



MINUTES OF THE BORROLOOLA LOCAL AUTHORITY MEETING OF THE  
ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE  
ROOM COUNCIL SERVICE DELIVERY CENTRE, BORROLOOLA ON MONDAY,  
18 SEPTEMBER 2017 AT 10:13AM

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**1. PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Councillor Don Garner (Chairperson)

Councillor Keith Rory

**1.2 Local Authority Members**

Marlene Karkadoo

Mike Longton

Stan Allen

Jon Sauer

Maria Pyro

Trish Elmy (from 10:31am)

**1.3 Staff**

Michael Berto –Chief Executive Officer (CEO)

Sharon Hillen - Director of Council and Community Services

Janeen Bulsey – Area Manager Roper

Chantal Binding – Local Authority Support Coordinator

Fred Graham – Senior Council Services Coordinator

Cindy Morgan – Senior Administration Support Officer (Minute Taker)

Ilan Bermeister – Regional Youth Services Coordinator

**1.4 Guests**

Jake Roper – Borroloola Youth

**2. MEETING OPENED**

Meeting opened at 10:13am

**3. WELCOME TO COUNTRY**

Don Garner welcomed all members, staff and guests to the meeting and the Roper Gulf Regional Council pledge was read.

Marlene Karkadoo welcomed everyone to country.

#### **4. APOLOGIES AND LEAVE OF ABSENCE**

##### **4.1 APOLOGIES AND LEAVE OF ABSENCE**

86/2017 RESOLVED (Stan Allan/Mike Longton)

- (a) That the Borroloola Local Authority accept the apologies from Councillor Samuel Evans, Rebecca Gentle and Raymond Anderson

#### **5. CONFIRMATION OF PREVIOUS MINUTES**

##### **5.1 PREVIOUS MINUTES**

87/2017 RESOLVED (Mike Longton/Stan Allan)

- (a) That the Borroloola Local Authority approve the minutes as a true and accurate record of the Borroloola Local Authority's Meeting held on Thursday 4<sup>th</sup> May 2017.

#### **6. CALL FOR ITEMS OF OTHER BUSINESS**

1. Transfer of Borroloola CDP to RGRC
2. LA Membership

#### **7. DISCLOSURES OF INTEREST**

There were no declarations of interest at this Borroloola Local Authority.

#### **8. BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **8.1 ACTION LIST**

88/2017 RESOLVED (Mike Longton/Stan Allan)

- (a) That the Borroloola Local Authority receive, and note the Action List.

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
04.08.16	7.4 Governance updates	Project 23, Pool shade cloth. The small pool already has a shade structure. The Borroloola Local Authority would like to look at options for shade for possibly half of the large pool and some seating areas. Council to obtain quotes	Projects Manager	Ongoing	29.09.2016 Quotes 02.02.17 – Ongoing 08.03.17 – Council are looking at shade options for within the pool area. 07.07.17 Buying shade cloth off the shelf; LA already approved; Procurement - design & scope (Janeen & Fred); Provide update at next LA Meeting. <b>18.09.17 CBT \$66K for permanent shade cloth over pools, to put in euro turf (fake grass) around pool and</b>

					<b>permanent shade for spectators. Report went to OCM on 14.09.17 and approved funding agreement.</b>
09.06.16	6.2 Incoming Correspondence	Request an application for a special lease so licence is not required every 12 months. Licence-01042016-Occupation Licence No.3799-Borrooloola	Area Manager / DCG	Ongoing	04.08.16 RGRC has requested a longer lease over the Tamarind Park area. 17.11.16 Have 12 month special purpose lease with 12 month renewal. Vehicle bollards completed instead of fencing 10.01.2017 – DCCS Sent email to Shoshane Boyd requesting advice on the process. 02.02.17 - Ongoing 28.06.17 - DCG report to OCM (12/07/17) to apply to acquire the subject lots. 12.07.17 Council at OCM authorise an application to be submitted to NTG to acquire subject lots. <b>18.09.17 Still in the process.</b>
09.06.16	8.2 Cemetery	DCCS to send out Cemetery proposal to all LA members	DCCS	<b>Complete</b>	04.08.16 Not sent, to be sent out. 10.01.2017 - Email sent by DCCS. 02.02.17 – Ongoing 08.03.17 – Sign has been refurbished, seating, shade and headstone mould have been ordered. Cemetery Act is still under review. 04.05.17 – Presentation form NTG, headstone mould to be installed in new section, the current Cemetery Plan will still be used. 07.07.17 Part of Operational Plan, survey of new plots. <b>18.09.17 Pop up shade now available, people should be available to set them up. Could be issue if funeral at weekend regarding availability of staff to assist. This will be worked out by staff and families in relation to the funeral.</b>

09.06.16	8.8. Borroloola Swimming Pool	Greg Shanahan, Community Champion, NTG will follow up on Borroloola Pool land tenure application and report back at next LA Meeting.	Greg, Shanahan	<b>Complete</b>	04.08.2016 Lot 920, #305 Robinson Road 04.08.16 need to follow up with Louise Beilby or Greg Shanahan before next LA meeting 27.09.2016 Email received from Louise Beilby advising update – Community Land Grant needs to lodge to finalise the land tenure. 02.02.17 – Ongoing 08.03.17 – finalisation of land lease is now with RGRC. 04.05.17 – report in agenda. 09.06.17 Application Lodged
17.11.16	11.5 Alcohol Management Plan	Response from Surinda Chrichton regarding Alcohol Management Plan and how they want the LA involved to be passed back onto the Local Authority	DCCS / Area Manager	<b>Complete</b>	10.01.2017 - DCCS sent email to Surinda Chrichton asking for more information. 08.03.17 – Sharon has had a meeting with Surinda and there are a lot of things under review. There will be an update at the next meeting. 07.07.17 Advocacy - Referred to Head's of Agency Committee. <b>18.09.17 Update: Focus is now on projects, 1 page plan, to be tabled again.</b>
17.11.16	11.3 Council Services Report- Project Update	Council to seek advice from Power & Water regarding Toilets still hooked up to septic system at the Sport & Rec Centre.	DCCS	Ongoing	10.01.2017 - DCCS to update 08.03.17 – RGRC is talking to Power and Water regarding all toilets we have across the region to reduce cost. Upgrading the toilet system at the Sport & Rec centre is part of a development upgrade proposal going to CBT for sporting complex. 04.05.17 - \$1.3mil application submitted to CBT for Youth Centre Upgrade. 07.07.17: 50% of funding required - DCCS seeking from other agency.

5.11.15		Strategic Plan for the Swimming Pool	Area Manager	<b>Complete</b>	<p>09.06.16 still needs extra funding if pool is to stay open. Advise council if the community want the pool to stay in operation. Pool is closed for maintenance from 1st June through to 31st August 2016.</p> <p>04.08.16 At the last OCM, Council agreed to keep the pool open and continues to fund on the provision that look at ways to subsidise funding. RGRC Grants putting together a proposal to the MRM Community Benefits Trust for some Sports funding. LA want itemised breakdown of Pool budget sent out to before next LA meeting.</p> <p>17.11.2016- Council are committed to funding the Pool for this financial year and it has been included in the Sportsground Master Plan strategy. Council are looking into a user –pays system to offset cost.</p> <p>04.05.17 – report in agenda.</p> <p>07.07.17 - In Master Plan, Council funding pool costs. No More Action.</p>
02.02.17	12.8 Sand Mine	Need to write a letter to local businesses and Town to advise that the sand mine area is no authorised access area. Signage and fencing for surrounding area to be sourced and erected.	Area Manager/ CSC	<b>Complete</b>	<p>02.02.17 - <b>Action:</b> Fred Graham to give an update in the Sand Mine and access at the next LA Meeting. Letters to be sent out to Local Businesses and to the town to advise the Sand Mine is a restricted access area.</p> <p>08.03.17 – need to carry out survey and soil test to determine viability mine and define boundary.</p> <p>07.07.17 Completed.</p>
02.02.17	11.4 Council Financial Report	Local Authority wants to see draft design/plan for the Borrooloola CBD/Searcy Street at the next Meeting.		Ongoing	<p>08.03.17 – plans presented as an agenda item.</p> <p>04.05.17 – new plans to be presented at next meeting, Tonkin to be advised to consult with businesses better.</p> <p>07.07.17 Sharon - Landscape Plan, once specifications completed final consultations will occur.</p> <p><b>18.09.17 About to go</b></p>

					<b>back to tender as had no takers as contractors either were unavailable or project too remote.</b>
02.02.17	12.2 Mange and Parasites in dogs within town	Bring up issue at next Heads of Agency Meeting. Report back the fees and charges associated with bring a vet to town, possibly user pays system.	Area Manager/ CSC	<b>Complete</b>	02.02.17 - Action: Bring up issue at next Heads of Agency Meeting. Action: report back to LA the fees and charges associated with bring a vet to Borroloola, with a user pay system in place. 08.03.17 – agenda item this meeting. 07.07.17 Completed
08.03.17	11.1 ELECTED MEMBER REPORT	Council to invite someone from Lands & Planning to the next LA meeting to provide feedback	Local Authority Coordinator	Ongoing	07.07.17 Write to DLPE (Claire Brown & Graham Finch) invite to next LA Meeting. 28.07.17 Claire Brown provided verbal update to LA Coordinator that NTG is still in discussions with parties regarding native title and proposed subdivision. <b>18.09.17 Still in process.</b>
04.05.17	12.6 STREET LIGHTING	Council to conduct a street light audit and report to appropriate authority.	DCCS	Ongoing	07.07.17 Sharon to write letter to Power & Water Corp to fix lights; Let Peter McLinden know. <b>18.09.17 From January 2018 RGRC will manage this and will pay PWC 3 times a year. Light issues need to be reported to PWC directly through their web-site (Cindy to send link to LA members)</b>
04.05.17	12.7 SPORT & REC	SASO to liaise with DCG to sort out gym access and report back to the community.	DCG/DCCS Sharon	Ongoing	07.07.17 Risk Management Plan - Industry Standards, Supervision; Report to next LA Meeting. <b>18.09.17 Still on going. Issue raised about school staff using gym; To be investigated by Cindy &amp; Sharon who are unaware of this happening.</b>
04.05.17	12.9 JOURNEY WEST	Council to review request and report back what support can be extended to The Journey West Project.	Council	<b>Complete</b>	07.07.17 Letter going to OCM (12/07/17) 12.07.17 At OCM Council agrees to provide vehicles to carry equipment, BBQ trailer and staff.
04.05.17	12.10 NAIDOC WEEK	Naidoc Committee to fill out RGRC hire agreement forms and write a letter to Council asking for waiver for use of facilities.	NAIDOC Committee	<b>Complete</b>	Completed

## **9. INCOMING CORRESPONDENCE**

### **9.1 PROPOSAL TO INSTALL A MOBILE PHONE BASE STATION ON THE HEARTBREAK HOTEL AT 27010 CARPENTARIA HIGHWAY.**

**89/2017 RESOLVED (Jonathon Sauer/Mike Longton)**

That the Borroloola Local Authority receive and make comment on the incoming correspondence from Optus regarding the proposal to install a mobile phone base station on the Heartbreak Hotel at 27010 Carpentaria Highway, McArthur NT 0852 (N.T. Portion 1212 from plan B 000499).

## **10. OUTGOING CORRESPONDENCE**

### **10.1 OUTGOING CORRESPONDENCE**

**90/2017 RESOLVED (Mike Longton/Jonathon Sauer)**

- (a) **That the Borroloola Local Authority receive and note the Outgoing Correspondence.**

## **11. GENERAL BUSINESS**

### **11.1 ELECTED MEMBER REPORT**

- Newly elected council met last week and after a secret ballot, the Council resolved to make Judy MacFarlane our Mayor and Councillor Helen Lee our Deputy Mayor
- We have 8 new councillors and 5 returned councillors
- We had inductions and our first OCM on 14<sup>th</sup> September 2017 together as a new Council
- Financially Council is doing well and Borroloola are going to benefit from upcoming projects, redevelopment of the Council Offices, upgrades to the Sports outdoor courts including a roof, remedial works to Rocky Creek. Some of these projects are joint funded with RGRC, CBT and Government contributions.
- CBD upgrade for Borroloola is going back to be re-tendered due to lack of interest from contractors through the peak time of the year.
- Road conditions has been brought up as a major issue across all areas
- OCM is scheduled to be held in Borroloola 25<sup>th</sup> October 2017
- Councillor Keith Rory and another Councillor will be attending a National Roads Conference in Albany in early November
- Councillors Don Garner and Samuel Evans will be attending the LGANT meeting at the beginning of November
- LA would like Council to approach CBT for support to upgrade the roads around the camp, however Land Tenure is still an issue
- The LA would like to congratulate and welcome our elected members.

**91/2017 RESOLVED (Marleen Karkadoo/Maria Pyro)**

- (a) **That the Borroloola Local Authority receive and note the Elected Member report.**

**ACTION:** The Local Authority would like Council to invite our local Member for Barkly Gerry McCarthy MLA to the October OCM to advocate about the road issues in Borroloola.

## **11.2 COUNCIL SERVICES REPORT**

- The Municipal Crew is continuing get on top of cutting the grass around town and collection of rubbish along the roadside
- Pool is currently closed due to staffing issues, we are currently recruiting for a qualified lifeguard.
- The Sports Oval is being top dressed, and the sprinkler will be back on there as soon as possible
- The Waste Facility has been difficult to manage while we wait for the redevelopment to start and people have continued to set it on fire.
- We are looking at having a collection point at the Municipal yard for cooking oil
- Funerals are starting to occur again, and the LA would like to see the shade purchased by the LA used.
- The NT Cricket Barra Cup is on again this year and the oval will most likely still not be available. Might need to approach the school to utilise their oval.
- The Municipal Crew is continuing their effort to clean up around town.
- The recycling bins are working well around town and we would like to get more out there.
- Councillor Don Garner thanked the Council crew for their efforts on behalf on the LA.

**92/2017 RESOLVED (Mike Longton/Stan Allan)**

- (a) **That the Borroloola Local Authority receive and note the verbal Council Services Report.**

## **11.3 COUNCIL FINANCIAL REPORT**

- The report in the agenda is from June, utilised the report dated 31 August 2017 from the last OCM to review figures
- Audit is underway now for our Annual Report, due to be released in November 2017
- The business of Council is running well and as a result Council have money in the bank
- Council have allocated money to get projects up and running

**93/2017 RESOLVED (Mike Longton/Keith Rory)**

- (a) **That the Borroloola Local Authority receive and note the Borroloola financial report for the fourth quarter of 2016-17.**

## **11.4 GOVERNANCE REPORT - NEW AND REVEIWED POLICIES**

**94/2017 RESOLVED (Keith Rory/Jonathon Sauer)**

- (a) **That the Borroloola Local Authority receive and note the following new policies of Council:**
- 1. ADM025 Conflict of Interest – Staff Policy**
  - 2. ADM011 Conflict of Interest – Members Policy**



3. HR035 – Relocation Assistance Policy
4. CTS002 - Commercial Commitments Policy

(b) That the Borroloola Local Authority receive and note the following reviewed policies of Council:

1. ASS002 – Asset Management Policy
2. HR014 – Employee Training and Development Policy
3. ADM001 – Policy Framework
4. GOV012 - Organisational Delegations Manual (non-financial)

The following reviewed policies were also presented to the Borroloola Local Authority:

(a) That the Borroloola Local Authority receive and note the following reviewed policies:

1. GOV014 Good Governance Policy (previously ADM014)
2. GOV15 Legislative and Regulatory Compliance Policy (previously ADM015)
3. ASS001 Fleet Procurement and Allocation Policy
4. CL005 Council Meeting Procedure Policy
5. CL006 Elected Council Member Allowance Policy,
6. GOV004 Cultural Business Policy (previously ADM004)
7. GOV009 Vehicle Use Policy (previously ADM009)
8. LA001 Local Authority Policy
9. WS002 Smoke Free Policy
10. WS003 Work Health and Safety Policy
11. WS005 PPE Policy
12. WS006 Firearm and Tranquiliser Policy
13. GOV001 – Policy Framework (previously ADM001)
14. GOV005 – Communication Policy (previously ADM005)
15. GOV012 – Organisational Delegations Manual (previously ADM012)
16. HR003 – Employee Discipline Policy
17. HR005 – Confidentiality Policy
18. HR008 – Off-site Workers Policy
19. HR009 – Volunteer Policy
20. HR010 – Visa Policy
21. HR011 – Leave Policy
22. HR015 – Uniform Policy
23. HR023 – Criminal History Check Policy
24. WS004 – Pool Policy
25. WS008 – Evacuation Policy

## **11.5 COMPLAINTS REGISTER**

*95/2017* RESOLVED (Mike Longton/Stam Allan)

(a) That the Borroloola Local Authority receive and note the Complaints Register.

## **11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE GENERAL UPDATE ON BOTH LA AND GENERAL PROJECTS FOR BORROLOOLA**

- Borroloola Government Business Centre funding has come through and tender will be drawn up in the coming weeks, with development to start in the next couple of months

- Borroloola Rec centre court redevelopment
- Borroloola CBD upgrade
- Anyula Street Park, draft design
- Rocky Creek Causeway, remedial works still to happen before the wet season
- Borroloola Waste Facility upgrade to commence soon with contractor due onsite this week.

**96/2017 RESOLVED (Mike Longton/Jonathon Sauer)**

- That the Borroloola Local Authority receive and note the report on the Local Authority Project funding.
- That the Borroloola Local Authority receive and note the verbal update on general projects moving ahead in Borroloola.

**ACTION:** Look into signage and options to stop large traffic going through town and ending up with no where to turn around.

**ACTION:** LA would like Council to look into options for the creation of a town map.

**11.7 2018-2021 STRATEGIC PLAN**

**97/2017 RESOLVED (Keith Rory/Jonathon Sauer)**

- That the Borroloola Local Authority receives and notes the report about proposed planning and consultation for the 2018-2021 Strategic Plan.

**11.8 GRANTS: ROUND 1 2017-18 ROPER GULF REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM**

**98/2017 RESOLVED (Mike Longton/Stan Allan)**

- That Borroloola Local Authority receive and note commencement of Round 1 of the 2017-18 Community Grants Program.

**11.9 RESOLUTIONS FROM COUNCIL**

**99/2017 RESOLVED (Mike Longton/Keith Rory)**

- That the Borroloola Local Authority receive and note the resolutions of the Ordinary Meeting of Council on Wednesday 31<sup>st</sup> May 2017 and Thursday 15<sup>th</sup> June 2017.

**11.10 COMMUNITY SERVICES REPORT - NIGHT PATROL**

**100/2017 RESOLVED (Mike Longton/Keith Rory)**

- That The Borroloola Local Authority receive and note the Community Night Patrol Report.

## **11.11 COMMUNITY SERVICES REPORT**

**101/2017 RESOLVED (Mike Longton/Stan Allan)**

- (a) **That the Borroloola Local Authority receive and note the verbal Community Services Report.**

## **11.12 COMMUNITY SERVICES REPORT**

**102/2017 RESOLVED (Mike Longton/Keith Rory)**

- (a) **That The Local Authority accept the Community Safety Report**

## **12. OTHER BUSINESS**

### **12.1 TOWARDS ZERO ROAD SAFETY**

**103/2017 RESOLVED (Keith Rory/Jonathon Sauer)**

- (a) **That the Borroloola Local Authority receive and note the Towards Zero Road Safety discussion paper.**

### **12.2 TRANSFER OF BORROLOOLA CDP TO RGRC**

CEO Michael Berto gave the LA an update on CDP transition for Borroloola

- Contract was signed last week for RGRC to take the contract on from 1<sup>st</sup> of October through to the end of June 2018
- Part of the contract includes the majority of GSNT staff transition over to RGRC in the short term

**104/2017 RESOLVED (Marleen Karkadoo/Mike Longton)**

- (a) **That the Borroloola Local Authority receive and note the verbal update on the transition of Borroloola CDP program over to RGRC**

### **12.3 LA MEMBERSHIP**

- All current LA Members have been re-appointed by Council at last week's OCM.
- Discussion regarding 1 vacancy still for Borroloola that hasn't been filled since one of our member passed away.
- The LA would like to see some younger community members join.
- The previous Council had recommend that all LA's include 2 youth members as a part of each LA
- LA Member Nomination forms can be collected from the Council Office

**105/2017 RESOLVED (Marleen Karkadoo/Mike Longton)**

- (a) **That the Borroloola Local Authority receive and note the verbal update on LA Membership**

**CLOSE OF MEETING**

The meeting terminated at 12.52pm.

THIS PAGE AND THE PRECEEDING 12 PAGES ARE THE MINUTES OF THE Borroloola Local Authority Meeting HELD ON Monday, 18 September 2017 AND CONFIRMED Thursday, 9 November 2017.

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Chairperson