

- Tender BRC-001-18 for the repair of sealed roads Alpururulam under R2R (see special Council meeting paper for 13<sup>th</sup> Sept appended). Contract awarded to Remote Civil of Katherine. This was a re-tender.
- Tender BRC 002-18 for the design and construction of an AFL footy oval at Elliott – at the time of writing, tender submissions were received and yet to be evaluated. This was a re-tender.
- Tender BRC-004 -18 for the design and construction of a COLA (covered outdoor learning area) shelter for Ali Curung basketball court. At the time of writing, tenders were received and evaluated.



Current tenders in progress:

- Tender BRC-003-18 -NDRRA (national disaster relief and recovery arrangements) funding application for the sum of \$TBA submitted to Treasury for Indaringinya Road re-construction in Utopia.
- Barkly Regional Master Plan for Waste Management Landfills (all but TC) – draft copies of Master Plan received at time of writing

Tender bids:

- Awaiting outcome of Power, Water Corporation ESO contract for Elliott – PRD00499-18

Minor projects

- Bus shelter – TC near IGA – quotes sought for cut-in to road reserve to accommodate 1 x bus taxi bay bus stop shelter.
- Traffic calming items for Peko Rd/Ambrose St to replace existing intersection have now been recieved

**MUNICIPAL**

- 7 tonnes of batteries removed and disposed of by contractor from SA
- 2<sup>nd</sup> Night audit conducted on TC streetlights to list those that are unserviceable (u/s)

**ORGANISATIONAL RISK ASSESSMENT**

<<Enter Text>>

**BUDGET IMPLICATION**

<<Enter Text>>

**ISSUE/OPTIONS/CONSEQUENCES**

<<Enter Text>>

**CONSULTATION & TIMING**

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**ATTACHMENTS:**

**COMMUNITY SERVICES DIRECTORATE**

<b>ITEM NUMBER</b>	11.1
<b>TITLE</b>	Community Services Directorate Report - September 2018
<b>REFERENCE</b>	258121
<b>AUTHOR</b>	Moira Skinner, Director Community Services

**RECOMMENDATION****That Council**

- a) Receive and note the report

**SUMMARY:****Council Report -19 September 2018 for the month of August 2018****Sports and Recreation- Youth-links**

- Territory Families have pledge a new kitchen, an upgrade to the toilets renovated to disabled friendly and provision of new BBQ facility offered by CEO, Ken Davies of Territory Families. Youth links are also in collaboration with Youth Patrol, Outreach and Police who have been working in cohesion to oversee children going home at a reasonable hour for school attendance. An extra one hour on Friday and Saturday has seen the closing time extended to 9.00pm. Attendance numbers are showing a steady increase for 10-13 year olds.
- Alpururulam- during the month of August is showing high attendance of under 12 year old's attendance numbers have grown to 102 out of 325 participants, over one third.
- Ampilatwatja is showing a decrease in participants which is due to the program not being managed effectively by the current team leader; the matter is currently being addressed.

A decrease recorded of 168 participants in total.

- Alparra is showing an increase of 230 participants this could be due to the program working well in collaboration with school, police, health clinic and store.
- Elliott is showing a decrease of 515 participants compared to this time last year, Sam Maccarrone was the previous dedicated team leader but Katherine Wilthchre has only just taken his place as from August 2018 and may need a little adjustment time to settle in.
- Ali Curung is showing an increase of 183 participants compared to last year- Ralph Mc Coy commenced working in July 2018 and is working well with the community.

**Swimming Pool-**

- The current manager of the swimming pool has resigned, the position has been advertised.
- Life guard training is presently being rolled out this week and has a high attendance.
- HD pumps and Dialogs have been calibrated.

- The Pool complex was shut down for a week for a spring cleaning of the kitchen to align with Health standards. Some pipes will need replacing in plant room, awaiting quotes.

**Night Patrol**

- Ampilatwatja has seen fights due to alcohol related incidents; damage has been done to the Sport and Rec Hall. Night Patrol will assist with the sports carnival which is to be held on 29 September- 4 October 2018.
- Alparra Sports Carnival will be held on 4-9 October 2018, night patrol staff will assist from the 5 Oct to 9 October depending on accommodation availability.
- Ali Curung – Ongoing issues with unsupervised children and disputes in community. Recruitment has been unsuccessful in the community due to the high level of criminal history checks.

**Mungkarta**

- Children unsupervised at night and alcohol has been reported coming into community.

**Epenarra/Wutungurra**

- Sports/Recreation Complex, has been vandalised extensively- matter handed to police.

**Tara**

- Very quiet, rarely has issues.

**Dog Management**

- The Manager of Dog Management resigned over a media complaint. The position has been advertised.
- The Barkly Vet practise is liaising with Council in collaboration to provide content for a new policy and procedure which will align with other Animal Management Council Policies in the Northern Territory in accordance to capturing and recognising pets.

**Aged Care and NDIS**

- KPI's and recent recommendations from funding bodies have not been met in accordance to performance measures. Lengthy discussions with these funding bodies have highlighted issues that require a change in strategy.
- Organisational structure is being reviewed to address the under resourcing in the management of these two programs at present.
- Centrepay and Medicare are two claim areas that need to be followed up.

**Library**

- Tennant Creek Library is going through some maintenance upgrades at present.
- There is an opportunity for Elliott Library to collaborate with a NTG program related to the stocking of community cultural literacy, a library corner designed specific for the indigenous community. Progressing at present.
- A renovation upgrade of the Elliot Library is also in progress.

**BACKGROUND**

<<Enter Text>>

**ORGANISATIONAL RISK ASSESSMENT**

<<Enter Text>>

**BUDGET IMPLICATION**

<<Enter Text>>

**ISSUE/OPTIONS/CONSEQUENCES**

<<Enter Text>>

**CONSULTATION & TIMING**

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**ATTACHMENTS:**

There are no attachments for this report.

## LOCAL AUTHORITY REPORTS

<b>ITEM NUMBER</b>	12.1
<b>TITLE</b>	Local Authority Meeting Reports - September 2018
<b>REFERENCE</b>	257706
<b>AUTHOR</b>	Mark Parsons, Operations Director

### RECOMMENDATION

#### That Council

- Receive note and endorse the recommendations in the minutes from Tennant Creek Local Authority meeting held on 4<sup>th</sup> September 2018
- Receive note and endorse the recommendations in the minutes from Wutunugurra Local Authority meeting held on 4<sup>th</sup> September 2018
- Receive note and endorse the recommendations in the minutes from Ampilatwatja Local Authority meeting held on 12<sup>th</sup> September 2018

### SUMMARY:

- Alpurrurulam – 5<sup>th</sup> September – No Quorum
- Elliott LA – 6<sup>th</sup> September – No Quorum
- Arlparra LA – 12<sup>th</sup> September – Cancelled
- Ali Curung LA – 13<sup>th</sup> September – Cancelled

### BACKGROUND

<<Enter Text>>

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>




### ISSUE/OPTIONS/CONSEQUENCES

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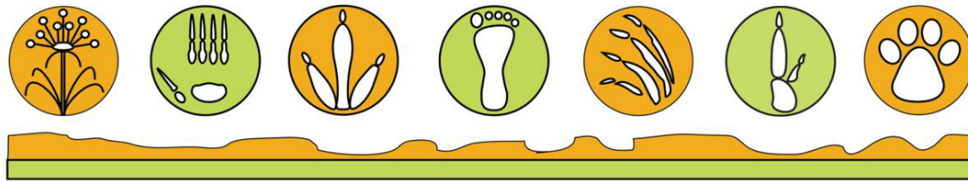
### CONSULTATION & TIMING

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### ATTACHMENTS:

- 1  Tennant Creek LA Minutes - 04.09.2018.PDF
- 2  Wutunugurra LA Minutes - 4 September 2018.pdf
- 3  Ampilatwatja LA Minutes - 12 September 2018.pdf

# BARKLY REGIONAL COUNCIL



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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.

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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

TUESDAY, 4 SEPTEMBER 2018

The Tennant Creek Local Authority was held in Council Chambers on Tuesday, 4 September 2018 at 4:30pm.

**Steven Moore**  
Chief Executive Officer

Meeting commenced at 04:39pm with Karan Hayward as chair.

## **1. OPENING AND ATTENDANCE**

### **1.1 Elected Members Present**

Kris Civitarese  
Jeffery McLaughlin  
Karan Hayward  
Greg Leibelt  
Kathy Burns  
Wayne Green

### **1.2 Staff And Visitors Present**

Mark Parsons  
Gary Pemberton  
Matthew Adams-Richardson – Office of Warren Snowden MP  
Jill Kleiner  
Manu Pillai  
Makhaim Brandon

### **1.3 Apologies To Be Accepted**

Steven Edgington  
Steve Moore  
Ray Wallis  
Tony Civitarese  
Hal Ruger

### **1.4 Absent Without Apologies**

Sid Vashist  
Ronald Plummer

### **1.5 Resignations**

Josephine Bethel

### **1.6 Disclosure Of Interest**

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

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

### **2.1 CONFIRMATION OF PREVIOUS MEETING - 7 AUGUST 2018**

#### **MOTION**

#### **That the Authority**

- a) Defer confirmation of meeting minutes of the 7<sup>th</sup> August until next LA when discussed corrections are made.

Discussion: Tim Blacker to be added to visitors section for minutes of 7<sup>th</sup> August LA Minutes then they will be accepted as correct. CEO to still meet with Jululikari and IBA regarding contributing to the bus shelter.



**RESOLVED****Moved:** LA Member K Burns**Seconded:** LA Member G Liebelt**CARRIED UNAN.***Resolved TCLA 58/18***3. LOCAL AUTHORITY REPORTS****3.1 ROLE OF LOCAL AUTHORITIES****MOTION****That the Authority**

- 1) Receive and note the report on an overview of local authorities, responsibilities and associated legislation.

**RESOLVED****Moved:** LA Member K Burns**Seconded:** LA Member G Liebelt**CARRIED UNAN.***Resolved TCLA 59/18***4. ACTION ITEMS FROM PREVIOUS MEETING****4.1 ACTION ITEMS****MOTION****That the Authority**

- a) Receive and note the action list
- b) Note all actions completed from previous meeting removed.

Discussion: Updates given regarding action list items, projects still ongoing. Items 3 and 7 to be merged as they are the same item, awaiting quotes for bus shelter still. Fencing of ANZAC hill to be completed at the same time as fencing of 41 Peko road. LA member Liebelts feedback on the policies and procedure to be noted.

**RESOLVED****Moved:** Cr. Kris Civitarese**Seconded:** LA Member G Liebelt**CARRIED UNAN.***Resolved TCLA 60/18***5. AREA MANAGERS REPORT***Nil***6. LOCAL AUTHORITY PROJECTS BREAKDOWN***Nil***7. CEO REPORT ON CURRENT BRC SERVICES IN LA AREA**

**7.1 CEO REPORT - AUGUST 2018****MOTION****That the Authority**

- a) Receive and note the report

Discussion: Add to the action list that LA member Green to talk to the CEO regarding feedback of LA operations

**RESOLVED**

Moved: LA Member G Liebelt

Seconded: LA Member K Burns

**CARRIED UNAN.**

Resolved TCLA 61/18

**8. BRC'S RESPONSE TO LA ISSUES RAISED**

Nil

**9. SERVICE DELIVERY ISSUES REPORTS IN THE LA AREA**

Nil

**10. FRIENDS OF THE CEMETERY**

Nil

**11. LATEST FINANCIAL QUARTERLY REPORT****11.1 AUGUST LOCAL AUTHORITY FINANCE REPORT****MOTION****That the Authority**

- a) Receive and note the report.
- b) Approve the removal of the 2014-2015 and 2015-2016 budget column's.

Discussion: removing of the 2014-2015 and 2015-2016 budget column's due to them being no longer relevant and to clarify the remaining budget.

**RESOLVED**

Moved: LA Member G Liebelt

Seconded: Cr. Kris Civitarese

**CARRIED UNAN.**

Resolved TCLA 62/18

**12. REGIONAL COUNCIL'S ANNUAL REPORT FOR THE PREVIOUS FINANCIAL YEAR**

Nil

**13. THE REGIONAL COUNCIL'S POLICY ON DELEGATION OF POWERS AND FUNCTIONS**

Nil

**14. THE REGIONAL COUNCIL'S PROPOSED REGIONAL PLAN**

Nil

**15. THE REGIONAL COUNCIL'S PROPOSED BUDGET PRIORITIES FOR THE LOCAL AUTHORITY AREA FOR THE NEXT FINANCIAL YEAR**

*Nil*

**16. BRC'S RESPONSE TO SERVICE DELIVERY COMPLAINTS IN THE LA AREA**

*Nil*

**17. OTHER BUSINESS**

**17.1 CORRESPONDENCE**

**MOTION**

**That the Authority**

- a) Receive and note the correspondence from the Minister for police, Fire and Emergency Services.

**RESOLVED**

**Moved:** LA Member W Green

**Seconded:** Cr. Kris Civitarese

**CARRIED UNAN.**

*Resolved TCLA 63/18*

**17.2 POOL UPDATE**

**MOTION**

**That the Authority**

- a) Receive and note the report

**RESOLVED**

**Moved:** LA Member W Green

**Seconded:** LA Member G Liebelt

**CARRIED UNAN.**

*Resolved TCLA 64/18*

**17.3 YOUTHLINKS UPDATE**

**RECOMMENDATION**

**That the Authority**

- a) Receive and note the report

Discussion: Motion lapsed due to the validity of the report presented to the LA, LA voted to have the reports information verified.

**17.4 MUNICIPAL UPDATE**

**MOTION**

**That the Authority**

- a) Receive and note the report
- b) CEO to report LA board regarding planting at the cemetery.

Discussion: LA members discussed the pro's and con's of hiring outside landscaping for the cemetery against sourcing locally and have locals submit native grown plants instead.

**RESOLVED**

**Moved:** LA Member K Burns

**Seconded:** LA Member G Liebelt

**CARRIED UNAN.**

*Resolved TCLA 65/18*

## 17.5 HILDA STREET PARK

### MOTION

**That the Authority**

- a) Receive and note the report
- b) LA to confirm equipment to be purchased
- c) Contact DIPL regarding the infrastructure to be planned for Hilda park

Discussion: LA discussed the purchase of equipment and proposal of a eating/picnic area for Hilda park including a BBQ area for families to eat, seating, shade and lighting and water fountain/s. Also discussion was had about contacting DIPL to make the improvements to the park while their project is ongoing to decrease the cost of a new project.

**RESOLVED**

**Moved:** LA Member K Burns

**Seconded:** LA Member G Liebelt

**CARRIED UNAN.**

*Resolved TCLA 66/18*

## 17.6 PURKISS RESERVE PRIORITIES

### MOTION

**That Council**

- a) Receive and note the attached update on the Purkiss Reserve project

**RESOLVED**

**Moved:** Cr. Kris Civitarese

**Seconded:** LA Member G Liebelt

**CARRIED UNAN.**

*Resolved TCLA 67/18*

## S.1 LOCAL AUTHORITY OPERATIONS POLICY

### MOTION

**That the Authority**

- a) Receive and note the report.

Discussion: LA requested Manu send all members a copy of the Governance Manual for feedback and a date in which feedback is to be returned by.

**RESOLVED**

**Moved:** LA Member K Burns

**Seconded:LA Member G Liebelt**

**CARRIED UNAN.**

*Resolved TCLA 68/18*

**18. VISITOR PRESENTATIONS**

*Nil*

**19. QUESTIONS FROM MEMBERS OF THE PUBLIC**

*Nil*

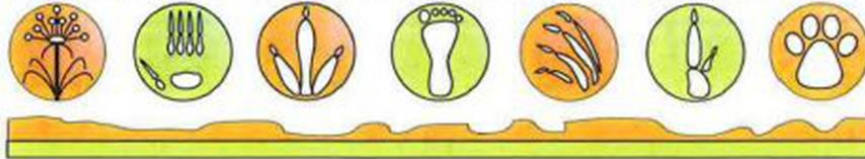
**20. CLOSE OF MEETING : 6:30pm**

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Tennant Creek Local Authority HELD ON Tuesday, 4 September 2018 AND CONFIRMED Tuesday, 2 October 2018.

\_\_\_\_\_  
Karan Hayward  
Chairperson

\_\_\_\_\_  
Steve Moore  
CEO

# BARKLY REGIONAL COUNCIL



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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

### WUTUNUGURRA LOCAL AUTHORITY MEETING

**TUESDAY, 4 SEPTEMBER 2018**

The Wutunugurra Local Authority was held in Wutunugurra on Tuesday, 4 September 2018 at 11.00am.

**Steven Moore**  
**Chief Executive Officer**

Meeting commenced at 11:00 am with Rochelle Bonney as chair.

**1. OPENING AND ATTENDANCE**

**1.1 Elected Members Present**

Rochelle Bonney (Chair)  
Dianne Pompey  
Geraldine Beasley  
Julie Peterson  
Tommy Peterson  
Mark Peterson

**1.2 Staff And Visitors Present**

Moira Skinner - Director, Community Services  
Owen Torres (Community Coordinator)  
Manu Pillai – Quality and Governance Officer  
Jillian Kleiner (NT Government)

**1.3 Apologies To Be Accepted** Mayor Steve Edgington, Mark Parsons

**1.4 Absent Without Apologies**

**1.5 Disclosure Of Interest**

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

**2. CONFIRMATION OF PREVIOUS MINUTES**

**2.1 CONFIRMATION OF PREVIOUS MINUTES**

**MOTION**

**That the Authority**

- a) Confirm the minutes from the meeting held on 3<sup>rd</sup> of July as a true and accurate record.

**RESOLVED**

Moved: LA Member Mark Peterson

Seconded: LA Member Julie Peterson

**CARRIED UNAN.**

Resolved WLA 19/18

**3. ACTION ITEMS FROM PREVIOUS MEETING**

**3.1 ACTION ITEMS FROM PREVIOUS MEETING**

**MOTION**

**That the Authority**

- a) Receive and note the report.  
b) Confirm all completed items and remove them from the action list.



**RESOLVED****Moved:** LA Member Julie Peterson**Seconded:** LA Member Tommy Peterson**CARRIED UNAN.***Resolved WLA 20/18***4. AREA MANAGERS REPORT****4.1 AUGUST AREA MANAGERS REPORT WUTUNUGURRA****MOTION****That the Authority**

- a) Receive and note the report.
- b) Add the following new action items
  - a. Community Coordinator to follow up on BMX track with CDP
  - b. Community Coordinator to chase up on gun licenses in the community
  - c. Community Coordinator to write a letter of thanks to Road Safety NT and check if there is a possibility for further visits
  - d. Community Coordinator to follow up on activation of the WIFI in Community Centre building

**RESOLVED****Moved:** LA Member Geraldine Beasley**Seconded:** LA Member Dianne Pompey**CARRIED UNAN.***Resolved WLA 21/18***5. LOCAL AUTHORITY PROJECTS BREAKDOWN***Nil***6. CEO REPORT ON CURRENT BRC SERVICES IN LA AREA****6.1 CEO REPORT FOR WUTUNUGURRA****MOTION****That Council**

- a) Receive and note the report
- b) Add a new action item for Community Coordinator to check shade cloth for the basketball court

**RESOLVED****Moved:** LA Member Julie Peterson**Seconded:** LA Member Mark Peterson**CARRIED UNAN.***Resolved WLA 22/18***7. BRC'S RESPONSE TO LA ISSUES RAISED***Nil***8. SERVICE DELIVERY ISSUES REPORTS IN THE LA AREA***Nil***9. LATEST FINANCIAL QUARTERLY REPORT**

**9.1 WUTUNUGURRA AUGUST FINANCE REPORT****MOTION**

That the Authority

- a) Receive and note the report.

**RESOLVED**

Moved: LA Member Julie Peterson

Seconded: LA Member Dianne Pompey

CARRIED UNAN.

Resolved WLA 23/18

10. REGIONAL COUNCIL'S ANNUAL REPORT FOR THE PREVIOUS FINANCIAL YEAR

Nil

11. THE REGIONAL COUNCIL'S POLICY ON DELEGATION OF POWERS AND FUNCTIONS

Nil

12. THE REGIONAL COUNCIL'S PROPOSED REGIONAL PLAN

**12.1 BARKLY REGIONAL COUNCIL - REGIONAL PLAN & BUDGET 2018-2019****MOTION**

That Council

- a) Receive and note the report

**RESOLVED**

Moved: LA Member Julie Peterson

Seconded: LA Member Dianne Pompey

CARRIED UNAN.

Resolved WLA 24/18

13. THE REGIONAL COUNCIL'S PROPOSED BUDGET PRIORITIES FOR THE LOCAL AUTHORITY AREA FOR THE NEXT FINANCIAL YEAR

Nil

14. BRC'S RESPONSE TO SERVICE DELIVERY COMPLAINTS IN THE LA AREA

Nil

15. OTHER BUSINESS

**15.1 FOOD LADDER COMMUNITY SURVEY****MOTION**

That the Authority

- a) Receive and note the report
- b) Submit and entry on behalf of the local Authority
- c) Add a new item for discussion for the members to come up with their thoughts on having their own vegetable produce

**RESOLVED**

Moved: LA Member Tommy Peterson

Seconded: LA Member Dianne Pompey CARRIED UNAN.  
 Resolved WLA 25/18

## 15.2 LOCAL AUTHORITY OPERATIONS POLICY

### MOTION

That the Authority

- a) Receive and note the report.

### RESOLVED

Moved: LA Member Julie Peterson

Seconded: LA Member Geraldine Beasley CARRIED UNAN.

Resolved WLA 26/18

## PURCHASE OF GRADER TRUCKS

### MOTION

That the Authority

- a) Make a new action item to get quotes from Kurundi and Epenarra stations to purchase grader trucks

### RESOLVED

Moved: LA Member Julie Peterson

Seconded: LA Member Geraldine Beasley CARRIED UNAN.

Resolved WLA 27/18

## SPORTING CARNIVAL

### MOTION

- a) Make an item for discussion for LA Members to come up with comments in the next meeting on conducting a Footy sporting carnival

### RESOLVED

Moved: LA Member Tommy Peterson

Seconded: LA Member Mark Peterson CARRIED UNAN.

Resolved WLA 28/18

## BAND AND MUSICAL INSTRUMENTS

### MOTION

That the Authority

- a) Make a new action item to check possible funding for purchasing band and musical instruments to the community

### RESOLVED

Moved: LA Member Dianne Pompey

Seconded: LA Member Geraldine Beasley CARRIED UNAN.

Resolved WLA 29/18

Moira Skinner (Director, Community Services) is donating two guitars to the Wutunugurra community.

**APPOINT A NEW VICE CHAIR****MOTION****That the Authority**

- a) Confirm the appointment of Rochelle Bonney as the new vice chair

**RESOLVED****Moved: LA Member Julie Peterson****Seconded: LA Member Dianne Pompey****CARRIED UNAN.***Resolved WLA 30/18***15.3 CONFIRMATION OF NEXT MEETING DATE****MOTION****That the Authority**

- a) Confirm that the next Wutunugurra Local Authority meeting be held on the 2<sup>nd</sup> of October

**RESOLVED****Moved: LA Member Dianne Pompey****Seconded: LA Member Geraldine Beasley****CARRIED UNAN.***Resolved WLA 31/18***16. VISITOR PRESENTATIONS***Nil***17. QUESTIONS FROM MEMBERS OF THE PUBLIC***Nil***18. CLOSE OF MEETING****CLOSE OF MEETING AT 12:05 PM**

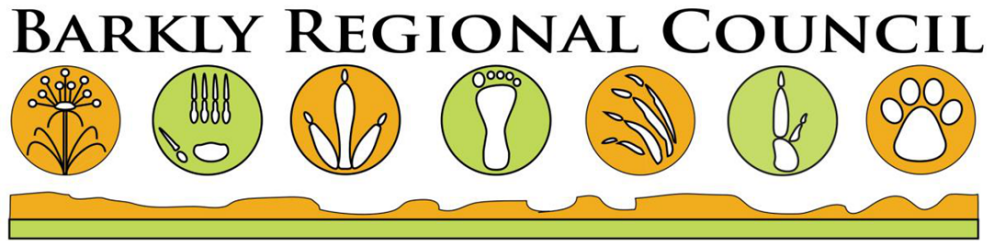
The meeting closed at 12:05 pm

**RESOLVED****Moved: LA Member Dianne Pompey****Seconded: LA Member Mark Peterson****CARRIED UNAN.***Resolved WLA 32/18*

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Wutunugurra Local Authority Meeting HELD ON Tuesday, 4 September 2018 AND CONFIRMED Tuesday, 2 October 2018.

\_\_\_\_\_  
 Rochelle Bonney  
 Chair

\_\_\_\_\_  
 Owen Torres  
 Community Coordinator



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

## MINUTES

### **AMPILATWATJA LOCAL AUTHORITY MEETING WEDNESDAY, 12 SEPTEMBER 2018**

The Ampilatwatja Local Authority was held in Ampilatwatja on Wednesday, 12 September 2018 at 10.30am.

**Steven Moore  
Chief Executive Officer**

Meeting commenced at 11:30 am with Donald Simpson as chair.

## 1. **OPENING AND ATTENDANCE**

### 1.1 Elected Members Present

Donald Simpson  
Anita Bailey  
Leslie Morton  
Peter Morton  
Jeannie Beasley  
Ada Beasley  
Cr. Ricky Holmes  
Mayor Steve Edgington

### 1.2 Staff And Visitors Present

Robert Smith

### 1.3 Apologies To Be Accepted

Teresa Mckeeman

### 1.4 Absent Without Apologies

### 1.5 Disclosure Of Interest

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

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

### 2.1 **CONFIRMATION OF PREVIOUS MINUTES**

#### **MOTION**

#### **That the Authority**

- a) Receive and note the report.
- b) Confirm the minutes of the meeting held on the 15 of August as a true and accurate record.

#### **RESOLVED**

**Moved: LA Member Donald Simpson**

**Seconded: Cr. Ricky Holmes**

**CARRIED UNAN.**

*Resolved 55/18*



**3. ACTION ITEMS FROM PREVIOUS MEETING****3.1 ACTION LIST AMPILATWATJA SEPTEMBER 18****MOTION****That the Authority**

- a) Receive and Note the report.
- b) Note all completions and remove from action list.

**RESOLVED****Moved: LA Member Leslie Morton****Seconded: Cr. Ricky Holmes****CARRIED UNAN.***Resolved 56/18***4. AREA MANAGERS REPORT****4.1 AUGUST AREA MANAGERS REPORT FOR AMPILATWATJA****MOTION****That the Authority****A; Receive and Note the report****RESOLVED****Moved: Cr. Ricky Holmes****Seconded: LA Member Anita Beasley****CARRIED UNAN.***Resolved 57/18***5. LOCAL AUTHORITY PROJECTS BREAKDOWN***Nil***6. REPORTS FROM BARKLY REGIONAL COUNCIL***Nil***7. CEO REPORT ON CURRENT BRC SERVICES IN LA AREA****7.1 CEO REPORT FOR AMPILATWATJA****MOTION****That Council**

- a) Receive and note the report

**RESOLVED****Moved: Cr. Ricky Holmes****Seconded: LA Member Donald Simpson****CARRIED UNAN.***Resolved 58/18***8. BRC'S RESPONSE TO LA ISSUES RAISED***Nil*

**9. SERVICE DELIVERY ISSUES REPORTS IN THE LA AREA***Nil***10. REGIONAL COUNCIL'S ANNUAL REPORT FOR THE PREVIOUS FINANCIAL YEAR***Nil***11. THE REGIONAL COUNCIL'S POLICY ON DELEGATION OF POWERS AND FUNCTIONS***Nil***12. THE REGIONAL COUNCIL'S PROPOSED REGIONAL PLAN***Nil***13. THE REGIONAL COUNCIL'S PROPOSED BUDGET PRIORITIES FOR THE LOCAL AUTHORITY AREA FOR THE NEXT FINANCIAL YEAR***Nil***14. BRC'S RESPONSE TO SERVICE DELIVERY COMPLAINTS IN THE LA AREA***Nil***15. OTHER BUSINESS****15.1 FOOD LADDER COMMUNITY SURVEY****MOTION****That the Authority**

- a) Receive and note the report
- b) Submit and entry on behalf of the local Authority
- c) Add an action item for the Area Manager to ask for Food Ladder flyers

**RESOLVED****Moved: Cr. Ricky Holmes****Seconded: LA Member Donald Simpson****CARRIED UNAN.***Resolved 59/18***15.2 CONFIRMATION OF NEXT MEETING DATE****MOTION****That the Authority**

- a) Confirm that the next Ampilatwatja meeting be held on the 10<sup>th</sup> of October.

**RESOLVED****Moved: LA Member Anita Bailey****Seconded: LA Member Donald Simpson****CARRIED UNAN.***Resolved 60/18***15.3 AUGUST CORRESPONDENCE****MOTION****That the Authority**

- a) Receive and note the report.

**RESOLVED**



**Moved:** LA Member Jeannie Beasley

**Seconded:** LA Member Peter Morton

**CARRIED UNAN.**

*Resolved 61/18*

#### **15.4 LOCAL AUTHORITY OPERATIONS POLICY**

##### **MOTION**

**That the Authority**

- a) Receive and note the report.

##### **RESOLVED**

**Moved:** Cr. Ricky Holmes

**Seconded:** LA Member Donald Simpson

**CARRIED UNAN.**

*Resolved 62/18*

#### **16. VISITOR PRESENTATIONS**

*Nil*

#### **17. QUESTIONS FROM MEMBERS OF THE PUBLIC**

*Nil*

#### **18. CLOSE OF MEETING**

The meeting closed at 12:30 PM.

THIS PAGE AND THE PRECEEDING PAGES ARE THE MINUTES OF THE Ampilatwatja Local Authority Meeting HELD ON Wednesday, 12 September 2018 AND CONFIRMED Wednesday, 10 October 2018.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Area Manager

## GENERAL BUSINESS

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**ITEM NUMBER** 16.1  
**TITLE** Recruitment and Selection Policy  
**REFERENCE** 257973  
**AUTHOR** Neil Jones, Human Resources Manager

### RECOMMENDATION

#### That Council

- a) Receive and note the report
- b) Approve and adopt the Recruitment and Selection Policy

### SUMMARY:

Draft copy of the Recruitment and Selection policy is attached for Councils consideration .

### BACKGROUND

<<Enter Text>>

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

<<Enter Text>>

### CONSULTATION & TIMING

<<Enter Text>>

### ATTACHMENTS:

1  Recruitment and Selection Policy - Draft.pdf

## Draft Document

## POLICY



<b>TITLE:</b>	Recruitment and Selection Policy		
<b>DIVISION:</b>	Human Resources		
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>		<b>DATE OF REVIEW:</b>	
<b>MOTION NUMBER:</b>			
<b>POLICY NUMBER:</b>			
<b>AUTHORISED:</b>	Barkly Regional Council		

**THIS POLICY APPLIES TO:**

All employees except the Chief Executive Officer

**PURPOSE**

The purpose of this policy is to affirm Barkly Regional Council's commitment to ensuring compliant with s104(a) of the *Local Government Act* requirement for a standard approach to be adopted for the recruitment and selection process that is carried out for all vacant positions.

**SUMMARY**

Barkly Regional Council believes that effective recruitment and selection is critical to maintaining our competitive advantage on our way to being the "Employer of Choice". Barkly Regional Council is committed to attracting the best possible candidates for available positions. The recruitment policy endeavours to ensure that the Council is providing a workplace that allows each individual to grow and develop in a diverse and achievement orientated environment, with opportunities for employees to be promoted within the organisation.

These guidelines are developed and implemented according to Equal Employment Opportunity (EEO) guidelines. All appointments are strictly merit based and all recruitment and selection procedures are carried out in such a manner to minimise financial impact on the Barkly Regional Council.

**STATEMENT**

All recruitment and selection procedures and decisions will reflect the Barkly Regional Council's commitment to being the employer of choice by providing equal opportunities by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities.

Council endorses internal career pathways for all council employees; and will be acknowledged as a suitable candidate if they meet the position criteria according to their skills, knowledge, qualifications and capabilities.

## Draft Document

## POLICY



## PRINCIPLES

- The Position Description for each position is to be reviewed and approved by the Chief Executive Officer before selection takes place.
- Before a person is appointed to a position the terms and conditions required of an appointee are to be approved by the Human Resources Manager and the Chief Executive Officer.
- Appointees are to sign a letter of offer or contract accepting the terms and conditions before commencing their employment with the Barkly Regional Council.
- All new staff appointments at Barkly Regional Council are subject to Criminal History Check Clearances and Working with Children Clearances. Employment is subject to the provision of a suitable Criminal History Check and Working with Children Clearance.
- Barkly Regional Council has identified positions for Indigenous people. These positions include:
  - Night Patrol Officers;
  - Night Patrol Team Leaders;
  - Night Patrol Zone Managers;
  - Night Patrol Administration Officer;
  - Night Patrol Manager;
  - Sport and Recreation Officers;
  - Community Care Officers;
  - Indigenous Environmental Health Worker;
  - Remote Community Municipal Worker.
- If there are no suitable local Indigenous people who have applied for the above positions, a non – indigenous person may be considered by consultation with the Cultural Advisory Committee.

## SELECTION PANEL

A selection panel shall be set up for all appointment comprised of a minimum of three (3) members and a maximum of four (4) members who:

- Understand the requirements of the position;
- Have the skills necessary to make an assessment of the candidate;
- Have no conflict of interest, real or apparent, arising from the selection process;
- Understand the principles of Equal Employment Opportunity and the Fair Work Act;

The selection panel will consist of one (1) Panel Chairperson (a Human Resources representative) and a minimum of two (2) Panel Members. The panel may consist of (where possible):

- Director;
- Area Manager;
- Departmental Manager;
- Representation of Indigenous and Non – Indigenous people;
- Representation of both sexes – male and female;
- Relevant Local Authority member – to culturally advise on candidates applying for community level positions.

## Draft Document

## POLICY

**APPLICATIONS**

- Unless directed by the Human Resources Manager, no applicant will be considered for employment unless they have submitted a written application that addresses the selection criteria and complies with the Position Description for the position.
- Each Panel Member is required to read the resume and assess the claims in the selection criteria individually before coming together to determine which applicants appear to meet the essential job requirements.
- Each Panel Member shall conduct a systematic assessment of the strengths of the applicant's claims (Short List) against the selection criteria.

**INTERVIEWS**

Interviews will only be conducted for candidates that have been short – listed through the assessment process.

**REFEREES**

- No offer of employment will be made before reference checking has been conducted.
- At least two (2) reference checks must be completed, with one (1) preferably from the candidate's current employer. Permission must be sought from the applicant before checking with their current employer.
- If a candidate's referee is a Panel Member, then the candidate is required to nominate another referee for the referee check.
- Barkly Regional Council can ask the candidate to provide additional referees if the nominate referees are uncontactable.

**APPOINTMENTS**

All interview documents need to be completed and filled out correctly. The chairperson is responsible for making sure that all completed documents are returned to the Human Resources department within a suitable timeframe for processing. The Human Resources Manager will review and provide approval of the recruitment process.

- All recruitment details are strictly confidential.
- The authority to sign contracts shall be restricted to the Chief Executive Officer and the Human Resources Manager, or their delegate.
- If requested, post selection feedback in the line of transparency shall be offered by the chairperson of the selection panel in liaison with the Human Resources Manager with reference to the assessment against the Position Description, strengths and areas for improvement and gaps identified in comparison with the selected applicant.
- An appointee's electronic and paper personnel file shall be set up and kept for the prescribed period.

**DIRECT INTERNAL APPOINTMENTS**

BRC Policy – #####  
Version #  
Review Date: MONTH YEAR

Uncontrolled if Printed  
file name  
Page 3 of 5

## Draft Document

## POLICY



- The Chief Executive Officer may directly appoint an employee to a position within the Barkly Regional Council.
- This (direct internal) appointment will be at the discretion of the Chief Executive Officer, the Human Resources Manager and the relevant Director or Program Manager.
- Upon making a decision to directly appoint an employee to a position the Chief Executive Officer will base their decision on prior knowledge of the person, their working history, performance, skills, qualifications and capability to perform the position.
- A direct internal appointment will be considered as an Internal Staff Transfer.
- If the position the employee is transferring into is of a higher level than the employee is currently paid, the employee will be paid at the higher level.
- A new Letter of Offer will be prepared and formally offered to the employee to accept.
- If the employee has successfully completed a probationary period within the past six months, then they will not be required to complete another probation period.

## RESPONSIBILITIES

## Area Manager / Department Manager.

- Ensure that they are familiar with all policies and procedures that relate to recruitment and selection; and that they follow them accordingly;
- Ensure that staffing levels for their department are in accordance to the Barkly Regional Council Organisational Chart, appropriately budgeted for and authorised;
- Complete the relevant internal recruitment forms to identify vacant positions and forward the completed forms to their Director for authorisation and to the Human Resources Department for processing;
- Ensure all roles have current Position Descriptions, which specify role requirements and selection criteria. Position Descriptions for vacancies have been reviewed prior to advertising for recruitment.

## Human Resources Department.

- A Recruitment and Selection Policy is developed and maintained to support and enhance Barkly Regional Council's objectives and requirements;
- Recruitment and selection guidelines and procedures are developed and maintained;
- All managers are given continuous support and guidance in regards to recruitment and selection issues;
- All recruitment paperwork is kept confidential, and filed in accordance to the relevant Act and Legislation.

## REFERENCES

BRC Policy – #####  
Version #  
Review Date: MONTH YEAR

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file name  
Page 4 of 5

## Draft Document

## POLICY

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Local Government Act

Fair Work Act 2009

Anti – Discrimination Act

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Disability Discrimination Act 2004

Age Discrimination Act 2004

Human Rights and Equal Opportunity Commission Act 1986

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BRC Policy – #####  
Version #  
Review Date: MONTH YEAR

Uncontrolled if Printed  
file name  
Page 5 of 5



## GENERAL BUSINESS

<b>ITEM NUMBER</b>	16.2
<b>TITLE</b>	Update on five-year infrastructure plan
<b>REFERENCE</b>	257994
<b>AUTHOR</b>	Steve Moore, Chief Executive Officer

### RECOMMENDATION

#### That Council

- a) Receive and note the report

### SUMMARY:

Attached is the five year Infrastructure plan developed and approved by Council during the last financial year. It would now be appropriate for Council and Local Authorities to review and update the current list of priorities and identify any new projects to add to the list along with any projects where the priority has changed.

Below is a summary of progress on the priority 1 projects:

- Alpururulam road repairs – contract awarded works to be carried out in October
- TC bike path with lighting – funding application submitted for lighting
- Elliott staff housing renovations – funding applied for
- Wutunugurra cemetery fence – no progress
- Ali Curing cemetery fence – no progress
- TC cemetery extension – complete (beatification works still to be done)
- Wutunugurra cemetery water tank & sign – no progress
- Ali Curung cemetery water tank – no progress
- Ampilatwatja bough shed – no progress
- Ali Curung bough shed – no progress
- Wutunugurra roof and lights for basket ball court – no progress
- Ali Curung roof over basketball court – funding approved, tender complete
- Ampilatwatja enclose basketball court – no progress
- Ali Curung new S&R building – investigation funding options
- Elliott new football field – funding received, tender complete
- Staunton street football field upgrade – commenced
- Alpururulam porta-loos – complete
- Ampilatwatja construct new ablution block – no progress
- TC Council office & Civic Hall external lighting – PO issued
- TC Council office security fence – funding obtained and PO issued
- TC Civic Hall upgrade – no progress
- TC new Youth Centre – planning commenced

Of the priority 2 and 3 projects we have also completed the following

- ANZAC Hill redevelopment – concept drawings complete, lease agreement reached with the owner of No. 10 Davidson Street
- TC pool solar heating – funding received and PO issued
- Elliott footpath works – one new pathway installed

### BACKGROUND

### ORGANISATIONAL RISK ASSESSMENT

### BUDGET IMPLICATION

### ISSUE/OPTIONS/CONSEQUENCES

### CONSULTATION & TIMING

### ATTACHMENTS:

- 1  5 year infrastructure plan.pdf



**Barkly Regional Council  
Infrastructure and Asset Management Plans  
May 2018**

Barkly Regional Council is a regional council, providing infrastructure, services and programs to individuals, couples, families, children's groups, schools, business and agencies across Barkly region. Council is responsible for the management, planning and development of a significant proportion of infrastructure. Council strive for a sustainable well-coordinated Barkly Region community- the business of community services and development is our priority.

Council is currently providing services through a group of assets valued around \$57M. The group of assets through which council currently delivering services are Transport infrastructure, Building and facilities, Parks and gardens, streetlight and a range of vehicles. Transport infrastructure includes all fixed assets such as roads and footpaths, whereas building and facilities covers the buildings, houses, sports facilities and other municipal facilities which is used to provide services. To meet the demand and expectation from community and to align with the level of service provided by Council, future spending is required in infrastructure and existing infrastructure needs to be maintained.

To meet the services level, the demand from the community and enhance liability to manage the existing assets, council has prepared a 5 years Infrastructure plan, an assets management plan for transport infrastructure and an asset management plan for Building and facilities. The 5 year Infrastructure Plan makes recommendations for the future provision of infrastructure and equipment. The infrastructure plan also priorities the funding requirements for infrastructure at local and regional levels. The Asset Management Plans provides the details of the current assets, its condition and defines the level of services to be provided and how the service is to be provided. It also provides the funding requirement to deliver the services.

**5 Year Infrastructure Plan:**

This plan has identified 52 projects valued \$21.2M which are planned for next five years, included are 24 projects valued \$19.7M which are considered as major projects. Major projects are defined by their value and complexity. Generally, project valued more than \$250K are considered as major projects. These identified projects include the projects nominated from local authorities, Council staff and Elected Members. It has also considered the need and demand projected from Asset Management plan.

It is inevitable that for all these projects, council cannot fund from its own resource. So, these projects are planned to be funded from a mix of council's own resource, grant from state and federal Governments and from the Local Authorities budgets. The plan has identified that council has to allocate \$9.53M over five years and seek funding from state and federal Governments for \$11.24M and use \$0.442M from local Authority fund.

To ease the planning process projects are prioritised as priority one projects (P1P), priority two projects (P2P) and priority three projects (P3P). It has a target to deliver P1P within the first three year, P2P within first four year and P3P within five years. Due to degree of uncertainty of the grant and council budget, the plan has adopted this prioritising methodology rather than prioritising in year-to-year basis. This plan considers completing at least two major projects each year.

Our expectation is that Council will budget to complete for two major and seven minor Infrastructure projects each financial year. Identified priority projects may vary year to year dependant on the changing priorities of council and residents. Priorities may also vary based on the availability of grant funding for specific projects.

The list of projects will be reviewed regularly and be compared against NT and Federal grant programs to identify when additional funding becomes available to complete major projects. If additional funding is not available some projects may have to be delayed or cancelled.

The distribution of budget on each of the different sub-asset types is as below and the details of the projects are presented in attached sheet.

**Distribution of Project cost according Asset sub type**

Distribution of Project cost according Asset sub type	Amount
Road/footpath/bicycle path	\$ 3,969,000.00
Building	\$ 4,690,000.00
Cemetery Upgrade	\$ 652,083.00
Shed for specific purposes	\$ 139,048.00
Sports and Rec Facility	\$ 4,479,524.00
Municipal & essential service	\$ 1,655,000.00
Parks and Gardens	\$ 40,000.00
Streetlight	\$ 600,000.00
Funded Program	\$ 5,000,000.00
<b>Total=</b>	<b>\$ 21,224,655.00</b>

This plan understands the need of current assets replacement, creation of dumpsite and clean-up of legacy waste in Arlpururulam, sealing of road out to the airstrip in Arlpururulam and upgrade of Lake Mary Ann Dam. Due to limitation of council resources, uncertainty of grant and extend of resource required for these projects, they are listed only on identified project list. In the event that time, funds or other resource are available these project will be prioritised accordingly.

Items such as roads and footpaths are planned to have some expenditure each year over the term of the five year plan. The level of expenditure will be dependant on the availability of funds and other priority projects that need to be completed.

**Asset management plan:**

Council manages four major asset types namely Building and facilities, Transport infrastructure, Plant and vehicle and Streetlights. Building and facilities has the current value of \$21,719,000 and Transport infrastructure (roads & footpaths) has the value of \$34,920,000, in total around \$57M. These assets have current replacement value of \$54,979,000 and \$59,620,000 respectively.

Plant, Vehicle and Streetlight asset types are not included in these plans, however a detailed review was carried out earlier in the year with all assets being revalued and accurate depreciation schedules put in place. Subject to available capital funds plant and vehicles are replaced in line with the depreciation schedule. Plant, vehicle and lighting plans will be developed in the 2018 -2019 financial year.

Asset management plan has identified rate of asset consumption as 3.8% and 3% and the rate of renewal is 0% and 0.2% creating a deficit of \$2.4M and \$3.5M each year for these assets respectively. Due to this deficit in renewal assets profile is moving towards poor condition.

Some assets has already exceeded their life by several years.

- Replacement cost for assets which have already exceeded its life by four year is \$16,582.

- Replacement cost for assets which has already exceeded its life by two years is \$6,272,954.
- Replacement cost for assets which has already exceeded its life by one year is \$1,985,392.
- And the Replacement cost for assets which is expiring its life this year is \$3,765,306.

Total of these replacements above is \$12,040,234 which is well beyond Councils financial capacity.

**Limitations:**

Council has identified these projects as a priority projects, it is anticipated that in the course of time and the availability of funding, identified priority project may be changed to better reflect future needs.

The renewal of existing assets needs to be considered along with the need for new assets. The combination new and existing assets determine the overall annual cost of maintaining our total infrastructure. As our assets increase so does the need for additional funds to maintain these assets on an ongoing bases. This will mean additional income will be required in future years to maintain Council's assets and infrastructure.

## Five Year Infrastructure Plan for Barkly Regional Council

Colour guide



General estimate

Allocated by Management

Have a quote or from similar work

Tentative quote from supplier

Schedule of time frame to complete the projects	Project Priority
Plan to Complete within First Three year-Subject to budget availability	(P1P)
Plan to Complete within Four year-Subject to budget availability	(P2P)
Plan to Complete within five year-Subject to budget availability	(P3P)

P No	Project type	Asset category	Local Authority	Project Detail	Priority	Cost Estimate	Budget			Project Category
						Cost Estimate	Grant	Council	LA CP	
A	Road/footpath/bicycle path									
1	Road Maintenance	Transport	Arlpururrulam	Road repair and maintenance of roads including resealing	P1P	\$220,000	\$ 220,000	\$ -		Major
2	Road Sealing	Transport	Arlpururrulam	Sealing of road out to the airstrip (2000m x 6m)	P3P	\$ 660,000		\$ 660,000		Major
3	Bike Path	Transport	Tennant Creek	Construction of bike path with lighting	P1P	\$2,064,000	\$1,651,200	\$ 412,800		Major
4	Footpath	Transport	Tennant Creek	Construction of footpath	P2P	\$900,000		\$900,000		Major
5	Footpath	Transport	Elliott	Construction of footpath -Renewal Project	P3P	\$ 125,000		\$ 125,000		Minor
						\$3,969,000	\$1,871,200	\$2,097,800	\$ -	
B	Building									



1	House	Building	Artpururulam	D & C of Short term safe house for domestic violence/women's education and engagement projects	P2P	\$ 500,000	\$ 400,000	\$ 100,000	Major
2	Staff-Housing	Building	Tennant Creek	D & C of 2BDR (4 nos) town houses-Staff Housing	P3P	\$1,500,000		\$1,500,000	Major
3	Office	Building	Tennant Creek	D & C new animal management facility/office	P2P	\$ 700,000		\$ 700,000	Major
4	Staff-Housing	Building	Elliott	D & C of 2BDR units -Staff Housing(3nos)	P2P	\$1,000,000	\$ 800,000	\$ 200,000	Major
5	Visitor Accommodation	Building	Ali curung	Refurbishments to visitor accommodation	P2P	\$ 150,000		\$ 150,000	Minor
6	Office	Building	Elliott	Shade area in front of the office and get office painted (inside and out)	P2P	\$ 90,000		\$ 90,000	Minor
7	Staff-Housing	Building	Elliott	Renovation of two staff housing	P1P	\$ 250,000		\$ 250,000	Major
8	Admin Block	Building	Tennant Creek	Upgrade Council Admin Block	P2P	\$ 500,000		\$ 500,000	Major
<b>C Cemetery Upgrade</b>						<b>\$4,690,000</b>	<b>\$1,200,000</b>	<b>\$3,490,000</b>	
<b>a fencing</b>									
1	Fencing	Facilities	Wutunugurra	Construction of fence around cemetery (35m*20m)	P1P	\$ 11,869		\$ -	Minor
2	fencing	Facilities	Ampilatwatja	Construction of fence around cemetery (7000m*1000m) – To be confirmed as includes burial sites outside of cemetery boundary	P3P	\$ 517,920	500,000	\$ 17,920	Major
3	fencing	Facilities	Ali curung	Construction of fence around cemetery (100*50m)	P1P	\$ 32,370		\$ -	Minor
4	fencing	Facilities	Ali curung	Construction of fence around cemetery (35m*20m)	P1P	\$ 11,869		\$ -	Minor
5	fencing	Facilities	Tennant Creek	Extension and Construction of fence around cemetery	P1P	\$ 48,555		\$ 48,555	Minor

Page 152



[illegible]

								\$3,352,524	\$2,500,000	\$ 852,524	\$ -	-
<b>Swimming Pool solar heater</b>												
<b>1</b>	<b>Swimming Pool</b>	Facilities	Tennant Creek	Swimming pool solar water heater	P3P			\$ 288,000		\$ 288,000		Major
								\$ 288,000	\$ -	\$ 288,000	\$ -	
								\$4,479,524	\$3,115,200	\$1,294,324	\$ 70,000	
<b>Municipal &amp; essential service</b>												
<b>1</b>	<b>Public toilet</b>	Facilities	Arlpururrulam	Portaloos x 2 - men's and women's plus trailers	P1P			\$ 30,000		\$ 30,000		Minor
<b>2</b>	<b>Ablution</b>	Facilities	Amplatwatja	Construction of ablution block-WC+Shower	P1P			\$ 240,000		\$ 50,000	\$ 190,000	Major
<b>3</b>	<b>Workshop</b>	Building	Amplatwatja	Construction of bigger workshop	P2P			\$ 120,000		\$ 120,000		Minor
<b>4</b>	<b>Lighting Municipal</b>	Building	Tennant Creek	Install new external lighting at council office & Civic hall	P1P			\$ 25,000		\$ 25,000		Minor
<b>5</b>	<b>Work Depot</b>	Building	Amplatwatja	Concrete Slab in municipal work depot	P2P			\$ 95,000		\$ 95,000		Minor
<b>6</b>	<b>Depot</b>	Building	Arparra	Re-development of depot	P2P			\$ 200,000		\$ 200,000		Major
<b>7</b>	<b>Depot Shed</b>	Building	Wutunugurra	Upgrade depot shed	P2P			\$ 100,000		\$ 100,000		Major
<b>8</b>	<b>Fencing</b>	Building	Tennant Creek	Council Office Security fencing	P1P			\$ 65,000		\$ 65,000		Minor
<b>9</b>	<b>Civic Hall</b>	Building	Tennant Creek	Civic hall upgrade	P1P			\$ 180,000		\$ 180,000		Minor
<b>10</b>	<b>Public toilet</b>	Facilities	Tennant Creek	Construct public bathrooms and shower for visitor use	P2P			\$ 600,000	\$ 480,000	\$ 120,000		Major
								\$1,655,000	\$ 480,000	\$ 985,000	\$ 190,000	
<b>Parks and Gardens</b>												
<b>G</b>	<b>Anzac hill</b>	Parks and garden	Tennant Creek	Redevelopment of ANZAC hill	P2P			\$ 40,000		\$ -	\$ 40,000	Minor



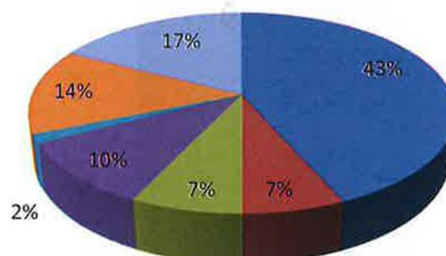
						\$ 40,000	\$ -	\$ -	\$ 40,000	-
H	<u>Street Light</u>									
1	Street light	Facilities	Tennant Creek	Upgrade existing street light with energy efficient light and vandal resistant. Addition of extra light to dark spot	P2P	\$ 600,000		\$ 600,000		Major
I	<u>Funded Program</u>									
1	Youth Links	Specific Purpose Building	Tennant Creek	Youth links-Specific purpose building	P1P	\$1,500,000	\$1,200,000	\$ 300,000		Major
2	Aged care	Specific Purpose Building	Arparra	respite and staff accommodation complex(aged care)	P3P	\$3,500,000	\$2,800,000	\$ 700,000		Major
						\$5,000,000	\$4,000,000	\$1,000,000	\$ -	
						\$21,224,655	\$11,246,400	\$9,535,679	\$ 442,576	

## Graphical Representation of distribution of Projects and its costs

## 1. Project cost distribution by region

## Project cost distribution by region

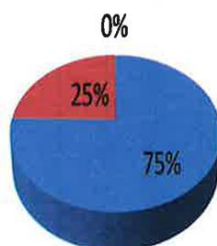
■ Tennant Creek ■ Ampilatwatja ■ Arlpururrulam ■ Elliott  
 ■ Wutunugurra ■ Ali Curung ■ Arlparra



## 2. Project cost distribution by Asset type

## Distribution of Project cost by Asset type

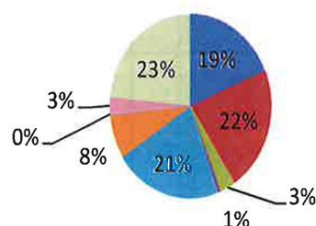
■ Building and Facilities ■ Transport ■ Parks and Garden



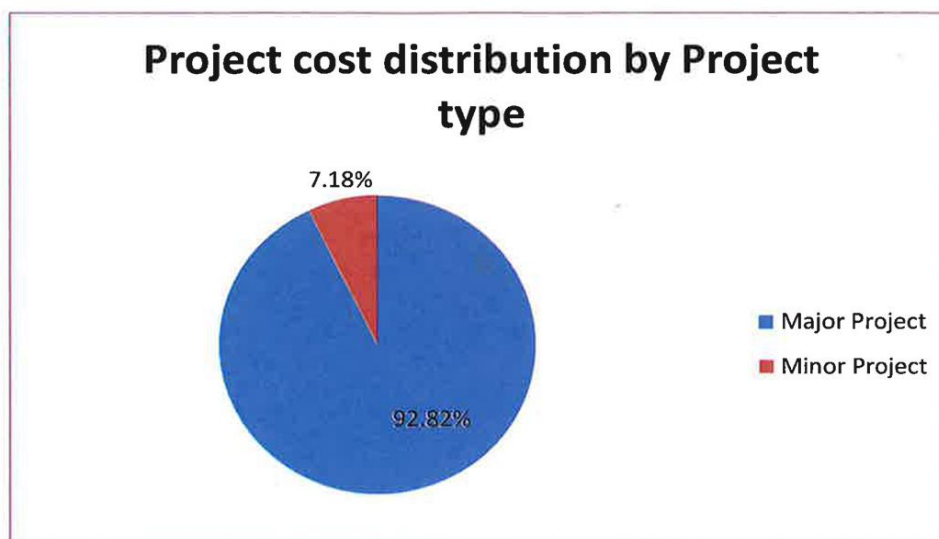
## 3. Project cost distribution by Asset sub type

## Project cost distribution by Asset sub type

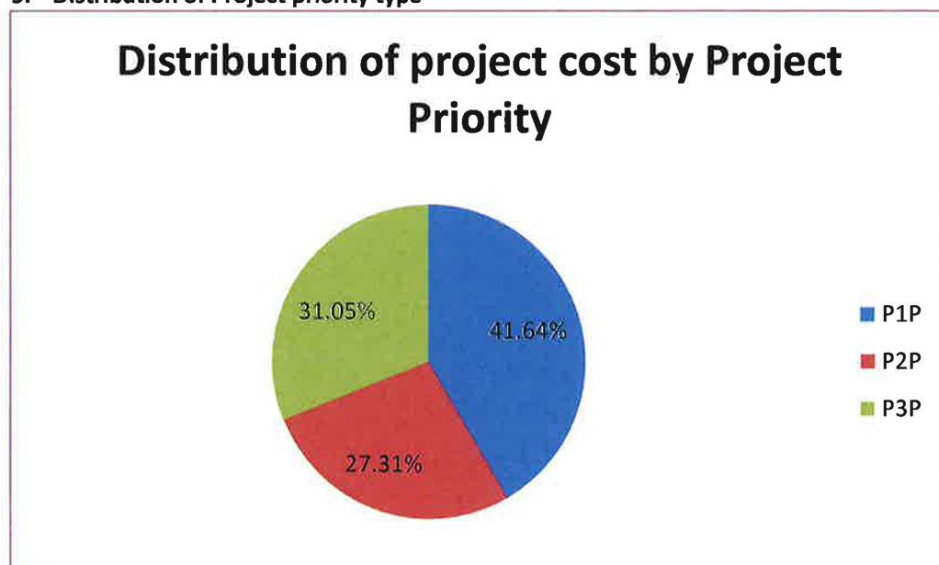
■ Road/footpath/bicyclepath ■ Building  
 ■ Cemetery Upgrade ■ Shed  
 ■ Sports and Rec Facility ■ Municipal & essential service  
 ■ Parks and Gardens ■ Streetlight  
 ■ Funded Program



## 4. Distribution of Project Type



## 5. Distribution of Project priority type



## GENERAL BUSINESS



<b>ITEM NUMBER</b>	16.3
<b>TITLE</b>	Operation Directors Report
<b>REFERENCE</b>	257996
<b>AUTHOR</b>	Mark Parsons, Operations Director

## RECOMMENDATION

**That Council**

**a) Receive and Note the Report**

### SUMMARY:

- This month has been very quiet with only two Local Authorities making quorum. These were Wutunugurra and Ampiliwatja. Ali Curung and Alparra were called of due to sorry business in their regions.
- With two of our Area Managers away on leave this month we have given some of our community staff a chance to step into the Area Managers role on temporary basis. This gives them the opportunity to broaden their knowledge and hopefully give them the experience to look towards a higher role in the future.
- The Community centre at Wutunugurra was broken into this month and had a considerable amount of vandalism done to it. This has all been reported to the Police and we have started the clean up and have organised contractors to fix all the damage. This just highlights the need for a Sport and Recreation program out at this Community. Our CEO and Community Services Director is already in talks with Prime Minister and Cabinet to get the funding to make this happen.
- I have been given the opportunity this Month to step into the CEO role for two weeks. This meant that I wasn't able to attend any of the Local Authority meetings or visit any of the communities. The new Director of Community Services went in my place to ensure Council was represented at these meetings. This was a good opportunity for her to get out and meet with some of her staff on the ground. Unlike my first stint as CEO the last two weeks have been very busy and has been a good experience for me.
- The Area Managers have had a recall this month and have been receptive to the information they are getting at the meeting. We are trying to make sure that the Area Managers meet every three months, this gives them the time they need to network with each other and gives all the Council Departments a chance to have some input into things that are going on in the Communities. This also brings the Area Managers up to date with any internal changes going on in the Council.
- All in all it has been another good month and I can say that I feel the Council is probably the most proactive and productive that I have seen it in the five and a half years that I have worked here. It is great to see junior staff being given opportunities to broaden the horizons. And I am glad to be a part of this.

### BACKGROUND

<<Enter Text>>

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>

### ISSUE/OPTIONS/CONSEQUENCES

<<Enter Text>>

### CONSULTATION & TIMING

<<Enter Text>>

### ATTACHMENTS:

There are no attachments for this report.

## CORRESPONDENCE

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**ITEM NUMBER** 17.1  
**TITLE** Correspondence  
**REFERENCE** 257255  
**AUTHOR** Steve Moore, Chief Executive Officer

### RECOMMENDATION

**That Council**

- a) Receive and note the report

### SUMMARY:

Please see attached correspondence as of September 2018

### BACKGROUND

<<Enter Text>>

### ORGANISATIONAL RISK ASSESSMENT

<<Enter Text>>

### BUDGET IMPLICATION

<<Enter Text>>





### ISSUE/OPTIONS/CONSEQUENCES

<<Enter Text>>

### CONSULTATION & TIMING

<<Enter Text>>

### ATTACHMENTS:

- 1  Letter to Chief Minister - 3 September 2018.pdf
- 2  Letter from Chief Minister on Ali Curung community.pdf
- 3  Epenarra Community Funding for Children and Youth Services.pdf
- 4  Booklet - TradeMutt Digital.pdf



3 September 2018

Hon Michael Gunner MLA  
Chief Minister  
Northern Territory Government

Dear Chief Minister,

I am writing to you to share our Council's concerns about the lack of government resources located in the Department of Trade Business & Innovation (DTBI) here in Tennant Creek.

As per previous conversations with you, the Minister for Tourism and Culture and the CEO of DTBI, I advise that the DTBI previously had an Economic Development Officer and a Business Development Officer based in Tennant Creek but since around July 2017 both positions have been amalgamated with functions now delivered by one person.

It is my understanding that the cutback in resources and services at the DTBI office in Tennant Creek was directly related to your government's 2018 Budget savings measures.

In my view and that of the Tennant Creek Regional Economic Development Committee, the current workload being thrust upon Josephine Bethel is unsustainable and resulting in many important functions not being delivered at the level expected, including finding time to follow through on routine business development actions, business snapshots, aboriginal business development program applications, management of the start.run.grow program, smarter business solutions, and day to day engagement and support for local business.

Presently, there are around 30 businesses for sale that we know of and coupled with a high level of house break-ins, commercial break-ins and property damage, a number of businessmen have advised that business confidence in Tennant Creek is low and continues to decline.

I am sure you would agree there are boundless opportunities in the Barkly region and I note there is a renewed focus on increasing tourism and your commitment to developing Tennant Creek as a mining, minerals and gas services and supply centre which is aimed at delivering new industries, business opportunities and employment. Additionally, the Barkly Regional Deal, once finalised is expected to bring a greater focus on social and economic development, attract new industry and deliver on new social and economic infrastructure for the region.

Josephine Bethel performed extremely well when employed as the Economic Development Officer but she is now overworked in the dual role having now become the single point of contact for business, tourism, mining and economic development in Tennant Creek.

41 Peko Road P.O Box 821, Tennant Creek NT 0861  
Tel: (08) 8962 0000 Fax: (08) 8962 1801  
ABN: 32 171 281 456





With government focused on mining, gas, tourism, revitalising the go-kart races and the Barkly Regional Deal we believe these are the functions that go hand in hand with the role of an Economic Development Officer and will continue to impact and prevent the necessary attention being given towards business development, management of the start.run.grow program, smarter business solutions, and day to day engagement and support for local business.

Sending staff from Alice Springs or Darwin to Tennant Creek to assist with enquiries for a variety of business assistance programs does not replace the obvious need for a Business Development Officer. In fact, it highlights and demonstrates the need for this type of position to be returned and based in Tennant Creek.

We respectfully request that you take the necessary action to reinstate the Business Development Officer position in Tennant Creek which I understand is consistent with the actions already taken by your government in Nhulunbuy.

If you need any further information or assistance please do not hesitate to contact me.

Thank-you for your consideration, I look forward to hearing from you soon.

Yours sincerely,



Steven Edgington  
Mayor

41 Peko Road P.O Box 821, Tennant Creek NT 0861  
Tel: (08) 8962 0000 Fax: (08) 8962 1801  
ABN: 32 171 281 456





## CHIEF MINISTER

Parliament House  
State Square  
Darwin NT 0800  
chief.minister@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5500  
Facsimile: 08 8936 5576

Mr Steven Edgington  
Mayor  
Barkly Regional Council  
PO Box 821  
TENNANT CREEK NT 0861

Dear Mayor *Steve*

Thank you for your letter of 13 August 2018, outlining your concerns regarding the escalation of violence and crime in the Ali Curung Community. While reporting overall crime numbers are not as high as this time last year, I share your concern.

My Department's Tennant Creek Office has recently met with Barkly Regional Council, and a subsequent conversation was held with the Commonwealth Government Department of the Prime Minister and Cabinet (PM&C), to discuss law and order in Ali Curung among other matters. I have been briefed that all levels of government are now working together on the provision of additional support and coordination, including my Department assisting PM&C to implement funding for mediation training in Ali Curung.

I understand that Ali Curung had seven Community Safety Action Committee (CSAC) meetings over the course of the year with the latest meeting taking place on 7 August 2018.

My Government's Local Decision Making (LDM) agenda, which is community-led, will be critical in providing the coordination and support required to bring change to local communities. My Department has advised that all three levels of government have been involved in early briefings on LDM and the opportunities that can be realised working across the three tiers of government, Local Authorities and other Aboriginal stakeholders. The Department of the Attorney-General and Justice recently undertook a workshop with Ali Curung community members on Aboriginal Justice Agreements, and it is expected we will build on this work through tailored LDM arrangements for Ali Curung. My Department's Office of Aboriginal Affairs has also recently held briefings at the Ali Curung Local Authority Meeting to engage and discuss the Aboriginal Affairs Strategy that is being progressed.

I am fully committed to progressing the Regional Deal, which will focus on providing economic and social benefit to the Barkly Region. It is vitally important the Regional Deal is developed in partnership with local stakeholders; the Regional Economic Development Committee; Aboriginal community leaders; and the broader Tennant Creek community.



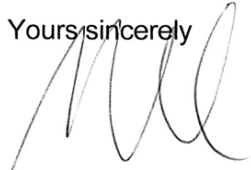
2

Mr Craig Kelly, Barkly Regional Executive Director of my Department, will manage the negotiations on behalf of the Northern Territory Government. Mr Kelly will be supported by Ms Bridgette Bellenger, Regional Network Leader, who is experienced in managing cross-government negotiations, most recently for the Darwin City Deal.

While the principles of the Regional Deal are being finalised, I see the Deal as an opportunity to put specific economic and social development projects and Government reform clearly on the agenda. The Regional Deal may also result in reprioritising Government funding or achieving new outcomes through policy and program reform.

I have asked my Department to keep you abreast of the collective approach to addressing concerns highlighted in the Ali Curung community and to ensure the Barkly Regional Council is actively engaged in solutions.

Yours sincerely



MICHAEL GUNNER

3 SEP 2018



DEPARTMENT OF  
TOURISM AND CULTURE

Mr Steve Moore  
Chief Executive Officer  
Barkly Regional Council  
PO Box 821  
TENNANT CREEK NT 0861

Chief Executive Officer  
Level 8, Charles Darwin Centre  
19 the Mall, Darwin NT 0800

Postal Address  
GPO Box 1448, Darwin NT 0801

T 08 8999 3865  
E [ceo.tourismculture@nt.gov.au](mailto:ceo.tourismculture@nt.gov.au)

File Ref: TRIM No.  
Your Ref:

Dear Mr Moore

**RE: Epenarra (Wutunugurra) Community Funding for Children and Youth Services**

Thank you for your letter dated 16 August 2018, requesting the Department of Tourism and Culture (the Department) provide \$200 000 in funding for children and youth services in the Epenarra (Wutunugurra) Community.

The Department provides the Barkly Regional Council with Remote Sport Program funding to support the development of sport and active recreation activities in the Barkly region. Funding for 2018-19 of \$224 000, the same as that provided in 2017-18, is currently in the approval process. Pending Barkly Regional Council meeting the compliance check, the funding will be available in October 2018.

Recent negotiations between the Department and Barkly Regional Council staff regarding the 2018-19 funding agreement did not detail initiatives for Epenarra. Although it is not possible to increase the 2018-19 funding amount, the Department can consider a variation to the agreement to include relevant initiatives for the Epenarra Community.

Additionally, the Department has allocated \$10 800 from the 2018-19 Remote Sport Voucher Scheme to deliver sport, recreation and cultural activities for school children in Epenarra.

The Department, through the Northern Territory Institute of Sport, is also supporting an exciting new program, the Barkly Region Mov3 Sports Skills Program, to deliver physical literacy activities to school children in the Barkly region. This program will be delivered in Epenarra during the week of 22-26 October and will provide culturally appropriate physical activities to the community that are engaging and fun for youth.



DEPARTMENT OF  
TOURISM AND CULTURE

The Director for Regional and Club Development, Mr David King, and the Manager of Regional and Club Development South, Mr Anthony Murphy, will be visiting Tennant Creek on 19 and 20 September 2018 for stakeholder meetings and to support Community Benefit Fund information sessions. They will be in contact with your office to arrange a meeting regarding sport and recreation matters in the Barkly.

Yours sincerely

A handwritten signature in black ink, appearing to read "S. Shepherd".

SIMONNE SHEPHERD  
Chief Executive Officer  
Department of Tourism and Culture

17 September 2018







**Welcome to our crew!** Together, we will tackle men's suicide in Australia, head on.

**Good for you, good for our Tradies!**

By funding TradeMutt we're able to create bold workwear that make Aussie Tradies look great, feel great and be part of a movement that will change the face of men's mental health forever.

**Why are we doing this?**

Trademutt is bold new workwear brand by Tradies for Tradies. Our goal is to tackle men's suicide in Australia head on.

Cheers.

*Dan and Ed, Co-founders  
TradeMutt*





**Your journey has begun...**



# Here's how you can buy a shirt and **save lives.**









# This is a conversation starter.

Trademutt shirts will wear the logo 'This is a conversation starter' (TIACS) across the back.

Our partnership with TIACS lead to the acquisition of the project and has now formed a Not For Profit (NFP) foundation so that mental health support can be accessed anonymously.

With a purpose to effect change and lower the rate of male suicide in Australia. We champion mental health initiatives that are proactive and targeted to the labour sector to deliver the best help money can buy for those who find too many barriers when it comes to finding relevant help.

TradeMutt profits go towards funding the This Is A Conversation Starter movement, and the exciting ways they are facilitating the expression of mental health conversations.

## How we make a difference to Aussie men and women in the labour force...



### **COLLABORATE**

We team up with complimentary businesses to produce unique co-branded opportunities



### **COMMON GROUND**

We are on the ground at work sites and speak about our own lived experience



### **CONTRIBUTION**

We donate profits to mental health initiatives that are actively assisting good mental health and saving lives.



### **CORPORATIONS**

We fulfil corporate responsibilities and construct unique branded opportunities through events and exhibitions. We also offer wholesale purchasing for uniforms.





**Meet some of our  
collaborators.**





## TradeMutt has made Myndfit accessible to the masses.

Founded by mental health advocate and practitioner Nick Sutherland, MyndFit empowers people with the tools, resources and knowledge needed to create and maintain a positive and healthy state of mind.

As a lived experience mental health advocate and practitioner, Nick feels grateful for being able to assist people that who on the surface, appear to be “fine” but underneath, are really struggling and feeling stuck, frustrated and overwhelmed.

MyndFit was created to do as it says, – teach people how to be mentally fitter, healthier and stronger.

## TradeMutt collaborates with travelling tradies.

Travelling Tradies introduces Aussie & Kiwi Tradies to hotels and hostels from around the world, where they swap their skills a few hours a day for food, accommodation and epic experiences.

We have partnered with Travelling Tradies because like us they are on a mission to raise awareness about mental health in the construction industry. We both know there is a major problem with poor mental health in our industry and its time to skill blokes with the knowledge they need to improve their mental wellness.





## TradeMutt leverages relationships with trades and corporations **to connect.**

**Bretts Timber and Hardware** has been part of the Queensland building landscape for over a century. Founded in 1912 as one of Brisbane largest sawmills on the present site of the Bretts Timber & Hardware store at Newmarket Road in Windsor, with it's trade and retail business specialising in unique products within the building industry. In addition to providing superb timber and hardware options, Bretts includes

Queensland's largest range of door furniture, specialist paint and timber products plus bathware and appliance showrooms featuring leading appliances and bathroom brands. Bretts also manufactures a complete range of aluminum doors and windows, timber & steel frame and truss products.

Drawing on the experience and knowledge built up over the past



100 years, Bretts to offer customers comprehensive advice and a different hardware experience. More than just a store, Bretts is a Brisbane institution. And to position Bretts for the next 100 years...

Bretts is in an expansion phase once again, recently opening new trade stores store at Rocklea, Caboolture, Natangba, Wynnum and Coorparoo and will soon roll out more trade stores to satisfy the growing demand for Bretts trade.

Bretts remains a staunch independent in the local market. Whilst being flexible enough to diversify where necessary, Bretts sticks rigidly to the values that reflect the importance of tradition, quality and family.



## 5 ways you can make a difference to Aussie men and women in trades...

1

### **CUSTOMERS**

Buy a shirt, start a conversation. Your contribution and the act of wearing our shirts inspires people to recognise their own struggles and feel like they are not alone. Being a TradeMutt customer goes beyond looking great and feeling good. You are making a world of difference.

2

### **COMMON GROUND**

We participate at events that are in line with our mission. We attend rural and metropolitan events and festivals. Look out for the TradeMutt tent or Ed and Dan on the street. Follow us on social media to stay up to date on the latest appearances and media features.

3

### **COLLABORATE**

Are you a brand that stands for mental health well being and wish to help create a ground swell about mental illness? Let's tailor a project together and produce unique co-branded opportunities that make a real difference in tradies lives.

4

### **CONTRIBUTION**

We work with multiple charities and donate profits to mental health advocates that are actively assisting good mental health. If you're a charity looking for a corporate partner then we want to hear from you!

5

### **CORPORATIONS**

We are looking for a motivated organizations to give back and invest in a future. Sponsor TradeMutt for your next corporate outreach program or our next event and we'll look after your brand and your employees.







[www.trademutt.com](http://www.trademutt.com)