BARKLY REGIONAL COUNCIL

Vision

A strong, cohesive Barkly Shire working as one to champion regional development to provide sustainable economic growth and community capacity where people embrace cultural diversity and are treated equitably and with respect.

The way we will work

By leading the Barkly Region to achieve an organisation that realises excellence in its governance and operational responsibilities and with a community service ethic and is co-operative, innovative and efficient.

AGENDA

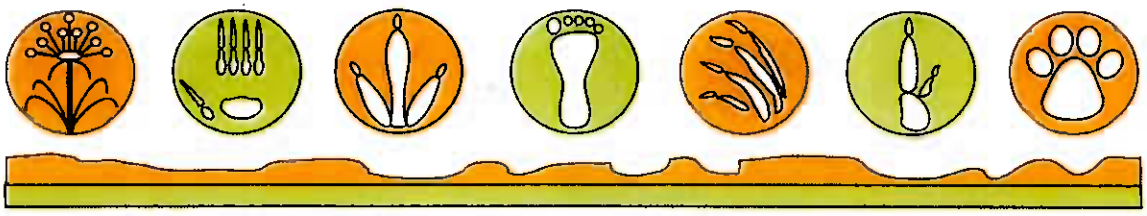
ORDINARY COUNCIL MEETING

THURSDAY, 20 FEBRUARY 2014

The Ordinary Council Meeting of the Barkly Shire Council will be held in Tennant Creek on Thursday, 20 February 2014 at 08.30am.

Edwina Marks
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

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1.1 Present:

1.2 Apologies and Leave of Absence:

1.2.1 LEAVE OF ABSENCE - CR. MAHONEY
1.2.2 CR. BONNEY

1.3 Absent without Apology

2 CONFIRMATION OF COUNCIL MEETING MINUTES

2.1 Council Meeting Minutes – 12 December 2013

3 BUSINESS ARISING REPORT

4 LOCAL BOARD MEETING MINUTES AND BUSINESS ARISING

4.1 **WUTUNUGURRA** Local Board Minutes – 29 Jan 2014
4.1.1 BUSINESS ARISING
4.2 **ELLIOTT** Local Board Minutes – 4 Feb 2014
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4.3 **TENNANT CREEK** Local Board Minutes – 5 Feb 2014
4.3.1 BUSINESS ARISING
4.4 **ALI CURUNG** Local Board Minutes – 11 Feb 2014 - LATE
4.4.1 BUSINESS ARISING

5 COUNCILLORS' WARD REPORTS

5.1 CR. RAY AYLETT

6 ADDRESSING THE MEETING

6.1 10.00am - Mr Peter Davenport – Battery Hill Mining Centre
6.2 Mr Jon Neish – Training and Development Program

7 NOTICES OF MOTION

Nil

8 RESCISSION MOTIONS

Nil

9 COMMITTEE REPORTS AND BUSINESS ARISING

9.1 FINANCE AND OPERATIONS COMMITTEE - 30 Jan 2014

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10.2 COMMUNITY BENEFITS GRANT – ROUND ONE 2014
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10.8 WASTE DISPOSAL AND WASTE MANAGEMENT – TENNANT CREEK STUDY
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11 CHIEF EXECUTIVE OFFICER'S REPORTS

11.1 USE OF THE COMMON SEAL
11.2 CORPORATE SERVICES REPORT
11.3 COMMUNITY SERVICES REPORT
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APOLOGIES AND LEAVE OF ABSENCE

ITEM NUMBER 1.2.1
TITLE LEAVE OF ABSENCE – Cr. Mahoney
REFERENCE
AUTHOR Chief Executive Officer

RECOMMENDATION:

1) **That Council grant Cr Jennifer Mahoney a leave of absence for a period of up to three months commencing Monday 1/2/2014 and ending 30 April 2014.**

2) **That Council determine an alternate delegate for the Alpurrurulam Local Board**

SUMMARY:
The CEO has received a written request form Cr Jennifer Mahoney for an extended leave of absence from Councillor duties commencing Monday 1 February 2014 up to and including the 30 April 2014.

REPORT:
The CEO has received a written request form Cr Jennifer Mahoney for an extended leave of absence from Councillor duties commencing Monday 1 February 2014 up to and including the 30 April 2014.

Councillor Mahoney is the elected delegate for the Alpurrurulam Local Board and during her absence it may be necessary for other Councillors to attend meetings or act on this Committee on her behalf.

ATTACHMENT: Email correspondence from Cr Mahoney

BARKLY REGIONAL COUNCIL

To Whom It May Concern,

Due to ill health, I would like to request a Leave of Absence for three months until the 30th of April 2014.

Yours Sincerely

Jennifer Mahoney

Councilor Jennifer Mahoney

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

APOLOGIES AND LEAVE OF ABSENCE

ITEM NUMBER 1.2.2
TITLE Cr. Bonney
REFERENCE
AUTHOR Chief Executive Officer

SUMMARY:
The CEO has received verbal confirmation from Cr Bonney advising that she wishes to resign as the Elected Member for the Alyawarr Ward of the Barkly Regional Council.

REPORT:
Under S 39 (1) a person ceases to hold office as a member of a council if the person (e) resigns by written notice of resignation given to the CEO.
The CEO has received a verbal advice however is awaiting written confirmation from Cr Bonney which is expected in the coming week. At this date Cr Bonney will be relieved from her duties and all allowances will cease in accordance with the current Councillor Allowance Policy adopted at Council's Ordinary December meeting.

Currently the Alyawarr Ward has three representatives, being Crs. Hayes, Jackson and Price. Council may consider an additional delegate to attend any relevant meetings until such time as a bi-election is held

ATTACHMENT:

BARKLY REGIONAL COUNCIL

CONFIRMATION OF COUNCIL MEETING MINUTES

ITEM NUMBER 2.0
TITLE **Council Meeting Minutes – 12 December 2013**
REFERENCE
AUTHOR Pamela Hodges, Executive Assistant

RECOMMENDATION:
That Council confirm the minutes of the Ordinary Council meeting held on 12th December 2013 at Ali Curung.

The Ordinary Council Meeting of 16th January 2014 was cancelled due to a quorum not being obtained.

ATTACHMENTS:
1 DRAFT Council Meeting – Ali Curung – 12 Dec 2013

BARKLY SHIRE COUNCIL

Vision

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MINUTES OF THE ORDINARY MEETING OF COUNCIL

ALI CURUNG

12TH DECEMBER 2013

1. OPENING & ATTENDANCE

Shire President Barb Shaw opened the meeting at 8.51am, welcomed those present and read the Council Prayer. Welcome to Country was extended to Council by Cr. Lucy Jackson.

1.1 Present:

President Barb Shaw
Cr. Jennifer Mahoney
Cr. Joyce Taylor
Cr. Bob Bagnall
Cr. Ray Aylett
Cr. Narelle Bremner
Cr. Noel Hayes
Cr. Pat Braun
Cr. Hal Ruger
Cr. Tony Boulter
Cr. Lucy Jackson

Rodney Donne (A/CEO) Henry Szczypiorski (Executive Director Operations) Edwina Marks (Executive Director Communities) Pam Hodges and Courtney Barber (minutes)

1.2 Apologies - Cr. Timothy Price and Cr. Hal Ruger for late arrival.

1.3 Leave of absence
Granted to Councillor Eileen Bonney to 31 January 2014 Inclusive.

Shire President presented a "Seasons Greeting" poster to Ali Curung community from Barkly Shire Councillors. Posters have been forwarded to the other communities.

2. CONFIRMATION OF MINUTES

2.1 Ordinary Council Meeting, Tennant Creek 21st November 2013

MOTION 170/13
That Council confirm the minutes of the Ordinary and Confidential Council meetings held on 21st November 2013 at Tennant Creek.

Moved: Cr. Aylett
Second: Cr. Braun **CARRIED**

3. BUSINESS ARISING

3.1 Past Meeting Decisions – Action Taken was reviewed.

MOTION 171/13

That council receive the Past Meeting Decisions Action List.

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

Lake Mary Ann – water level is currently very low. It was previously reported that the dam wall was leaking, CEO to follow up.

Rubbish and Sewerage – Stuart Highway – Cr. Aylett reported that the dumping of rubbish and sewerage was still occurring at the Muckaty Station turnoff. CEO to follow up with the Department of Infrastructure.

Battery Hill Mining Centre –Mr. Peter Davenport advised that he will be away and a representative will be sent to the January 2014 Council meeting in Tennant Creek.

4. ACCEPTANCE OF LOCAL BOARD MINUTES & BUSINESS ARISING

4.1 ELLIOTT LOCAL BOARD - 3 DECEMBER 2013

MOTION 172/13

That Council receive the Elliott Local Board meeting minutes of 3rd December 2013, note the Continuing Action List and adopt the recommendations contained in the minutes.

A: That it be a recommendation to Council that Elliott Community Draft Recovery Plan be endorsed by the Local Board and that it be updated twelve monthly in conjunction with the Elliott Community Counter Disaster Plan

B: That it be a recommendation to Council that Item 6.3 Elliott Draft Town Plan and Draft Town Zoning Plan be deferred until next meeting of the Local Board (February 2014) and that the TOs and Peter Siebert be invited to attend.

C: That it be a recommendation to Council that the Shire pursue the official naming of McRae Street.

D: That it be a recommendation to Council that Council invite Kath Anderson, DEEWR, to attend the next Elliott Local Board meeting to hear concerns about the rollout of the RJCP in Elliott. And that the letter to Kath Anderson be copied to Minister Scullion.

Moved: Cr. Bagnall

Second: Cr. Aylett **CARRIED**

9.05am Cr. Ruger attended meeting.

4.2 TENNANT CREEK LOCAL BOARD MEETING - 3 DECEMBER 2013

MOTION 173/13

That Council receive the Tennant Creek Local Board meeting minutes of 3rd December 2013, note the continuing Action List and adopt the recommendations contained in the minutes.

A: recommendation to Council that Tennant Creek Local Board supports the request of Darrin Whatley for assistance from the Shire with transporting recycled waste to and from communities and with receptacle bins and that this

matter be referred to the Municipal Services Meeting on Thursday 5th December.

B: recommendation to Council that Council report back to the Board at its February meeting, this being the conclusion of a 6 months trial period of the roundabouts, on community feedback, traffic movement data, and the full cost of construction and an estimated cost of removal, for consideration at the March meeting of the Board.

C: *And further that the Tennant Creek Local Board be advised that the Council would require a detailed business case prior, for consideration of Mr. Whatley's request.*

Moved: Cr. Bremner

Second: Cr. Boulter **CARRIED**

5. COUNCILLORS' WARD REPORTS

Cr. Boulter reported that he had chaired both the Tennant Creek Crèche and Tennant Creek Show Society AGM's
Cr. Braun facilitates a local parenting group that have raised concerns regarding older primary school children at the swimming pool "playing drowning" when the Lifeguard is not at the pool edge. CEO to follow up. Suggestion was made to include a high chair for lifeguard supervision of children in the pool.
Families living near Eldorado Park which is currently bare earth, have asked what action is to be taken to improve the area.
Cr. Hayes when in Tennant Creek last, saw that rubbish dumping was occurring near the intersection of Peko and Kaczinsky Roads. CEO to follow up.
Cr. Mahoney reported on the Alpurrurulam laundry's progress. She also asked about housing repairs.
Barkly Shire Council no longer handles housing maintenance, T&J Contractors are now contracted to do the remote work, but all complaints from tenants must be passed to the Department of Housing.

MOTION 174/13

That an invitation be sent to NT Housing for a representative to attend the next Council meeting.

Moved: Cr. Taylor

Second: Cr. Braun **CARRIED**

Shire President's Report

Attended the ABC Garden Competition – Jenni Kennedy (TCLB) won best garden.

Meetings attended –

Department of Business - Regarding the establishment of Tennant Creek Alcohol Reference Group. They would like to receive suggestions from Indigenous leaders and community members about representation on the Group.

LGANT Executive Meeting (teleconference)

Tennant Creek Regional Economic Development Committee meeting

Elliott Local Board – Bid farewell to Community Coordinator Ms. Gayle Marsden

CEO Interview Panel

NT Wide Domestic and family violence reduction strategy

The Director of this Project, Joanne Sangster and Fran Whitty from Alice Springs Department of the Attorney-General and Justice would like to meet with relevant stakeholders in Tennant Creek to discuss the development of the strategy and get input for local service providers.

6. COMMITTEE REPORTS AND BUSINESS ARISING

6.1 Community and Municipal Services Committee Meeting - 5 December 2013

MOTION 175/13

That Council receive the Community and Municipal Services Committee meeting minutes of 5th December 2013, and adopt the recommendations contained in the minutes.

Tennant Creek Landfill Replacement Study

a) That it be a recommendation to Council that the CEO produce draft Terms of Reference for a study into future land fill sites for Tennant Creek and options for extending the life of the current landfill

Tennant Creek Landfill Management Plan

b) That it be a recommendation to Council that the Executive Director Operations prepare a Management Plan for the operation of the Tennant Creek Landfill for consideration by the Council in May 2014 addressing operation of the facility; legislative requirements; expected life and options for extending this such as compaction; whether the introduction of a fee has impacted the volume of waste taken to the facility and the benefit, if any, of installing a weighbridge.

Tennant Creek Landfill – Concessionary Fees

c) That it be a recommendation to Council that no concessional fee be granted to commercial operators using the Tennant Creek Landfill.

Recycling Policy

d) That it be a recommendation to Council that a policy be developed in support of recycling in Barkly Shire.

Nominations for the Waste Management Advisory Committee

e) That it be a recommendation to Council that Cr Bagnall be nominated as a Shire representative on the Waste Management Advisory Committee.

Landfill Fees Christmas/New Year

f) That it be a recommendation to Council that the fee for using the Tennant Creek landfill be waived for households during the period Dec 26th 2013 and Jan 2nd 2014, inclusive.

Moved: Cr. Boulter

Second: Cr. Ruger **CARRIED**

7. GENERAL BUSINESS AND MATTERS FOR NOTING

7.1 MEDIA POLICY

MOTION 176/13

That Council adopt the Media Policy.

Moved: Cr. Bagnall

Second: Cr. Aylett **CARRIED**

7.2 THE DA VINCI EXHIBITION

Council has been offered the opportunity to host the Da Vinci Exhibition in July/August 2016. New information has come to hand which raises doubt as to the viability of the proposal without Government financial assistance.

MOTION 177/13
That Council discontinue arrangements to secure the Da Vinci Exhibition for Tennant Creek in July/August 2016 and advise the organisers accordingly.

Moved: Cr. Bremner

Second: Cr. Taylor **CARRIED**

7.3 DRAFT STRATEGIC MARKETING AND COMMUNICATIONS PLAN

MOTION 178/13
That the Strategic Marketing and Communications Plan as circulated to President and Councillors be endorsed.
The Strategic Marketing and Communications Plan to be reviewed in twelve months.

Moved: Cr. Bremner

Second: Cr. Braun **CARRIED**

7.4 POLICY: GOVERNMENT GRANTS

MOTION 179/13
That it be a policy of Council:

1 **To only apply for grants which are consistent with the Shire or other Council Plan, and only to apply for grants with a value in excess of $10,000 unless the reporting/acquittal requirements are minimal;**
2 **To only accept a Grant and enter into a Funding Agreement where the CEO is confident that the Council can meet the requirements of that Grant;**
3 **Where the Council is acting as the agent for another Agency, to only accept a Grant and enter into a Funding Agreements where the full cost to Council of acting in that agency capacity will be recovered (including costs associated with recruitment, training and accommodation of the personnel delivering the program) together with a margin sufficient to justify Council's involvement; and**
4 **To consider whole of life costing for assets prior to accepting capital grants.**

Moved: Cr. Braun

Second: Cr. Bagnall **CARRIED**

This policy will give guidance to staff when applying for or accepting Government Grants.

9.50am Shire President left the meeting, Deputy President acting as Chair
9.55am Shire President returned to the meeting

7.5 ELECTED MEMBER ALLOWANCES

MOTION 180/13

1 That the 'Elected Member Allowances' Policy be adopted.

2 That the Extra Meeting Allowance be paid for attendance at the following meetings only:

a) Local Board meetings where the Board is situated within the Ward represented by the Member
b) Council Meetings other than the 12 ordinary meetings per year
c) Council Committee meetings
d) Meetings of the CEO Interview Panel
e) Bi-annual Meetings of LGANT
f) Any other meetings where Council has by resolution determined to pay the Allowance

Subject to the proviso that only one Extra Meeting Allowance can be claimed in respect to each calendar day

Moved: Cr. Braun

Second: Cr. Taylor **CARRIED**

Councillors are to provide the CEO with specific dates where there has been any non payment of Extra Meeting Allowance in the recent past.

10.10am – 10.34am MORNING TEA

7.6 RESETTING THE RELATIONSHIP STEERING COMMITTEE REFERENCE

MOTION 181/13
Council confirm its membership of the Resetting the Relationship Steering Committee by way of written advice to Julalikari Council Aboriginal Corporation (JCAC)
Council nominate as its delegate, the Shire President, Cr Barbara Shaw
Council receive and note the Terms of Reference for the Resetting the Relationship Steering Committee

Moved: Cr. Jackson

Second: Cr. Taylor **CARRIED**

Councillors commented that the copy of the Terms of Reference required updating and that it was important to keep communication open with JCAC whilst they are delivering services within the Barkly region.

7.7 GOVERNANCE REFERENCE GROUP

MOTION 182/13
That Council receive the report.

Moved: Cr. Ruger

Second: Cr. Taylor **CARRIED**

7.8 SUBMISSION TO THE REVIEW OF INDIGENOUS TRAINING AND EMPLOYMENT (REPORT TO THE PRIME MINISTER 2014)

MOTION 183/13

That Council endorse the draft Submission to the Review of Indigenous Training and Employment (Report to the Prime Minister 2014) and authorise the Executive Director of Communities to make further representations on behalf of the Shire if the opportunity arises

Moved: Cr. Bremner

Second: Cr. Bagnall **CARRIED**

7.9 AUDIT COMMITTEE

MOTION 184/13
That Council:

- **Establish an Audit Committee with effect from March 1, 2014 comprising an independent Chairman and two (2) Elected Members**
- **To instruct the CEO to seek expression of interests from professional persons suitably qualified in the Finance or Accounting fields to act as Chairman of the Audit Committee**
- **That Crs. Bremner and Bagnall be appointed to the Committee (Cr. Boulter to act as Proxy)**
- **Adopt the following terms of reference for the Committee:**

Terms of Reference

To report and provide advice to the Council (or CEO as appropriate) on:

- Council's compliance with proper standards of financial management
- Council's compliance with the Regulations and the Accounting Standards
- Annual Financial Statements
- Auditors Report
- Internal Controls
- Corporate Governance
- Operational Efficiency/Performance
- Risk Management and Insurance cover

Meeting frequency:

Minimum four (4) meetings per year.

Membership and Term of Appointment

Three Members comprising two Elected Members and an independent Chairman all appointed by Council.
All appointments to be until the day of the next General Election

Delegation:

Nil

Moved: Cr. Boulter

Second: Cr. Ruger CARRIED

7.10 COUNCIL COMMITTEE'S – REVIEW OF TERMS OF REFERENCE

MOTION 185/13

1 That Council merge the Community and Municipal Services Committee with the Finance and Audit Committee the new Committee to be named the Finance and Operations Committee.

Moved: Cr. Ruger

Second: Cr. Boulter CARRIED

MOTION 186/13

2 That the Membership and terms of reference of the new Committee be as follows:

Membership and Terms of Reference
Finance and Operations Committee

Terms of Reference

1 *To review, prior to consideration by the full Council, all annual fees and charges including waste management.*
2 *To consider the operation of all municipal and community services in accordance with the Shire Plan.*
3 *To act as a Tender Review Committee in regard to major purchases, leases and engagement of professional services over $100,000 per unit or contract in value as the Committee sees fit.*
4 *To consider any matters referred to the Committee by the Council or Chief Executive Officer.*
5 *To consider all matters relating to ongoing asset management.*
6 *To review, prior to consideration by the full Council, all major financial decisions including annual budgets, annual rating and charging proposals*
7 *To review grant submissions valued in excess of $1 million per annum per submission*

Moved: Cr. Boulter

Second: Cr. Bremner CARRIED

MOTION 187/13

Meeting frequency:

That the Committee hold a minimum of four (4) meetings per year.

Moved: Cr. Bagnall

Second: Cr. Aylett CARRIED

MOTION 188/13

Membership

That six (6) Elected Members be appointed to the Committee.

Cr. Hal Ruger
Cr. Joyce Taylor
Cr. Bob Bagnall
Cr. Narelle Bremner
Cr. Tony Boulter
Cr. Noel Hayes
Ex Officio President Shaw

The Chairman to be determined by the Committee

Moved: Cr. Taylor

Second: Cr. Aylett CARRIED

MOTION 189/13

Term of Appointment

All appointments to be until the day of the next General Election

Moved: Cr. Hayes

Second: Cr. Bremner CARRIED

Delegation:

MOTION 190/13

In the event that an Ordinary Meeting of Council fails for want of a quorum the Committee has delegated authority to make decisions in relation to matters that the President or CEO consider to be of an urgent nature other than any decisions which the Local Government Act provides cannot be delegated to a Committee.

Moved: Cr. Bremner

Second: Cr. Boulter CARRIED

7.11 MATTERS ARISING FROM MEETING PROCEDURES WORKSHOP

MOTION 191/13

That a period of eight days be set as the minimum period of notice to be given by a Member wishing to raise a matter to be considered at a Council or Committee meeting.

That the procedure to be followed at all Committee Meetings be that set forth in Part 6 of the *Barkly Shire Council By-laws.*

That it be a policy of Council that from January 1, 2014 all new appointees to Local Boards/Local Authorities be provided with a written copy of the Council's Code of Conduct and that the applicability of the Code to Board/Authority Members form part of the Agenda at the first meeting of each Local Authority and periodically thereafter.

Moved: Cr. Boulter

Second: Cr. Bremner CARRIED

7.12 HOMELANDS PROGRAM: MUNICIPAL AND ESSENTIAL SERVICES AND HOUSING MAINTENANCE SERVICES

MOTION 192/13

That Council:

Endorse the CEO's action in requesting that the proposed funding Agreement for Municipal and Essential Services and Housing Services for 2013-2016 be broken into three components – the Tennant Creek Urban Living Areas, Utopia Homelands and the Elliott Outstations;

Moved: Cr. Bremner

Second: Cr. Boulter **CARRIED**

MOTION 193/13

Not enter into an Agreement in relation to the provision of Municipal and Essential Services and Housing Services for the Tennant Creek Urban Living Areas, until they have been brought to a standard acceptable to Barkly Shire Council.

Moved: Cr. Ruger

Second: Cr. Aylett **CARRIED**

MOTION 194/13

Decline to enter into the Funding Agreement unless it is modified to release the Council from any financial penalty should the Council be unable to meet the Minimum Standards and unless the Council is able to recover the full cost of its participation in the program

Moved: Cr. Bagnall

Second: Cr. Hayes **CARRIED**

MOTION 195/13

Not enter into an Agreement in relation to the provision of Municipal and Essential Services and Housing Services for the Utopia Homelands unless the CEO is satisfied that the Council can meet the Minimum Service Standards, and that any such Agreement in relation to the Utopia Homelands have a maximum duration of twelve months;

Moved: Cr. Boulter

Second: Cr. Aylett **CARRIED**

7.13 USE OF THE COMMON SEAL

MOTION 196/13

That the council endorse the execution of the following documents under council's Common Seal.

1. **2013-14 NT Jobs Package – Acceptance**
2. **Licence to Use Land and MOU – BSC and Warte Alparayetye Aboriginal Corporation – Alpurrurulam Fuel Supply**
3. **MOU – BSC and NT General Practice Education Ltd. – use of Student Accommodation – 5 Dec 2013**
4. **Proposed Leases:-**

1. Wutunugurra Community Centre – Lot 62 – Central Land Council
2. Wutunugurra service Providers accommodation – Lot 66 – Central Land Council
3. Wutunugurra Workshop Facility – Lot 69 – Central Land Council
4. Wutunugurra Drying Facility – Lot 25 – Central Land Council

Moved: Cr. Taylor

Second: Cr. Aylett CARRIED

7.14 DIRECTOR OF CORPORATE SERVICES - NOVEMBER 2013 REPORT

MOTION 197/13

That Council accept the Director of Corporate Services November 2013 Report.

Moved: Cr. Boulter

Second: Cr. Taylor CARRIED

7.15 EXECUTIVE DIRECTOR COMMUNITY SERVICES – NOVEMBER 2013 REPORT

MOTION 198/13

That Council accept the Executive Director of Community Services November 2013 Report.

Moved: Cr. Bremner

Second: Cr. Bagnall CARRIED

7.16 DIRECTOR OF INFRASTRUCTURE - NOVEMBER 2013 REPORT

MOTION 199/13

That Council accept the Director of Infrastructure November 2013 Report.

Moved: Cr. Braun

Second: Cr. Boulter CARRIED

Executive Director of Infrastructure reported that the 2014 opening of the swimming pool season would be delayed and also the possible loss of the 2014/2015 swimming season, due to the delay in the Government funding decision. Council was advised that preliminary work would commence as soon as practicable.

MOTION 200/13

That Council appoint Crs. Boulter and Bremner to the Purkiss Reserve Committee to facilitate progress and provide advice on the Tennant Creek Swimming Pool project.

Moved: Cr. Bagnall
Second: Cr. Hayes CARRIED

8 CONFIDENTIAL MATTERS

(Council moved into confidential session at 11.53am.)

8.1 ACCESS ISSUE – TENNANT CREEK POOL MANAGEMENT PLAN

Cr. Boulter withdrew to avoid a potential conflict of interest

MOTION 201/13
1. That pursuant to Section 65(2) of the Local Government act, Council orders that the public be excluded from the meeting with the exception of the Executive staff and Minute Secretariat, on the grounds that the Council considers it necessary and appropriate to receive and consider confidential business of a type authorised by Regulation 8 (b) of the Local Government (Administration) Regulations, viz.: Information about the personal circumstances of a resident or ratepayer

2. That the Business Paper be kept confidential.

Moved: Cr. Braun
Second: Cr. Aylett CARRIED

MOTION 202/13

That the ruling in relation to the interpretation of the Pool Management Plan be upheld.

Moved: Cr. Bagnall
Second: Cr. Aylett CARRIED

The CEO tabled a letter from the Disability Advocacy Services dated 9/12/2013

MOTION 203/13

AMENDMENT

That the ruling in relation to the interpretation of the Pool Management Plan be reversed for the 2013/2014 season and future access be subject to receipt of a positive report from an Occupational Therapist

Moved: Cr. Ruger
Second: Cr. Bremner

The amendment was WON and on becoming the Motion was put and CARRIED

Cr. Boulter returned to the meeting

8.2 FINALISATION OF CEO RECRUITMENT

MOTION 204/13

That pursuant to Section 65(2) of the Local Government act, Council orders that the public be excluded from the meeting with the exception of the a/CEO, on the grounds that the Council considers it necessary and appropriate to receive and consider confidential business of a type authorised by Regulation 8 (a) of the Local Government (Administration) Regulations, viz.:
Information about the employment of a particular individual as a member of the staff or a possible member of the staff of the Council that could, if publicly disclosed, cause prejudice to the individual

Moved: Cr. Ruger
Second: Cr. Bremner **CARRIED**

Background:
Barkly Shire Council delegated the authority to recruit the new CEO to a CEO Recruitment Panel comprising the President and Crs Bagnall and Taylor. (Reference 88296). This included overseeing advertising, arranging and conducting interviews, recruiting the new CEO and determining the terms and conditions of employment.
This work has been completed and the CEO Recruitment Panel have identified Edwina Marks as the successful applicant. Ms Marks has agreed to the total CEO Remuneration package offered for the position.

MOTION 205/13

That Council endorse offering the Barkly Shire Council CEO position to Edwina Marks and that, on acceptance, the a/CEO finalise and execute the contract documentation..

Moved: Cr. Bagnall
Seconded: Cr. Taylor **CARRIED**

(Council moved out of the confidential session at 12.35pm.)

9 CLOSE OF MEETING

Shire President Barb Shaw closed the meeting at 12.36pm

Next meeting of Council to be held at Tennant Creek 16th January 2013 at 8.30am.

Cr. Barb Shaw
Shire President

Rodney Donne
A/Chief Executive Officer

BUSINESS ARISING

ITEM NUMBER 3.1
TITLE
REFERENCE
AUTHOR Chief Executive Officer

RECOMMENDATION:
That Council note the past Meeting Decision/Action List.

SUMMARY:

REPORT:

ATTACHMENT:
Past meeting Decisions Dec2013

ORDINARY COUNCIL MEETING PAST MEETING DECISIONS – ACTION TAKEN

DATE ASSIGNED	DECISION	ACTIONS TO BE TAKEN	COMMENTS
2 Oct 2012 BSC	5.9 Purkiss Reserve Sporting Facilities Concerns raised about community safety and general facilities in regard to football carnivals and community events especially at Purkiss Reserve.	CEO agreed to arrange a meeting of all involved organisations including Patta Group, Shire, JCAC, AHAC, CERP, CLC, BAFL, Sporties Club, NT Police and involved regional community representatives to discuss the issues.	EOI called for use of Reserve in 2014 – awaiting EOI Crs
18 Oct 2012 BSC	Erection of boundary and interpretation signs at Ward Boundaries	Wording to be drafted for Interpretation signs.	In hand
18 Oct 2012 BSC	Waste Management - Abandoned vehicles in communities	Action Plan for removal to be created.	Awaiting Budget allocation
18 Apl 2013 BSC	Tara Local Board	CEO and President to facilitate	date to be set
20 June 2013 BSC	Cultural Awareness training for staff	Trish Frank & LT planning future courses	Information received Awaiting Budget
21 Nov 2013 BSC	Battery Hill Mining Centre	Chair to be invited to Council meeting re rates	Invitation accepted Mr Peter Davenport – 20 Feb 2014
21 Nov 2013 BSC	JUNO	EOI to be called and copies of Guidelines to be sent to parties previously expressing interest inviting additional information	Actions completed – awaiting EOI
21 Nov 2013 BSC	Lake Mary Ann – Deed of Management	CEO to forward Draft to CLC, Patta Group and Waramungu Land Trust seeking comment/endorsement	Actions completed – awaiting response
12 Dec 2013 BRC	Eldorado Park upgrade	Funding will need to be sourced	

BARKLY REGIONAL COUNCIL

LOCAL BOARD MEETING MINUTES

ITEM NUMBER 4.1

TITLE **Wutunugurra Local Board Minutes – 29 Jan 2014**

REFERENCE

AUTHOR Pamela Hodges, Executive Assistant

RECOMMENDATION:
That Council receive the minutes of the Wutunugurra Local Board meeting minutes of 29th January 2014, note the Continuing Action List and adopt the recommendations contained in the minutes.

RECOMMENDATION TO COUNCIL

1: That it be a recommendation to Council that a letter be sent to all the agencies on Wutunugurra and to outside visiting agencies, requesting that visitors to the community sign in at the Council office on arrival or immediately the office opens, so members of the community can know who and why people are entering their community.

ATTACHMENTS:
1 DRAFT Wutunugurra Local Board - 29 Jan 2014

BARKLY REGIONAL COUNCIL

MINUTES OF THE WUTUNUGURRA LOCAL BOARD

Meeting held in the Council Office Area

Wednesday 29th January, 2014

1. **MEETING OPENED** at 11.10am
2. **ATTENDANCE:**

Members Present: Stewart Beasley (Chair), Silas Peterson, Rochelle Bonny, Shaun Wickham, Joshua Beasley, Kay Beasley, Cheryl Ladd

Also Present: Franco Verbis BRC, Cathy Keegan GEC, Gladys Beasley, Carl Beasley, Tommy Peterson, Melvin Peterson, Daniel Weston, Derek Lewis, Lawrence Drover, Andrew Beasley, Topsy Beasley, Rita Beasley, Annette Nungala, Jessie Beasley, Denise Edwards, Phil McPhee, Julie Beasley, Susie Peterson, Tracy Peterson, Terry James, Ricky Edwards, Sylvania Holmes, Desmond Peterson.

Apologies: Edwina Marks BRC CEO, Jenny Mitchell BRC Governance Officer

3. **CONFIRMATION OF BOARD MEMBERS AND CHAIR PERSON**

Community members confirmed nominated members of the board, from the previous meeting, were: Debra Dickenson, Stewart Beasley, Geraldine Beasley, Rochelle Bonny, Shaun Wickham, Joshua Beasley, Silas Peterson. All were confirmed by attending community members. Community members also nominated Kay Beasley and Cheryl Ladd to be on the board. They accepted the nomination.

Moved: Joshua Beasley **Seconded:** Shaun Wickham
That Stewart Beasley be nominated as Chairperson
Attending community members agreed. **Carried**

Moved: Joshua Beasley **Seconded:** Shaun Wickham

That Silas Peterson be nominated as Deputy Chairperson
Attending community members agreed. **Carried**

4. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

Franco Verbis read out the minutes from the 13th November 2013

Moved: Joshua Beasley **Seconded:** Stewart Beasley
That the minutes of the Local Board meeting held on 13 November 2014 be accepted.

Carried

5. **COUNCIL REPORTS**

6.1 Community Co-ordinator's Report - Franco Verbis reported, large plastic tubs filled with sand have being placed between the church and lot 47 to stop traffic using this track and make it safer for the children to play in the area. Further tubs will be placed between the basketball court and men's building for the same reasons after public requests. Reminder that lawn mowers and whipper snippers, were available at the office

for $20.00 a day for the public. All other routine services rubbish bin and hard rubbish collection are running smoothly, and major weed control will be starting to control grass around the community.

6. ITEMS FROM MEMBERS

6.1 Police attendance on community

As police numbers have fallen at Ali Curung the regular weekly visits cannot be guaranteed. The board has decided to see how this affects the community and will discuss it further next meeting.

6.2 Replacement of intervention sign on entrance

The board looked at a proposed sign and will discuss and consider what to add and change by the next meeting and make a decision then.

6.3 Request that agencies on community get all visitors to sign in at the Council offices on arrival.

Members of the board agreed that for their knowledge and security all visitors and contractors from all agencies that arrive on community should sign the visitor's book on arrival. The Board would like the Barkly Regional Council to write to the various agencies and inform them of their wishes.

Moved Joshua Beasley **Seconded** Shaun Wickham

That it be a recommendation to Council that a letter be sent to all the agencies on Wutunugurra and to outside visiting agencies, requesting that visitors to the community sign in at the Council office on arrival or immediately the office opens, so members of the community can know who and why people are entering their community.

Carried.

6.4 Unauthorised scrap metal removal

A former resident, who is now living elsewhere, collected scrap metal from around the community yards during the Xmas/New year period without seeking individual owner's permission. If community members are aware of materials being removed from individual's yards or Council areas, they should report it to the Council Office so that appropriate action can be taken.

6.5 Shifting of play equipment from park opposite school to centre of community.

As the play equipment in the park next to the school is rarely used, the community would like it shifted to the centre of town near the church area. Community Coordinator is to see if this is possible and the condition of the equipment.

7. VISITOR PRESENTATIONS

7.1 $30k Community Project Funding - Jenny Mitchell (Barkly Regional Council)

As Jenny Mitchell was not able to attend due to road conditions, the Community Coordinator Franco Verbis presented and explained the $30k Community Project Funding.

8. OTHER BUSINESS

8.1 $30k Community Project Funding.

After much discussion between board members and community, the community coordinator was asked to look into prices and possibility of the following items for the community;

(a) For the old people - a refrigerator, air conditioner and washing machine
(b) Men's centre - Gym equipment for the fitness of men.
(c) Basketball court - new vandal proof lights.
(d) Cemetery - new fence and gates.

8.2 NT Housing.

Community would like to have a NT Housing representative come to the community and explain the following:

(a) The new system of maintenance.
(b) When will the pit toilets be replaced, as they have being full for some years.
(c) Where are the new houses to replace the tin sheds
(d) Air conditioners for houses.
(e)

9. **Next meeting** 26 March 2014

10. **Meeting closed** at 12.30

SUMMARY OF RECOMMENDATIONS

1: That it be a recommendation to Council that a letter be sent to all the agencies on Wutunugurra and to outside visiting agencies, requesting that visitors to the community sign in at the Council office on arrival or immediately the office opens, so members of the community can know who and why people are entering their community.

WUTUNUGURRA LOCAL BOARD ACTION LIST			
Date	Item	Actions to be taken	Comment
29 01 2014	**Office Sign In** That it be a recommendation to Council that a letter be sent to all the agency's on Wutunugurra and to outside visiting agency's, requesting that visitors to the community sign in at the Council office on arrival or immediately the office opens, so members of the community can know who and why people are entering their community.		
29 01 2014	**NT Housing**. Community would like to have a NT Housing representative come to the community and explain the following: (a) The new system of maintenance. (b) When will the pit toilets be replaced as they have being full for some years. (c) Where are the new houses to replace the tin sheds (d) Air conditioners for houses.		

LOCAL BOARD MEETING MINUTES

ITEM NUMBER	4.2
TITLE	**Elliott Local Board Minutes – 4 Feb 2014**
REFERENCE	
AUTHOR	Pamela Hodges, Executive Assistant

RECOMMENDATION:
That Council receive the minutes of the Elliott Local Board meeting minutes of 4th February 2014, note the Continuing Action List and adopt the recommendations contained in the minutes.

RECOMMENDATIONS TO COUNCIL:

1. That it be a recommendation to Council that the local board endorse JCAC RJCP's continued temporary occupation for a period of 6 months in the council service centre and that the Local Board endorse the provision of access for JCAC RJCP to a long term site on the Council site.

2. That it be a recommendation to the Council that the Local Board does not endorse the area plan and that the Local Board invites Ray Smith of the Department of Planning to the 1 April 2014 meeting to discuss discrepancies identified in the area plan with a notion to endorse the plan once these anomalies have been addressed.

3. That it be a recommendation to Council that the Elliott Local Board support the Willpower imitative with financial assistance of $5,000 from BRC Community Project Funding.

4. That it be a recommendation to Council that an appropriate weed management strategy be put in place to control the weeds outbreak in Elliott and in the two camps.

5. That Council seek the assistance of the Federal Member (Warren Snowdon) in relation to uniformed presence at the 2014 Anzac Day event.

6. That BRC contact the Power and Water Corporation to have the currently unsafe PAWA WWII workshop stabilised.

ATTACHMENTS:
1 DRAFT Elliott Local Board - 4 Feb 2014

BARKLY REGIONAL COUNCIL

MINUTES OF THE ELLIOTT LOCAL BOARD

Meeting held at the Council Office

Tuesday 4th February, 2014

1. **MEETING OPENED** at 11.40 AM

2. **ATTENDANCE:**

Members Present: Chris Neade (Chair), Cr Bob Bagnall, Peter Mullan, Sgt. Nigel Westerhuis, Andrew Murray (School Principal), Alan Thompson (Elliott Clinic), Jody Nish, Joshua Jackson Jnr, Jeremy Jackson.

Also Present: Pat Brahim - CEO JCAC, Michael Jones -JCAC, Carmel Edwards - T/Ck ICC, Linda Renfrew - T/Ck ICC, Tim Scott - T/Ck ICC, Neil Jones - JCAC RJCP, Heather Wilson TO, Sue Willey - Dept Children & Families, Jill Kleiner - Dept Local Govt & Regions, David Curtis – Dept Local Govt & Regions, Edwina Marks - CEO, Jenny Mitchell - Governance Officer, Mba Kalu - Community Co-ordinator, Wendy McIntyre - Director NT RJCP, Department of Prime Minister and Cabinet

Apologies: Council President, Barb Shaw.

3. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

That the minutes of the Local Board meeting held on 3rd December, 2013 be accepted.

Moved: Peter Mullan **Seconded:** Jeremy Jackson

Carried

4. **ACTION ITEMS FROM PREVIOUS MEETING**

4.1 **Remote Jobs Community Program (RJCP)**
A presentation to the Committee was made by Pat Brahim, CEO of Julalikari Council Aboriginal Corporation (JCAC) and Wendy McIntyre, NT Director of the Remote Job for Communities Program for the Department of the Prime Minister and Cabinet. Ms McIntyre attended by teleconference and gave an overview of the Remote Jobs Community Programme (RJCP), its objectives and goals and also explained that the program funding model was based on outcomes and training support. She also highlighted some of the differences that the programme has faced since its commencement such as short implementation time, software compatibility issues and lack of community understanding around the changes to the program from the old CEDP program.

Board members asked questions on the program and on the present limitations-

Question 1:- What is the difference between RJCP and the defunct CDEP?
Answer: - The funding model is totally different, CDEP had an oncost component. RJCP has no oncost funding or infrastructure support funding. RJCP is an individual based model tailored to individual training needs and outcome based.

Question 2:- How was the program going to achieve its aims and objectives without infrastructure and support staff?

Answer:- This is one of the initial teething problems that the program is experiencing. We have to manage to overcome these initial short comings with the help of communities and other partners, such as Local Government.

Question 3:- Question on timesheets for participants was also raised.
Answer: - JCAC responded that timesheets should be sent to the Activity Manager. Ms Pat Brahim told the meeting that JCAC were in the process of developing a community action plan to address the identified issues and the plan will take cognisance of the training needs and employment opportunities at the local level. She indicated that the RJCP program was willing to pay for equipment, training and office space where it is practical.
The following actions were highlighted as a step towards the improvement of the program -

i. Working collaboratively with Council.
ii. Identifying skill needs
iii. Working with individuals participants.

Question 4:- The question was raised that of the 80 participants registered for RJCP, there were obviously not 80 corresponding job opportunities in the town.
Answer: - The CEO of JCAC explained that the aim of the program was to match participants with available job activities as well as providing skills training and matching job with participants' skill sets.

Question 5:- Board members expressed the view that it will be difficult to manage the program with little or no oncost funding and infrastructure seeding funds.
Answer: - The Director of the Program, Ms McIntyre, addressed this issue, sighting that the program will be reviewed during the year to better understand the barriers and short comings.

On the issue of current lease arrangement with the Barkly Regional Council for the program to be administered and run from the Council premises in Elliott, Ms Brahim welcomed the continuation of the agreement. She confirmed that JCAC was willing to pay for accommodation, power, and other resources provide to the program and highlighted the need for local support for the program so that its planned goals and objectives could be met. JCAC will negotiate a suitable lease agreement with the Barkly Regional Council.

Moved: Peter Mullan **Seconded:** Jodie Nish
That it be a recommendation to Council that the Local Board endorse JCAC RJCP's continued temporary occupation for a period of 6 months in the council service centre and that the Local Board endorse the provision of access for JCAC RJCP to a long term site on the Council site.

Carried

4.2 **Elliott Area Plan**
The CEO Edwina Marks addressed this issue and explained the objectives and its implications to the council and to the town. Members discussed and deliberated the implications, and on past issues of the same nature. The advantage of integrating both North and South camps into the Elliott Area Plan was also highlighted, however members indicated that there were a lot of cultural information anomalies present. As a result, the meeting moved to invite the Department of Planning to the next meeting and talk to the plan as well as encouraging them to come to Elliott on the preceding day to discuss cultural exclusion areas with the Traditional Owners.

Moved: Alan Thompson **Seconded:** Jeremy Jackson
That it be a recommendation to the Council that the Local Board does not endorse the area plan and that the Local Board invites Ray Smith of the Department of Planning to the 1 April 2014 meeting to discuss discrepancies identified in the area plan with a notion to endorse the plan once these anomalies have been addressed.

Carried

4.3 **Elliott Alcohol Management Plan (EAMP) – Risk Reduction Area**
The Elliott Alcohol Management Plan (EAMP) Strategy 3.4 Risk Reduction Area was presented to the meeting for reading and future deliberation. The matter will be discussed at the 1 April 2014 meeting.

4.4 **Action List Update**
Ampol Site - The CEO informed the meeting that Council had received verbal confirmation that a feasibility study would be funded in relation to the viability of a multipurpose centre in the town. The grant funding applied for was for the amount of $16,800.

15 Crawford Street – There will be a transferral of the property to the Council within the month and the process of redevelopment can commence. There is an opportunity for the Board to consider proposals for site use.

5 COUNCIL REPORTS

The CEO presented the coordinator's report for the month of January 2014.

6 ITEMS FROM MEMBERS

6.1 **Housing Funding - Homelands**
Indigenous members of the Board raised the issue of the housing funding and the poor conditions of their houses in both North and South Camps. They highlighted the urgent needs to carry out repairs and upgrade to the houses, which they linked to the poor health in the community. This issue was noted and the difficulty of accessing funding from various funding agencies was seen as the major obstacle to the housing repairs problem. The issue of establishing a Housing Committee to manage and allocate available housing stock was also raised. No recommendation or action was reached on this matter.

6.2 **Land Tenure**
The lease agreement on land was again discussed in line with certain parcels of land in the camps and the township. The board agreed that it was prudent to liaise with the Northern Land Council (NLC) to find out the correct information on the land matters. Ms Heather Wilson is to liaise with NLC lawyers about the lease matters and most likely report to the board at a future meeting.

6.3 **Water Park Project**
The CEO updated the meeting on the proposed Elliott Water Park Project and confirmed that the project is to proceed with a detailed plan to be completed soon with the project going out to tender in the coming month and anticipated to be completed before the summer season.

7 VISITOR PRESENTATIONS

7.1 **Local Authorities**
Ms Mitchell gave a presentation about the new local government policies and legislation and its implications across the Barkly Regional Council area. Local authorities are to be established by 1 July, 2014.

8 OTHER BUSINESS

8.1 **Telstra Mobile Tower – Newcastle Waters**
The CEO advised the meeting that concepts were available on the proposed new Telstra mobile tower, which will improve the town's communication systems. The project is expected to commence soon.

8.2 **Willpower Project:**
Councillor Bob Bagnall gave an overview of the Willpower program which is a community development arm of Port Adelaide Football. The program supports community engagement, leadership and pathways to employment. He informed the meeting that the program needed funding support for it to commence in Elliott and that local businesses were willing to support the program. He requested financial assistance from the Board.

Moved: Jeremy Jackson **Seconded:** Andrew Murray

That it be a recommendation to Council that the Elliott Local Board support the Willpower imitative with financial assistance of $5,000 from BRC Community Project Funding.

Carried

8.3 **PAWA WWII Workshop**

Cr Bagnall reported that over the last few weeks a few sheets of corrugated iron have become loose, or blown off the corner of the building adjacent to the footpath. This has created a potentially unsafe situation, and requires urgent maintenance. He asked that BRC contact the appropriate department to have the currently unsafe PAWA WWII workshop stabilised.

8.4 **Weed Management**

The issue of weed management was raised by Councillor Bob Bagnall. He pointed out that the situation has worsened since the last campaign and needed to be addressed soon

Moved: Jodie Nish **Seconded:** Andrew Murray

That it be a recommendation to Council that an appropriate weed management strategy be put in place to control the weeds outbreak in Elliott and in the two camps.

Carried

8.5 ANZAC Day 2014

The issue of the 2014 ANZAC Day celebration was raised by Councillor Bob Bagnall who recommended that Council seek the assistance of the Federal Member (Warren Snowdon) in relation to uniformed presence at the 2014 Anzac Day event.

9 Next meeting 1 April 2014

10 Meeting closed at 2.38pm

SUMMARY OF RECOMMENDATIONS

1. That it be a recommendation to Council that the local board endorse JCAC RJCP's continued temporary occupation for a period of 6 months in the council service centre and that the Local Board endorse the provision of access for JCAC RJCP to a long term site on the Council site.

2. That it be a recommendation to the Council that the Local Board does not endorse the area plan and that the Local Board invites Ray Smith of the Department of Planning to the 1 April 2014 meeting to discuss discrepancies identified in the area plan with a notion to endorse the plan once these anomalies have been addressed.

3. That it be a recommendation to Council that the Elliott Local Board support the Willpower imitative with financial assistance of $5,000 from BRC Community Project Funding.

4. That it be a recommendation to Council that an appropriate weed management strategy be put in place to control the weeds outbreak in Elliott and in the two camps.

5. That Council seek the assistance of the Federal Member (Warren Snowdon) in relation to uniformed presence at the 2014 Anzac Day event.

6. That BRC contact the Power and Water Corporation to have the currently unsafe PAWA WWII workshop stabilised.

ELLIOTT LOCAL BOARD PAST MEETING DECISIONS – ACTION TAKEN

DATE ASSIGNED	DECISION	ACTIONS TO BE TAKEN	COMMENTS
7 May 2013	**Upgrade of Elliott's tennis court, cricket pitch and mini golf -**	Funding included in 2013/14 Shire Plan 21 Jun 13 Letter re funding sent to Santos Santos - Andrew Eastick visited Elliott Oct 2013 and asked for scope of work and quotes.	Jan 2014 update - ED Infrastructure following up. Santos have committed to respond mid-Feb.
3 Sep 2013	**Longreach Waterhole**	Meeting to discuss tourist promotion	Dump point to be investigated
12 Nov 2013	**Beautification of Elliott**	Lot 58 CEO write letter to owner requesting building be demolished or screened Lot 112	Letter sent. BRC to confirm ownership and consider demolition
3 Dec 2013	**Gazettal of McRae Street** That it be a recommendation to Council that Elliott Local Board ask the Shire to pursue the official naming of McRae Street.	Application for gazettal has been made. Next Place Names Committee meeting is mid-February. Once approved it will go before Minister for final confirmation.	

BARKLY REGIONAL COUNCIL

LOCAL BOARD MEETING MINUTES

ITEM NUMBER 4.3

TITLE **Tennant Creek Local Board Minutes – 5 Feb 2014**

REFERENCE

AUTHOR Pamela Hodges, Executive Assistant

RECOMMENDATION:
That Council receive the minutes of the Tennant Creek Local Board meeting minutes of 5th February 2014, and note the Continuing Action List.

ATTACHMENTS:
1 DRAFT Tennant Creek Local Board - 5 Feb 2014

BARKLY REGIONAL COUNCIL

MINUTES OF THE TENNANT CREEK LOCAL BOARD

Meeting held in Tennant Creek Council Chambers
Wednesday 5 February, 2014

1. **MEETING OPENED** at 6.50pm
2. **ATTENDANCE:**

   Members Present: Jenni Kennedy (Chair), Cr Joyce Taylor, Ray Wallis, Francine McCarthy, Len Holbrok, Pat Brahim, Sylvia Kendall

   Also Present: Edwina Marks – CEO BRC, Jenny Mitchell – Governance Office BRC, Darrin Whatley – Darrin's Rubbish Removal, David Curtis – Department of Local Government & Regions

   Apologies: Cr Braun, Cr Bremner, Colin Hardaker

3. **CONFIRMATION OF BOARD MEMBERS**
   Meeting confirmed that Trevor Sanders is no longer an active member of the Board.

4. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

   Moved: Ray Wallis **Seconded:** Len Holbrok
   That the minutes of the Local Board meeting held on 3 December 2013 be accepted.
   CONFIRMED

5. **ACTION ITEMS FROM PREVIOUS MEETING**

   5.1 Muckaty Station Sub-committee
   Jenni Kennedy, Chair of Muckaty Station Sub Committee, to email members and organise a meeting.

   5.2 Tennant Creek Regional Sporting Facilities Upgrade Project
   CEO confirmed that funding agreement has been validated by incoming Commonwealth Government. Project Planning Stage will commence once money had been received. Aim is to complete majority of work on pool upgrade in 2015 off season so that clients will not be impacted.

   5.3 Play Equipment for 5 year Age Group
   Item deferred till next meeting

   5.4 Action Item List

   5.4.1 **Health and Hospitals Board** – Ray Wallis and Trevor Sanders have been appointed to the Regional Consumer Advisory Group (RCAG) which will report to the Health and Hospitals Board. It is anticipated that the RCAG meeting will take place in March 2014 and the Health and Hospitals Board in July 2014.

5.4.2 **Litter and Broken Glass** – The Tennant Creek Liquor Accord is undertaking a 3 month pilot project supplying particular wine brands in plastic recyclable bottles. BRC will be piloting the use of a hand-held footpath cleaner, which they are currently getting quotes for.

5.4.3 **Remote Recycling** – At its December Ordinary meeting Council noted the recommendation for a regional recycling project.

6. COUNCIL REPORTS

6.1 Roundabouts

Council has procured a consultant, Opus, to prepare a report in relation to the roundabouts around safety, design and location. The report, which will be made public, is due early March and may incorporate retrofitting or removal. It is Council's intention to action recommendations quickly.

7. ITEMS FROM MEMBERS

7.1 Transport Roadmap

Several members of the Board attended a meeting of Tennant Creek Transport Group earlier in the evening. That meeting discussed the NTG's Integrated Transport Planning and Investment Roadmap, which was available for public comment. A response paper entitled, 'Proposal for a bus service in Tennant Creek' will be submitted to the Department of Transport by the Tennant Creek Transport Group. Executive Director Operations is the Council representative on this group.

8. VISITOR PRESENTATIONS

8.1 Local Authorities

BRC Governance Officer outlined terms of reference for local authorities, which will replace local boards under the amended *Local Government Act* 2013. Local Authorities are to be in place by 1 July 2014. At its next meeting BRC will be considering policies for the establishment and operation of local authorities, which are required to supplement provisions already in place under the *Local Government Act* 2013 and Guideline8 Regional Councils and Local Authorities.

9. OTHER BUSINESS

9.1 Meeting times

The Board noted a range of suggestions from members as to alternative meeting times and decided that as a trial the next meeting, to be held on 2nd April, will start at 6pm.

9.2 Traffic Counter in Haddock Street

A query was raised about the Traffic Counter in Haddock Street. The project is now complete and the counter has been removed.

10. **Next meeting** 2 April 2014
11. **Meeting closed** at 8.25pm

TENNANT CREEK LB PAST MEETING DECISIONS – ACTION TAKEN

DATE ASSIGNED	DECISION	ACTIONS TO BE TAKEN	COMMENTS
13 Dec 2012	**Tennant Creek Town Clock**	Letter from Local Board for support for the Town Clock not received.	-Quote from Australian manufacturer received -Application to Community Benefit Fund $47,000 – Unsuccessful -To be resubmitted next round – 1 June 2014

BARKLY REGIONAL COUNCIL

LOCAL BOARD MEETING MINUTES

ITEM NUMBER 4.4

TITLE **Ali Curung Local Board Minutes – 11 Feb 2014**

REFERENCE

AUTHOR Pamela Hodges, Executive Assistant

RECOMMENDATION:
That Council receive the minutes of the Ali Curung Local Board meeting minutes of 11th February 2014, note the Continuing Action List and adopt the recommendations contained in the minutes.

ATTACHMENTS:
1 DRAFT Ali Curung Local Board - 11 Feb 2014

BARKLY REGIONAL COUNCIL

MINUTES OF THE ALI CURUNG LOCAL BOARD

Meeting held at the Council Office
Tuesday 11 February, 2014

1. **MEETING OPENED** at 9:55am

2. **ATTENDANCE:**

Members Present: Cr Noel Hayes (Chairperson), Ronny Larry (Dep Chairperson), Cr Lucy Jackson, Alston Nelson, Lionel James, Sara Holmes, Judith Robertson, Charlie Poulson, Zeza Egan.

Also Present:
Edwina Marks (Barkly Regional Council, CEO), Jenny Mitchell (BRC Governance Officer), Colleen Keen (Ali Curung Clinic Manager), Mitchell Healy (NTG Housing), Natalie Fraser (Dept of Housing), David Curtis (DLG, Local Government), Judith Robertson, Trevor Sanders (Anyinginyi), Lesley Roxbee (Anyinginyi), Frank Curtis, Patricia O'Donoghue (Anyinginyi), Bob Cullen (Barkly Regional Council, Night Patrol), Edith Hanlon (BRC Safe House), Peggy Small, Lenny Nelson, Anthony Lane, Nadine Bourchier (Anyinginyi), Jessie Simpson, Natasha Morrison (AT Alekerange School), Jennifer Nelson, Maureen O'Keefe, Bertha Simpson, Derek Walker, Frank Curtis, Shontell Dougherty (Principal, Ali Curung School), Jackie Holmes, Mona Thompson, Sean Spencer (BRC Youth Sport & Recreation), Violet Downs, Meredith Riley, Selma Downs, Ivy Downs, Peter Corbett, Alison Downs, Nancy Lauder, Jeffrey Lauder

Apologies:
Barb Shaw (President Barkly Regional Council), Ralph Adamo (BRC Night Patrol Regional Manager), Barry Freeman (Acting GEC Ali Curung)

3. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

Moved: **Lucy Jackson** **Seconded: Noel Hayes**
That the minutes of the Local Board meeting held on 30 October 2013 be accepted.

CARRIED

4. **ACTION ITEMS FROM PREVIOUS MEETINGS**

4.1 **Housing Repairs and Maintenance**

Natalie Fraser (Dept of Housing) informed the Local Board and community members that the Barkly Regional Council no longer holds the Repairs and Maintenance contract and that T & J contractors from Tennant Creek have been awarded the contract to deliver Repairs and Maintenance throughout the Barkly Region. Mitchell Healy explained that maintenance issues need to be directed to T & J contractors in Tennant Creek and that their contact details are available from the Ali Curung Regional Council office and notice boards. A sign will be displayed as to when T & J Contractors will be working in the community. The T & J rep visiting the community will do handy man jobs. If the job requires a trade contractor such as a plumber or an electrician, he will report it to Housing and they will arrange the for a trade contractor to come out.

4.2 **Action Item List**

Water Park

Edwina Marks (CEO, Barkly Regional Council) informed the Board that the Community Water Park is on track but waiting for the Dept Lands to allocate a LOT number. The CEO asked the Board to consider putting funds from BRC Community Project Funding towards building an ablution block and changing rooms adjacent to the Water Park. The Board has available $30K available to be spent or allocated before June 30th 2014.

RJCP

Julalikari are requesting that the Board support the installation of a facility to be able to deliver their service from. A project to remediate the old tip is starting in about 2 weeks, The men are registered to start and the trainer from last year will be working with the project. A Board member pointed out that the land near the dump is quite soft and will need to be packed down before the commencement of the Dump Remediation Project. The Board asked that the RJCP Manager, Neil Smith, be invited to attend the next Local Board meeting to report on their projects and their community staff.

5. COUNCIL REPORTS

5.1 Bus Shelter Proposals

Funding for two Bus Shelters has been received by Council and two different options were presented to the Local Board. These were accepted as per the presentation.

Moved: Zeza Egan **Seconded:** Ronnie Larry

That the AVON Slimline Bus Shelter depicted on Page #4 is to be erected on the land adjacent to the Community 'Respite Centre' and the same shelter at Bert Franks Park near the entrance to the community

CARRIED

Frank Curtis suggested that consideration be given to the installation of another Bus Shelter out at the community entrance at the Stuart Highway. Noel Hayes suggested that funding be sought for this project from CLC out of the community Lease monies.

6. ITEMS FROM MEMBERS

6.1 Anyinginyi Health Board – Ali Curung Representative

Frank Curtis and Noel Hayes were nominated unopposed as the Ali Curung community representatives on Anyinginyi Health Board

7. VISITOR PRESENTATIONS

7.1 Anyinginyi Health

Trevor presented an overview of health of people in the Barkly. Rates of end stage renal disease, anaemia and alcohol consumption of people 15 yrs and over are very high compared to national and NT levels. Anyinginyi provide regional services through their Eye Team, Grow Well, and Foetal Alcohol Spectrum Disorder and Trachoma programs. Lesley Roxbee (Anyinginyi Health Stronger Families Coordinator) offered community families support through the "Intensive Family Support Service" delivered by Anyinginyi Health throughout the Barkly Region but in particular Tennant Creek, Elliott and Ali Curung. The Service is for intensive support for families with children that are at risk. Anyinginyi can visit Ali Curung once a week or two days a week if required including visits to Murray Downs and would be happy to liaise with the Clinic. This was supported by Noel Hayes, Chair of the Board.

7.2 Ali Curung Police

Christopher Erickson (Ali Curung Police Sergeant) requested that all members of the Community Action Plan Committee stay behind after the Local Board Meeting to consider the new management plan.

At the end of the meeting it was decided to postpone the meeting to another date.

7.3 Local Authorities

Jenny Mitchell (BRC Governance Officer) informed the Local Board that it will be replaced by a Local Authority. Members of the Local Authority will be paid sitting fees if they are not already employed by the Council. Noel Hayes and Lucy Jackson are already on the Local Authority but around nine community members' need to be nominated and their names forwarded to the Barkly Regional Council for approval. There will be a 28 day nomination period, which is yet to

be notified. When meetings are held a 'Quorum" always needs to be established, which is half the members plus one, so that the Local Authority meeting can go ahead.

8. OTHER BUSINESS

8.1 **Telstra Mobile Tower**

The CEO informed the Board and community that a new Telstra Mobile Telephone Tower is to be installed at Barrow Creek.

8.2 **Youth Sport and Recreation Multi Media Program**

Sean Spencer informed the Local Board of the planned new programs coming to the community. Monkey Marc will be starting on 9th March and running for 8 weeks. New computers have been purchased for the BRACS internet room and music equipment will be available for recording. Starting 17th March Sister Sounds will be running a 2 week music program for young women, with a music CD being produced that will go to CAAMA Radio. Sean would also like to involve elders in a yarning session with youth in the community around substance abuse. The program is aimed at youth at risk and helps them to move forward in a safe way. Youth Sport and Recreation programs take place outside of school hours.

8.3 **School Attendance Initiative**

Shontell Dougherty (Ali Curung School Principal) informed the community about the progress of the new School Attendance Initiative. Already in the first week attendances have gone from approximately 60 children attending to in excess of 90 children daily attending school. This is a two year program and is backed by Minister Scullion. Shontell further pointed out that failure of parents to have their children attend school can result in fines up to $2000.00. Counsellors are available through the school for children who need this service. Charlie Poulson supported and encouraged the need for children to attend school regularly.

9. Next meeting 8 April 2014

10. Meeting closed at 12:30pm

SUMMARY OF RECOMMENDATIONS

1. The Board asked that the RJCP Manager, Neil Smith, be invited to attend the next Local Board meeting (8 April 2014) to report on their projects and their community staff.

3. That the land near the dump is quite soft and will need to be packed down before the commencement of the Dump Remediation Project.

4. That the AVON Slimline Bus Shelter depicted on Page #4 is to be erected on the land adjacent to the Community 'Respite Centre' and the same shelter at Bert Franks Park near the entrance to the community

ALI CURUNG LOCAL BOARD PAST MEETING DECISIONS – ACTION TAKEN

DATE ASSIGNED	DECISION	ACTIONS TO BE TAKEN	COMMENTS
11 Feb 2014	**RJCP** That the RJCP Manager, Neil Smith, be invited to attend the next Local Board meeting (8 April 2014) to report on RJCP projects and community staff.		
11 Feb 2014	**Dump** That the land near the dump is quite soft and will need to be packed down before the commencement of the RJCP Dump remediation Project		
11 Feb 2014	**Bus Shelters** That the AVON Slimline Bus Shelter depicted on Page #4 is to be erected on the land adjacent to the Community 'Respite Centre' and the same shelter at Bert Franks Park near the entrance to the community		

COUNCILLOR WARD REPORTS

ITEM NUMBER	5.1
TITLE	**Cr. Aylett – Alyawarr Ward**
REFERENCE	
AUTHOR	Chief Executive Officer

RECOMMENDATION:
That Council note the report.

REPORT:
14th February 2014
Cr Aylett was in Elliott and noted that the drains along the main road require cleaning out and culverts need unblocking as rain water runs along the footpath and pools in the front of Mr Laurie Fuchs residence. When this pool overfills water then flows through Mr Fuchs property causing erosion to the land.
Councillor asks Council to address this issue by contacting the Department of Infrastructure.

Cr. Aylett has been approached by Tennant Creek residents also asking why lawns at the Council office are cut while the footpaths and backstreets in Tennant Creek have grass over a metre high, which is a snake hazard.

ATTACHMENT:

ADDRESSING THE MEETING

BARKLY REGIONAL COUNCIL

ITEM NUMBER 6.1

TITLE **10.00am - Mr Peter Davenport – Battery Hill Mining Centre Inc.**

REFERENCE

AUTHOR Chief Executive Officer

SUMMARY:

At the Council meeting on 21st November 2013, Item 10.5 – *Rates Battery Hill Mining Centre Inc.* was deferred and a request made to extend an invitation to Mr Peter Davenport to attend the next Council meeting at Tennant Creek.

ATTACHMENTS:

REFERENCE *– Item 10.5 – Rates Battery Hill Mining Centre Inc.*

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 10.5
TITLE **Rates - Battery Hill Mining Centre Inc.**
REFERENCE 90333
AUTHOR Rodney Donne, Acting Chief Executive Officer

RECOMMENDATION:
That:
1 2013/4 rates and any outstanding fines for 2013/4 be remitted for the Battery Hill Mining Centre subject to payment within 30 days of any arrears from previous years;
2 Battery Hill Mining Centre be advised that rates will be payable in full in future years and that the Centre must apply annually for a community grant if financial support is sought from the Shire in future; and,
3 Council give consideration, when formulating the 2014/5 and future Budgets, to increasing the amount allocated for Community Grants (or to the Tennant Creek Local Board) by an amount approximately equivalent to the Battery Hill Mining Centre Rates (say $22,000 in 2014/5).

SUMMARY:
A second letter from Battery Hill seeking waiver of rates has been received.

BACKGROUND:
At the May 2013 meeting Council considered it was unable to formally waive accumulated rates and charges in respect to Battery Hill Mining Centre Inc. Council offered to support any financial submission the Centre might make following government's decision to dissolve the Tennant Creek Foundation. While the submission has since been sent, indications are that it will not be successful.

Currently the Battery Hill Mining Centre is not able to carry out tours either of the battery or underground due to urgent maintenance required. The Centre's main source of revenue is approximately $90,000 annual grant to support its retention as a Tourism Information Centre. It is possible this funding might also be removed in future years as the favoured site for an Information Centre is on the main street in the CBD.

Battery Hill is a local historical museum in its own right having been a government battery for local mining since the 1940's. The rate levied in the current financial year is $20,188.40. If full payment of the rates and charges outstanding ($34,707.67 as at 31st October 2013) is required it appears that the Centre would need to close to the public as not being solvent.

S164 and 165 of the *Local Government Act* allows Council to grant a rate concession conditionally to "alleviate financial hardship". S167 of the Act allows Council to grant a rate concession which advances the purpose of "preserving buildings or places of historical interest".

The Council has a number of options:

- It could reject the request outright (as it did in May 2013)
- It could accede to the request as recommended in the Report on this subject prepared by my predecessor for the October meeting
- It could adopt a middle course and provide some relief
- It could refer the request to the Tennant Creek Local Board which has its own budget allocation.

In my view the Council should not, as a matter of principle, waive the rates of past financial years. Rates concessions should be applied for and considered in the year in which the rate is raised.

Secondly granting a concessionary rate or rebate provides a 'hidden' form of subsidy. If the Council wanted to support Battery Hill in this way it would be better practice to increase the amount allocated to the Community Grant Fund and allow Battery Hill to apply annually for funding under that program. This would ensure that the Council's contribution to this community icon is not 'hidden' and would also allow the Council to assess the merits of Battery Hill's claim against other applications for community support.

It will be recommended that, given the circumstances, Council waive the rates for 2013/4 only, subject to prompt payment of all other arrears, and that in future any financial support be made from the Community Grant fund or the Tennant Creek Local Board allocation. Presumably an increased budget allocation would be required to support this subsidy.

ATTACHMENTS:

1 Letter - Battery Hill Mining Centre.pdf View

2 Letter Battery Hill Mining Centre - re rates - 10.10.13 docx.pdf View

ADDRESSING THE MEETING

ITEM NUMBER	6.2
TITLE	**10.30am - Mr Toby Gorringe**
REFERENCE	
AUTHOR	Chief Executive Officer

SUMMARY:

Mr Gorringe requested to address the meeting in regard to leasing NT Portion 1918 – Juno.

ATTACHMENTS:

COMMITTEE REPORTS AND BUSINESS ARISING

ITEM NUMBER	9.1
TITLE	**Finance and Operations Committee minutes – 30 Jan 2014**
REFERENCE	
AUTHOR	David Heron, Director Corporate Services

RECOMMENDATION:
That Council receive the minutes of the Finance and Operations Committee meeting minutes of 30th January 2014, note the Continuing Action List and adopt the recommendations contained in the minutes.

RECOMMENDATIONS TO COUNCIL

1. **Conditional Rating Policy**
The Committee recommends to Council to adopt the Conditional Rating Policy for 2014/15 as a valuation based levy using the most recent Australian Valuation Office valuations of conditional rateable land and the 2013/14 differential increased by the appropriate CPI rate as determined by the Department of Local Government.

ATTACHMENTS:
1 DRAFT Finance and Operations Committee Minutes - 30 Jan 2014

BARKLY REGIONAL COUNCIL

Vision

A strong, cohesive Barkly Shire working as one to champion regional development to provide sustainable economic growth and community capacity where people embrace cultural diversity and are treated equitably and with respect.

Mission

Leading the Barkly Region to realize an organisation that achieves excellence in its governance and operational responsibilities and with a community service ethic and is co-operative, innovative and efficient.

MINUTES OF THE FINANCE AND OPERATIONS COMMITTEE MEETING HELD AT TENNANT CREEK

30th January, 2014

1. OPENING & ATTENDANCE

Meeting opened at 10 am by A/Chairman, Cr. Bagnall

1.1	**Present:**	A/Chairman Cr. Bob Bagnall Cr. Tony Boulter Cr. Narelle Bremner Cr. Hal Ruger Cr. Joyce Taylor
1.2	**Apologies**	Pres. Barb Shaw Cr. Noel Hayes
1.3	**In Attendance**	Edwina Marks, CEO Henry Szczypiorski, Ex. Director Operations Dave Heron, Director Corporate Services

It was noted that as this was a new committee that a Terms of Reference was still to be developed.

2. CONFLICTS OF INTEREST

Nil declared.

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 Minutes Finance & Audit Committee – 11TH November, 2013

Moved Cr. Bremner **Seconded Cr. Boulter**

3.2 Minutes Communities & Municipal Committee – 5th December 2013

Moved Cr. Bremner **Seconded Cr. Boulter**

3.3 Business Arising

- The ED Operations advised that a footpath sweeper will be hired and trialled cleaning the footpaths in Tennant Creek.
- Contact is being made with turf companies to supply for the Elliott Golf Course.
- The introduction of Golden Perch into Longreach Waters has been refused by the NTG. The EDO may approach the Department for other options.

4. FINANCE

4.1 Finance Report

Director Corporate Services advised that as the ordinary council meeting for January 2014 had been not been held it was necessary to call the committee meeting to receive the Finance Report in accordance with the Local Government (Accounting) Regulations.

The Finance Report was tabled and received.
Moved Cr Boulter **Seconded Cr Ruger**

4.2 Conditional Rating Policy

The Committee recommends to Council to adopt the Conditional Rating Policy for 2014/15 as a valuation based levy using the most recent Australian Valuation Office valuations of conditional rateable land and the 2013/14 differential increased by the appropriate CPI rate as determined by the Department of Local Government.

Moved Cr Boulter **Seconded Cr Ruger**

5. OPERATIONS

The ED Operations presented a verbal update on projects:

5.1 Update on $3.6 Purkiss Reserve Upgrade.

The Regional Development Australia Funding for this project is now being administered by the Commonwealth Department of Infrastructure and Regional Development. The new reference number for the project is CDG096. The Department wrote to Council on the 23 December 2013, advising that funding agreement negotiations are to be completed within six months of the date of the letter, being 30 June 2014.

The Department of Infrastructure and Regional Development has assigned a contract manager to the Tennant Creek Sporting Facility Upgrade project. The Council funding submission is currently being assessed and any additional information will be provided. A preliminary design and construction programme has been prepared based on a 30 June 2014 funding allocation date. The letter from the Department advises that any work on the project which is undertaken without a properly executed contract is at the Council's risk. (Attachment: Preliminary design and construction programme)

5.2 Update on Elliott and Ali Curung Waterparks.

The expression of interest for the design and construction of waterparks at Elliott and Ali Curung resulted in 12 company responses. In assessing the expression of interest received the acceptance was based on the quality of response to the details contained in the original ad.

Three companies have been selected for the second stage of the expression of interest process. Companies will be asked to submit a general waterpark layout, showing size, number of features, security fencing details, shade structure details, water treatment details, warranty information along with estimates of maintenance costs, typical annual operational costs and details of the operating capacity of the waterpark features. The companies will be asked to make allowance for community consultation during the design stage and a formal presentation of the design to council.
The companies will be supplied with:

- Proposed site details
- AAPA site certificates for each community
- Water, power and sewer details.
- Budget
- Specific council and community design requirements

The AAPA Certificates for the Ali Curung have been received and the Elliott community Certificates are being prepared.

The Second stage expression of interest package is scheduled for delivery to companies by mid February. The second stage tender call to be completed by early March, with selection of the successful company by the end of March. Detailed design completed by the end of May with construction scheduled for June, July, August 2014 in preparation for the 2014 summer season.

5.3 Update on Garbage Compactor delivery

The most recent delivery advice on this vehicle is 7 March 2014. A letter of complaint is being drafted to be sent to MacDonald Johnston. The following details the delays experienced to date;

- Original order placed 30 October 2013. Delivery of built unit to Melbourne ready for shipment ex factory on 16 December 2013. (8 week fabrication). Allowing 1 week for the delivery period to Tennant Creek, delivery was expected by 23 December 2013. The details of the order were quite clear especially in relation to the Hino Dual Control component being required on the ordered Garbage Compactor.
- On 9 December Council was advised by MacDonald Johnston that a delay in delivery would result because of the unavailability of the "Dual Control Component". This advice was received 5 weeks after the order had been placed. The new delivery date advised was 21 February 2014. (7 weeks delay from the original delivery date of 23 December 2013. Part of the delay being the Christmas closure period).
- On 16 January MacDonald Johnston further advised that following the unit delivery the cab chassis pre-delivery and inspection of the completed unit and final arrangement for freight from Melbourne to Tennant Creek, would be completed within a two week period following the 21 February fabrication date. This would result in delivery of the unit to Tennant Creek by 7 March 2014. (Total delay in delivery of 9 weeks)

5.4 Environmental Management and Operational Plan.

The Barkly Regional Council has submitted a 43 page document to the Department of Lands Planning and the Environment for checking and approval. Feedback to date has been good. The submission will result in the issue to the Barkly Regional Council of a "Landfill Operational Licence" for the Tennant Creek landfill operation.

6. GRANTS

The Grants Report was received and noted.

7. RISK & FRAUD

Nil known.

8. INVESTMENT & BORROWING

No decisions to be made.

9. GENERAL BUSINESS

9.1 Development & Consent Authority

Cr Ruger advised that there was a development being considered for a car wash and shops to be built in Standley Street. A meeting was set for the end of February and he was seeking Council's input. The relevant documents will be circulated to Councillors for comment.

12. CLOSE OF MEETING

Meeting was closed at 11.30am.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	**10.1**
TITLE	**Budget Policy**
REFERENCE	
AUTHOR	Director Corporate Services

RECOMMENDATION:
That Council adopt the Budget Policy

SUMMARY:

It is good practice for a Council to adopt a Budget Policy to give guidance to staff in preparing Council's annual budget and regular reviews.

The senior management is currently reviewing budgeting processes and the inclusion of a budget policy will be beneficial to the process. The policy will be reviewed in 1 year for its adequacy.

ATTACHMENTS:

1. *Draft Budget Policy.*

TITLE:	Budget
DIVISON:	Corporate Services
ADOPTED BY:	Council
DATE OF ADOPTION:	December 12 2013
POLICY NUMBER:	
AUTHORISED:	Chief Executive Officer

THIS POLICY APPLIES TO:
Employees of the Barkly Regional Council and Elected Members

PURPOSE

The purpose of this policy is to set out the framework which will apply to the adoption of council budget and reviews of the budget.

A budget expresses the council's strategic plan in financial terms by providing a one year forecast of income and expenses. The budget is also used to help determine the level of rates required to fund the services and projects outlined in the council's Shire Plan.

SCOPE AND APPLICATION

This policy applies to all financial activities within council operations and to separate budgets for different activities or projects (short or long term); and applies to all staff involved in budget preparation, monitoring and performance evaluation.

POLICY STATEMENT

The council is committed to ensuring that it complies with the Local Government Act (the Act) and Regulations when adopting an annual council budget and when conducting a budget review.
To facilitate legal and regulatory compliance by council, and to allow its employees to have confidence that they are acting within the law, a comprehensive budgeting framework will be maintained which will enable the council to:

- Develop an annual budget for the organisation for approval by the council by 31 July each year for the following financial year;
- Monitor income and expenditure against the budget on a monthly basis;
- Report to the council on the budget position on specific occasions;
- Take action when there is a significant variation between projected and actual figures;
- Council should review and adjust its budget on a mid year basis to include any increases/decreases in income or expenditure;
- Sufficient time should be given to council in the lead up to a budget review to enable adequate understanding of council members of any new proposed budget changes; and
- After conducting a budget review the new amended budget must be approved by the council.

LEGISLATIVE REQUIREMENTS

Section 128 of the Act provides for adoption or amendment of a council budget as follows:

1. A council must adopt its budget for a particular financial year on or before 31 July in the relevant financial year.

2. A council may, after adopting its budget for a particular financial year, adopt an amendment to its budget (but once allowances for the members of the council for a particular financial year have been set, they cannot be changed by amendment).

3. As soon as practicable after adopting its budget, or an amendment to its budget, for a particular financial year, a council must:

    3.1 Publish the budget or the amendment as adopted on the council's website; and
    3.2 Notify the agency in writing of the adoption of the budget or amendment; and
    3.3 Publish a notice in a newspaper circulating generally in the area informing the public that copies of the budget or amendment may be downloaded from the council's website or obtained from the council's public office.

4. The council's budget forms part of the council's municipal or shire plan.

ADOPTION OF THE BUDGET

Council will adopt the budget at the highest level.

Operating Revenues	$ xx,xxx,xxx
Operating Expenses	$ xx,xxx,xxx
Operating Surplus/Deficit	
Capital Revenue	$ xx,xxx,xxx
Capital Expenses	$ xx,xxx,xxx
Net Surplus/Deficit	
Excluding Depreciation	$ x,xxx,xxx
Nominal Surplus/Deficit	$ xx,xxx

To promote accountability the council will adopt the budget by:

- Whole of Council
- Strategic Objectives
- Locality
- Functions/Projects

REVIEW AND AMENDMENT OF THE BUDGET

The Act is silent on how often a council should review its budget during the financial year. This policy has been established to ensure that council follows the following budget reviews process:

- Review council budget on a half yearly basis each financial year or when new expenditures need to be incurred; eg when additional grant funding requires to be expended ; and

- Consider a mid year report on the revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget.

A budget review provides an opportunity to amend the previously adopted (or amended) budget. Changes to a budget may be required as further information is received during the year. Reasons for these changes may include:

- Different services expected by the community;
- Additional or reduced funding received to carry out new or extended services;
- Projects or services delayed or stopped due to lack of resources; and
- Ad hoc budget adjustments.

POWER TO MAKE THE POLICY

Council is empowered to make this policy pursuant to the Local Government Act and the Local Government (Accounting) Regulations.

STRATEGIC PLAN LINK

This policy has the following link to the council's Shire Plan:
Goal - Governance

PRINCIPLES

Factors to take into consideration when administering the budget review process include:

- Commitment to financial sustainability by ensuring that the adopted key financial targets are met;
- Consistency with council's strategic direction;
- Accountability and transparency in budget decision making process;
- Providing value for money for the services provided;
- Maintaining the budget allocated to each project type; and
- Council operates within cash flows and use of reserve restrictions.

POLICY

To ensure the principles of this policy are met, the following guidelines will apply during the budget review process. The exception to these guidelines occurs where circumstances are outside council's control. This may occur as a result of the following changes in circumstances:

- Any new funding agreements offered by governments;
- Changes to legislation or regulations; and,
- Financial shocks - a financial shock is an unexpected or unpredictable event that affects an economy, either positively or negatively.

Where these circumstances occur, or when carry forward items from the previous financial year are recognised in the budget, council should attempt to achieve its adopted financial targets.

Nominal Surplus/Deficit

The nominal surplus/deficit is calculated by deducting council's operating expenses from its operating income. This result is used to determine key financial target 1 (operating surplus) and assist in the calculation of key financial target 2 (operating surplus ratio). As a result of the budget review the budgeted operating result should at least remain the same where possible. The council budget cannot show a planned deficit.

NEW INITIATIVES AND CAPITAL PROJECTS

Definitions

New Initiatives: Services that are provided for the first time that may have consequences on future recurrent budgets, or are short term in nature.

Capital-Renewal & Replacement: Occurs where an asset's service life is extended but its service replacement capability is not improved.

Capital-New: Occurs where an asset is added to council's existing complement or where an existing asset is upgraded to provide additional capabilities or services.

To assist in the definitions of council's financial targets, projects are classified into three categories, being:

- New initiatives (operating);
- Capital-renewal & replacement; and
- Capital-new.

Where possible, council should aim to ensure that its key financial targets are maintained or improved. The total budgeted net expenditure allocation for each of these project types should not be increased without a corresponding increase in revenue or a reduction in expenses in the same financial year.

In the case of new initiatives and capital constructions, consideration needs given and planned for operational inputs required for a period for the following five years.

Where such projects are delayed to future financial years, the allocation will remain in the budget unless by way of council resolution. The allocation remaining for the projects at the end of the financial year shall be included in the items to be carried forward to the following financial year, and recognised as part of the restricted reserves.

Projects to be considered during the budget review process can be put forward for consideration at any time. A listing and explanation of these projects for each project category will be provided at the time of presenting the budget review for adoption. This will provide elected members with supplementary information to swap projects prior to adopting the revised budget.

New Initiatives

Where there is a reduction in new initiative projects, funds may be allocated to other new initiative projects. Alternatively, these funds may be identified as savings to the council's operating budget.

Capital-Renewal & Replacement

When a capital-renewal and replacement project does not proceed, it should be replaced by project(s) with the next highest priority in council's infrastructure and asset management plan subject to council's approval. Alternatively, the surplus funds could be allocated to the renewal and asset replacement reserve for use when required.

Capital New

New capital works requested by community organisations as an addition to council owned facilities must have at least 50% of the total cost of the project funded by the organisation, which can be through monetary contributions (upfront payment or lease arrangement), in-kind support, government grants or a combination of the methods. Council should not take on any new capital works projects if the projects are not viable and without the approval of the council.

Where there is a reduction in capital-new projects, the budget may be allocated to other identified capital-new projects, where a cost-benefit analysis justifies its inclusion. Where no other capital-new projects are identified, the reduction in funds should be used to reduce any budgeted loans.

REVIEW AND EVALUATION

This policy will be reviewed annually. The Chief Executive Officer will report to council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new policy if considered necessary.

AVAILABILITY OF THE POLICY

This policy will be available for inspection at council's principal office during ordinary business hours and at council's website www.barkly.nt.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee (if applicable) in accordance with council's schedule of fees and charges.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER **10.2**

TITLE **Community Benefits Grants – Round 1 2014**

REFERENCE

AUTHOR Jason van Riel – Grants Officer

RECOMMENDATIONS:

That Council approves funding as indicated to be supplied to the following applicants to the Barkly Regional Council Community Grants program:

- *Applicant 1* *$ xxx*
- *Applicant 2* *$ xxx*
- *Applicant 3* *$ xxx*

APPLICATIONS:

The following applicants submitted applications to the Barkly Shire Council Community Grants program:

- Young Gun Football Team Alpurrurulam (1) $ 1,000.00
- Young Gun Football Team Alpurrurulam (2) $ 2,000.00
- Stronger Sister - Tennant Creek High School $ 10,000.00
- Barkly AFL $ 5,000.00
- Tennant Creek Gun Club $ 1,500.00
- Tennant Creek Child Care Centre $ 3,000.00

SUMMARY:

The Council has allocated $30,000 per annum from its budget to a Community Benefit Fund as part of its sponsorship policy for community organisations and individuals to apply for funding. The Fund is open twice a year with up to $15,000 being allocated after assessment of the applications. Last round, conducted in 2012/13 the Council only received three applications. This year has seen the amount of applications double to six. We also received our first applications from outside of Tennant Creek.

Young Guns Football Team in Alpurrurulam (1) is seeking sponsorship to provide $ 1,000 worth of fuel to the Young Guns Football Team. The local football team competes in the Mt. Isa Football League (QFL) and as such the financial costs of traveling to Mt. Isa are high. In previous years the Young Guns have had to forfeit matches in Mt. Isa for financial reasons and this grant would assist in addressing this problem.

Young Guns Football Team in Alpurrurulam (2) is seeking $ 2,000 funding to purchase sporting equipment that would benefit both the local football team as well as the youths of Alpurrurulam community in general. The intended benefit is that it will improve the results for the Young Guns Football team as well as encourage more youths to participate in football training.

Stronger Sister - Tennant Creek High School is seeking $ 10,000 funding to organise their Circle of Sisters Health and Wellbeing week 2014. During this week 150 girls from the various Barkly bush schools will attending inspirational workshops on wellbeing, safe relationships, female health issues, diet and nutrition as well on how to manage their

finances. This project will receive in-kind support from Tennant Creek High School. Additional donations will also be sought from various organisations.

Barkly AFL is seeking $ 5,000 to assist with its insurance fees for the 2014 Premiership Cup.

Tennant Creek Gun Club is seeking $ 1,500 to upgrade its current facilities, mainly focused on the toilet facilities. Upgrading the facilities will make them more user-friendly as well as making it easier to attract new members.

Tennant Creek Child Care Centre is seeking $ 3,000 to replace and upgrade its current sprinkler system. The current sprinkler system has deteriorated beyond use, leading the outside areas becoming a dust bowl. Having green lawns not only provides the children with a safe area to play, but also creates a welcoming oasis. The total amount needed for this upgrade is $ 8,200 and the Centre is seeking donations for the remaining $ 5,200.
Note: The Grants Unit suggests that BRC apply for a "Community Benefit Grant" from the Department of Business on behalf of the Tennant Creek Child Care Centre. The amount of funding sought from DoB is $ 3,000. This amount would be matched by BRC, and the Child Care Centre would raise the remaining $ 2,200 through donations.

Considerations

- Though not strictly written into the conditions council should try not give more than 1 grant per applicant.
- Alpurrurulam store provides fuel for the community and it would seem appropriate for it to also sponsor the Young Guns.
- Barkly AFL is a major organisation which should be collecting membership fees from clubs and a allocation from the AFL.
- It is within council's prerogative to grant a lesser amount than has been applied for.

ATTACHMENTS:

1. Applications available for review on request.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	**10.3**
TITLE	**Policy and Procedures Framework**
REFERENCE	
AUTHOR	Chief Executive Officer

RECOMMENDATION:
That, until otherwise determined, the Policy and Procedures Framework Policy as contained in the attachment to Report Number 10.3 be adopted as Council Policy.

SUMMARY:
It is proposed that Council adopt a Policy and Procedures Framework Policy incorporating a policy hierarchy, a template for the preparation of new policies, and, methodology for the management of policies and procedures whether adopted by Council or introduced by the Chief Executive Officer and the administration.

REPORT:
A policy is a statement of Council's position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or to establish principles of acceptable behaviour and action. The policies provide the overall framework in which the Council operates.

Policies are developed at two distinct levels:

Council Policies: those policies that support the work of Council, some of which may be required by legislation, and are created by a resolution of Council; and

Administrative Policies: those policies that support the work of the Council's administration and are created by a decision of the Chief Executive Officer or the Chief Officer's Group.

It is proposed that Council adopt a Policy and Procedures Framework Policy incorporating a policy hierarchy, a template for the preparation of new policies, and, methodology for the management of policies and procedures whether adopted by Council or introduced by the Chief Executive Officer and the administration.

The purpose of the Policy and Procedures Framework is to contribute to the consistency and transparency of the Council's decision-making processes by providing a mechanism whereby Elected Members and staff can develop policies and procedures and, can readily access the complete collection of all current policies and procedures.

The objectives of this Policy are to:

- Provide a structure to accommodate all of Council's polices and underlying procedures to guide effective decision-making and service delivery;
- Establish a common standard for the development of policy and procedures including the collection of adequate information to support implementation and review;

The framework will apply to all Council and administrative policies and procedures. Three categories of Policy documents are proposed:

- Those adopted by the Council being mandatory policy required by legislation AND other policies established by Council for the guidance or direction of the organisation and/or to complement the strategic plan and other planning documents;
- Those adopted by the CEO and/or the Chief Officer's Group to guide and direct staff; and
- Those adopted by a Director for the guidance of departmental staff or a work group.

All policies will be presented in the following format:

- Policy Summary
- Policy Objectives
- Background
- Policy Statement
- Legislation, Terminology and References
- Implementation and Delegation; and
- Evaluation and Review

The Framework Policy proposes that all Governance policies (that is policies adopted by the Council) be re-adopted or reviewed as necessary during each Council term.

ATTACHMENTS:

1. *Policy and Procedures Framework Policy.*

TITLE:	**Policy and Procedures Framework**
DIVISON:	
ADOPTED BY:	Council
DATE OF ADOPTION:	
POLICY NUMBER:	
AUTHORISED:	Chief Executive Officer

THIS POLICY APPLIES TO:
All employees and Elected Members

SUMMARY

This Policy establishes a Policy and Procedures Framework incorporating a policy hierarchy, a template for the preparation of new policies, and, methodology for the management of policies and procedures whether adopted by Council or introduced by the Chief Executive Officer and the administration.

OBJECTIVES

The objectives of this Policy are to:

- Provide a structure to accommodate all of Council's polices and underlying procedures to guide effective decision-making and service delivery;
- Establish a common standard for the development of policy and procedures including the collection of adequate information to support implementation and review;

BACKGROUND

The purpose of the Policy and Procedures Framework is to contribute to the consistency and transparency of the Council's decision-making processes by providing a mechanism whereby Elected Members and staff can develop policies and procedures and, can readily access the complete collection of all current policies and procedures.

The Framework will apply to all Council and administrative policies and procedures.

POLICY STATEMENT

The Policy Framework

The following Policy Framework is established.

Category	Approval Source	Comment
Governance	Council	Mandatory policy required by legislation AND policies established by Council for the guidance or direction of the organisation and/or to complement the strategic plan and other planning documents.
Corporate	CEO and or Chief Officer's Group	Policies introduced by the Chief Executive Officer and/or adopted by the Chief Officer's Group to guide and direct staff. For convenience of use these are broken into sub-categories. • Administrative/Financial • Asset Management • Community and Cultural • Human Resource Management • Records and IT • Workplace Health & Safety
Departmental	Director	Policies adopted by a Director for their Department or a work group

It is acknowledged that some policies, while administrative in nature, also fall within the ambit of Council – e.g. Fraud and Privacy Policies. Decisions as to whether these policies are endorsed by the Chief Executive Officer or Council are to be made on a case by case basis.

The creation of a policy by the Council can frequently bring about the creation of a lower level policy by the CEO or a Director to more specifically guide staff in the application of the Council's intent.

Policies may be supported by Guidelines and or Procedures which direct organisational action.

WRITING AND REVIEWING POLICIES

Format

All policies shall be presented in a standard format and will include:

- Policy Summary
- Policy Objectives
- Background
- Policy Statement
- Legislation, Terminology and References
- Implementation and Delegation; and
- Evaluation and Review

The standard template must be used. Refer Attachment to this Policy.

Writing New Policies

Step 1 **RESEARCH**	Undertake research, review legislation, existing policies (which may require amending) and best practice. Informally consult with other work groups which may be affected.
Step 2 **DRAFT**	Draft document. Council and Administrative Policies have a number of different audiences (e.g. Elected Members, management, staff, community, regulators, media, etc.) and care will need to be taken to frame policies in an appropriate tone and style for the respective audiences. Where practicable the operational aspects of policies should be separated and detailed in a procedural format to provide a consistent and accountable framework for service delivery. The standard template must be used.
Step 3 **CONSULTATION**	For all corporate policies and those requiring consideration by Council: **First**, submit to relevant Chief Executive Officer for approval to seek comment. **Second**: • Human Resource policies to be submitted to Chief Officer's Group for consideration • WHS policies to be submitted to WHS Committee for consideration. • A policy that may have an impact on other Departments is to be submitted to relevant Director's for consideration. **Third**, review and update the draft policy as appropriate in the light of comments and resubmit to responsible Director for in principle approval.
Step 4 **APPROVAL**	The approval process is as follows: • Departmental policies submitted to relevant Director for final approval; • Corporate policies submitted to Chief Officer's Group for final approval; • Policies for Council adoption are to be submitted to the Chief Officer's Group for approval and, once endorsed, are then presented to Council for consideration. Policies for endorsement by Council should be submitted as an attachment to a report. The report's recommendation, should include the following: ***"THAT, until otherwise determined, the (insert subject) Policy as contained in Attachment to Report Number XXXX be adopted as Council Policy".***
Step 5 **RECORDING**	Once adopted, the CEO's PA (or relevant Director in the case of Departmental Policies) will: - forward the policy to Records Officer for assignment of a policy number and inclusion in the policy database; - upload the Policy onto the internet and intranet.
Step 6 IMPLEMENTATION	Once adopted the Chief Executive Officer or relevant Director will be responsible for implementing the policy. Depending upon the policy this may necessitate: - Advice to staff - Media releases - Drafting of complementary policies, or detailed operational Procedures,

Reviewing Existing Policies

All Policies will be reviewed during each Council term. Individual policies may be reviewed more frequently if circumstances warrant. After each general election, the CEO will establish a program for the review of all Governance policies to ensure consistency with the updated Strategic Plan. Policies will also be reviewed when there is a change to circumstances or legislation. Responsibility for this rests with the CEO or, for Departmental Policies, with the relevant Director.

When reviewing policies, the steps set out for writing new policies should be followed.

LEGISLATION, TERMINOLOGY AND REFERENCES

Policy

A policy is a statement of Council's philosophical position on a specific issue. It is a high-level commitment to guide present and future decisions in relation to specific issues, or to establish principles of acceptable behaviour and action. The policies provide the overall framework in which the Council operates.

Policies are developed at two distinct levels:

Council Policies: those policies that support the work of Council, some of which may be required by legislation and are created by a resolution of Council; and

Administrative Policies: those policies that support the work of the Chief Executive Officer and are created by a decision of the Chief Executive Officer or Chief Officer's Group.

It should be noted, however, that some policies, while administrative in nature, also fall within the ambit of Council – i.e. the Procurement Policy. Decisions as to whether this type of policy are endorsed by the CEO/Chief Officer's Group or Council are to be made on a case by case basis. Some policies of this type may also include operational procedures.

Procedures

Procedures are more stringent rules for action. Procedures define the specific rules, steps or actions required to apply or implement a Council or Administrative Policy. Procedures will define management directives or rules, inputs, responsibilities, tasks to be completed, outputs and other elements necessary for the understanding and performance of a process.
Procedures set parameters, geared to implementing policy or complying with legislation and compliance is mandatory.

Strategies

Strategies form the master plan for how objectives will be achieved. These can be developed at the corporate, business unit or functional levels e.g. Asset Management Plans. Developers of strategic or other plans should be aware that elements of policy and procedure are often incorporated into strategies. These elements should be distilled from the approved strategies and translated into the standard formats to maintain the completeness of the Policy Framework.

IMPLEMENTATION AND DELEGATION

Responsibilities

Council
Sections 11, 12 and 13 of the Local Government Act set out the statutory 'Role, Functions and Objectives' of the Council. Establishing Policies is one of the key mechanisms by which the Council carries out its statutory responsibilities. The role of the Council is therefore to determine Council's policies and be knowledgeable of policy precedents to ensure a complementary Council policy environment.

Chief Executive Officer
Section 101 of the Local Government Act provides that the Chief Executive Officer is responsible to the Council for, inter alia, ensuring 'that the council's policies, plans and lawful decisions are implemented'. The Chief Executive Officer is also responsible for ensuring that the Council has appropriate administrative policies and procedures to ensure services are delivered with accountability and due diligence.

Directors, Managers and Staff
Directors, Managers and Staff must be knowledgeable of, and act in accordance with, adopted policies and procedures and must ensure that policies and procedures are developed and maintained in accordance with this Framework.

Delegation

The Council delegates to the Chief Executive Officer the authority to determine those matters that need to be referred to Council for consideration and to initiate policy reviews as the CEO considers appropriate.

EVALUATION AND REVIEW

Performance measures for monitoring the effectiveness of the Council Policy and Procedures Framework are:

- Extent to which the programmed policy initiatives are delivered;
- Availability and currency of Council policy documents on the Council's web site and intranet; and
- Consistency of terminology and format of policy documents.

This Policy should be evaluated once during the term of each Council

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	10.4
TITLE	**Recycling Policy**
REFERENCE	
AUTHOR	Chief Executive Officer

RECOMMENDATION:
That Council adopt the following Recycling Policy:

Barkly Regional Council is committed to the vision of a zero waste policy. Whilst at this point it is unclear what measures may be proposed to achieve this the Council is committed to working with residents, communities and other stakeholders to identify, implement and promote waste minimisation and recycling options which meet community expectations and are:

- economically viable;
- efficient & reliable;
- acceptable to residents;
- simple to administer;
- applicable to their demographic, geographic and economic environment; and
- achieve the highest possible environmental goals

The Council supports the Container Deposit Scheme and will promote community participation in the Scheme throughout the Shire.

SUMMARY:
A Draft Recycling Policy has been prepared for Council consideration.

REPORT:
At the meeting of the Community and Municipal Services Committee it was resolved that a recycling policy be adopted by the Council.

A Draft Policy has been prepared in consultation with the Chairman and is submitted for Council consideration.

It will be recommended that the Council adopt the following policy statement:

Barkly Regional Council is committed to the vision of a zero waste policy. Whilst at this point it is unclear what measures may be proposed to achieve this the Council is committed to working with residents, communities and other stakeholders to identify, implement and promote waste minimisation and recycling options which meet community expectations and are:

- *economically viable;*
- *efficient & reliable;*
- *acceptable to residents;*
- *simple to administer;*
- *applicable to their demographic, geographic and economic environment; and*
- *achieve the highest possible environmental goals*

The Council supports the Container Deposit Scheme and will promote community participation in the Scheme throughout the Shire.

ATTACHMENT:

GENERAL BUSINESS AND MATTERS FOR NOTING

BARKLY REGIONAL COUNCIL

ITEM NUMBER	10.5
TITLE	**Policy for the Establishment of Local Authorities**
REFERENCE	
AUTHOR	**Chief Executive Officer**

RECOMMENDATION:

A That the Council adopt the following policies in relation to the establishment of Local Authorities which the Council is required to create pursuant to the Local Government Act and Ministerial Guidelines.

A.1 Establishing the Area of Each Local Authority

That the area for each local authority be defined as, 'the community/township in which the local authority is based and other areas occupied by those Council residents who identify with that community/township for accessing services or for cultural reasons.'

A.2 Number of Ordinary Members

That as a general principle each Local Authority will have a maximum of nine (9) ordinary members with the Selection Panel empowered to recommend increasing this number to fourteen (14) if considered necessary to provide effective representation.

A.3 Nomination Process

For the appointment of ordinary members of the initial Authorities, subsequent Authorities and casual vacancies the following procedures will apply:

1. *The CEO will call for nominations which must be advertised and promoted by appropriate means to ensure that residents of the relevant area are* aware of it.
2. *A period of twenty-eight (28) days' notice must be given for nominations to be received.*
3. *Persons ordinarily resident in the Local Authority area who are over the age of eighteen are eligible to be nominated.*
4. *Nominations are to be made on a form approved by the CEO.*
5. *Nominations are to be made by two people over the age of eighteen (18) who are ordinarily resident in the area of that Local Authority.*
6. *The nomination form must include a signed statement by the person being nominated indicating that he or she consents to the nomination and is eligible to be appointed/re -appointed.*
7. *Nominations are to be returnable to an Officer of the Council nominated by the CEO who is working in the area of the Local Authority (the Receiving Officer).*
8. *On receipt of a valid nomination the Receiving Officer shall immediately transmit an electronic copy to the CEO.*
9. *A person who has been nominated may withdraw his or her nomination at any time by notice in writing to the Receiving Officer who will then advise the CEO..*
10. *As soon as practicable after the close of nominations, the CEO shall call a meeting of the Selection Panel for the purpose of considering the nominations received and making recommendations to Council for consideration at the first ordinary Council meeting after the close of nominations.*

A.4 The Selection Process

A Selection Panel will be appointed for each Local Authority comprising: The CEO as Chairperson; Two Councillors from the Ward in which the authority is located; The President or President's nominee; and, a nominee of the CEO.

The Selection Panel will consider nominations and make recommendations to the first ordinary meeting of the Council to be held after the close of nominations.
Selection Panels need not physically meet – business can be conducted using electronic or other means at the Chair's discretion.

A.5 Term of Appointment
Appointments to the Local Authorities are for a term of two years.

A.6 Vacancies
Ordinary membership position becomes vacant when a member resigns in writing or the appointment is revoked by the Council. Council will give consideration to revoking the appointment of an ordinary member where a member is absent from three consecutive meetings of that Authority.

B Appointment of the Selection Panels

- *That (maximum of two positions) be appointed to the Selection Panel for the Ali Curung Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Arlparra Local Authority*
- *That the Ward Councillor and a nominee of the Ward Councillor (maximum of two positions) be appointed to the Selection Panel for the Alpurrurulam Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Ampilatwatja Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Elliott Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Tennant Creek Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Wutunugurra Local Authority*

SUMMARY:
The Local Government Act and relevant Ministerial Guidelines require the Council to establish and maintain a local authority at each of the following towns and communities:

- Ali Curung
- Arlparra
- Alpurrurulam
- Ampilatwatja
- Elliott
- Tennant Creek
- Wutunugurra

Each Local Authority must be fully established and operational by July 1 2014. So that the nomination process for appointment to local authorities can begin, Council needs to have in place policies about the formation and operation of local authorities. This Report identifies areas requiring a Council decision in relation to the establishment of the Local Authorities and makes recommendations for Council consideration

REPORT:

1 Introduction

The Local Government Act and relevant Ministerial Guidelines require the Council to establish and maintain a local authority at specified towns and communities within the Region.

Each Local Authority must be fully established and operational by July 1 2014.
It is necessary for the Council to adopt policies to govern how these Authorities are to be established and how they are to operate. This Report identifies areas requiring a Council decision and makes appropriate recommendations for Council consideration.

It will be recommended:
That the Council adopt the following policies in relation to the establishment of Local Authorities which the Council is required to create pursuant to the Local Government Act and Ministerial Guidelines.

2 Establishing the Area of each Local Authority

The Guidelines require the Council to determine the area for each local authority and it is proposed to that the following definition be adopted: that the area for each local authority be defined as 'the community/township in which the local authority is based and other areas occupied by those Council residents who identify with that community/township for accessing services or for cultural reasons.'

It will be recommended
That the area for each local authority be defined as: the community/township in which the local authority is based and other areas occupied by those Council residents who identify with that community/township for accessing services or for cultural reasons.'

3 Initial Local Authorities

Authorities must be established by July 1, 2014 and a nomination and appointment process is required to be established which is consistent with the Guidelines and decisions made in relation to the number of Members of each authority. The Guidelines require a minimum of six (6) and a maximum of fourteen (14) ordinary members for each Authority and provide that the Council must decide how many members each Authority shall have at the first Council meeting after close of nominations. (Different numbers can be decided for each Authority.) In addition each Local Authority will have as ex-officio members, the President and the members of the regional council who represent a ward within which the local authority's area is situated. It is only possible to appoint more than fourteen ordinary members with Ministerial consent.

A larger membership may provide more effective representation however the larger the membership the more each Authority will cost to run (as payment will be made for attendance at meetings) and the harder it will be to achieve quorums. It will be recommended that Council adopt a general policy limiting the number of ordinary members to nine (9) but allowing the Selection Panel the flexibility to recommend increasing this to fourteen (14) if this is considered desirable having regard for the specific circumstances of a Local Authority

3.1 Number of Ordinary Members

It will be recommended

That as a general policy each Local Authority will have a maximum of nine (9) ordinary members with the Selection Panel empowered to recommend increasing this number to fourteen (14) if considered necessary to provide effective representation.

3.2 Nomination Process

The Council is required to establish a nomination process which is consistent with the Guidelines.

It will be recommended that

For the appointment of ordinary members of the initial Authorities, subsequent Authorities and casual vacancies the following procedures will apply:

1. *The CEO will call for nominations which must be advertised and promoted by appropriate means to ensure that residents of the relevant area are* aware of it.
2. *A period of twenty-eight (28) days' notice must be given for nominations to be received.*
3. *Persons ordinarily resident in the Local Authority area who are over the age of eighteen are eligible to be nominated.*
4. *Nominations are to be made on a form approved by the CEO.*
5. *Nominations are to be made by two people over the age of eighteen (18) who are ordinarily resident in the area of that Local Authority.*
6. *The nomination form must include a signed statement by the person being nominated indicating that he or she consents to the nomination and is eligible to be appointed.*
7. *Nominations are to be returnable to an Officer of the Council nominated by the CEO who is working in the area of the Local Authority (the Receiving Officer).*
8. *On receipt of a valid nomination the Receiving Officer shall immediately transmit an electronic copy to the CEO.*
9. *A person who has been nominated may withdraw his or her nomination at any time by notice in writing to the Receiving Officer who will then advise the CEO.*
10. *As soon as practicable after the close of nominations, the CEO shall call a meeting of the Selection Panel for the purpose of considering the nominations received and making recommendations to Council for consideration at the first ordinary Council meeting after the close of nominations.*

3.3 The Selection Process

It will be recommended that the Council appoint a Selection Panel for each Authority to consider nominations in the event that more than nine nominations are received and to make recommendations to the Council. It is proposed that the Panel consist of not more five members:

- The CEO as Chairperson;
- Two Councillors from the Ward in which the authority is located;
- The President or President's nominee; and,
- The CEO's nominee.

Given the time constraints it is suggested that Selection Panels need not physically meet – business can be conducted using electronic or other means at the Chair's discretion.

It will be recommended that
A Selection Panel will be appointed for each Local Authority comprising: The CEO as Chairperson; Two Councillors from the Ward in which the authority is located; The President or President's nominee; and, a nominee of the CEO.

The Selection Panel will consider nominations and make recommendations to the first ordinary meeting of the Council to be held after the close of nominations.
Selection Panels need not physically meet – business can be conducted using electronic or other means at the Chair's discretion.

3.4 Term of Appointment

Consideration should be given to the term of appointment for ordinary members of an Authority.

It will be recommended that
Appointments to the Local Authorities are for a term of two years.

Appointment of Ordinary Members after Initial Establishment

When a vacancy in the membership of a Local Authority arises, the vacancy will be filled by the nomination and appointment process previously described.

3.5 Vacancies

A Local Authority ordinary membership position becomes vacant when a member resigns in writing or the appointment is revoked by the Council in accordance with this policy. It is proposed that the Council give consideration to revoking an appointment where a member is absent from three consecutive meetings of that Authority.

It will be recommended that
Ordinary membership position becomes vacant when a member resigns in writing or the appointment is revoked by the Council. Council will give consideration to revoking the appointment of an ordinary member where a member is absent from three consecutive meetings of that Authority.

Appointment of the Selection Panels

To give effect to this Policy the Council also needs to appoint the required Selection Panels.

It will be recommended

- *That (maximum of two positions) be appointed to the Selection Panel for the Ali Curung Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Arlparra Local Authority*
- *That the Ward Councillor and a nominee of the Ward Councillor (maximum of two positions) be appointed to the Selection Panel for the Alpurrurulam Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Ampilatwatja Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Elliott Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Tennant Creek Local Authority*
- *That (maximum of two positions) be appointed to the Selection Panel for the Wutunugurra Local Authority*

ATTACHMENT::

1. *GUIDELINE 8 Regional Councils and Local Authorities*
2. *Local Authority Nomination Form*

GUIDELINE 8

Regional Councils and Local Authorities

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Definitions

ex officio member: a member of regional council who is automatically a member of the local authority by virtue of their position – see section 53C of the *Local Government Act*.

ordinary member: a member of a local authority who is appointed by the regional council.

Guidelines

1. Where local authorities are to be established and maintained

A regional council must establish and maintain a local authority at the towns and communities listed in the Schedule which are within the regional council area.

2. Establishing a local authority

A regional council must determine the area for each local authority and ensure that a list of local authorities and their respective areas is available on the regional council website.

3. Initial local authorities

A regional council must establish each local authority by the nomination and appointment process described below so that each local authority is fully established and operational by 1 July 2014.

4. Number of ordinary members

Subject to 5.6, a local authority is to have a minimum of 6 and a maximum of 14 ordinary members.

5. Nomination and appointment process

Nominations

5.1 A regional council must call for nominations and allow 28 days for nominations to be received.

5.2 The call for nominations must be advertised and promoted by appropriate means to ensure that residents of the relevant area are aware of it.

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

5.4 The list of nominations received, together with a list of ex officio members of the local authority, must be provided to the first ordinary regional council meeting after nominations have closed.

5.5 At the first ordinary regional council meeting after nominations have closed, the regional council must decide on the number of ordinary members there will be for each local authority. *Note – the regional council may decide different membership numbers for different local authorities.*

Request to have more than 14 members

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

5.6.1 The CEO must advise the Minister of the request in writing as soon as practicable detailing:

a) the name of the local authority
b) the preferred membership number;
c) the reasons for seeking an increase in the allowed maximum membership; and
d) the projected annual impact on council's budget and resources.

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

Appointment of ordinary members

5.7 Where there is to be no request to have more than 14 ordinary members, the regional council must decide on appointments to the local authority at the first ordinary meeting after nominations have closed.

5.8 Where there is a request to have more than 14 ordinary members, the regional council must decide on appointments to the local authority at the first ordinary meeting after a response from the Minister has been received.

Appointments of ordinary members after initial establishment

5.9 When a vacancy in the membership of a local authority arises, the regional council must fill the vacancy by the nomination and appointment process described at 5.1 - 5.5.

6. Revocation of appointment of ordinary member

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

7. Vacancies

A local authority membership position becomes vacant when a member resigns in writing or the appointment is revoked by the regional council in accordance with council policy.

8. Administrative support and secretariat

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

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

8.3 Subject to 8.3.2, the CEO must ensure there is a minimum of six meetings for each local authority in each calendar year.

8.3.1 If the majority of members of a local authority agree, the Chair may make a written request to the Minister to change the minimum number of meetings a year. The Minister will consult with the regional council before making a decision.

8.3.2 Where the Minister has approved a minimum number of meetings per year for a local authority pursuant to 8.3.1, the CEO must ensure that the approved minimum number of meetings are held each year.

8.4 The CEO must ensure notification of the meeting and the agenda for the meeting is provided to each member at least three days before the meeting.

8.5 The CEO must ensure that a copy of the regional council's policy on delegation of powers and functions is provided to all members of the local authority and listed for discussion on the local authority agenda at least once in each financial year.

9. Agenda and minutes

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

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

a) Regional council's response to local authority issues raised;
b) Local authority action items;
c) CEO report on current regional council services in the local authority area;
d) Visitor presentations;
e) The latest quarterly report as required by 13.4; and
f) A report on complaints received concerning regional council service delivery in the local authority area.

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

a) the regional council's annual report for the previous financial year;
b) any relevant community plan of the regional council or local authority;
c) the regional council's proposed regional council plan; and
d) the regional council's proposed budget priorities for the local authority area for the next financial year.

10. Regional council consideration of local authority minutes

10.1 A regional council must consider the minutes of each local authority meeting (these will normally be the unconfirmed minutes) at the next available council meeting after a local authority meeting. The council's response to any matters raised by the local authority must be recorded in the council's minutes.

10.2 A copy of the regional council's unconfirmed minutes must be provided to each local authority member by the secretariat as soon as possible after the minutes become publicly available.

11. Functions of a local authority

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

12. Local authority member allowances

12.1 In the 2013-14 financial year, the allowance to be paid by a regional council to an eligible member after having attended a local authority meeting is as set out below:

a) Chair, if eligible, $152
b) Other eligible members $114

12.2 The following members of a local authority are not eligible to be paid an allowance by the regional council:

a) ex officio council members as council members claim their allowance according to the Ministerial guidelines on council member allowances; and
b) regional council staff (as they are being paid by their employer).

12.3 The payment referred to above will increase each financial year by the Darwin Consumer Price Index (CPI) as at the December quarter of the previous financial year.

13. Regional council budgets and financial reports to the local authority

13.1 Regional councils must take local authority priorities submitted to council, or recorded in local authority minutes, into consideration as part of the overall budget development process.

13.2 Regional councils must inform the local authority in writing of the reason(s) for not incorporating any local authority priorities submitted to council for consideration as part of the overall budget development process.

13.3 The adopted budget of a regional council must include a separate budget for each local authority area detailing expenditure by:

a) program (for example, library services, rubbish collection, waste management, public safety lighting, child care, aged care, roads maintenance); and

b) account category (for example, employee costs, materials and services, finance costs and depreciation) and capital expenditure.

13.4 Each quarter, the regional council must prepare a financial report setting out:

a) the quarterly and year to date budget and expenditure by program and account category in relation to the local authority area;

b) the forecast expenditure in relation to the local authority area for the whole of the financial year; and

c) explanations of variations greater than ten per cent or $10,000 (whichever is higher) between actual and budgeted amounts.

13.5 Following the completion of the regional council's audited annual financial statements each year, at the next local authority meeting a regional council must provide each local authority with a report covering the previous financial year including expenditure against the final approved budget by:

a) program (for example, library services, rubbish collection, waste management, public safety lighting, child care, aged care, roads maintenance); and

b) account category (for example, employee costs, materials and services, finance costs and depreciation) and capital expenditure.

14. Regional council annual report

14.1 The annual report must include information on the performance of the regional council against service delivery and planned projects in the local authority area.

14.2 The annual report of a regional council must include information regarding any delegations made to a local authority.

SCHEDULE

Where local authorities are to be established and maintained

Barkly Region
Ali Curung
Arlparra
Alpurrurulam
Ampilatwatja
Elliott
Tennant Creek
Wutunugurra

Central Desert Region
Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree)
Atitjere
Engawala
Lajamanu
Laramba
Nyirripi
Willowra
Yuelamu
Yuendumu

East Arnhem Region
Angurugu
Galiwin'ku
Gapuwiyak
Gunyangara
Milingimbi
Milyakburra
Ramingining
Umbakumba
Yirrkala

MacDonnell Region
Amoonguna
Apatula
Areyonga
Haasts Bluff (Ikuntji)
Imanpa
Kaltukatjara
Kintore (Walungurru)
Ltyentye Apurte
Mt Liebig (Amundurrngu)
Ntaria
Papunya
Titjikala
Wallace Rockhole

Roper Gulf Region
Barunga
Borroloola
Bulman
Jilkminggan
Manyallaluk
Mataranka
Minyerri
Ngukurr
Numbulwar
Wugularr

Victoria Daly Region
Daly River
Kalkaringi/Dagaragu
Palumpa
Peppimenarti
Pine Creek
Timber Creek
Wadeye
Yarralin

West Arnhem Region
Gunbalanya
Maningrida
Minjilang
Warruwi

Tiwi Islands Region
Milikapiti
Pirlangimpi
Wurrumiyanga

BARKLY REGIONAL COUNCIL

NOMINATION – To the Community Co-ordinator

_____ LOCAL AUTHORITY AREA

1. NOMINATORS TO COMPLETE (Please PRINT)

We, the residents named below, are aged 18 years or over and are resident in the _____ Local Authority area.

We hereby nominate:

First name: _____ Family name: _____

as an ordinary member of the _____ Local Authority.

NOMINATORS

This nomination MUST be signed by two (2) persons aged 18 years or over and resident in the _____ Local Authority Area.

	Name (Please PRINT) and **Signature**	**Address** (Please PRINT)
1.	NAME	
	Signature	
2.	NAME	
	Signature	

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

BARKLY REGIONAL COUNCIL

2. NOMINEE CONSENT AND DECLARATION (Please PRINT)

_____ LOCAL AUTHORITY AREA

I, First name _____ Family name _____

of _____

(Residential Address)

hereby consent to be nominated as an ordinary member of _____ Local Authority.

I declare that I am eligible to be nominated as a member of _____

Local Authority because I am aged 18 years or over and I am resident in the

_____ Local Authority Area.

_____ ____/____/_____

Signature of Nominee Date

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

GENERAL BUSINESS AND MATTERS FOR NOTING

BARKLY REGIONAL COUNCIL

ITEM NUMBER	10.6
TITLE	**Policy for the Operation of Local Authorities**
REFERENCE	
AUTHOR	**Chief Executive Officer**

RECOMMENDATION:

That the Council adopt the following policies in relation to the operation and maintenance of those Local Authorities which the Council is required to create pursuant to the Local Government Act and Ministerial Guidelines.

1 Administrative Support and Secretariat

That, in accordance with section 63 of the Local Government Act, meetings of a local authority are convened by the CEO, who will determine, in consultation with the Chair of a local authority the date, time and venue for meetings and undertake any action necessary or expedient to ensure the efficient conduct of local authority meetings.

2 Frequency of Meetings

That each Local Authority meet six times a year

3 Attendance at Meetings by Senior Staff

That one of the following officers, CEO, Executive Director Communities, Executive Director Infrastructure, Director Corporate Services, Director Human Resources (or an officer acting as CEO or acting as a Director) attend all Local Board or Local Authority meetings unless in the CEO's opinion circumstances require attendance by more than one executive officer.

4 Inaugural Meeting and the First Meeting in Every Subsequent Financial Year

That at the first meeting of each Local Authority and at the first meeting of each Authority in every subsequent financial year, the following occur:

- *Appointment of a Chair person and Deputy Chair for a term of twelve (12) months;*
- *appointment of a Representative on the Employment Selection Advisory Panel and a proxy for a term of 12 months;*
- *Tabling and consideration of the Council's policy on delegation of powers and functions; and,*
- *Tabling and explanation of the Code of Conduct and its applicability to Authority Members*

5 Agenda and Minutes

1. *That the following order of business be adopted for all Local Authority meetings:*

- *Appointment of Chair (if required)*
- *Apologies*
- *Consideration of any items required to be dealt with at the first meeting of each Local Authority and at the first meeting of each Authority in every subsequent financial year*
- *Confirmation of Minutes of previous meeting*
- *Action items from previous meetings*

- *Report from the President (if any)*
- *Correspondence or reports from the Council including:*
    - *The Council's response to issues raised by the Authority*
    - *The CEO's Report on Council services in the area*
    - *The CEO's Report on any complaints received concerning service delivery*
    - *The Quarterly Financial Report*

- *Items which the Authority is required to consider on a periodic basis (if appropriate) including:*
    - *The Council's Annual Report for the previous financial year*
    - *Any relevant community plan*
    - *The proposed Council plan and proposed budget priorities for the next financial year*
    - *The Council Report (after the audit of its financial statements) on actual expenditure within the area against budgeted expenditure*

- *Agenda items listed by the Chair or other Member submitted prior to closure of the Agenda including notices of motion (if any)*
- *Visitor presentations approved by the Chair (if any)*
- *Other Business*

2. *That specific Agenda items be determined by the CEO (or nominee) in consultation with the Chair seven (7) days prior to the meeting; and*

3. *That all Business Papers be accessible to the public*

6 Council consideration of local authority minutes

That minutes of Local Authority meetings received after the Council's Agenda cut-off date be held over until the next Council meeting; and,
That, where the CEO considers this to be appropriate, the minutes of each Local Authority Meeting be accompanied by an Officer's Report providing additional background or an alternative course of action for consideration

7 Employment Selection Advisory Panel

That for the purposes of Section 11 of the Ministerial Guideline 8 – Local Authorities, a managerial position be defined as the position held by a Community Coordinator within the area for which the Local Authority is constituted.

8 Allowances for Local Authority Members

1. Allowances for Ordinary Local Authority Members

That

- *Meeting Allowance is payable by direct deposit, in arrears, and within two weeks of the meeting on presentation of the appropriate claim form.*
- *Any Council employee who is an ordinary member of a local authority and attends a meeting of a Local Authority outside that employee's normal working hours be paid for attendance at the same rate as other Ordinary Members; and*
- *Any Ordinary Member(other than a Council employee) attending a meeting of the Employment Selection Advisory Panel be paid for attendance at the rate prescribed by the Guidelines for that Member.*

2. **Allowances for Ex Officio Local Authority Members**

That

- *Meeting and Travel Allowance are payable by direct deposit, in arrears, and within two weeks of the meeting on presentation of the appropriate claim form, with the exception of any accommodation expense which it is necessary to pay in advance.*
- *Travel Allowance only be paid where the claim is made in writing and submitted within three (3) months of the date in respect of which it is claimed. Claims for reimbursement of travel by vehicle will only be accepted if the distance travelled on each occasion is in excess of 75km. (150 round trip). Claims for accommodation will only be accepted where approval has been granted in advance by the CEO or his or her nominee.*

9 Council Budgets and Financial Reporting

That the CEO be delegated authority to

- *Prepare Council's Budget documents and Financial Reports to achieve compliance with the Guidelines;*
- *Make preliminary determinations in relation to Local Authority priorities and submissions when recommending a Draft Budget to Council for its consideration*
- *Undertake the necessary reporting back to a Local Authority once the Council has adopted its Budget in the event that an Authority's proposals have not been included in the Budget.*

That Budget proposals be submitted in accordance with Council's budgetary planning schedule for the 2015/6 financial year and annually thereafter for each subsequent financial year.

10 Delegation

That no delegation be made to a Local Authority in 2014.

SUMMARY:

The Local Government Act and relevant Ministerial Guidelines require the Council to establish and maintain local authorities.

Each Local Authority must be fully established and operational by July 1 2014. Council needs to have in place policies governing their operation and this Report identifies areas requiring a Council decision and makes recommendations for Council consideration

REPORT:

The Local Government Act and relevant Ministerial Guidelines require the Council to establish and maintain local authorities.

Each Local Authority must be fully established and operational by July 1 2014. Council needs to have in place policies governing their operation and this Report identifies areas requiring a Council decision and makes recommendations for Council consideration.

It will be recommended
That the Council adopt the following policies in relation to the operation and maintenance of those Local Authorities which the Council is required to create pursuant to the Local Government Act and Ministerial Guidelines.

1 Administrative Support and Secretariat

The Guidelines require the CEO to:

- Provide secretariat support for each Local Authority
- Nominate a contact person for secretariat and administrative matters in relation to the particular local authority; and
- Ensure that an agenda and notice of meeting is provided to each Member at least three days before meetings.

It will be recommended
That, in accordance with section 63 of the Local Government Act, meetings of a local authority are convened by the CEO, who will determine, in consultation with the Chair of a local authority the date, time and venue for meetings and undertake any action necessary or expedient to ensure the efficient conduct of local authority meetings.

2 Frequency of Meetings

The Guidelines require that Local Authorities meet a minimum of six times a year and it will be recommended that Council adopt a policy of only holding six meetings a year for each Authority. This is appropriate from the perspective of both efficiency and effectiveness. Bi-monthly meetings mean that issues raised at a Local Authority meeting which require research or correspondence with an external party can be progressed prior to the next meeting of an Authority. With monthly meetings and the need for Local Authority recommendations to be adopted by Council before they are actioned this would not be possible potentially leading to feelings of frustration on the part of Authority members. Cost is also a consideration – meeting fees, staff time and other resources.

It will be recommended
That each Local Authority meet six times a year

3 Attendance at Meetings by Senior Staff

A Council Policy governing attendance by Senior Staff at Local Authority Meetings is already in existence. It is proposed that the existing Policy be re-adopted so that it forms part of this, comprehensive, policy document governing the operation of local Authorities.

It will be recommended
That one of the following officers, CEO, Executive Director Communities, Executive Director Infrastructure, Director Corporate Services, Director Human Resources (or an officer acting as CEO or acting as a Director) attend all Local Board or Local Authority meetings unless in the CEO's opinion circumstances require attendance by more than one executive officer.

4 Inaugural Meeting and the First Meeting in Every Subsequent Financial Year

The Guidelines require the CEO to ensure that a copy of the Council's policy on delegation of powers and functions is provided to all members of the Local Authority and listed for discussion on the Local Authority agenda at least once in each financial year. It is suggested

that this occur at the inaugural meeting of each Authority and then at the first meeting of each Authority in every subsequent financial year.

In addition the Council has an existing policy to the effect that all new appointees to Local Authorities be provided with a written copy of the Council's Code of Conduct and that the applicability of the Code to Authority Members form part of the Agenda at the first meeting of each Local Authority and periodically hereafter.

A Chair and Deputy Chair also need to be appointed at the first meeting of each Authority and it is recommended that these appointments be for a 12 month term with re-appointments made at the first meeting of each Authority in every subsequent financial year.

It is also a function of a local authority to provide a representative of the local authority for Employment selection advisory panels in relation to managerial positions in the local Authority area and it is proposed that this appointment also be made on an annual basis and be for a twelve month term. The appointment of a proxy would also seem advantageous.

It will be recommended
That at the first meeting of each Local Authority and at the first meeting of each Authority in every subsequent financial year, the following occur:

- *Appointment of a Chair person and Deputy Chair for a term of twelve (12) months;*
- *Appointment of a Representative on the Employment Selection Advisory Panel and a proxy for a term of 12 months;*
- *Tabling and consideration of the Council's policy on delegation of powers and functions; and,*
- *Tabling and explanation of the Code of Conduct and its applicability to Authority Members*

5 Agenda and Minutes

The Guidelines provide that the agenda for each local authority meeting is to be prepared by the secretariat in consultation with the Chair. The agenda must include: The Council's response to issues raised, action items, CEO report on current Council services in the Local Authority area, visitor presentations, the latest quarterly financial report, and a report on any complaints received concerning service delivery. The Quarterly financial report must set out: the quarterly and year to date, budget and expenditure by program and account category in relation to the local authority area.

The Guidelines also require that each financial year a Local Authority agenda include a review of: the Council's annual report for the previous financial year, any relevant community plan, the proposed Council plan and proposed budget priorities for the Local Authority area for the next financial year.

It is proposed that the Council adopt a standard format for all Local Authority Meetings and that the Agenda and any accompanying material be made accessible to the public.

It will be recommended
That the following order of business be adopted for all Local Authority meetings:

- *Appointment of Chair (if required)*
- *Apologies*
- *Consideration of any items required to be dealt with at the first meeting of each Local Authority and at the first meeting of each Authority in every subsequent financial year*
- *Confirmation of Minutes of previous meeting*

- *Action items from previous meetings*
- *Report from the President (if any)*
- *Correspondence or reports from the Council including:*
    - *The Council's response to issues raised by the Authority*
    - *The CEO's Report on Council services in the area*
    - *The CEO's Report on any complaints received concerning service delivery*
    - *The Quarterly Financial Report*

- *Items which the Authority is required to consider on a periodic basis (if appropriate) including:*
    - *The Council's Annual Report for the previous financial year*
    - *Any relevant community plan*
    - *The proposed Council plan and proposed budget priorities for the next financial year*
    - *The Council Report (after the audit of its financial statements) on actual expenditure within the area against budgeted expenditure*

- *Agenda items listed by the Chair or other Member submitted prior to closure of the Agenda including notices of motion (if any)*
- *Visitor presentations approved by the Chair (if any)*
- *Other Business*

That specific Agenda items be determined by the CEO (or nominee) in consultation with the Chair seven (7) days prior to the meeting; and

That all Business Papers be accessible to the public

6 Council consideration of local authority minutes

The Council is required to consider the (unconfirmed) minutes of each Local Authority meeting at the next available council meeting and the council's response to any matters raised by the must be recorded in the minutes. A copy of the Council's unconfirmed minutes must be provided to each local authority member by the secretariat as soon as possible after the minutes become publicly available. It is suggested that Minutes which become available after the agenda cut-off date for the next Council meeting be held over for the following meeting and that, where the CEO considers this to be necessary, an Officer's Report accompany the Minutes providing additional background or an alternative course of action for consideration.

It will be recommended
That minutes of Local Authority meetings received after the Council's Agenda cut-off date be held over until the next Council meeting; and,
That, where the CEO considers this to be appropriate, the minutes of each Local Authority Meeting be accompanied by an Officer's Report providing additional background or an alternative course of action for consideration

7 Employment Selection Advisory Panel

In addition to the functions specified at section 53D of the *Local Government Act*, it is a function of each Local Authority to provide a representative for an Employment Selection Advisory Panels in relation to managerial positions in the Local Authority area.
It is proposed that this appointment occur at the first meeting of each Authority and annually thereafter and that a proxy also be appointed.

For the purposes of this section it is suggested that a managerial position should be defined as that position occupied by a Community Co-ordinator working within the area of an Authority.

It will be recommended
That for the purposes of Section 11 of the Ministerial Guideline 8 – Local Authorities, a managerial position be defined as the position held by a Community Coordinator within the area for which the Local Authority is constituted.

8 Allowances for Local Authority Members

8.1 Allowances for Ordinary Local Authority Members

The Guidelines require that Ordinary members be paid at a prescribed rate for attendance at a meeting of the Local Authority – currently ($152 for the Chair (if eligible) and $114 for other eligible Members. These amounts are to be indexed to annual increases in the Darwin Consumer Price Index (CPI) as at the December quarter of the previous financial year. Some Ordinary Members will not be eligible for this payment, namely:

- Ex officio members (Council Members are entitled to payment according to the Ministerial Guidelines on Elected Member allowances and the associated Council policy; and
- Council staff (as they are being paid by the Council).

It is suggested that where Local Authority Meeting are held outside the normal working hours of a staff member (as is the case currently with the Tennant Creek Local Board) payment of an allowance to an Ordinary Member who is also a Council employee would be appropriate. It is also proposed that the meeting allowance also be paid to an Ordinary Member who attends a meeting of the Employment Selection Advisory Panel.

It will be recommended
That

- *Meeting Allowance is payable by direct deposit, in arrears, and within two weeks of the meeting on presentation of the appropriate claim form.*
- *Any Council employee who is an ordinary member of a local authority and attends a meeting of a Local Authority outside that employee's normal working hours be paid for attendance at the same rate as other Ordinary Members; and*
- *Any Ordinary Member(other than a Council employee) attending a meeting of the Employment Selection Advisory Panel be paid for attendance at the rate prescribed by the Guidelines for that Member.*

8.2 Allowances for Ex Officio Local Authority Members

Ex officio Members are entitled to payment or reimbursement of reasonable expenses for travel and accommodation necessary for attending a meeting of the Local Authority however this is subject to any conditions and limitations determined by the Council. It is proposed that Council policy provide that Travelling Allowance only be paid in the following circumstances:

A claim must be made in writing by the Member and made within three (3) months of the date in respect of which it is claimed. Claims for reimbursement for travel by vehicle will only be accepted if the distance travelled on each occasion is in excess of 75km (150 km round trip). Claims for accommodation will only be accepted where approval has been granted in advance by the CEO or his or her nominee.

Meeting and Travel Allowance will be paid in arrears and by direct deposit within two weeks

of the meeting on presentation of the appropriate claim form, with the exception of any accommodation expense which it is necessary to pay in advance.

It will be recommended
That

- *Meeting and Travel Allowance are payable by direct deposit, in arrears, and within two weeks of the meeting on presentation of the appropriate claim form, with the exception of any accommodation expense which it is necessary to pay in advance.*
- *Travel Allowance only be paid where the claim is made in writing and submitted within three (3) months of the date in respect of which it is claimed. Claims for reimbursement of travel by vehicle will only be accepted if the distance travelled on each occasion is in excess of 75km. (150 round trip). Claims for accommodation will only be accepted where approval has been granted in advance by the CEO or his or her nominee.*

9 Council Budgets and Financial Reporting

The Guidelines require that the Council have regard for Local Authority priorities when developing its Budget and that where an Authority's proposals have not been incorporated the Authority is to be informed of the reasons for this.

It is suggested that Council set a cut-off date for receipt of proposals so that these can be properly costed and considered as part of the budgetary process.

The adopted budget must include a separate budget for each local authority area detailing expenditure by: Program (for example, library services and rubbish collection) and Activity (for example, employee costs and materials and services). Each quarter, the Council must prepare a Financial Report setting out the following information:

The quarterly, and year to date, budget and expenditure, by program and activity, the forecast expenditure, and, an explanation of any variations greater than ten per cent or $10,000 (whichever is higher).

In addition at the first Local Authority Meeting after completion of the Council's audited annual financial statements each year, the Council must provide each Local Authority with a report covering the previous financial year including expenditure against the final approved budget by both program and activity.

It will be recommended
That the CEO be delegated authority to

- *Prepare Council's Budget documents and Financial Reports to achieve compliance with the Guidelines;*
- *Make preliminary determinations in relation to Local Authority priorities and submissions when recommending a Draft Budget to Council for its consideration*
- *Undertake the necessary reporting back to a Local Authority once the Council has adopted its Budget in the event that an Authority's proposals have not been included in the Budget.*

That Budget proposals be submitted in accordance with Council's budgetary planning schedule for the 2015/6 financial year and annually thereafter for each subsequent financial year.

10 Delegation

Section 53D of the Local Government Act provides that the functions of a local authority are:

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

The Council has the power to delegate to a Local Authority (Section 32 of the Local Government Act) and is required to advise each Authority of its policy in relation to delegations and to include this information in its Annual Report. The following restrictions apply: The power to impose rates cannot be delegated; If power to incur financial liabilities is delegated the council must fix reasonable limits on the delegate's authority; and, a delegation cannot duplicate or derogate from the CEO's functions.

It is suggested that Council **not** delegate any power to a Local Authority during 2014 This will allow the Council and the authorities to be established from July 1 2014 time to develop a working relationship and also to assess what if any delegation might be seen as desirable or expedient for each individual Authority to function effectively.

It will be recommended
That no delegation be made to a Local Authority in 2014.

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER	10.7
TITLE	**Civic Hall Hire Policy Report**
REFERENCE	
AUTHOR	Chief Executive Officer

RECOMMENDATION:
That the following policy be adopted along with the Schedule of Fees attached to this Business paper.

That

- The Civic Hall Hire Fee be waived at the discretion of the CEO for usage by small, not for profit community groups and for community events, such as charity fundraisers, subject to the proviso that cleaning fees and other charges are not waived; and

- Fees **not** be waived for Government, not for profit groups with a turnover in excess of $100,000 per annum, religious organisations, businesses and private individuals.

SUMMARY:
A Policy is proposed in relation to Hall Hire fees.

REPORT:

From time to time organisations approach the Council asking that Hire Fees for the Civic Hall be waived. Whilst the Council has delegated authority to the CEO to do this the Council has not established any policy to guide the CEO in his decision making. It will be recommended that Council adopt a policy.

In addition Hire Fees have recently been reviewed along with conditions of hire and it will be recommended that Council adopt the new schedule (attached).

Proposed Policy

That

- *The Civic Hall Hire Fee be waived at the discretion of the CEO for usage by small, not for profit community groups and for community events, such as charity fundraisers, subject to the proviso that cleaning fees and other charges are not waived; and*

- *Fees **not** be waived for Government, not for profit groups with a turnover in excess of $100,000 per annum, religious organisations, businesses and private individuals.*

ATTACHMENT:
Civic Hall Hire Schedule

BARKLY SHIRE COUNCIL

PO Box 821, Tennant Creek NT 0861 PH: 08 8962 0000 Fax: 08 8962 1801

VENUE HIRE

Schedule of Charges 01/01/2014 – 30/06/2014

Civic Hall	Hourly Hire Fee **Minimum of three (3) hours hire* **This includes your set up time*	$50.00 Per hour
	24 Hour Hire Fee	$500.00
	Acoustic Operational Fee **Minimum of three (3) hours* **Required if audio equipment is needed*	$30.00 per hour
	Key deposit CASH ONLY **refundable – subject to the terms and conditions*	$100.00
	Bond (must be paid prior to event) **Covers cleaning fee, if applicable remainder will be refunded – subject to the terms and conditions*	$500.00
	Cleaning Fee **Taken from bond once professional clean has taken place*	$65.00 per hour To a maximum of $450
Purkiss Reserve	Site Hire Per Day	$140.00
	Caravan Hire Per Day	$110.00
Peko Park	Key Deposit, if power required (refundable) CASH ONLY	$100.00

Public Liability ***All hirers please note section 5 in the Terms & Conditions***	***A copy of an Australian – wide Certificate of Currency with a minimum insurance cover of $10 million is to be provided prior to confirmation of hire***

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 10.8
TITLE **Waste Disposal and Waste Management - Tennant Creek Study**
REFERENCE
AUTHOR Chief Executive Officer

RECOMMENDATION:
That:
Council accept the Draft terms of Reference for the Future Waste Disposal and Waste Management - Tennant Creek Scoping Study; and,

The Executive Director Operations invite Expressions of Interest from a minimum of three firms of consulting engineers

SUMMARY:
Terms of Reference have been prepared for a study to identify the location, scope and necessary actions to achieve the a future Waste Disposal and Waste Management facility (including landfill) in Tennant Creek

REPORT:
At the Community and Municipal Services Committee meeting held on December 5, 2013 it was resolved that the CEO
Produce draft terms of reference for a study into future landfill sites for Tennant Creek and options for extending the life of the current land fill.

The terms of Reference seek to:

- Gain a picture of what a new facility will need to provide in terms of waste disposal/diversion;
- Assess candidate sites (including Juno) against identified site requirements and constraints and rank them;
- Identify the actions necessary to secure the site addressing issues such as tenure, licensing development approval; and
- Provide ball park costs both for preliminary work necessary to attain the site and for the capital cost of the new facility
- Examine ways of extending the life of the current facility and estimate its future life.

The Draft Terms of Reference are:

Barkly Regional Council is inviting fee proposals from qualified consultants interested in undertaking a scoping study into the development of a new waste management facility including a landfill for Tennant Creek – a township of 3500 people
The study will:

- Identify Tennant Creek waste disposal and management needs relative to establishing a new long term waste disposal and management site (including a new landfill) to serve a community the size of Tennant Creek
- Examine the existing Tennant Creek Landfill, recommend ways of increasing its longevity and provide an estimate of its future life
- Identify the future new landfill design criteria and parameters compliant with Regulatory Guidelines and Legislation and associated waste minimisation and

management infrastructure which would appropriately be located in such a facility

- Identify and rank potential new waste management sites for Tennant Creek (including consideration of Council owned land known as Juno)
- Identify the steps necessary to secure the site and attain any necessary approvals considering issues of tenure, legislative requirements, environmental standards, etc.
- Provide a summary and indicative costs for both:
    - works necessary to gain the necessary approvals (as determined in item above); and
    - Capital costs for the facility establishment.
- Presentation of the Report to Council or a Committee of Council at Tennant Creek at the end of the study

The Council can provide the following information to assist the successful Consultant in attaining an understanding of current and future proposed waste management at Tennant Creek:

- *Waste collection and disposal data has been recorded for a number of years and is still being recorded via the token system and the monthly billing of commercial users.*

  The wheelie bin collection service runs at approximately 1000 bins per week. Stats for the tip from Oct 2012 to May 2013 are, Cars 1002, Utes 5449, Trailers 2935, Light Trucks 2149, large body trucks 886.

  Statistics taken from the token system and commercial user accounts from 1/09/2013 to 30/11/2013 are, (cars are free), Utes / small trailers 1118, Large trailers 62, Light trucks 316, Large body trucks 14.

  Tyre Stats since 1/09/2013 to 30.11/2013 are, bike & Car tyres - 315, small truck & 4 wheel drive - 328, large truck and semi tyres - 72 and plant tyres - 3.
- *The tip operates on a token system where users purchase the token they require from various outlets within the town for entrance into the tip site. Commercial users are billed monthly based on the number of entries into the tip and the type of vehicle used, e.g. trailer, ute, truck etc.*
- *Based on volumes, the tip averages around 6,000 cubic metres of household waste, 2,000 c/m of green waste, 7000c/m of commercial waste, 1,000 c/m of construction waste and 500 c/m of listed waste such as tyres, batteries etc.*
- *A new Environmental Management Plan is currently being developed. It is based on a previous EMP from the previous Tennant Creek Town Council, and is available from Operations. There is access to knowledgeable staff.*
- *The current waste management methodology for TC (i.e. current collection and disposal practices) will become part of the new EMP.*

If you are interested please provide a brief project proposal of no more than 3-5 pages that sets out your approach and methodology for undertaking the works, fee proposal, proposed deliverables and a brief statement of experience and capabilities on similar waste management projects in remote regions. Consultants should provide their project proposal including an all-inclusive fee structure by xxxxx.

Where to from here?
It will be recommended that the Executive Director Operations invite Expressions of Interest from a minimum of three firms of consulting engineers with expertise in the area of waste management (such as Tonkin, SKM and Cardno). There is no budget for this study however money could be withdrawn from Council's reserves and the Study budgeted for in 2014/5 which would allow the reserves to be replenished.

ATTACHMENT:

GENERAL BUSINESS AND MATTERS FOR NOTING

ITEM NUMBER 10.9
TITLE **Deputy President Position**
REFERENCE
AUTHOR Chief Executive Officer

RECOMMENDATION:
That Council elect a new Deputy President.

SUMMARY:
At the April 2013 meeting, Council adopted a rotation table based on four month intervals for appointment as Deputy President. Cr. Taylor concluded her rotation in August 2013. In the August 2013 meeting, Cr. Price, who was next in turn, withdrew from the position and it was resolved that Cr. Boulter would act as Deputy President for the period August/December 2013 and the rotation proposal be reviewed. At the September 2013 meeting Cr. Boulter resigned from the Deputy President position and Cr. Narelle Bremner was appointed for the August – December 2013 time period.
Due to the cancellation of the January 2014 Council meeting, Cr. Bremner has continued as Deputy President.

The formerly adopted appointment program had covered from here on the following appointments:

Elected Member	Period
Cr. Ray Aylett	February 2014/June 2014
Cr. Noel Hayes	June 2014/October 2014
Cr. Pat Braun	October 2014/February 2015
Cr. Joyce Taylor	February 2015/June 2015
Cr. Bob Bagnall	June 2015/October 2015
Cr. Tony Boulter	October 2015/February 2016
Cr. Narelle Bremner	February 2016/March 2016

Council may wish to consider the following eight month rotation:

Elected Member	Period
	September 2013/April 2014
	April/November 2014
	November 2014/June 2015
	June 2015/November 2015
	November 2015/March 2016

Or on a six month rotation:

Elected Member	Period
	September 2013/February 2014
	February/July 2014
	July/December 2014
	December 2014/May 2015
	May/October 2015
	October 2015/March 2016

CHIEF EXECUTIVE OFFICER'S REPORTS

ITEM NUMBER 11.1
TITLE **USE OF THE COMMON SEAL**
REFERENCE
AUTHOR Pamela Hodges, Executive Assistant

RECOMMENDATION:
That the council endorse the execution of the following documents under Council's common seal

1. **PowerWater – Essential Services Officer Contract;**
   Period Contract - Maintenance PowerWater Communities Sewerage Remote Communities – Elliott, Ali Curung, Ampilatwatja, Alpurrurulam, Arlparra communities
2. **Funding Agreement – FaHCSIA Barkly Regional Youth Multi Media Program $118,000.00**
3. **Department of Community Services – Agreement - Municipal Essential Services/Housing Maintenance Services – Barkly South $1,155,518.00**
4. **Department of Community Services – Agreement - Municipal Essential Services/Housing Maintenance Services – Barkly North $1,155,518.00**
5. **Department of Community Services – Agreement - 2013-2014 Homelands Extra Allowance**
6. **Deed of Agreement Transfer of Property known as Lot 13,15 Crawford Street, Elliott from OR and MA Nilsson to the Barkly Regional Council**

SUMMARY:
The Local Government Act provides for Council to authorise or ratify the execution of documents under Council seal.

BACKGROUND
Government agencies require formal agreements with Council for the provision of agency services and these agreements are normally required to be endorsed under Seal of the Council and witnessed by the CEO and one member of the Council. All of the contracts and agreements listed in the recommendation have been endorsed by the CEO and a Councillor or Shire President.

LEGAL ISSUES
The Council is a corporate entity and is required to enter into binding legal agreements from time to time and the affixing of the Common Seal to such an agreement is the equivalent of a corporate signature.

The Local Government Act Provides;

Section 26 (2) The affixing of the common seal to a document:

(a) must be authorised or ratified by resolution of the council; and

(b) *must be attested by the signatures of the CEO and at least one member of the council.*

ATTACHMENTS:
There are no attachments for this report.

CHIEF EXECUTIVE OFFICER'S REPORT

ITEM NUMBER	11.2
TITLE	**Corporate Services Report - January 2014**
REFERENCE	
AUTHOR	Director Corporate Services

RECOMMENDATION:
That Council notes the report

SUMMARY:
The report advises of key activities that have occurred in the Corporate Services Directorate.

Corporate Services

- The budgeting & planning process for 2014/15 has begun with a workshop being conducted with Community Coordinators, Regional Managers and Directors to look at regional and local priorities coming up and looking at reporting on them in accordance with the new guidelines around Local Authorities. David Hope who is an experienced consultant has worked with other Councils and LGANT in the past, has assisted the finance team in developing a new chart of accounts that will meet the needs of the new reporting requirements. Further workshops will be conducted in the future with community visits also envisaged to assist Community Coordinators in developing ownership of the new budgets.

Information Technology

- There has been a major change to the IT network due to the failure of the computer services based in Tennant Creek. The IT servers previously based in an unsecured location in Tennant Creek are now situated in Darwin under the management of Councilbiz. Councilbiz is the IT provider for the other regional Councils and is jointly owned by all of the Councils including Barkly.
- The servers and the Councils data is now saved in the NT Government data centre which is secured from outside access, continually backed up and secure from environmental and man made disasters. This is a much better position for Council to be in for information protection.
- Part of the change is the provision of fibre optic cabling into the Council offices in Tennant Creek, Ali Curung and Elliott. These offices will be connected through a high speed line to the data centre and will have the similar functionality as currently experienced in Tennant Creek. The goal is to have all centres linked by either fibre optic, 4G modems, and high speed satellite services to the same network to access the same data. A goal that was not possible until the change to Councilbiz.

Records Management

- Council has a system called InfoXpert for document management however it has been underutilised in the past due mainly to lack of training for staff. Two staff members have recently attended training at Latitude 12 in Darwin on how to manage the InfoXpert system and be able to administrate it from Tennant Creek.
- Training was conducted in January for most of the Tennant Creek staff to use InfoXpert effectively and efficiently which will provide better protection and management of valuable Council documents.

Grants

- The processes of Grants funding and reporting are being reviewed to ensure timely and accurate reporting. This requires more input from the Program Managers and Community Coordinators to assist the team in meeting deadlines set by the funding agencies. Assistance is always available from the grants team in preparing the reporting and this was raised as part of the budgeting and planning workshop.
- Grants Report is attached

Finance

- The new format of the Finance Report is included and though it still has a few teething problems we believe it will become a very useful tool for Council in the future. As always the Finance team welcomes feedback from the Councillors and other stakeholders to improve the usefulness of this report.
- Finance Report is attached

ATTACHMENTS:

1. *Grants Report*
2. *Finance Report*

BARKLY REGIONAL COUNCIL

ITEM NUMBER 11.2
TITLE **Grants Unit Report**
REFERENCE

AUTHOR Regan Randle – Grants Officer
Jason van Riel – Grants Officer

RECENT SUCCESFUL APPLICATIONS & NEW GRANTS:

• National Youth Week – Hip Hopping through the Barkly	$ 7,000.00
• Homelands MES & Housing Maintenance – North	$ 466,758.00
• Homelands MES & Housing Maintenance – South	$1,155,518.00
• Homelands Extra Allowance	$ 53,874.00
• SPG – Office Extension Elliott	$ 75,000.00
• SPG – Office Extension Arlparra	$ 42,936.00
• CTG – Governance Training	$ 50,000.00
• CTG – Skate Park	$ 115,000.00
• Playground Upgrades Arlparra & Ampilatwatja	$ 130,381.00
• Regional Council Rebranding	$ 153,000.00

CURRENT APPLICATIONS OUTSTANDING:

• Regional Economic Development Fund (*Oct 2013*)	$ 16,720.00
• NT Disaster Relief Fund	$
• Elliott Cricket Wicket and Tennis Courts (*Santos – Nov 2013*)	$ 21,585.00
• Skip Bins Arlparra (30 flat pack bins and a new truck)	$ 344,681.60

APPLICATIONS FAILED:

• Grass Roots – Water Activities	$ 20,000.00
• SPG Epenarra Basketball Court Fencing	$ 25,000.00

Financial Management Report

January 2014

1. Executive Summary
2. Financial Results

Table of Contents

Section 1 – Executive Summary

Section 2 – Financial Results

2.1 - Budget Summary Report

2.2 - Investments Report

2.3 - Debtors Summary Report

Section 1
Executive Summary

RESULT

Operating Expenditure

Depreciation charge is pending due to assets not yet rolled over to 2013-14. Audit has now been concluded and therefore the depreciation will be accounted for in February 2014 Finance Report. It does not distort the comparison of actuals and budgets as we don't budget for depreciation charge.

CASH POSITION

As at the end of January 2014, Council had $6.5M invested in term deposits (see section 2.2 Investment Report for details) and $2M in Operating, CDEP and Trust Account with Westpac.

Section 2
Financial Results
2.1 Budget Summary Report as at 31 January 2014

	Annual Revised Budget	YTD Actuals	Remaining Budget	Budget Met
Operating and Capital Income	(35,082,375)	(21,418,250)	(13,664,125)	61%
Operating and Capital Expenditure	35,062,887	16,593,588	18,469,299	47%
(Surplus)/Deficit before depreciation	**(19,488)**	**(4,824,662)**		

Section 2
Financial Results
2.1 Budget Summary Report as at 31 January 2014

Income/Expenditure	Program	Program description	Budget 2013-2014	YTD Actuals	Remaining Budget $	Budget Met
EXPENDITURE						
	4	Governance	530,000	299,036	230,964	56%
	6	Executive Management	2,082,000	698,689	1,383,311	34%
	8	Administration	4,801,000	2,765,743	2,035,257	58%
	10	Planning	-	5,000	(5,000)	No Budget
	12	Human Resources	360,000	304,632	55,368	85%
	14	Records Management	93,000	21,014	71,986	23%
	16	Information Technology	480,000	281,993	198,007	59%
	18	Corporate and Community Services Manager	55,000	23,886	31,114	43%
	20	Customer Service	-	6,408	(6,408)	No Budget
	22	Rates	105,000	44,216	60,784	42%
	26	Plant Operations	605,000	587,680	17,320	97%
	29	Library	210,000	118,744	91,256	57%
	30	CDEP	-	350,879	(350,879)	No Budget
	32	Aged and Disability Care Services	937,000	874,195	62,805	93%
	34	Children and Youth Services	1,098,750	531,054	567,696	48%
	36	Family Services	332,000	261,118	70,882	79%
	38	Night Patrol	2,566,118	984,802	1,581,316	38%
	40	Community and Social Development	977,386	471,826	505,560	48%
	42	Arts and Culture	9,500	827	8,673	9%
	44	Cultural Heritage	127,122	21,812	105,310	17%
	48	Sport and Recreation	492,000	373,611	118,389	76%
	50	Tourism and Events	161,500	67,588	93,912	42%
	52	Depot Operations	3,383,000	2,010,538	1,372,462	59%
	58	Housing	3,915,000	600,877	3,314,123	15%

Section 2
Financial Results
2.1 Budget Summary Report as at 31 January 2014

Income/Expenditure	Program	Program description	Budget 2013-2014	YTD Actuals	Remaining Budget $	Budget Met
	60	Buildings	695,000	518,424	176,576	75%
	62	Outstations	1,710,000	784,880	925,120	46%
	64	Parks and Gardens	4,805,381	588,778	4,216,603	12%
	66	Ranger Services	435,000	123,828	311,172	28%
	68	Works and Services Management	185,000	54,558	130,442	29%
	70	Street Lighting and Signage	60,000	7,267	52,733	12%
	72	Fire Prevention and Emergency Services	28,000	19,192	8,808	69%
	74	Environmental Health	68,000	33,625	34,375	49%
	76	Stormwater Drainage	32,000	6,032	25,968	19%
	78	Waste Management	475,000	203,887	271,113	43%
	80	Sanitation	65,000	12,977	52,023	20%
	82	Sewerage	420,000	769,585	(349,585)	183%
	84	Water	-	982	(982)	No Budget
	86	Roads Bridges and Footpaths	675,000	728,272	(53,272)	108%
	88	Private Works	685,000	166,152	518,848	24%
	90	Economic Development	207,074	68,036	139,038	33%
	92	Agency Services	790,000	691,519	98,481	88%
	108	After School Care	391,056	106,857	284,199	27%
	110	Commonwealth Emergency Relief Program	16,000	2,570	13,430	16%
Expenditure Total			**35,062,887**	**16,593,588**	**18,469,299**	**47%**

Section 2
Financial Results
2.1 Budget Summary Report as at 31 January 2014

Income/Expenditure	Program	Program description	Budget 2013-2014	YTD Actuals	Remaining Budget $	Budget Met
INCOME						
	4	Governance	(124,000)	(192,189)	68,189	155%
	6	Executive Management	(2,274,534)	(47,460)	(2,227,074)	2%
	8	Administration	(7,320,000)	(5,627,520)	(1,692,480)	77%
	12	Human Resources	(408,178)		(408,178)	0%
	16	Information Technology	(434,178)		(434,178)	0%
	22	Rates	-	(20,959)	20,959	No Budget
	26	Plant Operations	-	(22,475)	22,475	No Budget
	29	Library	(160,000)	(175,894)	15,894	110%
	30	CDEP	-	(135,929)	135,929	No Budget
	32	Aged and Disability Care Services	(1,822,000)	(806,539)	(1,015,461)	44%
	34	Children and Youth Services	(1,135,150)	(701,942)	(433,208)	62%
	36	Family Services	(350,000)	(191,751)	(158,249)	55%
	38	Night Patrol	(2,576,118)	(1,811,583)	(764,535)	70%
	40	Community and Social Development	(1,580,909)	(1,398,275)	(182,634)	88%
	42	Arts and Culture	(30,000)		(30,000)	0%
	44	Cultural Heritage	(34,000)	(292)	(33,708)	1%
	48	Sport and Recreation	(1,314,551)	(483,409)	(831,142)	37%
	50	Tourism and Events	(39,100)	(26,572)	(12,528)	68%
	52	Depot Operations	-	(13,253)	13,253	No Budget
	58	Housing	(4,480,000)	(3,160,883)	(1,319,117)	71%
	60	Buildings	(80,000)	(191,183)	111,183	239%
	62	Outstations	(2,360,000)	(693,554)	(1,666,446)	29%
	64	Parks and Gardens	(3,750,381)	(171,671)	(3,578,710)	5%
	66	Ranger Services	(80,000)	(4,880)	(75,120)	6%

Section 2
Financial Results
2.1 Budget Summary Report as at 31 January 2014

Income/Expenditure	Program	Program description	Budget 2013-2014	YTD Actuals	Remaining Budget $	Budget Met
	72	Fire Prevention and Emergency Services	(16,000)	(6,358)	(9,642)	40%
	74	Environmental Health	(78,000)	(31,886)	(46,114)	41%
	78	Waste Management - Landfill Precincts	(500,000)	(832)	(499,168)	0%
	80	Sanitation	(500,000)	(886,611)	386,611	177%
	84	Water	-	(11,364)	11,364	No Budget
	86	Roads Bridges and Footpaths	(460,000)	(200,321)	(259,679)	44%
	88	Private Works	(670,000)	(462,539)	(207,461)	69%
	90	Economic Development	-	(31,639)	31,639	No Budget
	92	Agency Services	(2,100,000)	(588,146)	(1,511,854)	28%
	100	Rates & Charges	-	(2,916,467)	2,916,467	No Budget
	108	After School Care	(405,276)	(403,877)	(1,399)	100%
Income Total			**(35,082,375)**	**(21,418,250)**	**(13,664,125)**	**61%**
Net Deficit /-(Surplus)			**(19,488)**	**(4,824,662)**		

Section 2
Financial Results
2.2 Investment Report as at 31 January 2014

Description	Institution	S & P's Credit Rating	Maturity Date	Amount	Rate of Interest	% of Total Portfolio
Term Deposit	Westpac	A-1+ Short Term and AA- Long Term	20-Mar-14	2,500,000	3.90%	38.46%
Term Deposit	Westpac	A-1+ Short Term and AA- Long Term	11-Feb-14	1,000,000	3.07%	15.38%
Term Deposit	Westpac	A-1+ Short Term and AA- Long Term	11-April-14	3,000,000	3.64%	46.15%
				6,500,000		100.00%

Section 2
Financial Results
2.6 Debtors Summary Report as at 31 January 2014

Debtors' Category	Current	30 days	60 days	90 days	Balance
Sundry debtors	57,913	47,662	1,285	31,070	137,930
Staff debtors	(531)	(287)	(1,633)	6,546	4,095
NT Gov. debtors	1,051,329	(5,212)	10	51,878	1,098,005
Fed Gov. debtors	769,185	(197,407)	662	-	571,116
Library debtors	-	-	-	93	93
GST Balance	56,398	-	-	-	56,398
Total	**1,934,294**	**(155,244)**	**(1,000)**	**89,587**	**1,867,637**

Outstanding Rates	
Legal	133
Interest accrued	80,418
Arrears	235,356
Current	269,474
Total Outstanding	**585,381**

CHIEF EXECUTIVE OFFICER'S REPORT

ITEM NUMBER	11.3
TITLE	**Community Services Report - January 2014**
REFERENCE	
AUTHOR	Sharon Lake

RECOMMENDATION:

That Council note the report.

Community Services Overview January - February 2014

January has been a very busy month with the major focus on the Australia Day event in Tennant Creek, school holiday programming and Vacation Care. A partnership with Catholic Care and CAYLUS has resulted in the commitment of $100,000 for 12 months for a Youth Worker based in the Alpurrurulam community. In addition the Department of Children and Family Services have taken up office space as part of our community centre. This is an important partnership as we will be able to support young mothers in a number of areas including failure to thrive children which will lead to improved child wellbeing outcomes for the children at Ampilatwatja.

Gaps in service provision for children with a disability have been identified across the Sandover in the Barkly region. As a result, NT Department of Education have asked Council to work closely with them in relation to five children with a disability to support school attendance and personal care issues. These children were unidentified in relation to on-ground support and had been directly linking to schools and Allied Health services. This has now been rectified and a flow chart is being developed. We have advised NT Department of Education that we will assist as part of our Disability in Home Support Agreement. We will also contact Commonwealth NDIS and see what support can be offered to these families.

Agreements have been signed for the new Multi Media Project funded through the Petrol Sniffing Strategy Unit and Central Land Council, with program design and community consultations expected to commence early February. The budgets are out for new School Nutrition Program funding year and will now include the Ali Curung community. We are still awaiting the outcome of the ABA funding application for vehicles and a bus.

Youth Sports and Recreation

Due to annual leave activity throughout the January reporting period, the Regional Youth Sports and Recreation Team has been very small. Two staff have continued to work throughout the region delivering support to programs and also assisting with the Tennant Creek Australia Day activities.

Alpurrurulam
There have been confirmed reports that petrol sniffing has become evident again at Alpurrurulam with children as year as 6 being reported just prior to CAYLUS Youth Workers commencing for the holiday program. Reports identified that sniffing had been occurring at the Basket Ball court, so passive surveillance has been increased by ensuring that the youth program is running from this location to make it safer. Night Patrol has also been made aware of concerns and have increased patrols and reporting around these locations. Petrol appears to be acquired from cars coming in from Mt Isa and Queensland.

Outcomes have improved with no further reports since the program began however this provides an opportunity for further engagement with the new Local Authority and Community Co-Ordinator about implementing further vehicle removal to reduce further risk.

Elliott
Attendance numbers at Elliott Sports and Recreation program was very positive throughout the January holidays, however with the commencement of Ceremonial Business attendance has fluctuated. We have received the resignation of Elliott Coordinator and have now commenced recruitment. Our remaining worker has been heavily involved in supporting the Australia Day celebrations and preparing for the up and coming Imparja Cricket Cup in Alice Springs.

Ages	18+	13 - 18	5 - 12	
Participants	117	308	489	914

Regional staff continue to receive regular field visits and weekly support from regional office staff.

Ali Curung
The recruitment of a new Youth Sports and Recreation officer has improved the program considerably at Ali Curung as the Coordinator was finding it very difficult to manage the high number of youth. The attendance at program has been excellent with an average of 87 children/youth attending programs daily averaging out around 1010 attendees over the past 3 weeks.

Staff have worked very closely with CAYLUS Youth Worker who arrived early January to support School Holiday Program. All reports of working partnership have been very positive and the partnership has enhanced the project considerably. Staff have also been running activities with children at Imangara. Regional Office staff have assisted with these programs.

Funding has been received by Central Land Council to support the Multi Media Project and program design and consultation has commenced. There have been issues around the facility in relation to air-conditioning and T&J Contractors have been sourced to fix this issue.

The current Sports and Recreation Facility at Ali Curung is not appropriate for programs. The facility is an old bunker made out of tin and becomes sweltering in the summer and freezing in the winter. Water floods the facility at every rain and lobbying for new infrastructure will become a priority for future years.

Ages	18+	13 - 18	5 - 12	
Participants	243	320	611	1174

Ampilatwatja
A new Youth Sports and Recreation Officer commenced this month and has been doing a fantastic job. Daily programs have been ongoing and the community children have been very receptive to Jonathon.

Further meetings and discussions have been had and progress is underway to have repairs to the Basketball facilities repaired.
Rooms which were set aside for storage purposes had been vandalised with anything of value taken. The locks which had been securing these spaces had been smashed.

Most of the damage is centred on the toilet block. All of the plumbing fixtures have been damaged with toilets and taps rendered unusable.

Early in January the council were able to replace several of the locks. The toilet area is now secure which means future damage can be prevented. The kitchen area has also had a lock installed. Unfortunately, the kitchen will remain unusable until power can be restored.

Walls inside the complex have also been vandalized. This is fairly insignificant and can be cleaned or repainted at a later date.

Ages	18+	13 - 18	5 - 12	
Participants	0	196	323	519

Wutunugurra
The program continues to work well and recruitment is underway for another part time staff member. Deborah Dickenson our officer has asked for further support in a young woman's program which we will look at in early 2014. Daily attendance has been between 35 and 50 children.

Ages	18+	13 - 18	5 - 12	
Participants	10	83	69	162

Arlparra
The programs have been working very well with huge attendances throughout the School Holidays. Now that the full time Co-ordinator has commenced we have been able to attract four casual local employees who are currently working on a rostered basis. All reports show that this structure is working very well for all.

There have been issues with the use of the Basketball Court toilets and showers as the heavy rains and cultural business results in this space becoming a place of gathering and temporary accommodation. Our Youth Sports and Recreation Coordinator have been responsible for the daily cleaning of these facilities and surrounding area. This requires increased diligence around public health issues and exposure due to picking up dirty nappies and cleaning faeces throughout the toilets. Major upgrades have only just been completed on this complex and extensive damages have started to show and repairs will need to be undertaken. It was also identified that the Health Clinic somehow has taken over the kitchen space.

We will now seek a formal agreement with Urapuntja Health Clinic for use of our facility to ensure that we have agreed access.

Ages	18+	13 - 18	5 - 12	
Participants	62	108	96	266

School Nutrition Program

The Department of Prime Minister and Cabinet Education Division has contacted Council to ascertain our interest in delivering a service to the Ali Curung Ccmmunity. There is no contract under management at this time, although the bakery has been running a private programming incorporating the delivery of sandwiches to the school.

This request has made with specific regard to the Barkly having amongst the worst nutrition rates such as anaemia across the country. This request has been supported by the local clinic and program delivery will be in conjunction with Aged Care as occurs in other areas such as Ampilatwatja. This supports child and wellbeing outcomes and objectives as outlined in Councils Strategic Plan 2014/15. In addition this direct request from the funding body also endorses our reputation as a quality delivery provider across the Barkly.

Number of School Nutrition Meals prepared and delivered for one week only during January and this includes breakfast on all communities except Murray Downs, as well as recess and lunch.

Ampilatwatja	1137
Elliott	687
Imangara	300
Tara	267
Wutunugurra	459
Total	2850

Crèche and Playgroups

Ali Curung
Ali Curung Crèche has continued to maintain higher regular attendance number, this has fluctuated in-between 7-10. This is a significant increase as numbers have remained at 5 or below for the past 12 months. This is down to the valuable staffs that are currently working in the centre. Both staff are local Indigenous ladies and are both currently completing their Certificate III in Children Services.

Planning meetings have been scheduled for staff in Tennant Creek in February 2014 with the Regional & Remote Aboriginal Children & Service Support Unit (RRACSSU) and Bronwyn Truscott around workshops for staff for 2014 training support visits. This is for both Ali Curung and Elliott Playgroup.

Identified issues still pertain in relation to storage, shade and safe ground coverage and discussions have commenced with the funding body as an identified priority if any funds become available in 2014.

Elliott
Officers followed up November reports that staff were competing for the same clientele as NT Government Families as First Teachers Program which was impacting on attendances.

Subsequent negotiations with the FAFT Program will now see combined delivery at our playgroup site on Tuesdays and Thursdays. In return, Playgroup staff will attend FAFT playgroup with children on Mondays and Wednesdays at our local Sports and Recreation facility. Staff assist this program weekly, engaging parents and are gaining valuable skills and experience from the program teacher. Low numbers have also been identified due to possible site location (in North Camp) and lack of a pick-up service and distance to walk. The Playgroup bus requires seat belts and baby/toddler car seats to comply with current legislation and further funding is required to accommodate this. Accordingly we have made additional requests to the funding body and are awaiting a response.

Remote Indigenous Broadcasting Program (RIBS):

Regular daily broadcasts continue from Elliott with a weekly live broadcast throughout the region via CAAMA Radio. Jason has been doing very well and working with Paul Tolley from CAAMA.

Paul Tolley from CAAMA has undertaken RIBS training with Regional Youth, Sports and Recreation Team, Elliott Youth Sports and Recreation Team and six Elliott residents, including our Council events person at Elliott. Reports on this project have been very positive and with more skilled personnel this has increased our ability to work with the school around a relevant youth project. Planning for these new programs at Elliott will be workshopped in March.

AGED CARE

All Aged Care Services throughout the region have been working very well. Staff coverage over the holiday period has been good and no services were unattended.

There have been major issues with the fridges and freezers with Elliott, Ali Curung and now Arlparra not operational. Assistance has been sought for one off funding through the Department of Health and Ageing. We are awaiting their response in regard to further assistance.

A lease agreement with Department of Families and Children has been signed to utilise an office at the Ampilatwatja centre. The aim will be to have a service delivery area that assists with the holistic approach to health and wellbeing for our community members at Ampilatwatja.

Meals prepared and delivered for the month of January:

Ampiltawatja	1008
Elliott	1008
Arlparra	1512
Imangara	280
Alpurrurulam	1008
Ali Curung	1288
Total	6104

Communications and development of new materials for Aged Care Services continues with CDC Consultants.

Ongoing Barkly Shire Council Aged Care Service Development Project – (CDC Consulting/Able Training and Consultancy).

Safe Houses

Safe House Program continues to be working very closely with our Night Patrol and NT Police. Ali Curung Coordinator continues to assist the Ali Curung Safer Community Strategy as part of NT Police's Community Safety Plan

Elliott Safe House has had six clients accessing assistance with safe accommodation for periods one to five nights. The Safe House Coordinator has advised that there have been three other presentations to the service requesting assistance however as the woman are under the influence of alcohol they are unable to access the safe house and have been taken to either the Clinic or referred to Night Patrol and the Police for further assistance. Once clients have sobered up, they are able to access the service. The Safe House coordinator reports that Alcohol and Drugs are an ongoing challenge. The safe house continues to conduct a number of community service programs such as a Woman's Club where all woman are invited to come and do arts, crafts, cooking and conversation allowing broader education about Domestic Violence behaviours and what behaviours are not acceptable including what services are available to assist families.

Ali Curung continues to have regular numbers at the safe house with 11 presentations this month. Meetings have been held with the Police and Safe House Coordinator around procedures and community safety. The safe house will now be receiving clients via referrals from Police, Night Patrol and the Clinic as the service was starting to be utilised by woman wanting a rest rather than escaping family or domestic violence. A memorandum of Understanding will be developed between service providers pertaining to the safe house use and community safety.

Emergency Relief Funding (ERF)

ERF data reporting has been completed and submitted to FaHCSIA including discussions around unexpended funding for 2013 and current year funding. Unexpended funds were redirected to blankets, food and emergency items anddistributed throughout the region. Funding is expected to be the same for the coming year.

There have only been five ERF request this month. 3 requesting food, 1 requesting power card assistance and 1 request for a mattress for a new mother and her baby (this came from Elliott Family Support Worker).

Libraries

Tennant Creek Library staffing has been supported by Community Services staff and all incoming and outgoing bookings had been completed by hand due to ICT Issues. Although normally a quiet month, January saw a large number of tourists accessing the internet café which was not affected by Councils ICT issues.

Patron Statistics	491
Adult	336
Child	72
Internet	63
Daily Average	24
Item Circulation regular	426
Item circulation in house	123
New items added	43

The Library orders new items through Northern Territory Libraries (NTL) based on annual funding. This financial year's funding has been used to purchase 218 books and 16 DVD's in addition to automatic standing Author items. There have also been many much appreciated donations from the public that have now been added to the Library collection.

Town Pool

The pool has been well utilised for the month of January. Numbers have increased due to the school holidays and Anyinginyi take their Vacation Care children over daily. Early morning swimmers in January have increase and have fluctuated between four and nine per day.

Bronze Medallion Training has commenced for community members on a Sunday morning, conducted by BRC Lifeguard.

Night Patrol October – December 2013

Epenarra
897 people assisted
During the Oct-Dec quarter Epenarra has been relatively quiet. The main assistance has been to children and sports&rec supervision. There has been sorry business during this period. A third night patroller has been employed who is licensed allowing for regular patrols of the community. There have been no reports of substance abuse or sniffing.

Canteen Creek
962 people assisted
During the Oct-Dec quarter Canteen Creek has been operating very well. The main assistance has been to children and regular checks for alcohol. There have been no reports of domestic violence or substance abuse. We have a full team of 4 night patrollers operating well. Issues affecting operations during the period have been weather and sorry business.

Alpurrurulam
326 people assisted
During the Oct-Dec quarter Alpurrurulam has experience an increase in alcohol and anti social behavior. Night Patrol has met with community leaders to discuss the issues. Night Patrol hours have been changed (7.30-12.30) to try and stop alcohol coming into the community late at night. A request has been made to the Department of Prime Minister & Cabinet for funding for a weekend night patrol service. Night Patrol has been working with the local Police during operational times. There has been a high staff turnover. Sorry business and weather conditions have been a factor during the period. The main assistance has been to children, stopping alcohol coming into the community, and resolving family feuds.

Elliott
1078 people assisted
During the Oct-Dec quarter Elliott has been focusing on children safety. Getting kids home safe and being active during sports&rec times. Night Patrol has also given assistance to clients by taking them to safe areas or homes at night. Bike patrols have also been conducted. Night Patrol staff has been working in conjunction with Elliott Police during operational times. No reports of sniffing or substance abuse during the period.

Ali Curung
246 people assisted
During the Oct-Dec quarter Ali Curung has reported substance abuse and sniffing. Alcohol is still a concern in the community. Night Patrol has employed a new team leader. The main assistance has been for children, and breaking up domestic disputes. Night Patrol is working with local Police There is a night patrol staff of 3 and we are in the process of recruiting one additional staff member.

Mungkarta
188 people assisted
During the Oct-Dec quarter Mungkarta has been operating well. The main assistance has been for children. Night Patrol staff has stop alcohol coming into the community, and settle family disputes. There have been no reports of substance abuse or sniffing. There is a night patrol staff of 4 in Mungkarta.

Arlparra
786 people assisted
During the Oct-Dec quarter Arlparra has assisted in safety for community sports. During this period there has been sorry business and ceremony. There have been no reports of substance abuse or sniffing. The main assistance has been for children, and resolving family disputes. There is a night patrol staff of 3 in Arlparra, and we are in the process of recruiting an additional staff member.

Ampilatwatja
736 people assisted
During the Oct-Dec quarter night patrol has been active at community sports events and security checks/observations. The main assistance has been for children and breaking up domestic disputes. There have been no reports of substance abuse or sniffing. The night patrol is operating well with 4 staff members.

Tara
584 people assisted
During the Oct-Dec quarter Tara has assisted children and done security checks on people coming into the community. During this period there have been no reports of substance abuse or sniffing. The night patrol is operating well with 4 staff members.

Murray Downs
Due to the construction of new homes at Murray Downs during the quarter, it has been difficult finding staff. We are in the process of employing staff for night patrol at Murray Downs. The Night Patrol Service in Murray Downs should be operational very soon.

Animal Management

Pound services have been operating throughout the January period. Negotiations are underway in relation to service delivery for the animal management program for 2014. We have been advised that Malcolm McGrath our veterinary surgeon will not renew his contract for 2014 and we are currently exploring a range of options for ongoing delivery with interested stakeholders. Kevin McGrath is currently delivery required services for Tennant Creek until the end of March 2014.

ITEM NUMBER 11.4
TITLE **Executive Director Operations – January 2014 Report**
REFERENCE
AUTHOR Henry Szczypiorski, Executive Director Operations

RECOMMENDATION:
That Council note the report.

OPERATIONS REPORT JANUARY 2014

Update on Waterparks at Ali Curung and Elliott
An update report was presented to the Finance and Operations Committee meeting.

Update on $3.6m Purkiss Reserve Upgrade
An update report was presented to the Finance and Operations Committee meeting.

Update on Garbage Compactor Delivery
An update report was presented to the Finance and Operations Committee meeting.

Environmental Management and Operational Plan
An update report was presented to the Finance and Operations Committee meeting.

Kathleen Park

The Tennant Creek Women's Refuge currently has a licence to occupy agreement from the Barkly Regional Council, until 30 June 2019, for the northern end of Kathleen Park. It is proposed that this section of the park be fenced and become an extension to the Women's Refuge property. Funding from the Regional Australia Development Fund is to be used by the Women's Refuge to construct the park dividing fence and raise all adjoining rear boundary fences to match the height of the Women's Shelter fencing. Other site works include the construction of a centrally located shade structure, the installation of security cameras and an upgrade to lighting.
The integrity of the area will be maintained as a park and will be used for counselling and cultural activities by the clients of the Women's Refuge.

The Women's Refuge has undertaken an informal letter drop to all properties backing onto that portion of the park in question. To date no negative responses had been received. While investigating an enquiry from one of the residents that back onto the portion of the park in question, with regards to losing gate access into the park, it has come to Council attention that due to the Exceptional Development Permit under which the Women's Refuge operates any proposed extension to the property would need to be the subject of a Development Consent Authority (DCA) application. The fact that a portion of a public park was the subject of the extension an "Unlisted Use "application was required to be lodged by Council. Information to support this has come from the Department of Lands, Planning and the Environment.

The following action has been completed by Council:

- The Women's Refuge has been advised to put on hold all planned site works including the fencing and shade structure until a DCA approval has been obtained.

Fencing and Shade structure works were scheduled for completion by the end of March 2014.

The following actions need to occur:

- Council undertake a public consultation to support the DCA application
- Council need to consider revoking the licence to occupy agreement with the Women's Shelter should the DCA application not be successful.

Alpurrurulam Laundry Contract

The contract for the construction of the $361,119.00 laundry at Alpurrurulam was awarded to Arham Contracting Pty Ltd with initial site works commencing on 12/5/2013. The project has seen many delays resulting from a lack of design details, contractor availability, material supply issues and the availability of subcontractors. The Barkly Regional Council has been actively involved in resolving these contract issues and the laundry is at 95% completion. Construction has been delayed due to the Christmas New Years break. The contractor has advised a return to site by mid February to floor drainage issues and complete roof sheeting repairs. The programme indicates construction completion by early March 2014.

Housing Management Programme (HMP) Fencing

The Barkly Regional Council has a contract to fence 189 dwellings throughout a total of 5 communities for the contract sum off $2,835,000.

To date fencing has been completed to 39 dwellings 10 located at Ali Curung and 29 located at Ampilatwatja.

Delays in undertaking this project have resulted from a lack of cadastral survey across all the communities being undertaken by the Department of Lands, Planning and the Environment. The Barkly Regional Council remains in close contact with our Client the Department of Housing on the progress of this vital survey work. The focus of this contract remains the employment, training and mentoring of Indigenous employees in delivering the fencing programme. Council has commenced discussions with Julalikari regarding options to partner Council in the delivery of the remainder of this contract. The project is due for completion in 2016.

Roundabouts

The Barkly Regional Council has engaged the services of OPUS, a civil engineering consultancy to prepare a report in relation to the roundabouts with a view to action recommendations around safety, design and location.

Director of Infrastructure Report for January 2014

Tennant Creek Depot Operations

General duties including infrastructure maintenance, tree lopping, plant maintenance and servicing. Fencing improvements at the town pool to restrict dog access and the maintenance of the Lake Mary Ann pontoon have been commenced.

Movement of plant and equipment within the Barkly Region

The ongoing management of plant and equipment movements throughout the region to support the delivery of Council's core business and project outcomes.

Plant Maintenance

Routine plant maintenance has been provided to a wide range of Council plant and equipment.

Waste Management

The landfill is operating effectively under the new token system.

Token Takings

Month takings	Amount
September	$10,130
October	$11,995
November	$12,270
December	$ 6,980

Tennant Creek Landfill licence

The Tennant Creek Landfill Licence expired in 2010 but was not renewed.
A new Environmental Management Plan (EMP) was prepared during December and submitted to The Department of Lands Planning and the Environment for comment.
Additionally an application for a new Landfill Licence was submitted to the Environmental Protection Agency (EPA). The EPA advised that the application and attached documents would be reviewed to ensure that all licensing requirements were catered for.

Weed Control

Reported infestations are dealt with as required. 5 new species of weeds have been earmarked for attention in the NT. These will be added into the Weed Management Plan.

Verges, Footpaths, and Roads

The Council is currently undertaking slashing and mowing to parks and community areas around town with the onset of the Wet Season. Council will address the rapid growth of grass on verge areas with the assistance of the Barkly Work Camp during February.
Side Entry Pits in Brown Street will be upgraded following damage by local haulage trucks.
Several footpaths have been repaired to address pedestrian tripping hazards. This is an ongoing exercise with the works expected to be completed during February.
Crack sealing product will be used on the Tennant Creek road network during February. All new sealed roads have now been line marked. Further line marking through the town will occur in March 2014, including the parking bay area at the pool and the rear car park of the Executive offices.
Council continues with regular street sweeping.

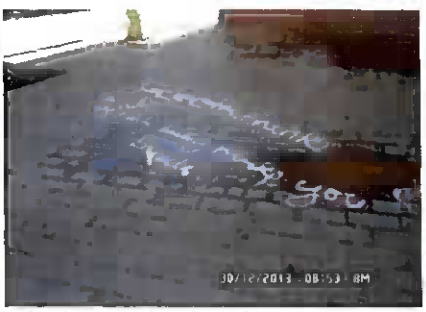
Maintenance of Parks, Gardens, Cemetery

All parks, gardens and the cemetery are managed and maintained through regular routine works.
The entrance gate for Lake Mary Ann has been fabricated and erected on site. The construction of a vehicle turn around area at the entrance gate is scheduled for February. Following construction of the turn around area a notice in the paper will be used to advise the public of Council's resolution to close the Reserve at night.

Vandalism December 2013 – January 2014

LOCATION	DAMAGE CAUSED	ACTION
PEKO PARK	Toilet block and sound shell continuously vandalised with graffiti.. Broken glass in park daily.	Repairs carried out and graffiti removed Glass removed as required.
PURKISS RESERVE	Drain side fence under continuous repairs. The reserve is a hotspot for drinkers. Over 100 bottles of wine and spirits were collected on 23/12/2013. These problems are ongoing.	Fence damages repaired. Area monitored and glass removed as required.
ROADS	Broken glass continues to be found on roads.	Glass is removed as soon as reported.
LAKE MARY ANN	No police called during December or January. Plants stolen and replaced from new garden beds.	The renovated toilet block has not been vandalised in over 2 months due to controls put in place.
DAVIDSON WALK, BACK LANEWAY AND DAVIDSON STREET	Broken glass a continuous problem in the Park and the roadway. Park used as a toilet at night.	Area is cleaned once a day, twice when possible. Glass removed as required. Irrigation lines replaced.

Exeloo toilet



Peko Park soundshell

One night in Purkiss Reserve

Broken Glass

The management of broken glass continues to be a high priority for Council. A self propelled footpath sweeper will be trialled during March. Council is continuing to monitor hot spots.

The sweeper and workers attend to hot spots on the same day as they are brought to the attention of Council.
January saw a some what reduction in the amount of broken glass around town.

Swimming Pool and Small Projects

The Barkly Regional Council has continued with the maintenance of the swimming pool grounds and gardens. Routine testing for water quality is undertaken on a daily basis. The provision of a maintenance service to the grounds of the executive and finance offices on Peko Road and all garden beds on Lake Mary Ann Drive and Stuart Highway intersection. Maintenance of the two garden beds at Lake Mary Ann ablution block.

Fleet Officer

All fleet is managed from Tennant Creek, including registration renewals, purchasing and disposal of fleet and acquisition of quotes for replacement vehicles and plant for all departments. The maintenance of records and statistics for the Tennant Creek Landfill and user accounts. The fleet officer is currently investigating with the assistance of community co-ordinators and depot staff the relocation/possible disposal of surplus or non- operational fleet throughout the Barkly Region. This investigation is expected to result in a reduction in the cost to Council for registration, insurance and maintenance, plus of option of cost recovery through disposal.

Insurance claims

Council currently has 6 claims pending with 4 claims to be processed

Location	Description	Comments	Status
Alpurrurulam	Office breaks in through the roof. Got car keys and stole car.	Settlement on loss of vehicle - received. Building repairs underway.	Not completed. All but one item approved by the insurers for repairs to be carried out.
Ali Curung	Storm damage to Training building	Work has been inspected and completed.	Completed and closed
Tennant Creek Tennis Building	Building burnt by vandals	Building work completed	Completed and closed
Tennant Creek	Reg 982993	Staff hit a cow returning to Tennant Creek	Completed and closed
Tennant Creek	Reg 914003	Hit by a shire vehicle in depot	Completed and closed
Tennant Creek	Reg CA39CG	President's car hit eagle	Completed and closed
Elliott	Reg CA13TD	Wind made gate hit the reversing car.	Require quote and photos
Ali Curung	Reg 982839	Aged care vehicle backed into gate	Require quote
Ali Curung	Reg 612046	Police backed into bus	Police report received. Being actioned

Paterson Street Contract	Operational - Contract has been renewed successfully.
Community Airstrips Contract	Operational – Community Coordinators are urged to send in their airstrip reports at least once a month. There has been a failure to do this over the past 4 months.
Elliott median Strip Contract	Operational
Roads to Recovery	Alpurrurulam road work is being scoped and will be sent out for tender early March.
Security	Vacant houses are under security watch while untenanted.
Outstations clean-up	Depot crew moved to Camel Camp.

Community	Vehicles moved	Loads to dump	State of dump
Atnwengerrpe	38	18	Cleaned
Irrultja	141	54	Cleaned
Camel Camp	31(not completed)	32 (not completed)	New site to be developed with approval from TO's.

There has been a holdup in completion of this work because of the two following factors,

1, There was no waste tip anywhere in Camel Camp and gaining a new site through the regular process of dealing with CLC did not resolve the problem. Council then dealt with the traditional owners who allocated a new site. This occurred just prior to Xmas.

2. Due to the state of the tip at Ampilatwatja, the outstation work group were sent in with a dozer to clean up the site and cut a new pit.

Once this work has been completed they will return to Camel Camp with the dozer to complete work there in early February.

Future Work

Property inspections required. Problem properties have been sent a flammable notice.

Plans to construct a large storage shelter in the yard at the Tennant Creek Depot.

Council is investigating the hire of a local compactor for a period of 6 months. The investigation is aimed at confirming a reduction in the amount of fill required for coverage and a marked reduction in the number of pits required per year. These reductions should easily cover the cost of the compactor hire. A grant application is being prepared to fund this trial.

Football toilet upgrade
Purchase orders for new toilet fixtures have been prepared and upgrade work will be completed during February.

Investigate the removal and replacement of old style poorly located pedestrian crossings. Seek funding opportunities.

Peko Park & rear laneway
Investigation of the lighting in Paterson Street east rear lane and Peko Park - Inspections took place with PowerWater representative and we have received a quote from PowerWater which has been sent to the Grants Officer for the purpose of applying for a Special Purpose Grant.
A planned landscaping upgrade of Peko Park is to take place once funds have been allocated for the work. Some pruning of the existing trees will be required.

57 Peko Road / Local streets
Hire of a stump grinder in February to remove all stumps on Council properties and road verges.

Asset Management

No further advancement in Asset Management since the submission of the July report.
The position of Asset Manager has been readvertised.