



AGENDA

BESWICK LOCAL AUTHORITY MEETING

MONDAY, 11 FEBRUARY 2019

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

- Monday, 11 February 2019 at
- The Conference Room Council Service Delivery Centre, Beswick
- Commencing at 10.00 AM

Your attendance at the meeting will be appreciated.

BESWICK CURRENT MEMBERSHIP:

Elected Members

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

Appointed Members

1. Trepina BUSH,
2. Lorraine BENNETT,
3. Raelene BULUMBARA,
4. Anne-Marie RYAN,
5. Kathleen LANE.

MEMBERS: 9

COUNCIL: 4

LA: 5

QUORUM: 5

PROVISIONAL: 3

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”

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE NO |
|-------|---|---------|
| 1 | PRESENT/STAFF/GUESTS | |
| 2 | MEETING OPENED | |
| 3 | WELCOME TO COUNTRY | |
| 4 | APOLOGIES AND LEAVE OF ABSENCE | |
| 5 | CONFIRMATION OF PREVIOUS MINUTES | |
| 5.1 | Confirmation of Previous Minutes..... | 6 |
| 6 | CALL FOR ITEMS OF OTHER BUSINESS | |
| 7 | DISCLOSURE OF INTEREST | |
| 8 | BUSINESS ARISING FROM PREVIOUS MINUTES | |
| 8.1 | ACTION LIST..... | 15 |
| 9 | INCOMING CORRESPONDENCE | |
| 9.1 | More signs for Community..... | 18 |
| 10 | OUTGOING CORRESPONDENCE | |
| | <i>Nil</i> | |
| 11 | GENERAL BUSINESS | |
| 11.1 | Cemetery Master Plan Report..... | 19 |
| 11.2 | Road and Safety Audit Report | 25 |
| 11.3 | Elected Members Report..... | 40 |
| 11.4 | Council Services Report | 44 |
| 11.5 | Community Safety Report | 45 |
| 11.6 | The Draft burial and Cremation Bill 2018 Report - DHCD..... | 46 |
| 11.7 | LAPF Acquittals | 47 |
| 11.8 | BESWICK LOCAL AUTHORITY RGRC FINANCIAL REPORT Q2 2018-19 & PROJECT REGISTER UPDATE..... | 49 |
| 11.9 | Guideline 8..... | 55 |
| 11.10 | Project Funding Guidelines | 64 |
| 12 | OTHER BUSINESS | |
| | <i>Nil</i> | |
| 13 | CLOSE OF MEETING | |

CONFIRMATION OF PREVIOUS MINUTES



ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE 791175
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

- (a) **That the Beswick Local Authority approves the minutes as a true and accurate record of the Beswick Local Authority Meetings held on Monday 22nd October 2018.**

BACKGROUND

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

- 1 [↓](#) Beswick Local Authority 2018-10-22 [768687].DOCX



MINUTES OF THE BESWICK LOCAL AUTHORITY MEETING HELD AT THE
CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, BESWICK ON
MONDAY, 22 OCTOBER 2018 AT 10.00AM

1. PRESENT/STAFF/GUESTS

1.1 Elected Members

Mayor – Judy MacFARLANE

Deputy Mayor – Helen LEE

1.2 LA Members

Trephina BUSH

Kathleen Ann LANE

Anne-Marie RYAN

Deanna KENNEDY (Chairperson)

1.3 Staff

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

Council Services Coordinator – Brenda DONGES

Senior Administration Support Officer – Rodwynne KING (Minute Taker)

Executive Assistant to DCCS – Alisha SULLIVAN

1.4 Guests

Keegan WILLIAMS – Department of Housing and Community Development

Moira McCREESH – Department of Health

2. MEETING OPENED

Meeting opened at 10.25 AM

3. WELCOME TO COUNTRY

Deanna KENNEDY welcomed all present and the RGRC Pledge was read by all.

4. APOLOGIES AND LEAVE OF ABSENCE

Councillor – Selina ASHLEY

LA Member – Raelene BULUMBARA

LA Member – Lorraine BENNETT

CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

84/2018 RESOLVED (Trephina Bush/Kathleen Lane)

(a) That the Beswick Local Authority approve the minutes as a true and accurate

record of the Beswick Local Authority Meetings held on Monday 19th March 2018 and Monday 23rd April 2018 respectively.

Cr Trepina Bush left the meeting, the time being 10.47am
Cr Trepina Bush returned to the meeting, the time being 10.49am

DISCLOSURES OF INTEREST

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

BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

85/2018 RESOLVED (Judy MacFarlane/Kathleen Lane)

(a) That Beswick Local Authority receive and note the Action List.

| Date | Agenda Item # | Item Description | Responsible Person | Status | Status Comments – Completion Date |
|----------|---|--|-------------------------|-----------|---|
| 14.08.17 | Original ACTION: Look at the 5 cemeteries/ burial grounds for names. <i>LA members advised approx. 9 cemeteries/ burial grounds</i> | Names for the 5 cemeteries/ burial grounds. Will need to consult with Community and TO's | CSC/ SASO / LA | Ongoing | 31.10.17: Have a name for main burial ground but not the others. 06.11.17: See attached map for Identifying locations and suggest names. 23.04.18: CSC & SASO will consult with family members to locate grave sites. 20.08.18: Ongoing 22.10.18: Kathleen Lane will talk to TO's and Elders about names for Cemeteries before the next LA on 17.12.18 |
| 14.08.17 | Original ACTION: Local Authority members would like a water tap to be put in at the cemetery and sprinkler for oval. 11.7 Watering or a sprinkler system for oval during the dry season when river is dry. | 1. Look at watering or a sprinkler system for oval. 2. Discuss with LA regarding obtaining funding for watering system during the dry season. | Area Manager/ CSC/ DCCS | Completed | 31.10.17: Sharon Hillen advised there is no water for this to happen (only potable water). A bore is needed so that drinking water supply isn't used. Sharon to investigate. 20.03.18: Dep. of Resources to be contacted. 23.03.18: Sharon Hillen is still investigating options. 20.08.18: Ongoing 22.10.18: There is no water for watering oval in BESWICK at this time. |
| 12.03.18 | 10.1 BMX Track Original ACTION: Brenda will do a Project Form and some preliminary | Creating a BMX Track near the Cemetery Gates, from Bertbert Street behind the cemetery, to Madigan Road. Brenda Donges explained that it will involve some | CSC Brenda | Completed | 12.03.18: Brenda will do a Project form and some preliminary costings. 20.08.18: RGRC will not be able to create a formalised track as the upkeep and liability would be too high. |

| | | | | | |
|----------|--------------------------------|--|------|-----------|--|
| | costings. | excavation and getting gravel to create the jumps. | | | |
| 12.03.18 | 10.5 Victor Hood Memorial Park | The big tree in Victor Hood Memorial Park needs trimming, it is too big and is blocking out light. Municipal staff will look at trimming the tree. | MUNS | Completed | 20.03.18: Jobs List 23.04.18: On Work's Plan. 07.05.18: Tree has been trimmed. |

ACTION: Funds were allocated for the Skate Park Project and quotes were obtained. The LA voted to go ahead with the purchase and it was noted on the Action List as completed. It has not gone forward since 23.04.18. Virginia BOON will follow up with Projects to ascertain the progress of the installation.

ACTION: Project ID: 1213809 Supply of Playground Equipment will be amended to - Upgrade of Playground Equipment in Madigan Park. These allocated funds will now be used to purchase Shade and Fencing for the swings already in this park. Finance and Projects need to be notified of the change.

Cr Trepina Bush left the meeting, the time being 11.19am

Cr Trepina Bush returned to the meeting, the time being 11.21am

INCOMING CORRESPONDENCE

NIL

OUTGOING CORRESPONDENCE

NIL

Cr Judy MacFarlane left the meeting, the time being 12.04pm

Cr Judy MacFarlane returned to the meeting, the time being 12:07 PM

GENERAL BUSINESS

11.1 TOWN PRIORITIES

86/2018 RESOLVED (Trepina Bush/Kathleen Lane)

- (a) **That the Beswick Local Authority decides on which Town Priorities should stay in the Regional Plan and which should be removed.**

| CORE SERVICES | | | |
|--|------------------|---|-----------------------|
| PROJECT DETAILS | TIMEFRAME | RESPONSIBILITY, STAKEHOLDERS OR PARTNERS | FUNDING SOURCE |
| Water Park | 2017-2018 | DCG/Outback Store | To be sourced |
| Solar Lights at designated areas to target hidden dark spots | 2017-2018 | DCG | To be sourced |
| Storm water drainage in new sub-division. | 2017-2018 | DCS | To be sourced |
| Cemetery Project – Headstones and Surrounds | 2017-2018 | DCCS | To be sourced |

| CORE SERVICES | | | |
|--|-----------|--|----------------|
| PROJECT DETAILS | TIMEFRAME | RESPONSIBILITY, STAKEHOLDERS OR PARTNERS | FUNDING SOURCE |
| Upgrade the intersection at new subdivision and Central Arnhem Road | 2017-2018 | DCS | To be sourced |
| Right Path Project (from Aged Care to existing in new subdivision) | 2017-2018 | DCG | Budget |
| Existing oval realign drainage, expansion width 110m, overlay for future softball, install amenities block, safety fencing | 2017-2018 | DCG | To be sourced |

| AGENCY SERVICES | | | |
|--|-----------|--|----------------|
| PROJECT DETAILS | TIMEFRAME | RESPONSIBILITY, STAKEHOLDERS OR PARTNERS | FUNDING SOURCE |
| Driver education to reduce number of accidents caused from unlicensed, intoxicated, speeding drivers | 2017-2018 | DCS | To be sourced |
| Skate park and solar light | 2017-2018 | DCG | To be sourced |

| OTHER SERVICES OR ADVOCACY ONLY | | |
|--|-----------|-------------------|
| PROJECT DETAILS | TIMEFRAME | LEAD AGENCY |
| Central Arnhem Road traffic calming devices | 2017-2018 | DIPL |
| Reconstruct Central Arnhem Road – upgrade road to landfill | 2017-2018 | DIPL |
| Upgrade of Waterhouse River Bridge | 2017-2018 | DIPL |
| Literacy and numeracy program for older kids | 2017-2018 | Mission Australia |
| Resolve issue of Lot 3 – Single Men's Quarters | 2017-2018 | NLC |

ACTION: CSC Brenda DONGES will pick up moulds from Hohns, for creating Head Stones in the cemetery.

ACTION: Keegan WILLIAMS and Helen LEE are going to look into the issues of Lot 3 *Single Men's Quarters*.

Cr Helen Lee left the meeting, the time being 12:07 PM

Cr Helen Lee returned to the meeting, the time being 12:18 PM

Cr Trepina Bush left the meeting, the time being 12:25 PM

Cr Trepina Bush returned to the meeting, the time being 12:36 PM

Virginia Boon left the meeting, the time being 12.25 PM

Virginia Boon returned to the meeting, the time being 12.30 PM

Cr Judy MacFarlane left the meeting, the time being 12:36 PM

Cr Judy MacFarlane returned to the meeting, the time being 12:39 PM

11.2 BESWICK SOLAR/STREETLIGHT REPORT

87/2018 RESOLVED (Trepina Bush/Anne-Marie Ryan)

(a) That the Beswick Local Authority pays for the replacement of the damaged solar

lights along the causeway for 8-10 new streetlights. Predicted costs being approx. \$45,000.00

ACTION: The Beswick Local Authority will contribute \$20,000 towards the installation of solar street lights.

11.3 DANGEROUS DOGS REPORT

Judy MacFARLANE has been talking about Cheeky Dogs at all LA Meetings. Cheeky Dogs are not just dogs that bite people, but also charge at people, run in packs and attack other animals. The Mayor encouraged members to report any dog issues to the Council and they will be passed onto the Vet, for follow up. It helps to have dogs de-sexed.

She explained that there are no By-laws at the moment, but they are being looked at. When they are ready, there will be an education program on the By-laws re; how many dogs you can keep, the licencing of those dogs and the owners responsibilities. It will be cheaper to have them licenced if the dogs and cats are de-sexed.

88/2018 RESOLVED (Kathleen Lane/Trephina Bush)

- (a) **That the Beswick Local Authority receives and notes this report regarding Dangerous Dogs.**

11.4 DOG DETERRENTS

89/2018 RESOLVED (Anne-Marie Ryan/Kathleen Lane)

- (a) **That the Beswick Local Authority receives and notes the Dog Deterrents Report from the Department of Housing and Community Development.**
- (b) **That the Beswick Local Authority endorse the use of 'Dog Dazers' in community for Department of Housing and Community Development staff.**

11.5 COMPLAINTS REGISTER

90/2018 RESOLVED (Judy MacFarlane/Deanna Kennedy)

- (a) **That the Beswick Local Authority to receives and notes update.**

11.6 GOVERNANCE REPORT

91/2018 RESOLVED (Kathleen Lane/Deanna Kennedy)

- (a) **That the Beswick Local Authority receive and note Community Land Use Plan.**
- (b) **That the Beswick Local Authority support the DRAFT Beswick Community Land Use Plan 2017, and the Plan be forwarded to Roper Gulf Regional Council for their support.**

11.7 ELECTED MEMBERS REPORT

The Elected Members report is from the previous OCM 25th July 2018 and is not from the latest one held on 26th September 2018.

Please ensure the most current Report is included in the agenda.

92/2018 RESOLVED (Trephina Bush/Kathleen Lane)

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

11.8 COMMUNITY SAFETY REPORT

93/2018 RESOLVED (Judy MacFarlane/Kathleen Lane)

- (a) That the Beswick Local Authority receives and notes the Area Manager's Report on Beswick's Community Safety for 22nd October 2018.

11.9 COUNCIL SERVICES REPORT

94/2018 RESOLVED (Trephina Bush/Kathleen Lane)

- (a) That the Beswick Local Authority receives and notes the Council Services Report for Beswick 22nd October 2018.

11.10 COUNCIL FINANCIAL REPORT & LOCAL AUTHORITY PROJECT REGISTER UPDATE

Judy MACFARLANE requested that the Project List be updated.

The Mayor also suggested that when purchasing play equipment to take into consideration shade, fencing and soft fall. All play equipment needs to be shaded and fenced and this is an expensive additional cost.

95/2018 RESOLVED (Kathleen Lane/Deanna Kennedy)

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

ACTION: Brenda DONGES will obtain quotes for shade and fencing for Madigan Park swings and will present them at the next LA for consideration.

ACTION: Stage 3 of Basketball Court Landscaping is a retaining wall and seating on southern end of courts. Brenda DONGES will get quotes for LA to be presented at next meeting.

12. OTHER BUSINESS

12.1 MOIRA MCCREESH REPORT

Principal Alcohol Action Officer, Harm Minimisation Unit

Moira reported on current activities that are currently occurring in Community with the help of funding from AoD.

Cooking for Change is being held at Barunga for the women of Beswick, Barunga and Manyallaluk. Moreover the following activities are currently ongoing:

- Healthy Craft
- Driver Education
- Strong Bala Healthy Bala Camps
- Fir for Life equipment has been installed
- Men's Strong Lifestyle Workshops starting soon, and
- Pandanus Camp for Women starting soon.

Moira also asked the LA to let her know if the following applications for funding were suitable. They would be available from July 2019.

- Get Grog Smart
- Weekend Diversion Activities for day excursions
- Cultural Camps 2 x 5 Day Camps
- Youth Café for Barunga
- 1 week camp with Facilitator from Red Dust Healing (Mental Health)
- Rock on Water for Youth
- Driving Towards Work for Adults
- Mental Health First Aid
- Building Stronger Families

96/2018 RESOLVED (Kathleen Lane/Anne-Marie Ryan)

- (a) **That the Beswick Local Authority approve the applications for funding from Moira McCreesh.**

12.2 DEAD CARS AT CEMETERY NEAR MYILLY STREET

It has been brought to Kathleen LANE's attention that the 'Dead Car' stock pile behind Lot 83 and 84 (Myilly Street) are in a ceremonial area. Some of these cars have been there for years, but all random cars in the Community have now been placed near there, ready for removal, and they are in the incorrect area.

ACTION: Brenda DONGES or the Municipal Staff will go with FRANKIE LANE to have a look at this and remedy any issues.

97/2018 RESOLVED (Kathleen Lane/Trephina Bush)

- (a) That the Beswick Local Authority agree to have the CSC or Municipal Staff assess the issue of where the Dead Cars have been placed.

12.3 AGED CARE RESIDENTS

Kathleen LANE has had reports from her relatives that they are not being fed properly and people are going into the rooms stealing their food. She would like a key given to each resident so they can lock their doors when they are not there.

ACTION: Brenda DONGES will get a key for each room and give to the residents.

98/2018 RESOLVED (Kathleen Lane/Trephina Bush)

- (a) That the Beswick Local Authority agree that all residents of the Aged Care Facility in Beswick should have their own door key.

CLOSE OF MEETING

The meeting terminated at 12.48 PM.

THIS PAGE AND THE PRECEEDING 7 PAGES ARE THE MINUTES OF THE Beswick Local Authority Meeting held on Monday, 22nd October 2018 AND CONFIRMED Monday, 17th December 2018.

Deanna Kennedy
Chairperson

BUSINESS ARISING FROM PREVIOUS MINUTES

ITEM NUMBER 8.1
TITLE ACTION LIST
REFERENCE 789128
AUTHOR Rodwynne King, Senior Administration Support Officer

RECOMMENDATION:

(a) That Beswick Local Authority receives and notes the Action List.

| Date | Agenda Item # | Item Description | Responsible Person | Status | Status Comments – Completion Date |
|----------|---|--|---|---------|--|
| 14.08.17 | 8.3 Names for the 5 cemeteries/ Burial grounds. (LA members advised approx. 9 cemeteries/burial grounds) | Will need to consult with Community and TO's | CSC/SASO /LA | Ongoing | 22.10.18 Kathleen Lane will talk to TO's and Elders about names for Cemeteries before the next LA on 17.12.18 22.01.19 No action as yet |
| 14.08.17 | 11.7 Watering or a sprinkler system for oval during the dry season when river is dry | 1. Look at watering or a sprinkler system for oval. 2. Discuss with LA re; Obtaining funding for watering system during the dry. | Area manager/ CSC | Ongoing | 22.10.2018 There is no water for watering oval in Beswick at this time. No options available. |
| 22.10.18 | 8.1 Skate Park | Funds were allocated for the Skate Park Project and quotes were obtained. The LA voted to go ahead with the purchase and it was noted on the Action List as completed. It has not gone forward since 23.04.18. | Acting Director of Council and Community Services | Ongoing | 22.10.18 Virginya Boon will follow up with Projects to ascertain the progress of the installation. 30.01.19 Due to the inactivity with this project, contractors have been contacted to re-quote the works. |

| | | | | | |
|----------|--|--|--|-----------|---|
| 22.10.18 | 8.1 Fencing and Shade for Play Equipment in Madigan Park | Project ID: 1213809 Supply of Playground Equip. will be amended to - Upgrade of Playground in Madigan Park. These allocated funds will now be used to purchase Shade and Fencing for the swings already in this park. | CSC | Ongoing | 22.10.18 CSC will obtain quotes for fencing and shade. Finance will need to amend LA Project List. |
| 22.10.18 | 11.1 Town Priorities – Cemetery Head Stones | CDP & Municipal Staff to beautify Cemeteries | CSC | Completed | 22.10.18 Brenda Donges will pick up molds from Hohns, for creating Head Stones in the Cemeteries. 14.11.18 Molds are in Beswick ready to be used. |
| 22.10.18 | Lot 3 Old Single Men's Quarters | Lot 3 is still an issue with people living there and it is in a state of disrepair | DHCD AND Deputy Mayor | Ongoing | 22.10.18 Keegan Williams and Helen Lee are going to look into the issues of Lot 3 Single Men's Quarters and what can be done. |
| 22.10.18 | 11.2 Beswick Solar/Street Light Report | RGRC has asked the LA to pay \$45k to install street lights along Madigan Street | LA | Ongoing | The Beswick LA will contribute \$20K towards the installation of street lights on Madigan Street. Council need to look at extra funding for this. |
| 22.10.18 | 12.3 Aged Care | Residents are complaining that they are not being fed adequately and people are going into rooms and stealing food provided by family members. | CSC/ Annalisa Bowden (Manager Community Services) / Merv Franey | Completed | 22.10.18 CSC will get a key for each room and give to the residents. Annalisa and Merv to follow up food issues. 25.10.18 Keys have been issued to residents. |

| | | | | | |
|----------|---------------------------------|--|--|---------|--|
| 22.08.18 | 11.1 Finance Report on Projects | Stage 3 of Basketball Court Landscaping is a retaining wall and seating on southern end of courts. | | Ongoing | 22.10.18 CSC will get quotes to be presented at next LA meeting. |
| | | | | | |

INCOMING CORRESPONDENCE



ITEM NUMBER 9.1
TITLE More signs for Community
REFERENCE 793710
AUTHOR Prerna RAMAWAT, Governance Officer

RECOMMENDATION

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

Attachment for this report will be tabled

ATTACHMENTS:

GENERAL BUSINESS

| | |
|--------------------|---|
| ITEM NUMBER | 11.1 |
| TITLE | Cemetery Master Plan Report |
| REFERENCE | 789129 |
| AUTHOR | Sharon Hillen, Director of Council and Community Services |

RECOMMENDATION

- (a) **That the Beswick 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

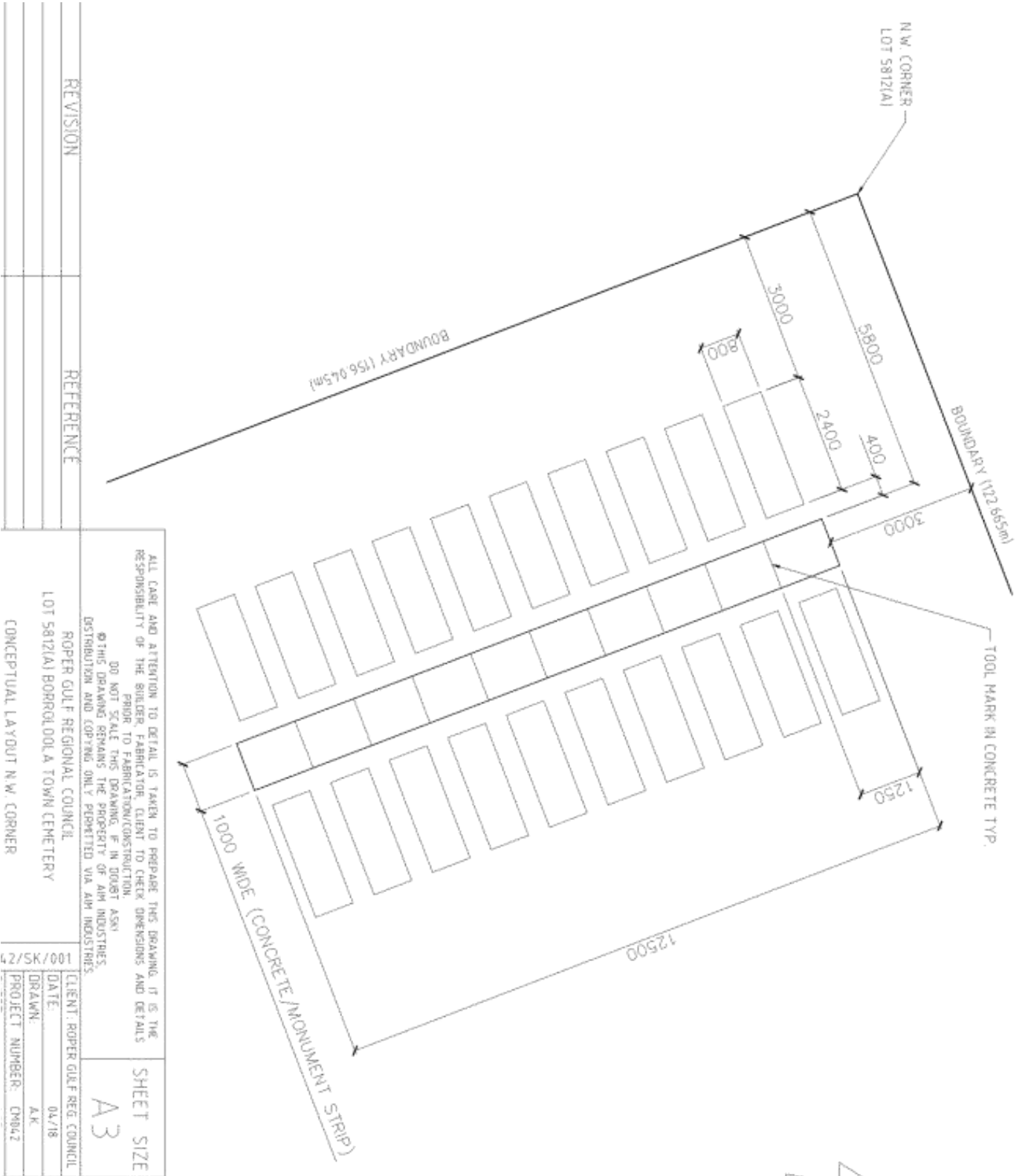
NIL

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.
 DO NOT SCALE THIS DRAWING. IF IN DOUBT ASK.
 THIS DRAWING REMAINS THE PROPERTY OF A&M INDUSTRIES. DISTRIBUTION AND COPYING ONLY PERMITTED VIA A&M INDUSTRIES.

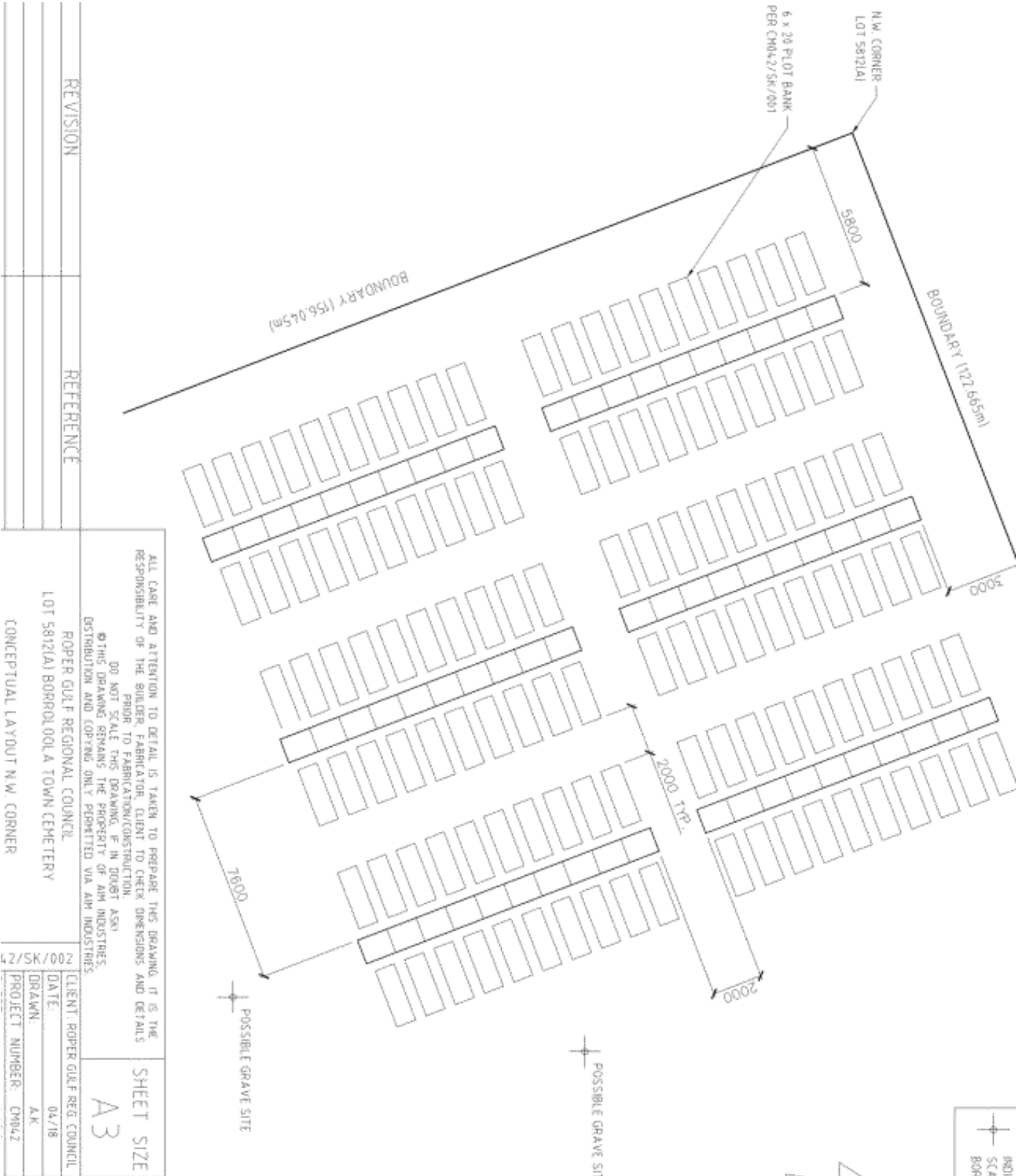
ROPER GULF REGIONAL COUNCIL
 LOT 5812(A) BORRIGOLEA TOWN CEMETERY
 CONCEPTUAL LAYOUT N.W. CORNER

| | |
|-----------------------|---------------------------------|
| 42/SK/001 | CLIENT: ROPER GULF REG. COUNCIL |
| DATE: 04/18 | DRAWN: A.K. |
| PROJECT NUMBER: CM042 | |

SHEET SIZE
A3

CONCEPTUAL LAYOUT
 FOR COMMENT ONLY

DESIGN/DRAFT/DIRECT
 COMMUNITY CULTURE ENVIRONMENT
 projects@aandmindustries.com
 ph. 04.18. 82.



INDICATES NORMAL LOCATION OF POSSIBLE GRAVE SITE
 SCALED FROM ROPER GULF REGIONAL COUNCIL A103
 BORROR OOLA CEMETERY. PROPOSED GRAVE SITE

CONCEPTUAL LAYOUT
 FOR COMMENT ONLY

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.
 DO NOT SCALE THIS DRAWING. IF IN DOUBT ASK.
 THIS DRAWING REMAINS THE PROPERTY OF A&M INDUSTRIES. DISTRIBUTION AND COPYING ONLY PERMITTED VIA A&M INDUSTRIES.

SHEET SIZE
 A3

ROPER GULF REGIONAL COUNCIL
 LOT 58121A1 BORROR OOLA TOWN CEMETERY

CONCEPTUAL LAYOUT N.W. CORNER

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

A&M
 DESIGN/DRAFT/DIRECT
 COMMUNITY CULTURE ENVIRONMENT
 projects@aandindustries.com
 ph. 0418 82







GENERAL BUSINESS



| | |
|--------------------|-----------------------------------|
| ITEM NUMBER | 11.2 |
| TITLE | Road and Safety Audit Report |
| REFERENCE | 789132 |
| AUTHOR | Perna RAMAWAT, Governance Officer |

RECOMMENDATION

- (a) **That the Beswick 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 I 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 |
| | | | | | |

Table of Contents

| | | |
|----------|---|-----------|
| 1 | Executive Summary | 3 |
| 2 | Audit Methodology | 4 |
| 2.1 | Site Investigation | 4 |
| 2.2 | Desktop Analysis | 4 |
| 3 | Available Information | 4 |
| 3.1 | Standards Referenced..... | 4 |
| 3.2 | Study Area..... | 4 |
| 3.3 | Traffic Data | 5 |
| 3.4 | Accident Data..... | 5 |
| 4 | Audit Findings | 7 |
| 4.1 | Speed Environment..... | 7 |
| 4.2 | Road Alignment..... | 7 |
| 4.3 | Intersections | 8 |
| 4.4 | Cross Section..... | 9 |
| 4.5 | Pavement..... | 9 |
| 4.6 | Signage and Delineation..... | 10 |
| 4.7 | Pedestrians..... | 11 |
| 5 | Risk Assessment | 12 |
| 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.

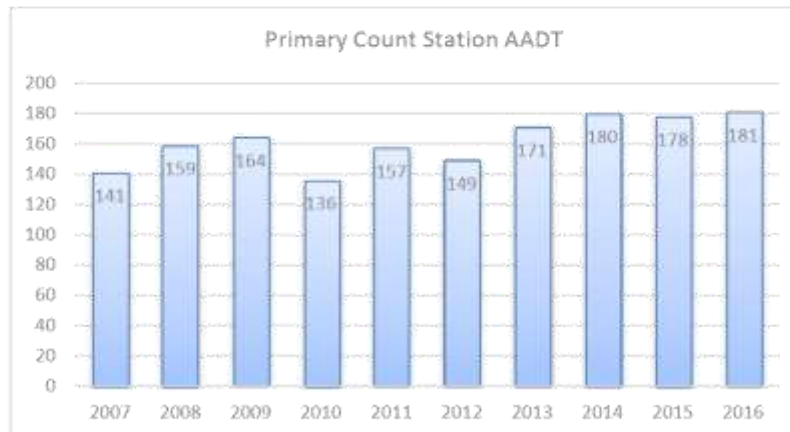
The Central Arnhem Road falls within the maintenance and management control of the Northern Territory's Department of Infrastructure Planning and Logistics.

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.

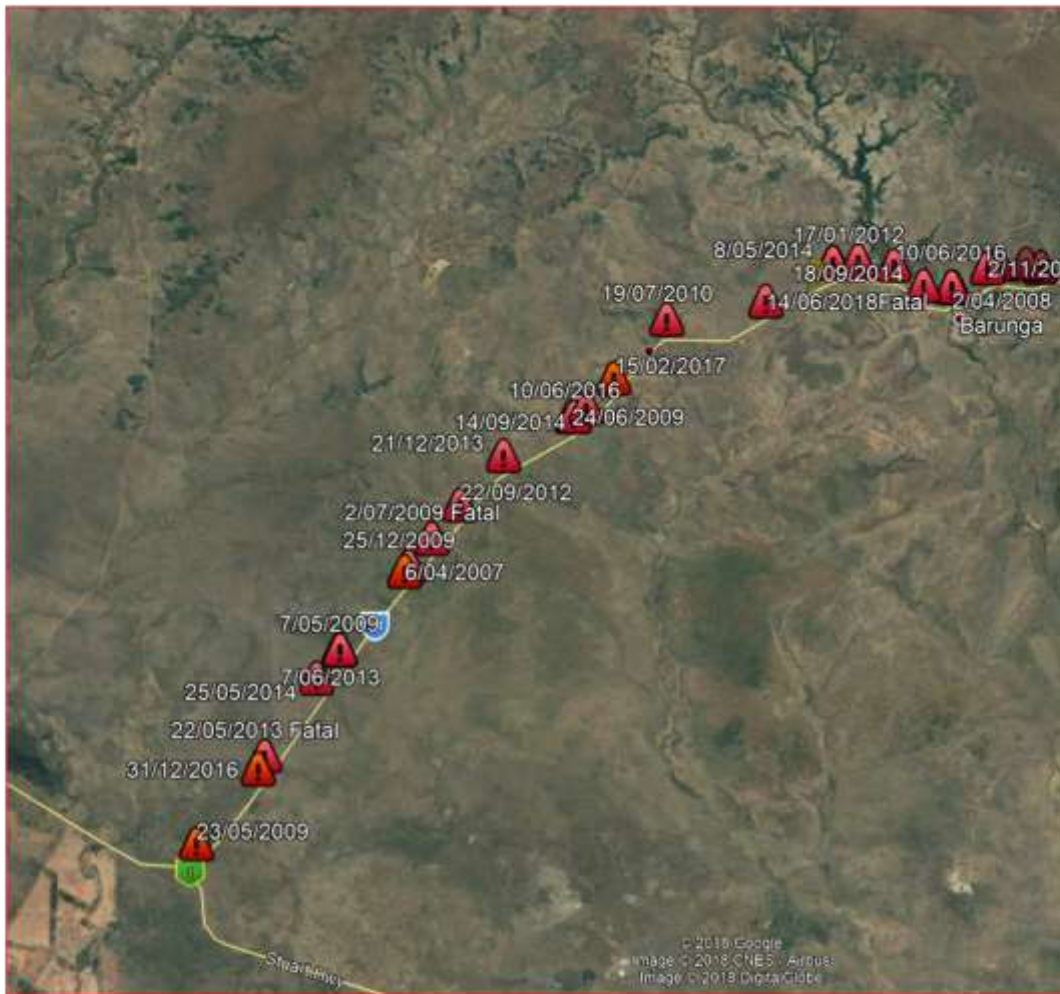
Published data shows that 97% of vehicles on the Central Arnhem Road in this portion are classed as short to medium vehicles, while only 3% are trucks.

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 | 11.3 |
| TITLE | Elected Members Report |
| REFERENCE | 789658 |
| AUTHOR | Perna RAMAWAT, Governance Officer |

RECOMMENDATION

- (a) **That the Beswick 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 | 11.4 |
| TITLE | Council Services Report |
| REFERENCE | 791275 |
| AUTHOR | Nathan McIvor, Area Manager; Hannah BEDFORD, Senior Administration Support Officer |

COMMENDATION

- (a) **That the Beswick Local Authority receives and notes the Council Services Report for Beswick for 11th February 2019**

BACKGROUND**Beswick****Core Services***111 – Councils Services General*

- Office operation occurring as required.
- New SASO Hannah Bedford commenced.
- Training a replacement Centrelink Officer for Martina Brown.

160 – Municipal Services.

- The Municipal team have been busy providing core services to the community.
- Basket Ball Court beautification has been ongoing. Stage C will be commencing soon.
- Bollards continue to be installed as they arrive.
- It has been very busy in the wet weather with weeding & mowing.

161 – Waste Management

- Waste Facility has been upgraded with new recycling bays constructed and new areas to dump waste. Signs still to be installed.

Agency Services*346 – Indigenous Broadcasting*

- The BRAACS have had some further new and updated equipment installed from TEABBA. This will help with collecting content for on air broadcasting, and to streamline the service for broadcasting from Beswick.

350 – Centrelink

- Operating as per contract.

404 - Indigenous Sport and Recreation

- Operating with the assistance of the Community Safety Patrol team.
- School holiday program has been operating also with AFL NT providing a workshop in community during the school holidays.

ISSUES/OPTIONS/SWOT

NIL

FINANCIAL CONSIDERATIONS

NIL

ATTACHMENTS:

GENERAL BUSINESS



| | |
|--------------------|-----------------------------|
| ITEM NUMBER | 11.5 |
| TITLE | Community Safety Report |
| REFERENCE | 793547 |
| AUTHOR | Nathan Mclvor, Area Manager |

RECOMMENDATION

- (a) **That the Beswick Local Authority receives and notes the Community Safety report for the 11 February 2019 meeting**

The Beswick Community Safety Team now have a dedicated Regional Community Safety Coordinator, Peter Lee. He commenced in early January 2019, based in Beswick and services the community of Bulman too. The Community Safety Program looks after Community Safety Patrol (Night Patrol), Sport and Recreation and Youth Services.

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

- The club remains closed since a break in over Christmas.
- Vacancies for the team leader position in CSP have closed with interviews coming up at the time of writing the report.
- Vacancy for CSP position to be filled also.
- Beswick CSP has been assisting the Barunga CSP crew for the holiday period at least 3 nights per week, due to Barunga vacancies.
- Two Crocodiles living in the Billabong behind the office. Signage to be installed.

404: Indigenous Sport and Recreation

- Vacancies advertised for S & R. With interviews occurring soon.
- Programs and activities have been provided over the school holiday period
- Staffing has been an issue with people not turning up for their shifts.
- Very hot days, has limited the amount of kids turning up.

407: Remote Sport and recreation

- Good attendance for the Corrugated Iron workshop for the holiday period.

403: Outside School Hours Care

- Vacancies in this role, similar to Sport and recreation, these positions x 2 will support the children of Beswick in providing activities for them to do.

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 | 793556 |
| AUTHOR | Prerna RAMAWAT, Governance Officer |

RECOMMENDATION

- (a) **That the Beswick 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 793863
AUTHOR Josh Chevailier-Brine, Grants Coordinator

RECOMMENDATION

- (a) That the Beswick 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 Territory'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: Beswick | |
| INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018 | |
| LAPF Grant | \$75,960.00 |
| Other income/carried forward balance from 2016-17 | \$135,535.62 |
| Total income | \$211,495.62 |
| Expenditure | \$30,292.73 |
| Total Expenditure | \$30,292.73 |
| Surplus/(Deficit) | \$181,202.89 |

ISSUES/OPTIONS/SWOT

Nil

FINANCIAL CONSIDERATIONS

Nil

ATTACHMENTS:

1 [↓](#) 138 certification Beswick.pdf



Roper Gulf Regional Council

| CERTIFICATION OF 2017-18 LOCAL AUTHORITY PROJECT FUNDING | |
|--|---|
| Local Authority: Beswick | |
| File number: LGR2016/00050 | |
| INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2018 | |
| LAPF Grant | \$75,960.00 |
| Other income/carried forward balance from 2016-17 | \$135,535.62 |
| Total income | \$211,495.62 |
| Expenditure | \$30,292.73 |
| Total Expenditure | \$30,292.73 |
| Surplus/(Deficit) | \$181,202.89 |
| We certify that the LAPF was spent in accordance with: | |
| • the projects submitted by the Local Authority | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • the LAPF funding guidelines | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • the Local Government Act and the Local Government (Accounting) Regulation | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • the Northern Territory Government's Buy Local Policy | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 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: |/...../..... |

GENERAL BUSINESS



| | |
|--------------------|--|
| ITEM NUMBER | 11.8 |
| TITLE | BESWICK LOCAL AUTHORITY RGRC FINANCIAL REPORT Q2 2018-19 & PROJECT REGISTER UPDATE |
| REFERENCE | 794261 |
| AUTHOR | Jasjit Rai, Financial Accountant |

RECOMMENDATION

- (a) That the Beswick Local Authority receive and note Financial (Expenditure) Report for the second Quarter of 2018-19 financial year
- (b) That the Beswick Local Authority receive and note 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 [↓](#) Beswick Local Authority - Expenditure Report Q2 2018-19.pdf
- 2 [↓](#) Beswick Local Authority Project Register 31.01.19.pdf

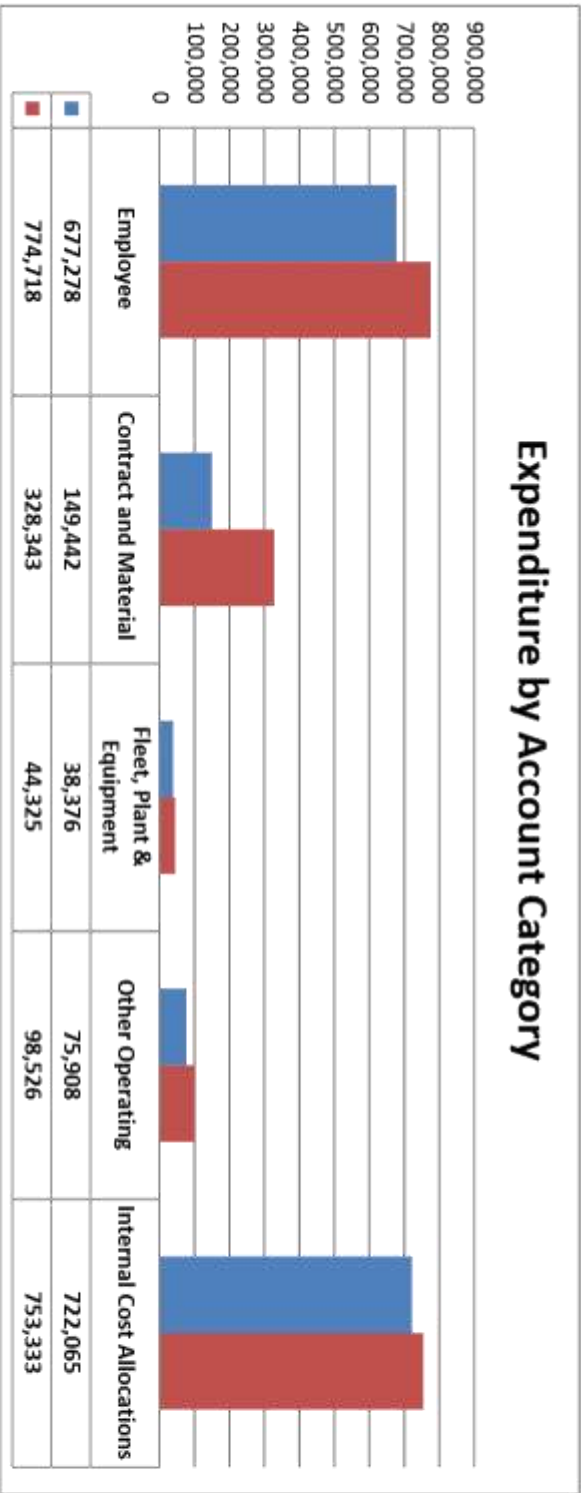
**Roper Gulf Regional Council
Beswick**



Expenditure Report as at 31st December 2018

| Expenditure by Account Category | Current Quarter | | Year to Date - As of Period 7 | | 2nd Quarter | | Proportion of Budget Spent | |
|---------------------------------|--------------------|--------------------|-------------------------------|------------------|----------------|------------------|----------------------------|-------|
| | 2nd Quarter Actual | 2nd Quarter Budget | YTD Actual | YTD Budget | Variance | Annual Budget | Budget | Spent |
| Employee | 677,278 | 774,718 | 780,239 | 903,837 | 97,439 | 1,549,435 | 87% | |
| Contract and Material | 149,442 | 328,343 | 163,828 | 383,067 | 178,901 | 656,686 | 46% | |
| Fleet, Plant & Equipment | 38,376 | 44,325 | 40,008 | 51,712 | 5,949 | 88,650 | 87% | |
| Other Operating | 75,908 | 98,526 | 79,861 | 114,947 | 22,618 | 197,052 | 77% | |
| Internal Cost Allocations | 722,065 | 753,333 | 722,065 | 878,889 | 31,269 | 1,506,666 | 96% | |
| Total Expenditure | 1,663,070 | 1,999,245 | 1,786,000 | 2,332,453 | 336,176 | 3,998,489 | 83% | |

Expenditure by Account Category



| Activity Listing | Current Quarter | | Year to Date - As of Period 7 | | 2nd Quarter Annual | |
|-----------------------------|--------------------|--------------------|-------------------------------|------------|--------------------|---------------|
| | 2nd Quarter Actual | 2nd Quarter Budget | YTD Actual | YTD Budget | Variance | Annual Budget |
| Corporate Governance | | | | | | |
| 110 - Assets Management - | 0 | 20,297 | 0 | 23,679 | 20,297 | 40,593 |
| 132 - Local Authority | 1,392 | 3,272 | 1,392 | 3,817 | 1,880 | 6,544 |
| 138 - Local Authority Proje | 22,828 | 128,581 | 22,828 | 150,012 | 105,754 | 257,163 |
| 202 - Staff Housing | 1,534 | 18,003 | 130 | 21,003 | 19,536 | 36,005 |
| 245 - Visitor Accommodati | 64,582 | 72,763 | 64,582 | 84,890 | 8,180 | 145,525 |
| Sub Total | 87,269 | 242,915 | 88,672 | 283,401 | 155,647 | 485,830 |

| | | | | | | |
|-----------------------------|---------|---------|---------|---------|--------|-----------|
| Commercial Serv. | | | | | | |
| 220 - Territory Housing Rel | 58,246 | 62,556 | 63,427 | 72,982 | 4,310 | 125,111 |
| 246 - Commercial Australia | 5,711 | 5,743 | 5,711 | 6,700 | 32 | 11,486 |
| 314 - Service Fee - CDP | 624,221 | 647,044 | 657,681 | 754,884 | 22,823 | 1,294,087 |
| 318 - Outcome Payments - | 0 | 62,500 | 0 | 72,917 | 62,500 | 125,000 |
| Sub Total | 688,178 | 777,842 | 726,819 | 907,483 | 89,664 | 1,555,684 |

| | | | | | | |
|---------------------------------|---------|---------|---------|---------|--------|---------|
| Council & Comm. Serv | | | | | | |
| 111 - Council Services Geni | 138,443 | 140,677 | 159,345 | 164,123 | 2,234 | 281,354 |
| 160 - Municipal Services | 237,648 | 222,648 | 258,995 | 259,756 | 15,001 | 445,295 |
| 161 - Waste management | 42,022 | 34,662 | 42,022 | 40,439 | 7,360 | 69,324 |
| 162 - Cemeteries Managen | 2,164 | 2,500 | 2,164 | 2,917 | 336 | 5,000 |
| 164 - Local Emergency Mai | 2,196 | 1,635 | 2,286 | 1,907 | 561 | 3,269 |
| 169 - Civic Events | 0 | 1,500 | 0 | 1,750 | 1,500 | 3,000 |
| 171 - Naidoc Week | 0 | 150 | 0 | 175 | 150 | 300 |

| Activity Listing | Current Quarter | | Year to Date - As of Period 7 | | 2nd Quarter Annual Variance Budget | |
|-------------------------------|-----------------------|-----------------------|-------------------------------|---------------|--|-----------|
| | 2nd Quarter Actual | 2nd Quarter Budget | YTD Actual | YTD Budget | | |
| 200 - Local roads maintena | 7,172 | 7,750 | 7,172 | 9,042 | 578 | 15,500 |
| 201 - Street lighting | 5,348 | 5,600 | 6,906 | 6,533 | 253 | 11,200 |
| 341 - Commonwealth Aged | 20,689 | 20,828 | 20,952 | 24,299 | 139 | 41,655 |
| 342 - Indigenous Aged Car | 69,220 | 100,800 | 82,133 | 117,600 | 31,580 | 201,601 |
| 344 - Commonwealth Hom | 42,931 | 42,250 | 45,846 | 49,292 | 681 | 84,500 |
| 346 - Indigenous Broadcas | 15,003 | 19,146 | 17,233 | 22,337 | 4,142 | 38,291 |
| 347 - Creche | 101,248 | 116,610 | 103,472 | 136,045 | 15,362 | 233,220 |
| 350 - Centrelink | 39,869 | 38,908 | 45,426 | 45,392 | 961 | 77,816 |
| 353 - Budget Based Fundin | 4,525 | 7,319 | 4,525 | 8,538 | 2,794 | 14,637 |
| 355 - National Disability In: | 4,840 | 4,164 | 7,146 | 4,858 | 676 | 8,328 |
| 381 - Animal Control | 555 | 150 | 555 | 175 | 405 | 300 |
| 401 - Night Patrol | 106,130 | 126,859 | 113,568 | 148,002 | 20,729 | 253,718 |
| 403 - Outside School Hours | 19,555 | 51,112 | 19,555 | 59,630 | 31,557 | 102,223 |
| 404 - Indigenous Sports an | 18,671 | 24,778 | 21,813 | 28,908 | 6,107 | 49,557 |
| 407 - Remote Sports and R | 0 | 2,500 | 0 | 2,917 | 2,500 | 5,000 |
| 414 - Drug and Volatile Sut | 0 | 700 | 0 | 817 | 700 | 1,400 |
| 416 - Youth Vibe Grant | 0 | 850 | 0 | 992 | 850 | 1,700 |
| 421 - SPG - Fit For Life | 6,868 | 2,541 | 6,868 | 2,964 | 4,327 | 5,082 |
| 423 - SPG - Diversion Eveni | 2,526 | 1,853 | 2,526 | 2,161 | 674 | 3,705 |
| Sub Total | 887,623 | 978,488 | 970,509 | 1,141,569 | 90,865 | 1,956,975 |

| Beswick Local Authority Project Funding - as at 31.01.2019 | | | | | | |
|--|---|----------------------|---------------------|-----------------------------|--|--|
| Funding received from Department | Income | Funds Allocated | Project Variance | Remaining Unallocated funds | | |
| 2014-15 | \$ 71,817.00 | \$ 71,817.00 | | | | |
| 2015-16 | \$ 71,817.00 | \$ 71,817.00 | | | | |
| 2016-17 | \$ 71,817.00 | \$ 71,817.00 | | | | |
| 2017-18 | \$ 75,960.00 | \$ 59,964.24 | \$ 3,306.19 | \$ 19,301.95 | Funds Carry-forward to 2018-19 FY | |
| 2018-19 | \$ 75,960.00 | \$ 20,000.00 | | \$ 55,960.00 | | |
| Total | \$ 367,371.00 | \$ 295,415.24 | \$ 3,306.19 | \$ 75,261.95 | | |
| Projects funding has been allocated to: | | | | | | |
| Project ID | Project Description | Project Budget | Actual Expenditure | Project Variance | Project Status | |
| 1213802 | Footpath project | \$ 10,000.00 | \$ 15,961.28 | | In Progress | |
| 1213803 | Basketball court area landscaping, parking & vehicle control | \$ 37,000.00 | \$ 34,487.58 | | In Progress | |
| 1213806 | Solar light at cemetery | \$ 6,000.00 | \$ 4,544.00 | | Materials Purchased, In progress | |
| 1213807 | Installation of small skate park | | | | Project Approved; Quotes received, \$80K was allocated 08.05.2017 and additional \$5K allocated 23.04.18, work will commence soon. | |
| | Upgrade of Playground Equipment in Madigan Park | \$ 85,000.00 | | | Project Approved; LA meeting 22.10.18 fund will be used for fencing and shading for swings. | |
| 1213809 | Purchase & Installation of BBQ, seating, shelter and path at Madigan Park | \$ 28,000.00 | \$ 299.00 | | In progress | |
| 1213811 | Purchase the Jumbo Park Seating and cement for Signs for Parks | \$ 15,000.00 | \$ 7,086.29 | | Purchase orders raised | |
| 1213812 | Signs for Parks | \$ 2,500.00 | \$ 2,030.00 | | | |
| 1213813 | Bollards | \$ 3,500.00 | \$ 3,176.40 | | | |
| 1213815 | Upgrade of Bus Shelter to a larger Shade and Seating area | \$ 10,000.00 | \$ 9,071.60 | | | |
| 1213816 | Purchase of Solar light for Skate Park | \$ 15,000.00 | \$ 8,160.27 | | | |
| 1213818 | BMX Track | \$ 8,000.00 | | | No funds are allocated by LA. | |
| | Installation of Solar Street Lights | \$ 20,000.00 | | | Total Project \$45,000 and 20K allocated 22.10.18, Need to source additional 25K prior to start of this project | |
| | Total for Current projects | \$ 240,000.00 | \$ 84,816.42 | \$ - | | |

| Project ID | Projects funding has been allocated to: | Prjct Budget | Actual Expendit | Prjct Variance | Project Status |
|------------|---|---------------|-----------------|----------------|----------------|
| | Total for Completed projects | \$ 55,415.24 | \$ 52,109.05 | \$ 3,306.19 | |
| | Grand Total | \$ 295,415.24 | \$ 136,925.47 | \$ 3,306.19 | |

GENERAL BUSINESS



| | |
|--------------------|---|
| ITEM NUMBER | 11.9 |
| TITLE | Guideline 8 |
| REFERENCE | 794846 |
| AUTHOR | Cristian Coman, Manager - Governance and Corporate Planning |

RECOMMENDATION

- (a) **That the Beswick 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*.

Contents

| | |
|---|---|
| 1. Title | 2 |
| 2. Commencement | 2 |
| 3. Revocation of previous guidelines | 2 |
| 4. Definitions..... | 2 |
| 5. Where local authorities are to be established and maintained | 2 |
| 6. Publicly available information..... | 3 |
| 7. Number of members..... | 3 |
| 8. Delegations and conflict of interest | 3 |
| 9. Policy for member appointments, terminations and resignations..... | 3 |
| 10. No proxies | 4 |
| 11. Provisional meeting where quorum not present | 4 |
| 12. Local authority meetings..... | 4 |
| 13. Council consideration of minutes | 5 |
| 14. Local authority sitting fee | 6 |
| 15. Council regional plans, budgets and financial reports | 6 |
| 16. Council annual report..... | 6 |
| SCHEDULE:..... | 7 |

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 Ariparra Elliott Tenant 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 Gnyangara Milingimbi Milyakburra Ramingining Umbakumba Yirrkala</p> <p><u>MacDonnell Regional Council:</u> Amoonguna Areyonga Finke (Aputula) Haasts Bluff (Ikuntji) Hermannsburg (Ntaria) Imanpa Kaitukatjara (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) Borroloola Bulman Jilkminggan Manyallaluk (Eva Valley) Mataranka Minyerri (Hodgson Downs) Ngukurr Numbulwar Urapunga</p> <p><u>Tiwi Islands Regional Council:</u> Milikapiti Pirlangimpi Wurrumiyanga (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 Waruwi</p> <p><u>West Daly Regional Council:</u> Nganmariyanga Peppimenarti Wadeye</p> |
|---|--|

GENERAL BUSINESS



| | |
|--------------------|---|
| ITEM NUMBER | 11.10 |
| TITLE | Project Funding Guidelines |
| REFERENCE | 794847 |
| AUTHOR | Cristian Coman, Manager - Governance and Corporate Planning |

RECOMMENDATION

- (a) **That the Beswick 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.