



AGENDA

BARUNGA LOCAL AUTHORITY MEETING

TUESDAY, 12 FEBRUARY 2019

Notice is given that the next Barunga Local Authority Meeting of the Roper Gulf Regional Council will be held on:

- Tuesday, 12 February 2019 at
- The Conference Room Council Service Delivery Centre, Barunga
- Commencing at 10.00 AM

Your attendance at the meeting will be appreciated.

BARUNGA CURRENT MEMBERSHIP:

List Members of LA

Elected Members

- 1. Mayor Judy MacFARLANE**
- 2. Deputy Mayor Helen LEE**
- 3. Cr Selina ASHLEY**
- 4. Cr Deanna KENNEDY**

Appointed Members

- 1. Anita PAINTER**
- 2. Nell BROWN**
- 3. Tony WALLA**
- 4. Vita BRINJEN**
- 5. Anne-Marie LEE**
- 6. Symeon BULUMBARA**
- 7. Denni BARMA (Youth)**
- 8. Illana RANKIN (Youth)**

MEMBERS: 11

COUNCIL: 3

LA: 8

QUORUM: 6 (minimum requirement)

PROVISIONAL: 5

Explanatory Note:

Meetings must meet a 'quorum' of 50% + 1 of all members.

If no quorum, but a majority of appointed members (50% + 1) a 'provisional meeting' can be held.

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

Members at a 'provisional meeting' may by majority vote make recommendations to Council, however the recommendations shall be considered as those of a 'provisional meeting' rather than a Local Authority.

A 'provisional meeting' does not have the powers or function delegated to a Local Authority, and it cannot approve minutes of a Local Authority meeting.

Local Authority appointed members are paid for attending meetings, (not for Informal Meetings or Roper Gulf Regional Council Employees during their hours of work).

PLEDGE

“We pledge to work as one towards a better future through effective use of all resources.

We have identified these key values and principles of Honesty, Equality, Accountability, Respect and Trust as being integral in the achievement of our vision, that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant”.

PRAMIS BLA WI

“Mela pramis bla wek gudbalawei bla meigim futja bla wi wanwei, en bla yusim ola gudwan ting bla helpum wi luk lida.

Mela bin luk ol dijlod rul, ebrobodi gada tok trubalawei, wi gada meik so wi gibit firgo en lisiin misalp, abum rispek en trastim misalp bla jinggabat bla luk lida, Roper Galf Rijinul Kaunsul deya maindim en kipbum bla wi pramis , dum wek brabli gudbalawei, en im laibliwan”

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	<i>Nil</i>	
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CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE 789113
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) That the Barunga Local Authority receives and notes Confirmation of Previous Minutes.

BACKGROUND

Barunga Local Authority Meeting was held on Tuesday, 16 October 2018.

Attached are the minutes from the meeting.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 [↓](#) Barunga Local Authority 2018-10-16 [767696].DOCX



MINUTES OF THE BARUNGA LOCAL AUTHORITY MEETING HELD AT THE
CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BARUNGA ON
TUESDAY, 16 OCTOBER 2018 AT 10.00AM

1.PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor Judy MACFARLANE (Chairperson)

1.2 Local Authority Members

Anne-Marie LEE

Vita BRINJEN

Nell BROWN (Jungiyi)

Anita PAINTER

Symeon BULUMBARA (Traditional Owner)

1.3 Staff

Virginia BOON – Acting Director of Council and Community Services [DCCS]

Alisha SULLIVAN – Executive Assistant to DCCS

Susan GILLIES – Council Services Coordinator

Larisa LEE – Senior Administration Support Officer (Minute Taker)

Adi Losalini ROKOVADA – CDP Coordinator

1.4 Guests

Keegan WILLIAMS – Department of Housing and Community Development

Deanna KENNEDY – Department of Prime Minister Cabinet

2.MEETING OPENED

Meeting opened at 10.20AM

3.WELCOME TO COUNTRY

Chairperson Mayor Judy MacFARLANE welcomed members, staff and guests to the meeting and the Regional Council pledge was read.

Alisha & Keegan completed a short introduction about themselves, Deanna was formerly congratulated by the Mayor, she will be formerly sworn in as a Councillor on the 29th October 2018.

4.APOLOGIES AND LEAVE OF ABSENCE

15/2018 RESOLVED (Anne-Marie Lee/ Vita Brinjen)

- (a) That the Barunga Local Authority accepts the apologies from Helen LEE, Selina ASHLEY, Nathan MCIVOR and Denni BARMA.

5.CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS MINUTES**

37/2018 RESOLVED (Symeon Bulumbara/Anne-Marie Lee)

- (a) That the Barunga Local Authority approves the minutes as a true and accurate record of the Barunga Local Authority meeting held on 21st August 2018.

6. CALL FOR ITEM OF OTHER BUSINESS

1. Bitumen around Bottom Camp and dust suppression
2. School Holiday Programs

7.DISCLOSURES OF INTEREST

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

8.BUSINESS ARISING FROM PREVIOUS MINUTES

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments – Completion Date
16.04.13	Action List	Sign and identify graves at cemetery	Area Manager (AM) & Community	Completed	<p>15/08/2018 Completed.</p> <p>Flinders University has been to Barunga and identified graves. Communication with AM and Flinders is ongoing and the report will be provided to the AM once complete.</p> <p>200 x 400 and 600 mm star pickets purchased and installed at each known grave with an identification number.</p> <p>A register has been created and a form developed to capture burial information.</p>

14.11.17	11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE	Seating around Cultural Park - Area Manager to organize out of session meeting with LA Members to discuss costs.	Area Manager	Ongoing	16/10/2018: LA approved the REPLAS PARKDALE bench, 24 seats have been ordered and delivery is expected in 6 – 8 weeks.
24.04.18	8.1 ACTION LIST	Install 5 new Solar Lights	Area Manager/ CSC	Ongoing	CSC to mark 5 new solar lights on the Barunga map then will apply for quotes. 10/10/2018: Solar light locations identified on Barunga map. 16/10/2018: No funds allocated
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install new Tap at Norforce Park	Area Manager/ CSC	Ongoing	Plumbers have advised new application to Power and Water required before they can tap into main line. Request sent to Assets for new connection and meter for NORFORCE PARK. Awaiting permission to connect. 16/10/2018: No funds allocated
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install more Speed bumps and Install a Pedestrian crossing at Lot 243.	Area Manager/ CSC	Ongoing	Sourcing quotes for new Speed Bumps. 2 signs and 2 speed bumps near the Crèche. Area Manager has supplier for speed bumps awaiting quote number of speed bumps is 10 not 2 10/10/18: CSC and Deputy Mayor and LA Members scoped Barunga and Contractor was contacted 10/10/2018 to quote on 14 concrete speed humps. AM working on this. Speed bump locations identified on local map. 16/10/2018: No funds allocated
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install Fence around the Football oval	Area Manager/ CSC	Ongoing	Area Manager/CSC to apply for a Quote/Costing. Traffic Management around the green space. Sharon to report back to LA members.
21/08/18	12.1 KNOWLEDGE GARDEN	Knowledge/ memorial Garden	LA members	16/10/18	LA Members to provide feedback on options presented for memorial knowledge garden.
21/08/18	12.2 MEMORIAL PARK	Memorial Park	LA Members / CSC / CDP/ Antony Lee	Ongoing	Scope and design for improved access and use of Memorial Park.

9.INCOMING CORRESPONDENCE

Nil

10.OUTGOING CORRESPONDENCE

Nil

11.BUSINESS ARISING

11.1 Traffic Control – Slow down/ Speed signs needed around School and Community

NOTE: Delegated task to Susie Gillies (CSC)

20/2018 RESOLVED (Anne-Marie Lee & Vita Brinjen)

12.GENERAL BUSINESS

12.1 ELECTED MEMBERS REPORT

38/2018 RESOLVED (Anne-Marie Lee/Vita Brinjen)

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

12.2 COUNCIL SERVICES REPORT

39/2018 RESOLVED (Vita Brinjen/Symeon Bulumbara)

(a) That the Barunga Local Authority receives and notes the Council Service Report for 21 August 2018.

12.3 COMMUNITY SAFETY REPORT

General discussion regarding:

- School Holiday Programs (Did not happen on Friday)
- Biscuit Making on Monday, no other activities carried out for the rest of the week.
- Night Patrol staff were sent to Manyallaluk for a Mental Health Workshop, and were unavailable during the day.
- They were no indoor ball games carried out as per flyer.
- Alcohol Events: questioned and noted.
- Drugs & Volatile Substance Program: questioned and noted.

RECOMMENDATION

(a) That the Barunga Local Authority receive and note the Community Safety Report for the 16 October 2018 meeting.

12.4 COMMUNITY DEVELOPMENT PROGRAMME

Local Authority CDP report tabled by CDP Coordinator

2 x CDP Participants applied for the Sports & Rec Job advertised within Barunga.

RECOMMENDATION

- (c) That the Barunga Local Authority receives and notes the CDP Report.

12.5 GRANTS: BARUNGA WALKING TRAIL

CDP Project/ Walking Trail (2017/18), incorporated with CDP to complete Project.

RECOMMENDATION

- (b) That the Barunga Local Authority apportion \$10,000 (GST Exclusive) of its 2018-19 Local Authority Project Funding in support of the Barunga Walking Trail Project.

12.6 COUNCIL FINANCIAL REPORT & LOCAL AUTHORITY PROJECT REGISTER UPDATE**RECOMMENDATION**

- (a) That the Barunga Local Authority receive and note the Financial (Expenditure) Report for the first Quarter of 2018-19 financial year
(b) That the Barunga Local Authority receive and note the LA Project Register Update Report as at 30th September 2018.

OTHER BUSINESS

General discussion regarding:

- No events during the School Holidays provided by Roper Gulf Regional Council.

18/2018 RESOLVED (Vita Brinjen/ Anita Painter)

Bitumen around Bottom Camp, Mayor Judy MACFARLANE to take the concerns to the Road Committee in Katherine this month (October).

1. Bitumen around Bottom Camp area, BAGALA CIRCUIT
2. Lot 305 floodway soil erosion

21/2018 RESOLVED (Vita Brinjen/ Symeon Bulumbara)**CLOSE OF MEETING**

The meeting closed at 12.22 PM.

THIS PAGE AND THE PRECEEDING 38 PAGES ARE THE MINUTES OF THE Barunga Local Authority Meeting HELD ON Tuesday, 16 October 2018 AND CONFIRMED Friday, 14 December 2018.

Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER	8.1
TITLE	Action List
REFERENCE	789114
AUTHOR	Perna RAMAWAT, Governance Officer

RECOMMENDATION:

- (a) That the Barunga Local Authority receives and notes Action List

Barunga Action List

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments – Completion Date
16.04.13	Action List	Sign and identify graves at cemetery	Area Manager (AM) & Community	Completed	15/08/2018 Completed. Flinders University has been to Barunga and identified graves. Communication with AM and Flinders is ongoing and the report will be provided to the AM once complete. 200 x 400 and 600 mm star pickets purchased and installed at each known grave with an identification number. A register has been created and a form developed to capture burial information \$13,000 + allocated to Flinders
14.11.17	11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE	Seating around Cultural Park - Area Manager to organize out of session meeting with LA Members to discuss costs.	Area Manager	Completed	24.04.18 Currently in the process of purchasing seats (aluminum). Pictures and costs will be provided to Local Authority for perusal. LA approved the Replas Parkdale bench, 24 seats ordered expect delivery in 6 to 8 weeks Delivered and installed
14.11.17	11.13 GRANTS: FUNDING FOR EXERCISE STATIONS IN THREE COMMUNITIES	Quotes for static equipment to be sourced by Area Manager Locations to be decided.	Area Manager/ LA & Community Acting CEO to follow up	Completed	15/08/2018 Completed Exercise Station in Barunga. Site is being decided upon. Equipment arrived yet to be installed. Equipment installed and heavy duty plastic and sand has been laid for soft fall

24.04.18	8.1 ACTION LIST	Install 5 new Solar Lights	Area Manager/ CSC	Ongoing	CSC to mark 5 new solar lights on the Barunga map then will apply for quotes. Solar light locations identified on Barunga map as at 10/10/2018 16/10/2018 : \$ 40,000 were allocated for Solar lights from LA Project Funding. Discussion held regarding using LED lights instead cheaper option with less maintenance issues
24.04.18	8.3 SCORE BOARD	Score Board to be fixed and Installed, Concerns of Vandalism	CSC	Ongoing	Members were NOT happy with the product, because it's on wheels its not what they asked for. Mayor noted if not satisfied with the product it should be returned. CSC was delegated the task: to find out whether its waterproof? Can it be installed? It is water proof and it could be permanently installed if that is agreed on
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install new Tap at Norforce Park	Area Manager/ CSC	Ongoing	Plumbers have advised new application to Power and Water required before they can tap into main line. Request sent to Assets for new connection and meter for NORFORCE PARK. Awaiting permission to connect. Assets working on correct permissions for connection power and water now want a site map of the area and can't locate the lot number off their own maps
24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install more Speed bumps and Install a Pedestrian crossing at Lot 243.	Area Manager/ CSC	Ongoing	Sourcing quotes for new Speed Bumps. 2 signs and 2 speed bumps near the Crèche. Area Manager has supplier for speed bumps awaiting quote number of speed bumps is 10 not 2 CSC and Deputy Mayor and LA Members scoped Barunga on 10/10/2018. Contractor was contacted 10/10/2018 to quote on 14 concrete speed humps. AM working on this. Speed bump locations identified on local map. Still working on this due to quotes being very expensive. Quotes are attached in Agenda.

24.04.18	11.6 GOVERNANCE REPORT - BARUNGA LOCAL AUTHORITY PROJECT FUNDING UPDATE	Install Fence around the Football oval	Area Manager/ CSC	Ongoing	Area Manager/CSC to apply for a Quote/Costing. Traffic Management around the green space. Sharon to report back to LA members. Two quotes have been received. Projects is working on costings for fencing around the oval, however this will need to be done after the install of the oval lights.
03.07.18	ACTION LIST	LA project quotes must be included in Agenda	Area Manager/ CSC	Ongoing	Area Manager/ CSC to contact Governance team to input LA Project quotes in Agenda. Ongoing
21/08/18	ACTION LIST	Knowledge/ memorial Garden	LA members	16/10/18	LA Members to provide feedback on options presented for memorial knowledge garden. LA decided on an option at the last meeting. LA decided on an option 2
21/08/18	ACTION LIST	Antony Lee Memorial Park	LA Members / CSC / CDP	Ongoing	Memorial park pond structure to be filled and turned into a garden. Funds need to be allocated to plants and irrigation \$3000
3/07/18	ACTION LIST	Healty Communities walking track	LA Members Mavis Jumbiri Grants coordinator	Yet to be commence d	Acting CEO sourcing funding options
21/8/18	ACTION LIST	Shade structure around ovals	CSC/AM		

ATTACHMENTS:

INCOMING CORRESPONDENCE

ITEM NUMBER 9.1
TITLE Fence around Football oval
REFERENCE 793676
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

(a) **That Barunga Local Authority accepts the correspondence.**

Two quotes received one from Territory Wire Fencing and another from Harry Fencing.

Territory wire fencing proposal based upon following items:

- All materials needed to complete the works
- Concrete for post footings
- All labour needed to install materials
- Accommodation
- Freight of materials and machinery to site

Quotation Summary

Subject: Barunga Football Oval

Proposal

Supply & Install \$51,120.00
 900mm high chainmesh with top and bottom rails as per NT Gov – CS3309

(Overall height of fence to be 1150mm) (GST) \$5,112.00

Total Sum Inclusive GST \$56,232.00

Harry Fencing proposal is based upon following items:

- Survey and set out of fence line has not been allowed for
- 3x PA Gates and 1x Vehicle Access gate have been allowed for
- Top rail height will be approx. 1160mm from ground level with 900mm mesh
- No allowance has been made for removal and disposal of existing fence

Subject: Barunga Football Oval Fencing

To supply and install approximately 480mt news 900mm high mesh fence, top and bottom gal rail to perimeter of football oval including 3 only pedestrian gates and 1 only vehicle gate.

No allowance for removal of existing fence has been allowed for, Price includes of all material, mobilization, machinery and accommodation. \$51,763.73

GST \$ 4,705.79

Certification or Survey is not included.

Total Balance \$ 51,763.73

Attached are the Quotes from both contractors.

ATTACHMENTS:

1 [↓](#) Barunga Football Oval Fencing.pdf



INCOMING CORRESPONDENCE



ITEM NUMBER 9.2
TITLE Barunga Speed Bumps
REFERENCE 793682
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Barunga Local Authority accepts the correspondence.**

Quotation summary received from CN Advanced Concreting

Description

Supply of labour to form/place finish 30km speed humps
Supply of SL82 mesh
Supply of 25/20 concrete
Supply of excavation and bitumen to be cut
Supply of safety flagging
Supply road crossing boards over excavated bitumen for uninterrupted traffic
Each speed hump equates to 5.5m width of road x 1.2m
@ \$7200 incl GST per speed hump (14)

Total Incl. 10% GST \$100,800.00

ATTACHMENTS:

INCOMING CORRESPONDENCE



ITEM NUMBER 9.3
TITLE More signs for Community
REFERENCE 793712
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Barunga Local Authority accepts the correspondence.**

Letter received from Alcohol Action Officer from Harm Minimisation Unit stating that they still have AAI funds available for signage a Wugularr, Barunga, Manyallaluk and Jilkminggan (especially, but not only to replace those old and white signs). This is how the project was described to DPMC.

Demand and Harm Reduction: These communities have alcohol signage that is out-of-date and faded. People are keen to replace old and out of date signs with community-developed messages to encourage safe driving, responsible drinking where appropriate and community rules for residents and visitors. Inclusion of local indigenous artwork will increase the sense of cultural relevance and enhance the strength of the messages. This AAI aims to reduce alcohol demand and harm challenge the negative drinking culture that is so pervasive.

If above mentioned communities want to do any more signs and they fit to the description. They may be able to get funding. This would not include street names.

Correspondence will be tabled

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.1
TITLE	Costings for erection of Bus Shelter
REFERENCE	789115
AUTHOR	Alisha Sullivan, Executive Assistant to Director of Council and Community Services

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes costings for erection of Bus Shelter**

BACKGROUND

Several Local Authorities have queried erection of Bus Shelters in their communities and the associated costings. This report is provided for the purposes of information only with relation to the Bus Shelter constructed at Beswick.

The Beswick Local Authority raised concerns about community members not being protected from the weather when waiting at the bus shelter.

The Beswick Local Authority requested Council investigate the purchase and erection of a larger shelter for their community.

Council approached Hohn's Sheetmetal in Katherine who provided the design for a 6m x 6m structure, enclosed on three sides with standalone seating.

The walls of the structure do not run completely to the ground to allow for air flow in the heat and water run off in the wet.

The seating is separate from the structure to allow sectional replacement rather than replacing the whole wall if the structure is damaged.

The shade structure was delivered to site as a 'flat-pack' and erected by CDP Trailer/Builder, CDP Participants and Municipal Staff.

Beswick community was fortunate to have a 3m x 3m concrete pad on site, so the Municipal team extended the slab to accommodate the 6m x 6m shade structure.



ISSUES/OPTIONS/SWOT

FINANCIAL CONSIDERATIONS

Costings for the Beswick Bus Shelter were as follows:

Shelter	\$ 6941.00
Seating	\$ 2035.00
Concrete (hand mixed)	<u>\$ 1920.00</u>
	\$10896.00

** Note: Beswick Municipal Staff hand mixed the concrete.
Communities need to factor in delivery costs of concrete if not mixing onsite.

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.2
TITLE	Cemetery Master Plan Report
REFERENCE	789116
AUTHOR	Sharon Hillen, Director of Council and Community Services

RECOMMENDATION

- (a) **That the Barunga Local Authority endorses the cemetery Master Plan.**

BACKGROUND

Council has address the long term issues of identifying the location of neighbouring bores and determine the area allowed for burials on the existing site.

Council is working to establish a new burial ploy layout to ensure contemporary standards are introduced to the Roper Gulf Region. These standards will ensure improved service delivery including – operational management and maintenance as well as plot identification and record maintenance.

Work has commenced at Borroloola Cemetery to formalise plots and headstone layout. This design is transferrable to all Council cemeteries and is an example of the future layout proposed by Council.

The proposed layout is similar to the Katherine Town Cemetery and allows for better management of the site whilst maximising the use of the space, prolong the 'life' of the facility.

Plots are numbered and can be procured in advance through a reservation process as part of the Cemetery Registration Process. *Example – family groups may book 2 sites for Husband and Wife*

Headstone size and type can be determined and will need to suit the headboard delineating plots.

ISSUES/OPTIONS/SWOT

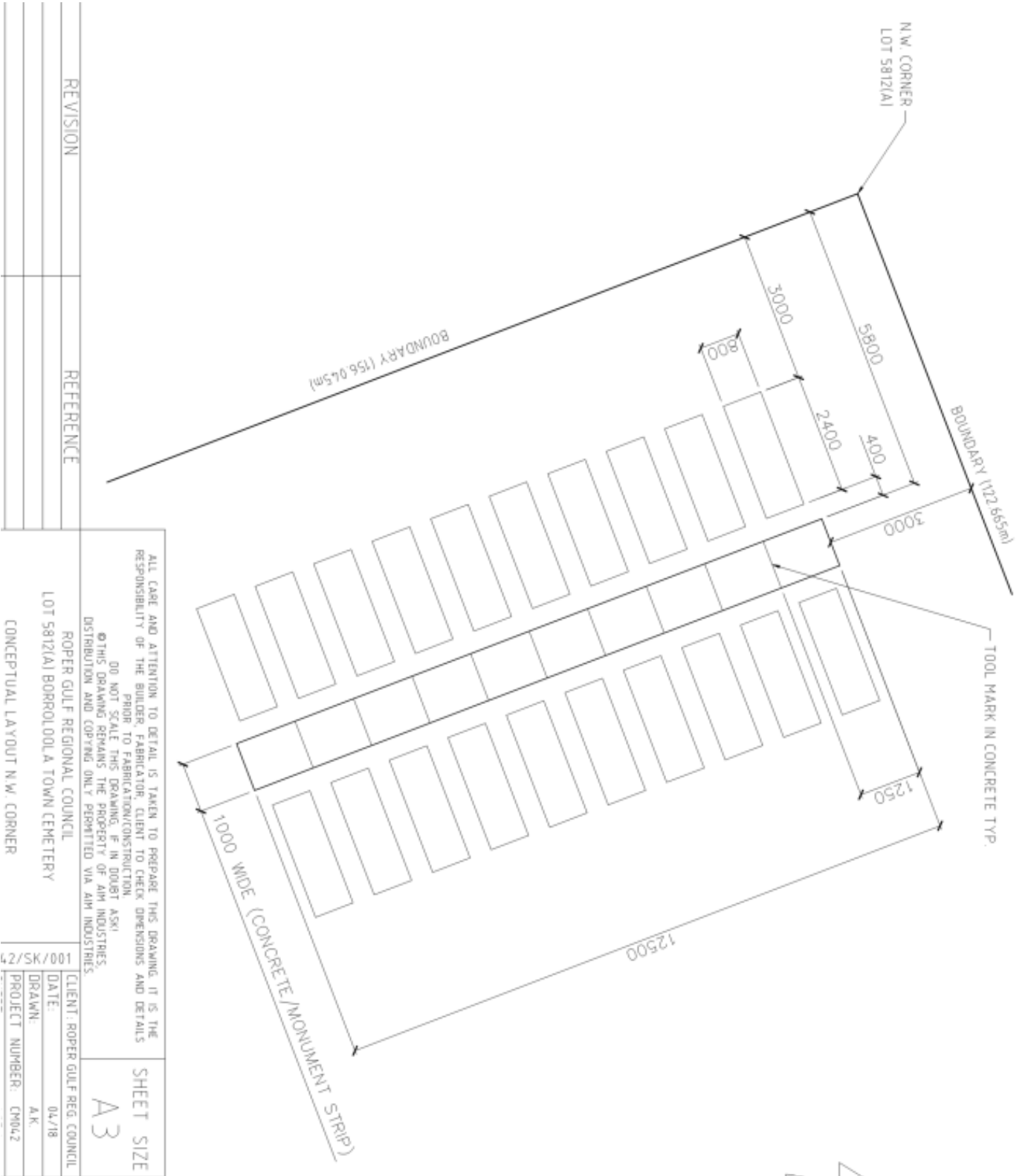
NIL

FINANCIAL CONSIDERATIONS

Current Budget has \$10,000 to contribute to the plot layout. This work will be completed under a regional contract which will be let once the decision to adopt the layout is approved by the December Round of LA meetings.

ATTACHMENTS:

- 1 [↓](#) CM042_SK_001.pdf
- 2 [↓](#) CM042_SK_002.pdf
- 3 [↓](#) 50 x 50mm Broome Cemetery_a.pdf
- 4 [↓](#) Gladstone Reg Council Custom Cemetery_a.pdf
- 5 [↓](#) State Survey Mark with Rolling Numbers_a.pdf



REVISION	REFERENCE

ALL CARE AND ATTENTION TO DETAIL IS TAKEN TO PREPARE THIS DRAWING. IT IS THE RESPONSIBILITY OF THE BUILDER, FABRICATOR, CLIENT TO CHECK DIMENSIONS AND DETAILS PRIOR TO FABRICATION/CONSTRUCTION.
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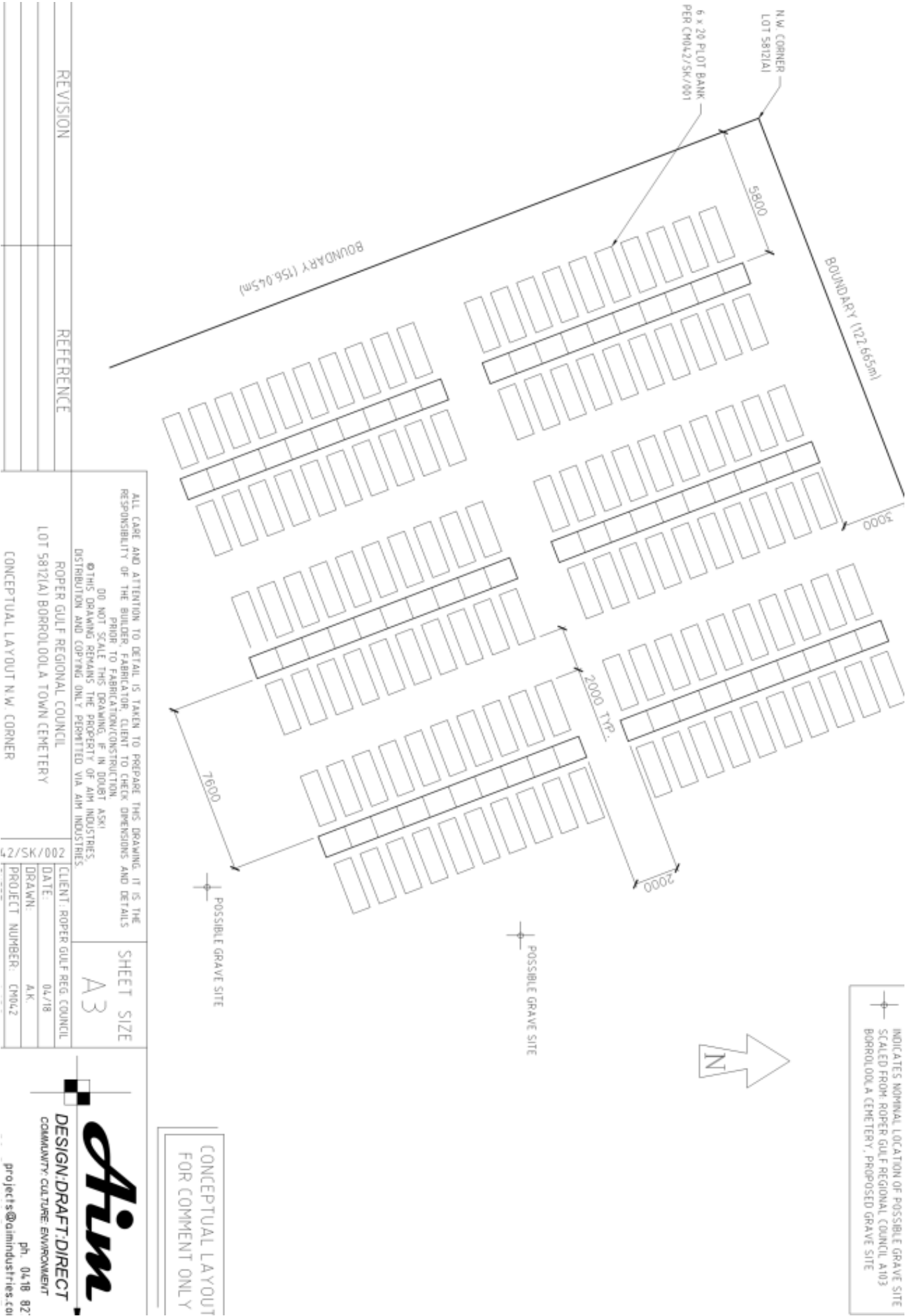
ROPER GULF REGIONAL COUNCIL
 LOT 5812(A) BORRLOOLA TOWN CEMETERY
 CONCEPTUAL LAYOUT N.W. CORNER

CLIENT: ROPER GULF REG. COUNCIL
 DATE: 04/18
 DRAWN: A.K.
 PROJECT NUMBER: CM042

SHEET SIZE
A3

CONCEPTUAL LAYOUT
 FOR COMMENT ONLY

AIM
 DESIGN/DRAFT/DIRECT
 COMMUNITY CULTURE ENVIRONMENT
 projects@aimindustries.com
 ph. 04.18. 92



REVISION	REFERENCE

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ROPER GULF REGIONAL COUNCIL
 LOT 5812(A) BORRLOOLA TOWN CEMETERY
 CONCEPTUAL LAYOUT N.W. CORNER

42/SK/002	SHEET SIZE A3
DATE: 04/18	CLIENT: ROPER GULF REG. COUNCIL
DRAWN: A.K.	
PROJECT NUMBER: CM042	

aim
 DESIGN/DRAFT/DIRECT
 COMMUNITY CULTURE ENVIRONMENT

ph. 04.18. 92
 projects@aimindustries.com







GENERAL BUSINESS



ITEM NUMBER	11.3
TITLE	Road and Safety Audit Report
REFERENCE	789118
AUTHOR	Perna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes Road and Safety Audit Report**

BACKGROUND

The Council advocated for the LA relating to pedestrian safety and blind spots in the CAR.

Department of Infrastructure, Planning and Logistics

The on-site audit components, both day and night, were conducted by Julie Lambert and David Lambert on the 27th of October 2018. Conditions on the day of the inspections were hot, dry and clear.

The purpose of the inspection was to give the auditor a clear understanding of the road user environment and to gain familiarity with features and deficiencies of the study area.

Summary of Recommendations

Road Alignment: That the road authority consider options for increased seal widening through sub-standard sections of horizontal and vertical curvature where sight distance is constrained.

Intersection : That the Eva Valley intersection be upgraded in order to support both left and right hand turning movements through the provision of auxiliary lanes.

Cross Section: That shoulder widths be increased to achieve minimum standard carriageway width.

Pavement: That shoulder maintenance and/or reconstruction be undertaken to improve to condition of excessively worn shoulders.

Signage and Delineation: That redundant sign posts be removed. That delineators be installed and replaced to improve the standard of delineation at creek crossing.

Pedestrians: That adequate separable provision for pedestrian activities be constructed across this causeway.

Recommendations made throughout the finding section of this report have been tabled together in the attachment with considered prioritization of these treatments.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

1 [↓](#) Road Safety Audit - CAR - Crest Ch Oct 2018.pdf

Road Safety Audit

Katherine Region

Central Arnhem Highway – Crests and Curves

Stuart Highway to Barunga



Version	Date	Review / Changes	Author	Reviewed	Issued To
A	25/11/2018	Issue for Authority Review	J Lambert	D Lambert	Paul Flanagan

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6	Summary of Recommendations	13

1 Executive Summary

Julie Lambert (Consultant) has been engaged by the Department of Infrastructure, Planning and Logistics to conduct a Stage 6 – Existing Road Safety Audit of midblock deficiencies Ch 00 to 28km on the Central Arnhem Road from the Stuart highway to the community of Barunga.

The deficiencies associated with the single seal carriageway, particularly at crests and curves, have been raised by stakeholders as prevailing issues.

The objective of this safety audit is to observe, analyse and formally document road safety issues for this portion of existing road inclusive of concise recommendations for the treatment of deficiencies.

Recommendations for the treatment of identified deficiencies are summarised as follows:

- That the road authority considers options for increased seal widening through sub-standard sections of horizontal and vertical curvature where sight distance is constrained;
- That the Eva Valley intersection be upgraded in order to support both left and right hand turning movements through the provision of auxiliary lanes;
- That shoulder widths be increased and improved to achieve minimum standard carriageway widths.
- That delineators be installed and replaced to improve the standard of delineation at creek crossing.; and
- That adequate separable provision for pedestrian activities be constructed across this causeway.

2 Audit Methodology

2.1 Site Investigation

The on-site audit components, both day and night, were conducted by Julie Lambert and David Lambert on the 27th of October 2018. Conditions on the day of the inspections were hot, dry and clear.

The purpose of the inspection was to give the auditor a clear understanding of the road user environment and to gain familiarity with features and deficiencies of the study area.

2.2 Desktop Analysis

The desktop study, which culminates in this report, consists of the analysis of all available data and collated field information. An instrumental part of this process is the use of the online Road Safety Audit Toolkit which is a formal desktop analysis that allows a comprehensive consideration of all aspects that may present a potential compromise in the roads current safety performance.

This Stage 6 – Existing Road Safety Audit has been conducted in line with the *Austroads* publication; Guide to Road Safety – Part 6: Road Safety Audit 2009. Integral to the audit process is the team's experience and the process of independent peer review. The audit is led by Julie Lambert who has broad road safety audit experience and Road Safety Auditor accreditation through Vic Roads (VIC). David Lambert attended as team member.

3 Available Information

3.1 Standards Referenced

Standards and technical references used within this study include:

- AS1742.2 2009 Manual Uniform Traffic Control Devices
- *Austroads* 2010 - Guide to Road Design- Part 3 Geometric Design
- *Austroads* 2010 - Guide to Road Safety
 - Part 3 - Speed Limits and Speed Management
 - Part 5 - Road Safety for Rural and Remote Areas
 - Part 6 - Road Safety Audit

3.2 Study Area

The subject road is the Central Arnhem Road, between Ch 00, the intersection with the Stuart Highway and Ch 28, the community of Barunga. This study encompasses this midblock section and road features immediately adjacent to this roadway.

In addition to local traffic, this road accommodates a number of heavy vehicles transporting fuel, food, and construction materials to communities including Bulman and Lake Evella, and further on to the major township of Nhulunbuy, approximately 740km from the Stuart Highway.

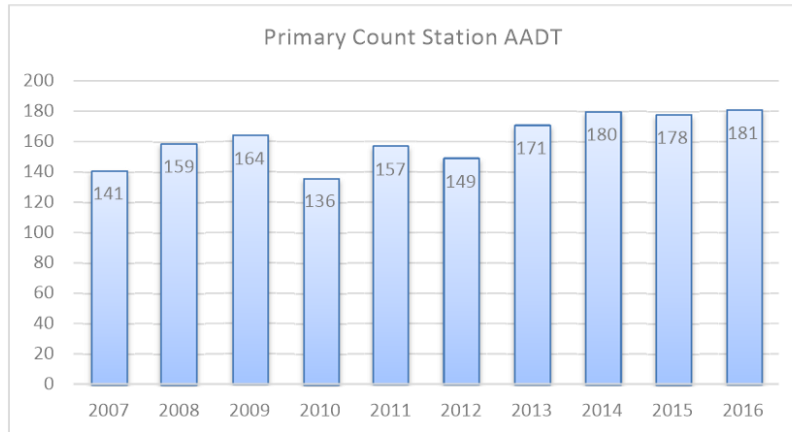
The Central Arnhem Road falls within the maintenance and management control of the Northern Territory's Department of Infrastructure Planning and Logistics.

3.3 Traffic Data

Traffic data has been extracted from the Department of Transport’s Annual Traffic Report 2017¹. No speed or flow data was available within this publication for analysis.

For the purpose of this audit traffic volumes were considered from Primary Count Station RKVDP006 located on the Central Arnhem Highway 1km East of the Stuart Highway.

The Central Arnhem Road through the audit location is considered to have a two way Annual Average Daily Traffic (AADT) of 161 vehicles per day. It is evident from the published data that the traffic volumes have steadily increased over the last 10 years.



By Count Station RKVDC020, 20km west of Beswick, volumes drop back to AADT of 115. This indicates that 87% of traffic within the audit area is through traffic, rendering only 13% as local traffic.

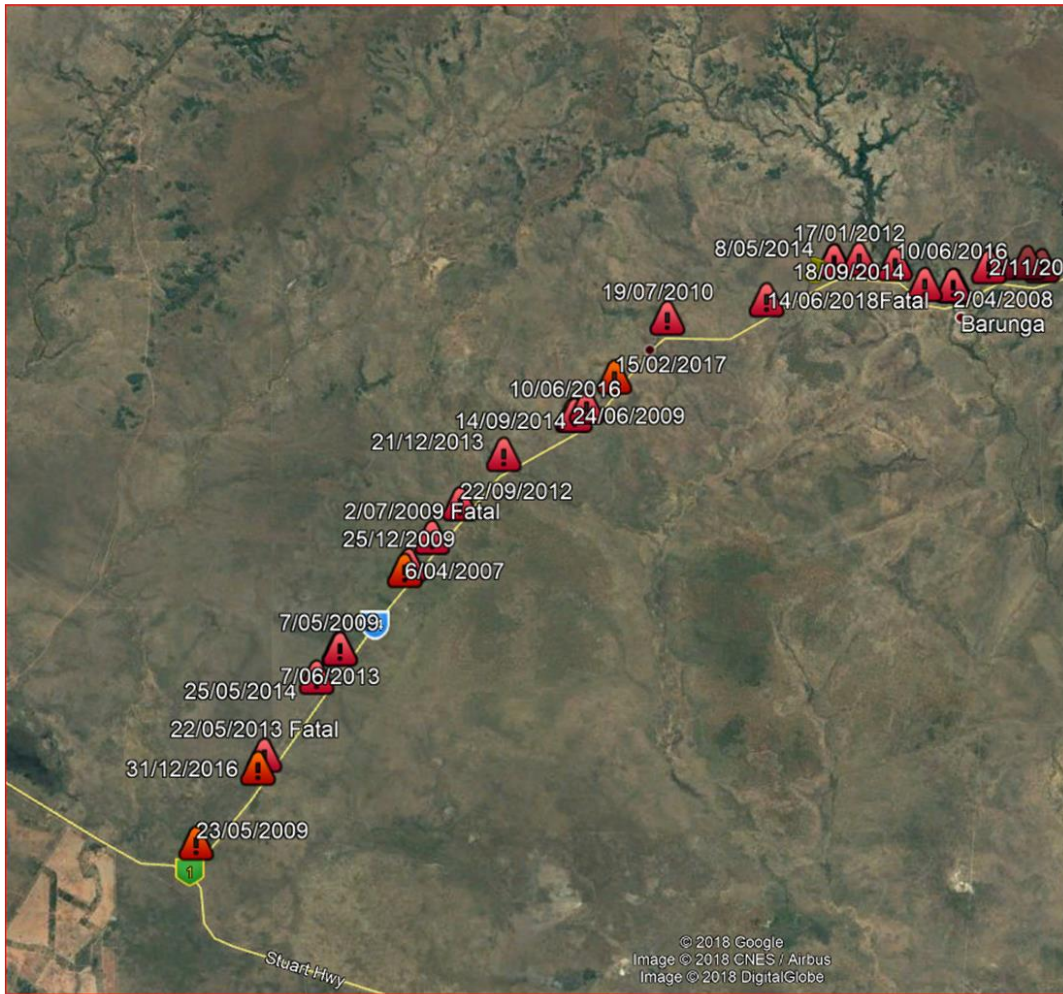
Published data shows that 97% of vehicles on the Central Arnhem Road in this portion are classed as short to medium vehicles, while only 3% are trucks.

3.4 Accident Data

Vehicle accident data has been received from the Northern Territory Government’s Department of Transport for a 10 year period to September 2018. During this period 24 accidents have been recorded in 28km between the Stuart Highway and the Community of Barunga, resulting in 5 fatalities. Sadly, this statistic is overwhelmed by reality that 3 of the 5 fatalities have been pedestrians. None of these have occurred within the communities. Accident characteristics are wide spread with the following significant figures analysed.

- 25% are resultant of a vehicle hitting an animal.
- 58% were recorded at night time
- 38% involved Toyotas
- 2 Involved Articulated vehicles
- 4 accidents within the vicinity of the Eva Valley Road intersection
- 3 accidents within the vicinity of the Roper Creek

¹ Annual Traffic Report 2017 Published by the Department of Transport in conjunction with Territory Asset Management Services (TAMS) Pty Ltd. Northern Territory Government 2017



The screen clip above indicates crash data plotted by location within the audit zone.

Crash data represents typical accident recordings on remote roadways and is reflective of some notable deficiencies observed in this study.

4 Audit Findings

4.1 Speed Environment

The Central Arnhem Road hosts a posted speed of 110km/hr along most of its length however is locally lowered as it enters community areas. This is the case within the audit zone as the roadway tracks past Maranboy outpost and Barunga community with speeds reduced to 80km/hr within 500m of the outpost and community, either side of each approach.

Due to the varying environments, some sections of the roadway offer drivers the opportunity to travel at posted speeds, drivers unfamiliar to the roadway would tend to remain at speeds well below that posted, whilst others who drive the road more regularly would tend to exceed the posted speed in many locations.

4.2 Road Alignment

The Central Arnhem Road is generally aligned east - west creeping across gently undulating open woodland areas for the first 15km before clambering through the more rugged country adjacent the Maranboy Tin Fields.



Ch 21.52 Crest and Curve

The combination of horizontal and vertical alignment is consistent with the function of the roadway, however the horizontal curve and blind crests which constrain sight distance are considered to present a marked deficiency for passing vehicles.

Carriageway and seal widening have been applied through some sections of horizontal and vertical curvature where sight distance and trafficability are compromised.

In numerous other sections of horizontal and vertical curvature where sight distance and trafficability are compromised, no widening is in place. This can leave these sections particularly vulnerable to head-on collisions due to drivers not having the preparedness to move off the sealed carriageway.

Crests and curves with inadequate sight distance have been identified at the following chainages 3.8, 4.9, 11.9, 12.6, 14.6, 15.7, 17.7, 18.6, 20.8, 21.5, 24.7, 27.1 and 26.6

Of these, the most critical, considered as those which constrain sight distance for an extended length, are identified as Ch 20.8, 21.5, 24.7 and 27.1



Ch 20.8 Crest

It is recommended that the road authority consider options for increased seal widening through sub-standard sections of horizontal and vertical curvature where sight distance is constrained.

4.3 Intersections

The intersection of the Central Arnhem Road and the Stuart Highway is a formalised rural “T” intersection with channelised right turn treatment and auxiliary left turn treatment. Gap kerbing is in place at the threshold.

This intersection is well signed, and vehicles appear to track through it consistently.

The intersection of the Central Arnhem Road and the Eva Valley access is a standard “T” intersection. This intersection hosts no auxiliary deceleration or turn lanes.

From the western approach, left turns into the access road must be made from the through lane.

From the eastern approach, exiting traffic also must turn from the through lane. Sight distance to oncoming is constrained by the mild horizontal left hand curve. This approach is furthermore constrained by a preceding crest which reduces the effective stopping sight distance for vehicles travelling behind. It is considered that this carries a greater risk for laden trucks which have inadequate capacity to stop on the downhill grade with only a sight stopping distance of 300m.

It is recommended that this intersection be upgraded in order to support both left and right hand turning movements through the provision of auxiliary lanes.

4.4 Cross Section

The Central Arnhem Road was originally constructed as a low volume single carriageway rural road. Typical formation for the first 38km, from the Stuart Highway to Beswick, is a single sealed lane of 4.0m wide with 1m gravel shoulders each side to provide a typical total carriageway of 6m. Open swale drains are located on each side of the road within a maintained cleared corridor typically 9-12m beyond the carriageway on each side.



Ch 00

Design standards in relation to single lane carriageway on low volume roads recommend that where a single lane carriageway is utilised widths should be between 3.7 and 4.5m. Typically the sealed width along the length of the roadway was observed to be within this range.

Shoulder width and formation is imperative to the structural and traffic function of the carriageway, particularly in situations such as this where a single lane carriageway is in place. Design standards recommend that where a single lane carriageway is utilised shoulder widths should be a minimum of 2.5m providing a total minimum carriageway width of 8.7m. Throughout the audit section the sealed carriageway was typically supported by 1m gravel shoulders on either side, typically yielding a total carriageway width of 6.0m. This width is considered to be deficient in respect to design standards whereby there is insufficient width for drivers to regain control of errant vehicles or capacity for vehicles to stop.

It is recommended that shoulder widths be increased to achieve at least the recommended minimum standard carriageway width.

4.5 Pavement

The sealed carriageway was generally observed to be in fair condition.

Shoulder formation and condition was observed to vary considerably along the length of the roadway.

Condition of the shoulder from chainage 00.0 to 14 km was generally considered poor. This assessment was generally characterised by excessive wear resulting in poor transition between seal and shoulder, loose gravel and longitudinal rutting of the shoulder.

It is recommended that shoulder maintenance and/or reconstruction be undertaken to improve the condition of excessively worn shoulders.

4.6 Signage and Delineation

Signage along the route was in general found to be conspicuous and clear and in most cases, necessary regulatory, warning and direction signs were in place. Signs were generally found to be well positioned and maintaining correct retro-reflectivity. There were however, numerous signs missing with posts still in place.

It is recommended that redundant sign posts be removed.

The condition and provision of delineators were observed to be inconsistent at creek crossings, namely Roper Creek, Maranboy Creek and Beswick Creek.



West to Maranboy Creek

It is recommended that delineators be installed and replaced to improve the standard of delineation at creek crossing.

4.7 Pedestrians



View east across Beswick Creek

The Beswick Creek crossing is a popular recreational and gathering area for locals from the nearby Barunga community. At the time of the site inspection pedestrians were observed to be sitting, standing and fishing adjacent the causeway. The carriageway through this feature is 7.2m wide and affords no separation between pedestrian and vehicle movements. Fishing from this structure is not signposted as prohibited.

It is recommended that adequate separable provision for pedestrian activities be constructed across this causeway.

5 Risk Assessment

Treatment of deficiencies identified within this report have been recommended in order to lower risk to road users and allow safer conditions to prevail. Risk assessment has been conducted using standard likelihood/ consequence scoring as tabled below.

Likelihood		Consequence	
Likelihood	Criteria	Level of Effect	Example of each level
Almost certain	Expected in most circumstances	Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Likely	Will probably occur in most circumstances	Minor	No injuries.
Possible	Might occur at some time	Moderate	Medical treatment.
Unlikely	Could occur at some time	Major	Extensive injuries
Rare	May occur in exceptional circumstances	Catastrophic	Death

Determine the risk score

Likelihood		Consequences				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost certain	A	High	High	Acute	Acute	Acute
Likely	B	Medium	High	High	Acute	Acute
Possible	C	Low	Medium	High	Acute	Acute
Unlikely	D	Low	Low	Medium	High	Acute
Rare	E	Low	Low	Medium	High	High

Deficiency Identified	Hazards	Risk Level	Controls Required	Controlled Risk
Insufficient sight distance at crest and curve	Collisions + Loss of driver control	C/3 High	Increased seal widening	E/2 Low
Left and right hand turning movements made from through lanes	Collisions + Loss of driver control	C/3 High	Provision of auxiliary lanes.	E/2 Low
Insufficient width and shoulder condition	Loss of driver control	C/2 Medium	Shoulder replenishment	D/2 Low
Inadequate delineation at creeks	Loss of driver control	C/3 High	Improve signage	E/2 Low
Inadequate separable provision for pedestrian activities	Collision	C/3 High	Upgrade line marking	E/2 Low

6 Summary of Recommendations

The objective of this safety audit is to observe, analyse and formally document road safety issues for this portion of existing road inclusive of concise recommendations for the treatment of deficiencies. Recommendations made throughout the finding section of this report have been tabled below together with considered prioritisation of these treatments.

Category	Recommendation	Priority	Estimate	Authority Acceptance
Road Alignment	That the road authority consider options for increased seal widening through sub-standard sections of horizontal and vertical curvature where sight distance is constrained.	1	\$300,000 - 600,000 per site	Accepted Paul Flanagan DIPL Katherine 22/11/2018
Intersection	That the Eva Valley intersection be upgraded in order to support both left and right hand turning movements through the provision of auxiliary lanes.	1	\$650,000	Accepted Paul Flanagan DIPL Katherine 22/11/2018
Cross Section	That shoulder widths be increased to achieve minimum standard carriageway width.	2	Maintenance	Referred to Maintenance Manager
Pavement	That shoulder maintenance and/or reconstruction be undertaken to improve to condition of excessively worn shoulders.	2	Maintenance	Referred to Maintenance Manager
Delineation	That redundant sign posts be removed. That delineators be installed and replaced to improve the standard of delineation at creek crossing.	3	Maintenance	Referred to Maintenance Manager
Pedestrians	That adequate separable provision for pedestrian activities be constructed across this causeway.	2	\$ 680,000	Accepted Paul Flanagan DIPL Katherine 22/11/2018

GENERAL BUSINESS

ITEM NUMBER	11.4
TITLE	Elected Members Report
REFERENCE	789664
AUTHOR	Perna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the Elected Member Report.**

BACKGROUND

This Elected Member Report is designed to give Local Authorities an overview of Agenda Items that have been raised and decisions made at the Ordinary Meeting of Council since the last Local Authority Meeting, in order for them to convey the information to community members.

Complete details can be found in the Agendas and Minutes, which are available on the Council Website and at Council Offices.

ISSUES/OPTIONS/SWOT

At the Finance Committee Meeting of Council held in Katherine on 28 November 2018: The Minutes of the Finance Committee Meeting are publicly available on Council's website.

Decisions include:

- That the Finance Committee receives and notes the gifted lights from the Northern Territory Government of the Katherine Sport and Rec Oval Lights.
- That the Finance Committee receives and notes the Composition of the Bulman Local Authority.
- That the Finance Committee accepts the funding offer of \$1,000,000 (GST Exclusive), for infrastructure, upgrade and renewal at Mulgan town camp, by signing, dating, and affixing the common seal to one copy of the agreement;
- That the Finance Committee accepts the funding offer of \$265,513 (GST Exclusive), for the 2018-19 Remote Sport Program, by signing, dating, and affixing the common seal to one copy of the agreement;
- That the Finance Committee accepts the funding offer of \$228,382 (GST Exclusive), for the 2018-19 Special Purpose Grant to revitalize Urapunga, by signing and dating one copy of the agreement.
- That Finance Committee receives and notes 2017-18 Audited General Purpose Financial Statements.
- That Finance Committee adopts the First Quarter Amended Budget for 2018-19.
- That the Finance Committee approves the changes to the title and position description as presented
- That the Finance Committee notes the report in relation to the Auction held on the 15th November 2018.
- That the Finance Committee executes formal name registration via Common Seal.
- That the Confidential Finance Committee allocates \$50 per capita for each Katherine-based staff member for the 2018 End of Year Awards Function, to be organized by the Roper Gulf Regional Council Social Club

- That the Finance Committee allocates \$50 per capita funding for each Community Staff member for the 2018 End of Year Awards Function for Community-based Staff, to be organized by respective Area Managers and Council Service Coordinators.
- That the Finance Committee awards the contract RGRC-2019-AMS to provide cleaning services for Katherine premises to Yaanma Services Pty Ltd.
- That the Finance Committee approves the works carried out in Daly Waters pertaining to the waste water system.
- That the Finance Committee approves the rates concession of \$147,153.89 to be provided to King Ash Bay.
- That the Finance Committee authorizes the following:
 - A 3.5% wage increase for all Level 1 to Level 9 employees effective date first full pay period commencing 26 November 2018;
 - An ex gratia payment for all Level 1 to Level 9 employees calculated as described in Financial Considerations;
 - All future increases to be indexed to the national minimum wage increases awarded each financial year by the Fair Work Commission.
- That the Finance Committee receives and notes the correspondence received from rate-payer from Daly Waters, and agrees to waive the accrued interest and accepts a payment-plan for the outstanding rates owed to Council.

**At the Roads Committee Meeting held in Katherine on 24 October 2018:
The Minutes of the Roads Committee Meeting are publicly available on Council's website.**

Decisions include:

- The Roads Committee receives and notes its Terms of Reference
- The Roads Committee recommends Terms of Reference be amended to change size of Committee to six (6) Elected Members, including the Mayor;
- That the Roads Committee develops a Work Plan
- That the Roads Committee nominates meeting dates for 2019
- That the Roads Committee receives and notes the report of current roads Projects
- That the Roads Committee nominates the following roads projects as priority matters for approval by Council:
 - 1) Weemol - \$69,000 to be allocated for design and scoping;
 - 2) Bulman – Roads and Drains – obtain quote;
 - 3) Borroloola Town Camp (GARAWA 1 and 2, YANYULA) co-contribution of \$300,000. Council to advocate to stakeholders for additional funding (\$800,000 benchmark);
 - 4) Design and Documentation for Jilkminggan's main road (Jilkminggan Rd), Urapunga Store and Mataranka cemetery car-park (\$100,000);
 - 5) Hodgson Downs / Minyerri – the Roads Committee supports compounding of LA grants, additional \$14,000 from FAG Roads, and for Council to allocate \$100,000 additional funding for roads;
 - 6) Larrimah and Daly Waters - \$250,000 for reseal of roads;
 - 7) Manyallaluk – investigate edges, culverts, seals, drainage
- That the Roads Committee receives and notes the Tonkin Road and Storm Water Audit report.
- That the Roads Committee adds an eighth priority to previous resolution to include investigations into high-priority needs roads projects in Numbulwar.

**At the Ordinary Meeting of Council held in Katherine on 19 December 2018:
The Minutes of the Ordinary Meeting of Council are publicly available on Council's website.**

Decisions include:

That the council receives and notes the following Ward reports:

- South West Gulf Ward Report
- Never Never Ward Report
- Yugul Mangi Ward Report
- Nyirranggulung Ward Report
- Numbulwar Numburindi Ward Report

That the Council approves the recommendations of the following Local Authority:

- Borroloola Local Authority from the minutes 31 October 2018.
 - Jilkminggan Local Authority from the minutes 02 October 2018.
 - Mataranka Local Authority from the minutes 08 October 2018.
 - Hodgson Downs Local Authority from the minutes 11 October 2018.
 - Barunga Local Authority from the minutes 16 October 2018.
 - Beswick Local Authority from the minutes 22 October 2018.
 - Manyallaluk Local Authority from the minutes 22 October 2018.
 - Numbulwar Local Authority from the minutes 09 October 2018.
-
- That the Council receives and notes the Mayor report.
 - That the Council supports the license application for the Larrimah hotel in general and aims to provide feedback in regards to concerns about late trading hours.
 - That the Council receives and notes the resignation of Geoff Bishop, Independent Member of the Finance Committee.
 - That the Council decides whether or not to continue having an independent member on the Finance Committee.
 - That the Council approves 6 members for the Urapanga Local Authority: Cleven Woods, Antonella Pascoe, Annie Daniels, Richard Collins, Elaine Duncan and Clifford Duncan.
 - That the Council decides the inaugural and subsequent meeting dates of the Urapanga Local Authority.
 - That the Council considers the invitation of the minister for housing and Community Development, and other dignitaries for the inaugural meeting of the Urapanga Local authority.
 - That Council adopts the revised dates for the 2019 Meeting Calendar for council meetings, Committee Meetings and Local Authority Meetings.
 - That Council receives and notes summary of National Local Roads and Transport Congress Conference in Alice Springs from the Elected Members who attended the Conference.
 - That Council receives and notes the update from the elected members who attended the 2019 LGANT Annual General meeting.
 - That Council accepts the Town Camps Program funding offer of \$1,100,000(GST Inclusive) from Department of Housing and Community Development for works to occur in the Mulgan town Camp.
 - That Council adopts the Town Camps Dwelling Funding Agreement TC0004 by signing and affixing the document with the Common seal.
 - That Council receives and notes update from the Department of Housing and Community Development pertaining to support and training of Local Authority members.
 - That Council endorses the draft Beswick Community land Use Plan.
 - That Council endorses the draft Bulman Community land use plan, subject to the changes recommended by the Bulman/Weemol Local Authority at the Local Authority Meeting on 05 Dec 2018.
 - That Council endorses the Weemol Community Land Use Plan.
 - That Council endorses the reclassification of the level 4 Information Technology Officer position to a level 5/6 Information Technology Coordinator.
 - That Council receives and notes Service Delivery over the Christmas Period.
 - That Council receives and adopts the report for Community Services.
 - That Council receives and notes the financial reports as at 30 November 2018.

- That Council receives and notes the Call for Motions Discussion paper 2019 published by the National General Assembly of Local Government 2019.
- That Council is to appoint a tender assessment panel for the Bulman workshop project to include the Director of Commercial Services, Project Manager, Project Coordinator and Contract Manager.
- That the CEO is to investigate the advice provided to a job applicant in Borrooloola.
- That Council receives and notes the request to read out the Australian Citizenship Affirmation at its Australia day events in 2019.
- That Council receives the report from the Department of Housing and Community Development.
- That Council resolves to engage the services of Mr. Mark Blackburn in accordance with the document titled Blackburn Consultancy.
- That Council receives and notes the Addendum.
- That the report of the CEO review be deferred to the February 2019 Ordinary Meeting of Council.
- That Council receives and notes the report in relation to progress and expenditure of the 2 Crawford Street project.
- That Council receives and notes the report in relation to the Barunga Oval Light Tenders.
- That Council delegates authority to the Acting Chief Executive Officer to award a tender in relation to the Barunga Oval Lights project.

Special Meeting of Council held on 18 January 2019, the meeting was conducted in confidential session and the resulting resolutions are confidential.

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.5
TITLE	Council Services Report
REFERENCE	793530
AUTHOR	Nathan McIvor, Area Manager

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the Council Services Report for the 12 February 2019 meeting.**

Barunga:**Core Services***111 – Councils Services General*

- Larisa Lee has been appointed to the Senior Administrative Support Officer Position. She commenced in the full time role on 17th December 2018. Her position also supports Manyallaluk.

160 – Municipal Services.

- Replas seating has been installed in both Culture Park and around the tree in front of the hall. Pegged to the ground so they can be relocated when and if needed.
- Water pump has been removed from the creek for the wet season
- Drains have been cut throughout the community and are functioning well
- Cemetery generator has been replaced and a register of usage is in place
- A culvert has been installed near lot 233 to improve drainage and works done to improve the access to lots 233 and 234
- New bins have arrived.
- New signage has been installed at the Softball oval, Norforce Park, Culture Park and Heritage Park.
- Cricket NT has run some activities over the school holidays
- Corrugated Iron youth theatre will be in community next week
- Barunga Waste facility green waste area revamped, garbage is being managed effectively, weed spraying still to be done.
- Spraying of water drains and rock bollards ongoing during wet season
- Ongoing mowing and wipper snipping during wet season
- Paid Lawn mowing services have started to be utilized again
- Easy street patching of potholes around community is ongoing.
- Bradley Anderson has joined the MUNs team as a part time staff member
- Work Health and Safety focus on heat stress for the month of January
- CDP returned from vacation on the 21st January.
- Lost the palm at the entrance to the community in high winds – needs replacing
- Barunga Arnhem Crows football team are looking to make a comeback in the BRFL. Training twice a week.
- Hard waste continues to be collected regularly
- The Barunga Community Christmas party was enjoyed by all who attended, it was great to see the Maranboy Police join in with the float and throw lollies to the kids.
- Housing contractors have commenced employment of local people for the new builds
- Liaising with AIG on the commercial laundry operation expected by mid February

Agency Services*346 – Indigenous Broadcasting*

- Delma McCartney is performing the role of Media Officer, some new equipment has been installed and she has received training in its use. She completed a series of radio shorts with the Vets around looking after your animals

348 – Libraries

- The Library position is currently Vacant – Dorcas Barney is acting as Library in the afternoons and performing her cleaning duties in the morning.

350 – Centrelink

- Khalia Bush has been appointed as the Centrelink agent she has successfully completed Human Service Agent Training

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.6
TITLE	The Draft burial and Cremation Bill 2018 Report - DHCD
REFERENCE	793559
AUTHOR	Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes The Draft Burial and Cremation Bill 2018 report.**

BACKGROUND

DHCD will do the presentation on the Draft Burial and Cremation Bill 2018 that is out for consultation. Presentation will take approximately 15 minutes plus questions time.

Copies will be provided as a handout. A copy of the draft Bill will also be provided as a handout.

The draft Burial and Cremation Bill 2018 has been released for public consultation and comment. More information on the Bill including FAQs can be found at <https://dhcd.nt.gov.au/publications-and-policies/draft-northern-territory-burial-andcremation-bill>

Submissions close on 31 March 2019. Questions about the Bill and submissions can be made, please email baca@nt.gov.au

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

GENERAL BUSINESS

ITEM NUMBER	11.7
TITLE	LAPF Acquittals
REFERENCE	793865
AUTHOR	Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) That the Barunga Local Authority receives and notes the 2017-18 LAPF Certification Form, signed by the CEO on 12 December 2018.

BACKGROUND

Under the LAPF Funding Guidelines the CEO is required to certify that funds have been expended in accordance with the Guidelines, the Local Government Act, the Local Government (Accounting) Regulations, and the Northern Territory Government's Buy Local Policy.

Each certification was signed by the Acting CEO on 12 December 2018 and is tabled before your LA as required by the Guidelines (see attached and below summary).

Local Authority: Barunga	
INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018	
LAPF Grant	\$53,960
Other income/carried forward balance from 2016-17	\$55,567.64
Total income	\$109,527.64
Expenditure	\$34,996
Total Expenditure	\$34,996
Surplus/(Deficit)	\$74,531.64

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

- 1 [↓](#) Barunga 138 Certification.pdf

CERTIFICATION OF 2017-18 LOCAL AUTHORITY PROJECT FUNDING	
Local Authority: Barunga	
File number: LGR2016/00050	
INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018	
LAPF Grant	\$53,960
Other Income/carried forward balance from 2016-17	\$55,567.64
Total Income	\$109,527.64
Expenditure	\$34,996
Total Expenditure	\$34,996
Surplus/(Deficit)	\$74,531.64
We certify that the LAPF was spent in accordance with:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• the projects submitted by the Local Authority	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• the LAPF funding guidelines	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• the Local Government Act and the Local Government (Accounting) Regulation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• the Northern Territory Government's Buy Local Policy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Certification report prepared by Joshua Chevalier-Brine:	13/12/2018
Acquittals laid before Council at OCM (copy of minutes attached):	29/08/2018
Signed, Marc Gardner, CEO (A/g):	14/12/2018
DEPARTMENTAL USE ONLY	
Grant amount correct:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Balance of funds to be spent:	\$
Date next certification due:	
CERTIFICATION ACCEPTED:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Signed, Omor Sharif – Grants Officer:	
Signed, Donna Hadfield – Manager Grants Program:	

GENERAL BUSINESS

ITEM NUMBER	11.8
TITLE	Community Safety Services Report
REFERENCE	794011
AUTHOR	Nathan Mclvor, Area Manager

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the Community Safety Services Report for 12 February 2019 meeting.**

The Barunga Community Safety Team have a dedicated Regional Community Safety Coordinator, Donna Donzow. She also coordinates Manyallaluk, Mataranka and Jilkminggan. The Community Safety Program looks after Community Safety Patrol (Night Patrol), Sport and Recreation and Youth Services.

Barunga**401: Community Safety Patrol (formerly Night Patrol)**

- Community Safety Patrol have 2 members. Recruitment is underway for a third position.
- Barunga crew provide ongoing support to Beswick and Manyallaluk on occasions.
- Reporting of incidents has improved with the Barunga team.

404: Indigenous Sport and Recreation

- Sports and Rec is going great. The new team are getting attendance from kids daily, with loads of activities.
- The library has also been opened for the younger youth throughout the morning.
- Programs and activities have been provided over the school holiday period
- Very hot days, has limited the amount of kids turning up.

407: Remote Sport and recreation

- NIL

416: Alcohol and Other Drugs

- 2 x AOD evenings were conducted over the Christmas holiday break. 30+ Youth came to each event. Vaseline covered work glasses were used for the children to understand what it was like drinking alcohol, they attempted to shoot hoops in the basketball court. This activity provided evidence that people driving intoxicated couldn't really drive a car safely. The children all agreed it was dangerous.

ATTACHMENTS:

There are no attachments for this report.

GENERAL BUSINESS



ITEM NUMBER	11.9
TITLE	BARUNGA LOCAL AUTHORITY RGRC FINANCIAL REPORT Q2 2018-19 & PROJECT REGISTER UPDATE
REFERENCE	794257
AUTHOR	Jasjit Rai, Financial Accountant

RECOMMENDATION

- (a) That the Barunga Local Authority receives and notes Financial (Expenditure) Report for the second Quarter of 2018-19 financial year
- (b) That the Barunga Local Authority receives and notes LA Project Register Update Report as at 31 January 2019

BACKGROUND

As per the Guideline 8 of the *Local Government Act*, the quarterly finance report is to be presented to the Local Authority.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1  Barunga Local Authority - Expenditure Report Q2 2018-19.pdf
- 2  Barunga Local Authority Project Register 31.01.19.pdf

Barunga Local Authority Project Funding - as at 31.01.19

Funding received from Department	Income	Funds Allocated	Project Variance	Remaining Unallocated Funds	
2014-15	\$ 43,653.00	\$ 43,653.00		\$ -	
2015-16	\$ 43,653.00	\$ 43,653.00		\$ -	
2016-17	\$ 43,653.00	\$ 43,653.00		\$ -	
2017-18	\$ 53,960.00	\$ 49,932.32	\$ 1,018.17	\$ 5,045.85	Funds carry forward to
2018-19	\$ 53,960.00	\$ 26,331.00	\$ 890.00	\$ 26,739.00	2018-19 FY for allocation
Total funding received	\$ 238,879.00	\$ 207,222.32	\$ 128.17	\$ 31,784.85	

Project ID	Projects funding has been allocated	Prjct Budget	Actual Expendit	Prjct Variance	Project Status
1113810	Seating around trees	\$ 10,000.00	\$ 8,961.36		In Progress
1113805	Refurbish the old stage behind the Council Office	\$ 2,000.00	\$ 4,627.27		In Progress; One portion completed
1113806	Paint the stage and train and install a cement slab	\$ -	\$ -		No budget is allocated, CDP project
1113807	Fuel for sporting trips - Softball & Basketball	\$ 1,500.00	\$ 136.63		Project approved ;in preliminary stages
1113808	Shade over the 2 grandstands at the football oval and seating in	\$ 24,000.00	\$ 4,660.27		In Progress
1113809	Install/Upgrade Scoreboard at the	\$ 18,000.00	\$ 16,590.00		Scoreboard purchased, waiting installation
1113811	Intall 5 X Solar Lights	\$ 40,000.00			In preliminary stage
	Install new Hot Water System in public toilet blocks				No funding is allocated
	Install new tap at Norforce park				Awaiting permission for new connection, no funding is allocated.
	Install pedestrian crossing near Creche				No funding is allocated
	Install fence around the Football Oval				No funding is allocated

1113802	Flinders University Project (Identifying Unmarked Graves/develop burial register/staff training)	\$ 13,331.00	\$ 8,482.73		\$13,331 allocated on 21.08.18
	Repairing brick wall and changing the pond into a garden				2018-19 FY project
	Barunga Walking Trail Project	\$ 10,000.00			10K Allocated on 16.10.18
	Total for current projects in progress	\$ 118,831.00	\$ 43,458.26	\$ -	
	Total for Completed Projects	\$ 88,391.32	\$ 88,263.15	\$ 128.17	
	Grand Total	\$ 207,222.32	\$ 131,721.41	\$ 128.17	

Barunga Local Authority Project Funding - as at 31.01.19

Funding received from Department	Income	Funds Allocated	Project Variance	Remaining Unallocated Funds
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Total funding received	\$ 238,879.00	\$ 207,222.32	\$ 128.17	\$ 31,784.85

Funds carry forward to 2018-19 FY for allocation

Project ID	Projects funding has been allocated	Prict Budget	Actual Expendit	Prict Variance	Project Status
1113810	Seating around trees	\$ 10,000.00	\$ 8,961.36		In Progress
1113805	Refurbish the old stage behind the Council Office	\$ 2,000.00	\$ 4,627.27		In Progress: One portion completed
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1113811	Intall 5 X Solar Lights	\$ 40,000.00			In progress
	Install new tap at Norforce park				Awaiting permission for new connection, no funding is allocated.
	Install pedestrian crossing near Creche				No funding is allocated
	Install fence around the Football Oval				No funding is allocated
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	Barunga Walking Trail Project	\$ 10,000.00			10K Allocated on 16.10.18

	Total for current projects in progress	\$ 118,831.00	\$ 43,458.26	\$ -	
	Total for Completed Projects	\$ 88,391.32	\$ 88,263.15	\$ 128.17	
	Grand Total	\$ 207,222.32	\$ 131,721.41	\$ 128.17	

GENERAL BUSINESS



ITEM NUMBER	11.10
TITLE	Guideline 8
REFERENCE	794889
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes the revised Ministerial Guideline 8 pertaining to Local Authorities.**

BACKGROUND

On 07 January 2019 the Minister for Housing and Community Development adopted a revised Ministerial Guideline 8 pertaining to Local Authorities.

ISSUES/OPTIONS/SWOT

The new Guideline 8 requires Council to publicly list the members of Local Authorities on its website. This is currently being actioned.

The Guideline also states that Council can delegate decision-making to Local Authorities. This will be presented to Council at its next meeting on 27 February 2019. It should be noted that decision-making is subject to necessary quorums being attained at Local Authority Meetings.

Provisional meetings cannot make decisions, and as such, Council will assess each Local Authority's attendance pattern before deciding on which decision making delegations it will make.

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS:

1 [↓](#) guideline-8-regional-councils-local-authorities.pdf

GUIDELINE 8: Regional Councils and Local Authorities

Page 1 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

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MINISTERIAL APPROVAL

I, Gerald Francis McCarthy, Minister for Housing and Community Development, hereby make these guidelines under Parts 5.1A and 19.10 of the *Local Government Act*.



GERRY MCCARTHY

7 / 1 / 2019

GUIDELINE 8: Regional Councils and Local Authorities

Page 2 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

1. Title

- 1.1. These guidelines are called "*Guideline 8: Regional Councils and Local Authorities*".

2. Commencement

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

3. Revocation of previous guidelines

- 3.1. The version of Guideline 8 that applies on any date is the latest version made at the time. Previous versions do not apply from the date that this guideline is made by the Minister.

4. Definitions

In these guidelines:

appointed member means a member appointed by the council. It does not include elected members who are on the local authority.

elected member means a member of the council who represents a ward that covers the local authority's area and the mayor / president.

provisional meeting means, at the time and place set for a local authority meeting when a quorum has not been established, a majority (over 50%) of appointed members are present.

Note: A provisional meeting is able to make recommendations to council pursuant to clause 11.

quorum means majority (over 50%) of all local authority members including appointed members, elected members and mayor / president are present.

chair is responsible for running the meeting and ensuring that members are following the conventions of the meeting.

5. Where local authorities are to be established and maintained

- 5.1. A council must have a local authority at places listed in the Schedule to these guidelines.
- 5.2. A council must determine the area for each local authority.

GUIDELINE 8: Regional Councils and Local Authorities

Page 3 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

6. Publicly available information

- 6.1. A council must have an up-to-date list of its local authorities, the names of the members, meeting dates, agendas and minutes available on the council's website.

7. Number of members

- 7.1. A council must make a resolution about the number of appointed members that a local authority has. There must be at least 6 appointed members and a maximum of 14 members (including elected members), unless the Minister has approved a different maximum number of members for a particular local authority.

Note: Different Local Authorities may have different numbers of members.

8. Delegations and conflict of interest

- 8.1. Subject to the *Local Government Act* a council can delegate decision making to local authorities.

Note: It is best practice for local authority project expenditure decisions to be delegated to local authorities.

- 8.2. When a local authority is making a decision, or considering a matter, each member must consider whether they have a conflict of interest and, if so, they must leave the meeting while the matter is considered.

Note: Sections 32 and 73 of the Local Government Act deal with delegations and conflict of interest respectively.

9. Policy for member appointments, terminations and resignations

A council must have a policy that provides for:

- 9.1. The council CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received.
- 9.2. How the call for nominations is to be advertised and promoted so that residents of the area know about it, know who to give a nomination to and when nominations close.
- 9.3. Consideration of the nominations received, which must be an agenda item at the first ordinary meeting of council after nominations have closed.

GUIDELINE 8: Regional Councils and Local Authorities

Page 4 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

- 9.4. How, and in what circumstances, appointment of a local authority member may be revoked.

Note: The policy could require, for example, that the council must 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.

- 9.5. The process for the resignation of a local authority member in writing.

- 9.6. Selection process for the chair and the term of appointment of the chair.

Note: It is best practice to have an appointed member as chair with a constant term length (not a rotating chair).

10. No proxies

- 10.1. A local authority member is not allowed to send a proxy or substitute if the member cannot attend a meeting.

11. Provisional meeting where quorum not present

- 11.1. If a quorum is not attained for a local authority meeting, but the majority of appointed members are present, the members who are in attendance may hold a provisional meeting.
- 11.2. During a provisional meeting, all agenda items may be discussed. Minutes must be taken and clearly identified that it was a provisional meeting.
- 11.3. Members at a provisional meeting may, by majority vote, make recommendations to the council, including local authority projects, provided any such recommendation is specifically qualified as being a recommendation of a provisional meeting, rather than a local authority.
- 11.4. A provisional meeting can approve the minutes of a provisional meeting but cannot approve the minutes of a local authority meeting. A local authority may approve minutes of a provisional meeting or a local authority meeting.
- 11.5. A provisional meeting does not have the powers or functions that a council may have delegated to a local authority.

12. Local authority meetings

- 12.1. The council CEO must ensure that a minimum of four meetings for each local authority are held in each financial year.

GUIDELINE 8: Regional Councils and Local Authorities

Page 5 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

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

12.2. The agenda must be prepared in consultation with the Chair of the local authority and include, at least:

- a. items requested by members;
- b. any reports on service delivery issues in the local authority area;
- c. any responses by the council to matters raised at a previous local authority meeting or provisional meeting;
- d. a written report from the council CEO on current council services in the local authority area and, after any council meeting that considers local authority projects, a report on what project(s) has been approved or the reason why the project(s) has not been approved;
- e. visitor presentations; and
- f. general business.

12.3. Once in each financial year a local authority agenda must include reviewing:

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

13. Council consideration of minutes

13.1. The minutes from local authority meetings or provisional meetings (these will normally be unconfirmed minutes) must form part of the agenda papers for the next ordinary meeting of council. The council must consider any items for attention, raised by each local authority meeting or provisional meeting, at the next ordinary meeting of council after the local authority meeting or provisional meeting.

13.2. The council's response to items above (at clause 13.1) must be recorded in the minutes of the council meeting and communicated to the local authority.

GUIDELINE 8: Regional Councils and Local Authorities

Page 6 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

14. Local authority sitting fee

- 14.1. Appointed members are entitled to a sitting fee for each local authority meeting or provisional meeting they attend:

- a. Chair, if eligible, 143 revenue units
- b. other eligible members, 107 revenue units

Note: The value of a revenue unit is on the website of the Department of Treasury and Finance.

- 14.2. Elected members and council staff are not entitled to the sitting fee for attending local authority meetings or provisional meetings.

Note: Subject to council policy, reimbursement of personal travel expenses is allowed for all members, e.g. kilometre allowance paid for the use of a private vehicle.

Note: Subject to council policy, elected members are entitled to extra meeting allowances pursuant to Guideline 2 for attending a Local Authority meeting or provisional meeting.

Note: It is a matter for a council CEO as to whether council staff will receive any payment for attending a local authority meeting or provisional meeting.

15. Council regional plans, budgets and financial reports

- 15.1. A council must take the projects and priorities of its local authorities into consideration, whether submitted to council or recorded in minutes, when developing the council regional plan and budget.
- 15.2. The budget of a council must include a separate budget for each local authority area.
- 15.3. At each local authority meeting, the council is to submit a current financial report of actual results against the latest approved budget for the local authority area.

16. Council annual report

- 16.1. The annual report of a council must include information which assesses performance in relation to service delivery and planned projects in each of its local authority areas.

GUIDELINE 8: Regional Councils and Local Authorities

Page 7 of 7

These guidelines are made by the Minister under Parts 5.1A and 19.10 of the *Local Government Act*.

SCHEDULE:

Where local authorities are to be established and maintained.

<p><u>Barkly Regional Council:</u> Ali Curung Alupurrurulam Ampilatwatja Arparra Elliott Tennant Creek Wutunugurra (Epenarra)</p> <p><u>Central Desert Regional Council:</u> Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree) Atitjere Engawala Lajamanu Laramba Nyirripi Willowra Yuelamu Yuendumu</p> <p><u>East Arnhem Regional Council:</u> Angurugu Galiwin'ku Gapuwiyak Gunyangara Milingimbi Milyakburra Ramingining Umbakumba Yirrkala</p> <p><u>MacDonnell Regional Council:</u> Amoonguna Areyonga Finke (Aputula) Haasts Bluff (Ikuntji) Hermannsburg (Ntaria) Imanpa Kaltukatjara (Docker River) Kintore (Walungurru) Mt Liebig (Amundurrngu) Papunya Santa Teresa (Ltyentye Apurte) Titjikala Wallace Rockhole</p>	<p><u>Roper Gulf Regional Council:</u> Barunga Beswick (Wugularr) Borrooloola Bulman Jilkminggan Manyallaluk (Eva Valley) Mataranka Minyerri (Hodgson Downs) Ngukurr Numbulwar Urapunga</p> <p><u>Tiwi Islands Regional Council:</u> Milikapiti Pirlangimpi Wurru Miyanga (Nguu)</p> <p><u>Victoria Daly Regional Council:</u> Amanbidji Bulla Naiyu (Daly River) Kalkaringi/Dagaragu Pine Creek Timber Creek Yarralin/Pigeon Hole</p> <p><u>West Arnhem Regional Council:</u> Gunbalanya (Oenpelli) Maningrida Minjilang Warruwi</p> <p><u>West Daly Regional Council:</u> Nganmariyanga Peppimenarti Wadeye</p>
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GENERAL BUSINESS

ITEM NUMBER	11.11
TITLE	Project Funding Guidelines
REFERENCE	794890
AUTHOR	Cristian Coman, Manager - Governance and Corporate Planning

RECOMMENDATION

- (a) **That the Barunga Local Authority receives and notes LA Project Funding Guidelines**

BACKGROUND

The Local Authority Project Funding Guidelines outline the rules pertaining to Local Authority Projects Funding from the Territory.

ISSUES/OPTIONS/SWOT

The Local Authority grants are for the purpose of continued development of Local Authorities and Communities, and must be completely expended within two (2) years.

The Objectives of the Grants Funding Program are:

- 1) Building stronger communities and assist community priority projects as recommended by Local Authorities;
- 2) Assisting governing bodies and their communities become stronger and self-sustaining;
- 3) Developing capacity of local government to provide legitimate representation, effective governance, improved service delivery, and sustainable development.

Local Authorities must formally resolve, and record what funding is to be spent on.

Project funds must be spent on matters which have a general community benefit. They may not be spent on matters such as motor vehicles, fuel, administration costs, meeting costs, salaries, uniforms, allowances, or matters outside the scope of local government.

As a general rule, project funding is for infrastructure-type projects.

The complete Guideline is attached for the Local Authority's reference.

FINANCIAL CONSIDERATIONS

Outlined in Guideline

ATTACHMENTS:

1 [↓](#) new-local-authority-project-funding-guidelines-2018-19.pdf

Local Authority Project Funding - Guidelines

1. Purpose

To encourage the continued development of local authorities and their respective communities through the provision of funding to undertake priority community projects that are in line with these guidelines.

2. Objectives

The objectives of the program are to:

- Assist in building stronger communities and assist community priority projects as recommended by local authorities
- To assist local governing bodies and the constituent communities they represent to become stronger and self sustaining
- Assist in the provision of quality community infrastructure that facilitates community activity and integration
- Assist in developing local government capacity to provide legitimate representation, effective governance, improved service delivery and sustainable development.

3. Funding pool

The Local Authority Project funding pool is non-application based and is distributed through a methodology developed by the Northern Territory Grants Commission to regional councils.

This funding is only available for those local authorities published in the guidelines made by the Minister under Part 5.1A of the *Local Government Act*.

4. Local Authority Project Approvals

Individual local authorities must formally resolve each initiative this funding will be used for. A copy of this resolution is to be recorded in the minutes of the relevant local authority meeting.

At each local authority meeting, a report is to be submitted detailing the total amount of funding available and spent on local authority projects under this program in each financial year. The report is to include details and amount spent on each project of the relevant local authority for which funding has been provided.

5. Examples of Acceptable Purposes for Expenditure

- Repairs and maintenance of community assets controlled or owned by the council. For example:- office upgrades, fencing, solar lighting, road repairs and ablution facilities
- Acquisition of plant and equipment directly related to local government service delivery. For example:- trailers, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures /stands.
- Upgrade/enhancement of community sporting facilities. For example upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation.
- Festivals or other events – but must only be conducted within a council's own Local Authority area.

Employee costs

If council employees are utilised as general labour to assist with approved projects, the value of such labour that can be expensed to the project is a maximum of \$30 per hour. The maximum amount that can be costed to general labour hours is 5% of the total annual local authority funding.

Risk Management

Where funds are to be used for a purpose outside the council's control or on an asset that is not owned or controlled by council, the council should consider the liability and insurance requirements associated with that project. Councils should consider each project on its merit before progressing with the project. All risks associated with the project are to be considered and met by the council. The Department will not be held responsible for any liability arising out of the use of these funds.

Pre-conditions

If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act*), then the project should not be undertaken until there is conclusive evidence that the condition will not hinder the progress of the project for which funds have been allocated.

6. Examples of Unacceptable Purposes for Expenditure

- Purchase of vehicles and fuel expenses
- Payment of salaries, cash prizes or recurrent operating costs of council
- Meeting costs and payments to local authority members
- Sponsorship by way of uniforms, travels cost and allowances
- Purposes that are not related to local government services and that should be addressed by another government agency.

Administration and/or project management fees are not to be levied on this grant funding.

7. Process for Grant Payment

Once the respective allocations for each local authority have been calculated regional councils will receive a letter of offer and acceptance documentation from this Department.

This advice will comprise the total grant amount being offered to the regional council as well as a breakdown of the amount to be made available to each local authority.

Regional councils eligible to receive these grants will need to comply with the following:-

- Ensure that there are no outstanding grant acquittals relevant to this Department's local government grants, otherwise there will be no payment made of approved grant/s
- Return the signed acceptance form back to the Department with appropriate authorisation.

These grants will be released around mid-September once the signed acceptance and the previous year's certification reports are received

8. Annual Certification

- The grant must be fully expended within two years of receipt of funding. Failure to do so may result in the Department taking action, including but not limited to: withholding further grant payments under this program or requesting unspent funds to be repaid.
- Councils are to submit a certified income and expenditure report (financial report) for the year ended 30 June for each of its local authorities.
- The financial report must be completed in the format as required by the Department and formally approved by Council. The financial report is to be submitted to the Department on or before 31 August in each year. Failure to provide the financial reports by 31 August will result in delays in paying further funds.
- All approved projects are required to be procured in accordance with the *Local Government Act* and, as far as practical under the NT Government's Buy Local Plan: <https://nt.gov.au/industry/government/sell-my-goods-and-services-to-government/buy-local-plan>
- Requests to carry-over unspent funds remaining after two consecutive years is to be submitted via email to: lg.grants@nt.gov.au. All requests will be considered on a case by case basis and approval is not automatic.
- The Department reserves the right to request the full value of the grant to be returned if the council disposes of an asset acquired with this funding within four years of the payment of the grant.

9. Contact Details

For further information please contact: lg.grants@nt.gov.au or (08) 8999 8820.