



MINUTES OF THE BARUNGA LOCAL AUTHORITY MEETING OF THE ROPER  
GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM  
COUNCIL SERVICE DELIVERY CENTRE, BARUNGA ON  
TUESDAY, 14 NOVEMBER 2017 AT 3:00PM

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**1. PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Mayor Judy MacFarlane  
Deputy Mayor Helen Lee (Chairperson)  
Councillor Wayne Runyu

**1.2 Local Authority Members**

Nell Brown  
Anita Painter  
Anne-Marie Lee  
Vita Brinjen

**1.3 Staff**

Michael Berto, CEO  
Nathan Mclvor, Area Manager  
Soozie Gillies, Council Services Coordinator  
Chantal Binding, Local Authority Support Coordinator (Minute Taker)  
Sommer Meadows, CDP Supervisor  
Eventhia Friday, SASO (Minute Taker)

**1.4 Guests**

Tom Girdler, Department of Housing and Community Development  
Angustine Amon, Department of Housing and Community Development  
Steven Kubasiewicz, Department of Housing and Community Development  
Kallum Peckham-McKenzie, Department of Housing and Community Development  
Tom Girdler, Department of Housing and Community Development  
Campbell Grace, Department of Housing and Community Development  
Jason Ramsamy, Department of Housing and Community Development  
Donna Warland, Department of Housing and Community Development  
Moira McCreesh, Alcohol Action Initiative  
Alex Bowen, ARDS Aboriginal Corporation c/o Power & Water Corporation  
Salome Harris, ARDS Aboriginal Corporation c/o Power & Water Corporation  
Selena Uibo, Member for Arnhem  
Jo Nicol, Office of Warren Snowden MP

## **2. MEETING OPENED**

Meeting opened at 3.08pm

## **3. WELCOME TO COUNTRY**

Chairperson Deputy Mayor Helen Lee welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council pledge was read.

**NOTE:** The Chair approved the following Agenda Items to be brought forward from the original Agenda order.

### **12.5 ALCOHOL ACTION INITIATIVE - UPDATE**

Moira provided an update to LA members:

- Funds available to support community activities and projects.
- First round has gone up to Department of Prime Minister and Cabinet, decision made by January next year as to which applicants have been successful.
- Some projects have ongoing funding for 2 years.
- Recommendations have now been published regarding the Review of NT Alcohol Policies and Legislation, copy will be left here.

### **12.6 INSTALLATION OF NEW POWER METRES**

- Consultants for Power and Water Corporation discussed the installation of new power metres in Barunga to replace existing power card model (picture was handed around).
- Many remote communities have already changed over to new system.
- The installations for Barunga have been pushed back to 4<sup>th</sup> of December to allow the community to have more time to prepare and familiarise with new system.
- A contractor will go to each house to install a new meter
- The new system will operate on transferred credit directly to the meter either by purchasing credit over the phone, from the shop or directly from P&WC in Katherine.
- Any remaining credit on power card will be transferred over to the new system but any cards not in the meter will be a longer process to get refunded.
- Members asked for a community meeting to discuss their concerns, particularly that many community members do not have credit cards if having to purchase electricity credit over the telephone.
- If credit runs out then power will still be available, particularly if meter runs out at night or over the weekend and allows time for people to purchase more credit. However the meter will go into debt amount owing if credit runs out.
- Basic Card will be a payment method at shop but not on the phone, but being investigated.
- There is money budgeted for someone from the community to assist P&WC during the installation process and accompany them when going to the residents' houses. CDP offered to assist.
- The LA would like a community meeting with P&WC to discuss the new meter system.

**ACTION:** P&WC to arrange a community meeting with CSC regarding suitable dates.

### **12.4 LAND USE PLANNING - DHCD**

Steven Kubasiewicz, Senior Planner provided update and presentation on the Barunga community draft land use plan and will be circulated next week to all stakeholders including the LA and the Community. Open for comment for 2 weeks. The LA would like Steven to attend next Community Meeting to discuss the draft plan.

### **52/2017 RESOLVED (Anne-Marie Lee/Vita Brinjen)**

- (a) **That the Barunga Local Authority receive and note the presentation from**

## **Department of Housing and Community Development on Community Land Use Plans.**

**ACTION:** Area Manager to inform Steven Kubasiewicz of next community meeting date.

### **12.3 DEPARTMENT OF HOUSING - ROOM TO BREATHE HOUSING PROGRAM**

Magic ID: 725869

Presentation on Remote Housing Program (leaflet distributed and Lot plans & house designs)

#### **Discussions on floor plans, colours, specific lots:**

- 8 new building allocated 2018/19
- 4 vacant serviceable lots currently available in Barunga
- Size of lots determine potential build
- Lots 182 (green) and 171 (red) 3 bedroom stand alone dwellings
- Lot 281 (blue) 2 x 2 bedroom duplex
- Lot 241 (blue) 4x1 bedroom Quadplex
- Lots 233, 278, 277 were discussed for further investigation

#### **51/2017 RESOLVED (Helen Lee/Wayne Runyu)**

- (a) That the Barunga Local Authority receive and note the presentation from the Department of Housing about the Room to Breathe Housing Program.**
- (b) That the Barunga Local Authority approved Lots 182 (green) and Lot 171 (red) 3 bedroom stand alone dwellings, Lot 281 (blue) 2 x 2 bedroom duplex and Lot 241 (blue) 4x1 bedroom Quadplex.**

### **12.7 SELENA UIBO, MEMBER FOR ARNHEM UPDATE**

- Selena Uibo acknowledged the Traditional Owners of this land.
- Update on the new bridge at Ngukurr highway.
- Advised on the grants for remote economic development.
- Noted the importance of 2018 Barunga Statement – 30<sup>th</sup> Anniversary.
- Second round of Estimates were due next week and new process, Selena is on the Committee.
- Last sitting next week in Darwin for Parliament.
- Selena is the Co Chair for Treaty Across the NT and Land and Sea.
- Discussed the importance of local decision making and discussions with the Chief Minister.
- Housing is moving forward on a lot of projects.

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

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

#### **29/2017 RESOLVED (Judy MacFarlane/Helen Lee)**

- (a) The Barunga Local Authority Meeting, 14 November, 2017 accept the apology of Councillor Selina Ashley.**

### **4.2 RESCIND LOCAL AUTHORITY MEMBERS**

#### **30/2017 RESOLVED (Anita Painter/Nell Brown)**

- (a) The Barunga Local Authority rescinds the membership of Anthony Groves and**

**Amanda Ngalmi from the Barunga Local Authority as they no longer reside in Barunga.**

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

### **5.1 PREVIOUS MINUTES**

**31/2017 RESOLVED (Helen Lee/Anita Painter)**

- (a) **That the Barunga Local Authority approve the minutes as a true and accurate record of the Barunga Local Authority's Meeting held on Monday 13<sup>th</sup> February 2017.**

**32/2017 RESOLVED (Helen Lee/Nell Brown)**

- (b) **That the Barunga Local Authority approve the minutes as a true and accurate record of the Barunga Local Authority's Meeting held on and Friday, 2<sup>nd</sup> June 2017 (Provisional).**

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

1. 'DO NOT KNOCK INFORMED COMMUNITIES' PROJECT - AUSTRALIAN COMPETITION & CONSUMER COMMISSION
2. REMOTE FUNDING FOR ABORIGINAL ENTREPRENEURS
3. DEPARTMENT OF HOUSING - ROOM TO BREATHE HOUSING PROGRAM
4. LAND USE PLANNING – DHCD
5. Alcohol Action Initiative Update
6. Installation of new power meters
7. Selena Uibo Member for Arnhem Update

## **7. DISCLOSURES OF INTEREST**

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

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

### **8.1 ACTION LIST**

Regarding the costs of burials, the CEO briefly explained the following:

- It is an issue regarding all the costs in community and people get confused and do not understand all the costs involved.
- Approximately \$800 for a burial where costs also include digger machine and operator.
- Additional ongoing management and maintenance costs of the cemetery and the graves.
- A payment plan could be introduced to assist families managing the costs.
- People need to be educated about these and regarding the ownership of the land clarified.
- The Cemeteries Act is coming in and this has to be taken within communities.
- The NLC has funds to support funerals.
- More discussions to be undertaken by RGRC.

**33/2017 RESOLVED (Judy MacFarlane/Helen Lee)**

- (a) **That the Barunga Local Authority receive and note the Action List.**

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments – Completion Date
16.04.13		Sign and identify graves at cemetery	Area Manager (AM) & Community	Ongoing	<p>24.06.2016 Pending Cemetery Act Review to LA members before the next meeting.</p> <p>22.11.2016 more graves need to be identify by NLC</p> <p>13.02.2017 - Nathan Mclvor informed the LA Members of how impressed the Mataranka LA and Deputy Mayor Judy MacFarlane were with the Barunga CDP's presentation of the Headstones they have been creating. Deputy Mayor requested that the Barunga CDP train other Communities at this activity. Nathan Mclvor also said that there are still a number of graves that need to be identified, which can be done by using a special surveying tool.</p> <p>07.07.17 Identifying graves was previously undertaken by Flinders University (Clare Smith) with the Elders. Now part of Operational Plans with plans for new design and scope, communicate with NLC and TO's.</p> <p><b>14.11.17 No current register work with community to identify graves over the next 2 months.</b></p>

23.02.16		LA Request signs at Cemetery to proceed.	Area Manager	<b>Complete</b>	<p>22.03.16: Signs to be replaced needs further discussion. Headstones</p> <p>20.12.16 Further discussion needed at next LA Meeting (30.01.2017) for the Signs at the Cemetery. Headstones will be made in the new year as a CDP project.</p> <p>13.02.17 - CDP have commenced the making of headstones for graves and are doing a great job. Area Manager and CSC to look into signage at cemetery for the entrance "BARUNGA CEMETERY" also for signs stating that there is to be no access via vehicles past the entrance. (With exemptions) LA Member Tony Walla also suggested having a plaque made to be displayed at the Cemetery entrance that has a list of names of the deceased that lay in the Barunga Cemetery. (possibly a project that can be added as a new town priority for the coming financial year)</p> <p>02.06.17 Seeking quote for "Cemetery" and No Vehicle Access" signs, will be completed by August.</p> <p>19.07.17 PO has been completed and the signs will be done today. Pick up signs 20.07.17 and install them on the 24.07.17</p> <p><b>14.11.17 Signs installed</b></p>
23.02.16	7.2 Area Managers Report	Sharon Hillen to find out about repairs to street lights by P&W	DCS/Marc Gardner	<b>Complete</b>	<p>14.06.2016: RGRC is working with PWC announcements in Budget about funds for streetlights</p> <p>23.08.2016: Ben to get Key ASAP</p> <p>22.11.16 No key to access the panel</p> <p>13.02.2017 - Still haven't found keys to access the panel, might try and break into one and get spare keys.</p> <p>07.02.17 Audit has been completed, Beswick will be getting the lights repair soon and then Barunga.</p> <p>02.06.17 no keys, opening panels to see what is wrong; contractors building house have knocked one down.</p> <p>07.07.17 Part of Operational Plan.</p> <p><b>14.11.17 Lights were repaired</b></p>

23.08.16	7.3 Council Financial Reports	LA request explanation of Overspend of 26k in 160 Municipal Services	Area Manager / Finance Manager	<b>Complete</b>	02.06.17 no response; chase up for next meeting. 27.06.17. There is an overspend in Salaries 11,872 One of the long serving employee left his job . We had payout all his outstanding entitlements. The overspend for fuel is 17,502. The fuel bowser in Barunga has broken down, Actual logs were not available. Municipal services has to be charged more at year end reconciliation.
13.02.17	8.1 Action List - Solar Lights	Projects Manager update Solar Light Repairs.	Area Manager/ CSC	Ongoing	Links to below. <b>14.11.17 2 solar lights to be installed in the next 2 to 3 weeks</b>
13.02.17	8.1 Action List - Solar Lights	Locate resolution about where it was decided that three new solar lights would be put.	Local Authority Coordinator	<b>Complete</b>	02.06.17 Resolution in March 2016 allocates to Norforce and Train par 1 each & Discussed a light going in the alley way. New location for 3rd light - Back Rd, CSC & AM to check location is suitable. 07.07.17 Put on Agenda for next LA Meeting to confirm location of lights. 19.07.17 Just to confirm Barunga has 2 lights 1 Solar light will be going to Ngalakan Street between lot 265 and 258 on the opposite side. The 2nd Solar light will be going to Culture Park lot 326 Bagala Road at the culture dancing area.
13.02.17	12.3 Community and Cemetery Issues	Look at what the possibility is of procuring a Gator for the Barunga Municipal Crew.	Area Manager/ CSC	<b>Complete</b>	02.06.17 AM working with NP Manager in transferring assets. 07.07.17 Transfer of asset with Night Patrol. <b>14.11.17 Gator gone to Eva Valley.</b>
02.06.17	8.1 Action List	Mayor and CEO requested to hold a community meeting and explain fees and charges to residents, e.g. burials.	Mayor/ CEO	Ongoing	07.07.17 Community to arrange a community meeting and CEO will attend to explain breakdown of costs, management and maintenance. Agenda item for next LA Meeting. Lyndon (Comms) to make a flyer for community meeting. 19.07.17 Ongoing. ACTION: LA advise CEO of date & time to attend a public meeting. 31.10.17 Amanda Haigh working with May Rosas on communication material regarding fees & charges.

## **9. INCOMING CORRESPONDENCE**

Nil

## **10. OUTGOING CORRESPONDENCE**

### **10.1 OUTGOING CORRESPONDENCE**

**34/2017 RESOLVED (Anita Painter/Wayne Runyu)**

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

## **11. GENERAL BUSINESS**

### **11.1 ELECTED MEMBER REPORT**

**35/2017 RESOLVED (Anne-Marie Lee/Wayne Runyu)**

- (a) That the Barunga Local Authority receive and note the Elected Member Report.

*Cr Helen Lee left the meeting, the time being 5:10 PM*

*Cr Helen Lee returned to the meeting, the time being 5:12 PM*

### **11.2 COUNCIL SERVICES REPORT**

**36/2017 RESOLVED (Helen Lee/Wayne Runyu)**

- (a) That the Barunga Local Authority receive and note the Council Services Report.

### **11.3 COUNCIL FINANCIAL REPORT - BARUNGA**

**37/2017 RESOLVED (Anita Painter/Wayne Runyu)**

- (a) That the Barunga Local Authority receive and note the financial report for the first quarter of 2017-18 financial year.

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

**38/2017 RESOLVED (Anne-Marie Lee/Anita Painter)**

- (a) That the Barunga 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 Barunga 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)

- (c) That the Barunga 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
26. CL009 – Elected Member Development and Support Policy

(d) That the Barunga Local Authority receive and note the following reviewed Policies:

1. CL001 – Members' Code of Conduct
2. CL003 – Elected Member and Employee Gift Policy
3. CL007 – Caretaker Policy
4. CL009 – Elected Member Development and Support Policy
5. GOV008 – Travel Policy for Councillors and Employees
6. HR004 – Recruitment and Selection Policy
7. HR006 – Working With Children Policy

## 11.5 GOVERNANCE COMPLAINTS REGISTER

39/2017 RESOLVED (Judy MacFarlane/Helen Lee)

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

## 11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE

40/2017 RESOLVED (Helen Lee/Anne-Marie Lee)

(a) That the Barunga Local Authority receive and note the report on the Local Authority Project funding.

**ACTION:** Seating around Cultural Park - Area Manager to organise out of session meeting with LA Members to discuss costs.

## 11.7 COMMUNITY DEVELOPMENT PROGRAMME

Further points of discussion:

- Repairs/renovations to Barunga Stage

- Bachelor coming in February to conduct, engineering small engines and construction course.
- CSC asked LA to advise on the heritage status of building behind the stage. No heritage value or cultural significance identified by LA members present.

**41/2017 RESOLVED (Vita Brinjen/Helen Lee)**

- (a) **That the Barunga Local Authority receive and note the CDP Report.**

*Judy MacFarlane left the meeting, the time being 5:45 PM*

*Judy MacFarlane returned to the meeting, the time being 5:47 PM*

#### **11.8 COMMUNITY SERVICES REPORT - COMMUNITY SAFETY**

**42/2017 RESOLVED (Helen Lee/Anne-Marie Lee)**

- (a) **That The Barunga Local Authority receive and note Community Safety Report.**

#### **11.9 COMMUNITY SERVICES - AGED CARE, DISABILITY, CRECHE**

**43/2017 RESOLVED (Anita Painter/Nell Brown)**

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

#### **11.10 RESIGNATION OF BARUNGA LA MEMBER DAVID OENPELLI**

**44/2017 RESOLVED (Helen Lee/Anne-Marie Lee)**

- (a) **That the Barunga Local Authority accept the resignation of David Oenpelli from the Barunga Local Authority.**

#### **11.11 ROPER GULF REGIONAL COUNCIL 2018 MEETING CALENDAR**

**45/2017 RESOLVED (Anita Painter/Wayne Runyu)**

- (a) **That the Barunga Local Authority receive and note the attached Roper Gulf Regional Council 2018 Meeting Calendar.**

#### **11.12 2018-2021 STRATEGIC PLAN**

**46/2017 RESOLVED (Anne-Marie Lee/Vita Brinjen)**

- (a) **That the Barunga Local Authority receive and note the report about proposed planning and consultation for the 2018-2021 Strategic Plan.**

#### **11.13 GRANTS: FUNDING FOR EXERCISE STATIONS IN THREE COMMUNITIES**

- Only static equipment to be installed - no moving parts
- Static options can be viewed at O'Shae Terrace Katherine or Waterfront Darwin
- Quotes for static equipment to be sourced
- Locations needs to be decided; softball oval is a possibility

47/2017 RESOLVED (Helen Lee/Wayne Runyu)

- (a) That the Barunga Local Authority provide a recommendation to Council on the installation of exercise stations in the Region.
- (b) That the Barunga Local Authority receive and note the attached quote and presentation for the exercise equipment.
- (c) That the Barunga Local Authority recommend to Council that only static equipment with no moving parts be installed.

**ACTION:** Quotes for static equipment to be sourced by Area Manager and locations to be decided by LA & Community.

#### **11.14 CHANGES TO PUBLIC LIBRARY SERVICES**

48/2017 RESOLVED (Anne-Marie Lee/Anita Painter)

- (a) That the Barunga Local Authority receive and note the report relating to changes to the NT Library Service.

#### **12. OTHER BUSINESS**

##### **12.1 'DO NOT KNOCK INFORMED COMMUNITIES' PROJECT - AUSTRALIAN COMPETITION & CONSUMER COMMISSION**

49/2017 RESOLVED (Anita Painter/Nell Brown)

- (a) That the Barunga Local Authority receive and note the Information regarding the 'Do Not Knock Informed Communities' Project run by Australian Competition & Consumer Commission.
- (b) That the Barunga Local Authority discuss their interest in the Project.
- (c) That the Barunga Local Authority would like a representative from ACC to attend next LA meeting.

**ACTION:** Area Manager to invite ACC representatives to next LA meeting February

##### **12.2 REMOTE FUNDING FOR ABORIGINAL ENTREPRENEURS**

50/2017 RESOLVED (Vita Brinjen/Nell Brown)

- (a) That the Barunga Local Authority receive and note the Information on Remote Funding for Aboriginal Entrepreneurs.

#### **CLOSE OF MEETING**

The meeting terminated at 6.10pm.

THIS PAGE AND THE PRECEEDING 10 PAGES ARE THE MINUTES OF THE Barunga Local Authority Meeting HELD ON Tuesday, 14 November 2017 AND CONFIRMED 20 February 2018.

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Chairperson