

# ORDINARY COUNCIL MEETING 29 JUNE 2020



## NOTICE OF MEETING

The Ordinary Meeting of the Belyuen Community Government Council will be held in the Council Offices, Belyuen community commencing at 5.30pm.

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Cathy Winsley - CEO



# AGENDA ORDINARY COUNCIL MEETING 29 JUNE 2020

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## 1 OPEN MEETING

The meeting will be declared open at 5:30PM.

## 2 APOLOGIES AND LEAVE OF ABSENCE

|                      |                            |
|----------------------|----------------------------|
| <b>Report Number</b> | <b>2.1.6.20</b>            |
| <b>Author</b>        | <b>Cathy Winsley - CEO</b> |
| <b>Attachments</b>   | <b>Nil</b>                 |

### Summary

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary General Meeting held on XX.

### Background

Not applicable.

### Comment

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

### Statutory Environment

As per the Local Government Act s.39 (1) A person ceases to hold office as a member of a Council if the person: (d) is absent, without permission of the Council, from 2 consecutive ordinary meetings of the Council.

### Financial Implications

Not applicable.

### Recommendation

***That Council receives and notes the apology by \_\_\_\_\_ for the Ordinary Council meeting of the 29th June 2020.***

***Moved:***

***Seconded:***

### 3 DECLARATION OF INTEREST

|                      |                            |
|----------------------|----------------------------|
| <b>Report Number</b> | <b>3.1.6.20</b>            |
| <b>Author</b>        | <b>Cathy Winsley - CEO</b> |
| <b>Attachments</b>   | <b>NIL</b>                 |

#### Summary

Elected members and staff are required to declare and conflicts of interest arising from the matters contained in this agenda.

#### Background

**Elected Members** are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised.

The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

**Staff Members** of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

#### Comment

NIL

#### Statutory Environment

- Local Government Act s73 & s74 (Elected Members).
- Local Government Act (2008) s107 Conflict of interest (Staff Members)

#### Policy Implications

Conflict of Interest – Code of Conduct.

#### Financial Implications

Not applicable.

#### Recommendation

***That Council receives and notes < no declarations of interest /the declaration of interest from XX relating to agenda item XX.XX> for the Ordinary General Meeting held 29th June 2020.***

**Moved:**

**Seconded:**

## 4 DEPUTATIONS AND PRESENTATIONS

Council notes the presentations from the following:

NIL

## 5 CONFIRMATION OF PREVIOUS MINUTES

|                      |                                                         |
|----------------------|---------------------------------------------------------|
| <b>Report Number</b> | <b>5.1.6.20</b>                                         |
| <b>Author</b>        | <b>Cathy Winsley - CEO</b>                              |
| <b>Attachments</b>   | <b>Unconfirmed Minutes of the Meeting 25th MAY 2020</b> |

### Summary

Minutes of the Ordinary General Meeting held on <<date of previous meeting>> are submitted to Council for confirmation that those Minutes are a true and correct record of the meetings.

### Statutory Environment

The Minutes as submitted must comply with part section 67(2) Local Government Act 2011 and that confirmation of Minutes is compliant with section 67(3) of the Local Government Act 2011.

### Policy Implications

Not applicable

### Financial Implications

Not applicable.

### Recommendation

***That the Minutes of the Ordinary General Meeting held on 25th MAY 2020 be confirmed by Council as a true and correct record of the meeting.***

**Moved:**

**Seconded:**

## 6 PRESIDENT'S REPORT

|                      |                              |
|----------------------|------------------------------|
| <b>Report Number</b> | <b>6.1.6.20</b>              |
| <b>Author</b>        | <b>Zoe Singh - President</b> |
| <b>Attachments</b>   | <b>NIL</b>                   |

### Summary

The President reports to Council on her activity and any items of importance that have arisen since the last ordinary Council meeting.

### Comment

The President's report will be provided verbally.

### Financial Implications

Not applicable.

### Recommendation

*That Council receives and notes the President's Report.*

**Moved:**

**Seconded:**

## 7 OFFICER REPORTS

### 7.1 Incoming and Outgoing Correspondence

|                      |                              |
|----------------------|------------------------------|
| <b>Report Number</b> | <b>7.1.6.20</b>              |
| <b>Author</b>        | <b>Cathy Winsley - CEO</b>   |
| <b>Attachments</b>   | <b>Various letters below</b> |

### Background

Council is provided with items of correspondence both received and sent during the months of May/June 2020

Hard copies are available to Council on the day of each Ordinary Council meeting for perusal, with additional copies available on request to individual Elected Members.

The correspondence inwards and outwards will be tabled at every meeting or included in agenda items as part of the background information for that particular issue.

### Comment

The following correspondence has received or sent during the period May to June 2020.

**Correspondence In**

| Ref | Date         | From                                                            | Regarding                                                                       |
|-----|--------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------|
| 1   | 27 May 2020  | Maree De Lacey<br>Executive Director -<br>DLGHCS                | Training Needs of NT councils                                                   |
| 2   | 5 June 2020  | Carol Stanislaus -<br>National Indigenous<br>Australians Agency | Funding offer to upgrade Belyuen Kitchen<br>Equipment Upgrades                  |
| 3   | 17 June 2020 | Maree De Lacey<br>Executive Director -<br>DLGHCS                | Funding offer "Conversion to CouncilWise Local<br>Government Business Software" |

**Correspondence Out**

|   | Date        | To                                                          | Regarding                                                                                                                              |
|---|-------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 4 | 3 June 2020 | Maree De Lacey<br>Executive Director -<br>DLGHCS            | Request for funding to support the implementation<br>of the new business support system (CouncilWISE)<br><i>See also CEO's Report.</i> |
| 5 | 3 June 2020 | Trustees of<br>Delissaville, Wagait,<br>Larrakia Land Trust | Advice of upcoming road management/safety<br>programs                                                                                  |
| 6 | 2 June 2020 | Marion Scrymgour<br>CEO NLC                                 | Invitation to attend council meeting on 27 July 2020                                                                                   |

**Consultation**

Not applicable.

**Statutory Environment**

Not applicable.

**Policy Implications**

Not applicable.

**Financial Implications**

The Council has received Grant funding of approx. \$120,000. This funding will be received carried over into the 2020/21 financial year for expenditure.

**Recommendation**

***That Council receives and notes the Incoming and Outgoing Correspondence Report tabled at the Council meeting 29th June 2020***

***Moved:***

***Seconded:***

## 7.2 Report from the CEO

|               |                     |
|---------------|---------------------|
| Report Number | 7.2.6.20            |
| Author        | Cathy Winsley - CEO |
| Attachments   | NIL                 |

### Summary

Each meeting the CEO provides an update on activities and issues facing the Council.

### Comment

#### Grant Offers

##### Department of Local Government – Special Purpose Grant

The Council has received and accepted a grant for \$61,046 from the Department to undertake the implementation of the CouncilWise system. The system will provide a new financial backend for the administration as well as new software and hardware in the Store and Workshop. Implementation of the system is anticipated to commence on the 1 August 2020 and take approximately 3 months to complete.

##### National Indigenous Australians Agency

The Council has received and accepted a grant for \$58,673 to upgrade the Belyuen Kitchen Upgrades. The grant will provide for much needed upgrades to the kitchen.

#### CEO Leave

I will be undertaking leave during the week of the 6<sup>th</sup> June 2020 to deal with a few family matters. This leave will not impact any of the major projects occurring and is prior to the next Council meeting.

### Statutory Environment

Not applicable.

### Financial Implications

Not applicable.

### Recommendation

#### *That Council:*

- 1** *Receives and notes the report from the CEO for the period May to June 2020.*
- 2** *Notes and approve leave for the CEO during the week 6th July 2020.*

**Moved:**

**Seconded:**

## 8 OFFICER REPORTS

NIL

## 9 FINANCIAL REPORTS

### 9.1 Monthly Financial Report

|                      |                                  |
|----------------------|----------------------------------|
| <b>Report Number</b> | <b>9.1.6.20</b>                  |
| <b>Author</b>        | <b>Cathy Winsley - CEO</b>       |
| <b>Attachments</b>   | <b>Financial report May 2020</b> |

#### Summary

The Council is provided with a financial report at each meeting.

#### Background

Not applicable.

#### Comment

Please refer attached financial report.

#### Statutory Environment

Section 18 of the Local Government Accounting Regulations 2008 refers.

Financial reports to Council –

- 1) The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council, setting out:
  - a) the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and
  - b) the forecast income and expenditure for the whole of the financial year.
- 2) The report must include:
  - a) details of all cash and investments held by the Council (including money held in trust); and
  - b) a statement on the debts owed to the Council including the aggregate amount owed under each category with a general indication of the age of the debts; and
  - c) other information required by the Council.

#### Policy Implications

Not applicable

#### Financial Implications

See the body of this report.

#### Recommendation

***That Council accept the financial reports for the period May 2020 as tabled in this report.***

**Moved:**

**Seconded:**

## 10 QUESTIONS BY MEMBERS

Members are invited to raise any questions.

## 11 GENERAL BUSINESS

Call for any other general business.

## 12 CONFIDENTIAL ITEMS

### Recommendation

***That pursuant to Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations, the meeting be closed to the public to consider the Confidential item(s) of the Agenda.***

**Moved:**

**Seconded:**

The following reports will be dealt with under Section 65(2) (ciii) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

### 12.1 Councillor Allowances and Benefits

### 12.3 Draft Shire Plan 2020-21

Return to open session:

### Recommendation:

***That the Council reopen the meeting for general discussion and that the resolutions from the confidential sessions 12.1 and 12.2 be read.***

**Moved:**

**Seconded:**

## 13 NEXT COUNCIL MEETING

The next Ordinary Meeting of Council be held on 27 July 2020 at the Belyuen Council Offices, Belyuen commencing at 5:30PM.

# Attachments

| <b>Agenda Item</b> | <b>Attachment</b>                    |
|--------------------|--------------------------------------|
| 5.1                | Unconfirmed minutes 29 May 2020      |
| 7.1                | Incoming and outgoing correspondence |
| 9.1                | Financial report                     |

**MINUTES OF THE BELYUEN COMMUNITY GOVERNMENT  
COUNCIL**

**ORDINARY COUNCIL MEETING HELD ON MONDAY**

**25<sup>th</sup> MAY 2020**

**IN THE BELYUEN TRAINING ROOM AT 5PM**

Present: Rex Edmunds Vice President

Cecilia Lewis Councillor

John Moreen Councillor

Rex Sing Councillor

Absent: Zoe Singh President

President Singh advised the CEO on Monday 25<sup>th</sup> May that she would be absent from the meeting because she had to attend a funeral at Tiwi and she was flying out Monday afternoon.

1. Meeting Opened

**Vice President Edmunds opened the meeting at 5.22pm**

Vice President Edmunds welcomed Peter Cole Power and Water to the meeting. Peter Cole discussed with the Council work that is going to be carried out at the Power and Water Compound. The work is to upgrade the Disinfection System. Peter Cole explained in detail the infrastructure work that will be carried out along with the new structures to be installed that will provide storage for computer system and chlorine. A crib room (lunch room) and mobile toilet unit will also be installed for the duration of the work being done.

Peter Cole provided the Councillors with information showing pictures of new infrastructure that is to be installed and explained how it is all going to work. The Vice President asked Peter Cole if there could be an opening once everything was completed.

Peter Cole informed Council he would take the request to his boss and let the CEO know.

The Vice President thanked Peter Cole for coming to address Council.  
Peter Cole left the meeting at 6.25pm

Vice President Edmunds welcomed Suzanne Peckham and Joe Brown from the NT Department of Education to the meeting.

Joe Brown discussed with Council the LEaD (Local Engagement and Decision-Making Committee Initiative that is being developed in remote schools throughout the Territory.

Joe Brown commented that the LEaD committee makes decisions for the school in a similar way that Council makes decisions for the Community.

Joe Brown and Suzanne Peckham went through a power point presentation explaining the powers of LEaD and how the Parent Consultative Committees fit into LEaD.

Joe Brown explained that a Four Year Strategic Plan is prepared by the School Committee and he and Suzanne Peckham are going to work with the Parent Committee to update the Plan.

Joe Brown commented that the Parent Committee should be communicating with the Council. Council provides a school nutrition and a culture programme at the school.

Council members commented that they were not aware of LEaD or the School Consultative Committee.

Joe Brown and Suzanne Peckham thanked Council for inviting them to come to the meeting and they would be happy to come back again if Council would like more information about the LEaD programme.

The Vice President thanked Joe Brown and Suzanne Peckham for coming to talk with Council.

They both left the meeting at 7.15pm

Council had a five minute break.

Vice President Edmunds reconvened the meeting at 7.20pm

## 2. Apologies

President Singh attend a funeral at Tiwi

Resolution 2.1.05.20

That Council accepts the reason provided for the President's absence and gives permission for her absence.

Moved: Councillor Moreen

Seconded: Councillor Sing

Carried

## 3. Declaration of Interest of Members of Staff

Per s73 and s4 of the Local Government Act (2008) Elected Members are required to disclose an interest in a matter under consideration by Council at

a meeting of the Council or a meeting of a Council committee as soon as practicable after becoming aware of the issue which gives rise to the conflict.

There were no Declaration of Interests of members or Staff

#### **4. Confirm Minutes from Council Meeting held on 23<sup>rd</sup> March 2020**

Documents Tabled: Minutes from the Ordinary Council meeting held on 23<sup>rd</sup> March 2020

##### **Resolution 4.1.05.20**

THAT the Minutes from the Ordinary Council Meeting held 23<sup>rd</sup> March 2020 are accepted as a true and correct record.

Moved: Councillor Moreen

Seconded: Councillor Sing

Carried

#### **5. Financial Reports**

Documents Tabled: Monthly Financial Reports for February, March and April 2020

##### **Resolution 5.1.05.20**

That the tabled financial reports for the months of February, March and April 2020 be accepted by Council.

Moved: Councillor Lewis

Seconded: Vice President Edmunds

#### **6. Grant Funding Updates and Acquittals**

Signed Grants

Australian Government Dept of Health CHSP Emergency Support \$16424

To provide extra meals for old people who have been impacted by the Coronavirus

Australian Government Dept of Health Deed of Variation in relation to Home Support 20-21

*Outcome of Pending Grant Applications to Dept of Local Government*

SPG Dump Management and Electrical Upgrades

Note that the 'Belyuen Dump' was identified by Department of Local Government staff late 2019 that it is not in the Belyuen Council Boundary and there fore would not be eligible for a grant.

Infrastructure – oval upgrade

Grant application outcomes for the Electrical Upgrade and the oval relate to Correspondence item 7.10.

CEO advised that Local Government are no longer going ahead with the above grant applications and that this agenda item relates to correspondence item 7.10

Correspondence brought forward

This correspondence is from the Minister for Local Government, Housing and Community Development and relates to a Special Community Assistance and Local Employment (SCALE) Grant offer for 2019 – 2020

The CEO went through the letter from the Minister and explained to Council that the SCALE Programme relates to Councils providing options to commercial businesses in their Council areas that are struggling to pay rates because of loss of income during the CoronaVirus shut down. For Council's to accept this funding they are required to pass a Resolution adopting the "Public Benefit Concessions Policy for Commercial Ratepayers".

The CEO explained to Council that Belyuen does not have any commercial properties or businesses however Council must still adopt the policy for Council to be eligible for the funding.

CEO explained that Council needs to make two Resolutions.

**Resolution 6.1.05.20**

That Council adopts and applies the "Public Benefit Concessions Policy for Commercial Ratepayers".

Moved: Vice President Edmunds

Seconded: Councillor Lewis

Carried

**Resolution 6.2.05.20**

That Council accepts the One off SCALE grant of \$100,0000 noting that Council does not have any Commercial Ratepayers within the Belyuen Council boundaries.

Moved: Councillor Sing

Seconded: Councillor Moreen

Carried

Outstanding applications

IEI – Three year funding for Aged Care Workers – seeking 3 more positions

The CEO advised that Council is seeking three more community Aged Care positions as part of the Indigenous Employment Initiative.

CEO advised that still waiting as to the outcome of this request.

**7. Correspondence**

7.1 Letter to the Dept of Local Government, Housing and Community Development

Documents Tabled: Letter to Maree DeLacey A/Deputy Chief Executive Officer requesting that the Department fund the Consultancy Proposal from Cathryn Hutton. Stage 2

Letter from the Dept Of Local Government, Housing and Community Development.

Documents Tabled: Letter of Offer for Stage 2 Consultancy Services

Letter of Acceptance to the Department of Local Government Housing and Community Development

Documents Tabled: Signed Acceptance

Outcome: The Department of Local Government has provided funding for stage two of the Consultancy to develop action plans and budgets for items identified in the Consultancy Review.

Noted.

7.2 Letter from the Department of Infrastructure Planning and Logistics

Document Tabled: Email re Notification of Development Application and requesting any concerns that Council may have in relation to the Tower to be relayed to them as soon as possible.

CEO presented to Council documents in relation to the tower identifying where the tower will be erected and specifications of the tower including a diagram.

Noted.

7.3 Letter from the Department Infrastructure Planning and Logistics

Documents Tabled: Letter re NT Subdivision Development Guidelines

Noted.

7.4 Letter from the Department of Local Government, Housing and Community Development

Documents Tabled: Letter re New Department CEO, council plans, budgets, rates and council reserves 2020-2021

Noted.

7.5 Letter from Department of Health

Documents Tabled: Letter re Grant Funding Arrangements in relation to COVID-19

Noted.

7.6 Dept of Infrastructure Planning & Logistics

Documents Tabled: Email from the Department re that the signs requested have been installed

Department forwarded photos of the signs.

CEO has expressed concern to the Department that there is a 100km speed sign just past the airstrip coming up to the Belyuen Community.

CEO believes this is too fast to be going past a community

CEO advised Council that the Department has yet to respond to this concern.

Noted.

#### 7.7 Dept of Infrastructure Planning and Logistics

Documents Tabled: Letter re Annual Review of the 10 Year Infrastructure Plan

Noted

#### 7.8 Administrator of the Northern Territory

Document Tabled: Letter from the Administrator sending best wishes and support in this time of COVID-19

Noted

#### 7.9 Chief Minister

Document Tabled: Letter from the Chief Minister re Business Hardship Package

CEO has been advised by the Department of Local Government that Local Government are not eligible to apply for these hardship packages.

Noted.

#### 7.10 Minister for Local Government, Housing and Community Development

Document Tabled: Letter to the President re Initiatives to support Council in efforts to respond to the impacts of COVID-19 in Belyuen.

This item has been dealt with in Point 6.

#### Additional Correspondence

##### 7.11 Nair Watkins Accountants

Document tabled: Letter to Nair Watkins advising them that Council will only be seeking a contract for consultancy work to the end of September 2020.

Council also seeking an hourly rate for work undertaken from 1<sup>st</sup> July to 30 September 2020.

CEO advised Council that Nair Watkins have not responded to this letter dated 27<sup>th</sup> April 2020.

7.12 Email from Federal Government Deputy Prime Minister and Minister for Local Government

Email informing Council that the Federal Government is going to release the Financial Assistance Grant allocation early. The Grant is not due until 20-21 financial year but the Government are going to release it in the current 19-20 financial year.

The Federal Government also going to give Council an extra \$14994 from the Local Road and Community Infrastructure Programme.

CEO advised that in total the Federal Government are giving Council \$45001. Noted.

## **8. General Business**

8.1 Belyuen Council Continuity Business Plan Coronavirus and Update

Documents Tabled: Belyuen Council's Business Continuity Plan Version 5 and Version 6

Noted

8.2 Wagait Tip Remediation

Meeting with Wagait CEO and Dept of Infrastructure Planning and Logistics  
13 May 2020

To provide an update on what is happening with the remediation work.

Document Tabled: Flyer from NT Government re Project Update – showing Map of area where work being undertaken

The CEO explained to Council that once the work begins there will be up to 8-10 trucks a day travelling on the Cox Peninsula road taking waste to Shoal Bay.

There will also be trucks coming around from Fog Bay road area bringing landfill to the tip site.

Council discussed concerns about potential dangers on the road with so many trucks and the road being not very wide.

The CEO informed Council that traffic concerns had been raised with Departmental staff.

The CEO informed Council that the Department were made aware that trucks can access fuel 24/7 at Belyuen, that Belyuen has a well equipped mechanic workshop and the store provides good take away food.

Departmental staff to let the Contractors know of what the community can offer.

Noted.

### 8.3 Belyuen and Coomalie CEO Meeting 6<sup>th</sup> May 2020

Meeting at Coomalie with CEOs from Coomalie and Belyuen; Coomalie Accountant and Belyuen Consultant.

Meeting was a meet and greet with the Coomalie new CEO and discussion around accounting, computer package CouncilWISE and possibility of two Council's continuing with working towards amalgamation.

Belyuen Council to discuss continuing to work towards amalgamation with Coomalie Council.

**Resolution: 8.3.05.20**

That the Belyuen Council reaffirms their commitment to working with Coomalie Council towards amalgamation of both Councils.

Moved: Vice President Edmunds

Seconded: Councillor Lewis

Carried

### 8.4 Belyuen Council and Wagait Shire

CEO informed Council of the meet and greet meeting with the new CEO at Wagait 14 May 2020.

CEO advised that discussions were largely around waste management and roads. Both CEOs Agreed to meet fortnightly with the next meeting on 28 May 2020

**Resolution: 8.4.05.20**

That Belyuen Council CEO continues to work with the Wagait Shire CEO to help address the waste management problems on the Cox Peninsula and road safety issues. The CEO to provide monthly updates to Council.

Moved: Councillor Lewis

Seconded: Councillor Moreen

Carried

### 8.5 Community Cemetery Clean up

CEO informed Council that the Civil Works staff have done a major clean up of the cemetery. Families need to now clean up the grave sites.

**Resolution: 8.5.05.20**

That Wednesday 3<sup>rd</sup> June be identified for a community clean up of grave sites at the cemetery and

Council to provide gloves and garbages and a meal for those people who work at the clean up.

Moved: Vice President Edmunds

Seconded: Councillor Moreen

Carried

## 8.6 Local Meeting

Meeting with Clinic, School, Workshop, Women's Centre, Council and Ironbark phoned into the meeting.

Meeting held on 14<sup>th</sup> May to discuss waste management alternatives for the community with the closing down of the dump.

Noted.

## 8.7 Meeting with Department of Local Government

Meeting with the Department of Local Government Executive Director Maree DeLacey; Senior Director Sustainability and Compliance Meeta Ramkumar; Senior Legislation and Policy Officer Ethan Redshaw; Coomalie CEO Anna Malgorzewicz and Belyuen Consultant Cathryn Hutton.

Meeting took place on 15<sup>th</sup> May Local Government Office.

Meeting to discuss with the Department recommencing the amalgamation discussions and what is required to be presented to the Department.

Noted.

## 8.8 Zoom Meeting 21 May with Consultant Cathryn Hutton.

Meeting to discuss applicants for the Finance Officer position.

CEO informed Council that the Zoom was not operating so a phone meeting was held instead.

CEO informed Council that a number of people had applied for the Finance Officer position and that 4 people had been short listed to be interviewed on Thursday 28 May 2020.

The interviews to take place in Darwin.

The person selected to be offered the position will be invited to come to Belyuen and meet the Council and staff so they can decide if they would like to work here and vice versa.

Noted.

## 8.9 Store staff

CEO provided update to Council.

CEO informed Council that both the Store Manager and the Store Assistant have both resigned for personal reasons.

CEO has interviewed a person for the Store Assistant position and they have been offered the position. The person is a local (Wagait) woman who has over 15 years experience in retail with Woolworths.

Previous Manager will be doing two days a week to do invoicing, ordering, banking and goods received until a new Manager can be employed.

The school nutrition positions are being job shared by four community people and this is working out well.

Saturday and Sunday are now worked by two local (Wagait) people.

Noted

## 8.10 Invitation to CEO NLC to visit the community

CEO informed Council that this Agenda item is a follow on from the March meeting Point 7.3

### **Resolution 8.10.05.20**

That the CEO write to the NLC CEO inviting her to attend the July 27<sup>th</sup> 2020 Council meeting.

Moved: Vice President Edmunds

Seconded: Councillor Sing

Carried.

## 8.11 Dump previously known as 'The Belyuen Dump'

CEO informed Council that the EPA (Environment Protection Authority) have instructed that the old council office roof tiles are to be removed from the dump and disposed of in an appropriate manner. Removal scheduled for Wednesday 27<sup>th</sup> May with Veolia Waste Management.

Civil Works staff to clear a drive way through to the tiles for the truck and skips to get in. It was noted that there is still no signage at the Dump since the Kenbi Rangers Coordinator has changed its status to an "Illegal Dump".

Noted.

### 8.11 Meeting with John AhMat Alcohol Harminisation Programme

Council discussed inviting John to a meeting on Thursday 4<sup>th</sup> May to discuss the plans for the mid year family camp.

CEO to send invitation to John AhMat for a meeting at 10am on the 4<sup>th</sup> June 2020.

Noted

### **Confidential Business Meeting closed to the Public**

#### **9 Confidential Business**

That in accordance with section 65(2) of the Local Government Act the meeting is now closed to the public as confidential items classified by regulations as confidential are about to be discussed.

Moved: Councillor Moreen

Seconded: Vice President Edmunds

Carried

#### **Grounds for Exclusion of the public**

Closure of the meeting is in accordance with Local Government Administration Regulation 8(a) as the matter about to be discussed includes (1) information about people who owe money to Council and those who have vehicles in the Workshop Compound that have not been paid for.

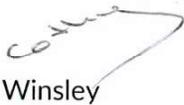
#### **10. Meeting re- opened to the Public**

#### **11. Next meeting and Close**

There being no more business the Vice President closed the meeting at 9.45pm  
Next meeting scheduled for 22 June 2020.

27 May 2020

Ms Cathy Winsley  
Chief Executive Officer  
Belyuen Community Government Council  
CMB 18  
DARWIN NT 0801  
[cathy.winsley@belyuen.nt.gov.au](mailto:cathy.winsley@belyuen.nt.gov.au)



Dear Ms Winsley

**Re: Training needs of NT councils**

As you are aware, the commencement of the *Local Government Act 2019* (the new Act) was recently deferred until 1 July 2021 to allow councils to focus on responding to the COVID-19 pandemic.

In preparation for commencement of the Act, the Department of Local Government, Housing and Community Development is keen to understand the training, preparation and guidance needs of councils.

I would be grateful if you could advise on any particular subject matters and the training types (for example workshops, presentations, recordings) you would see as beneficial for:

- elected members;
- chief executive officers; and
- council staff.

Your feedback will assist the Department to plan how to best assist councils, to identify common training needs and to focus on areas where assistance would be best targeted. The Department currently intends to:

- provide sample policies, registers and forms on the Department's website;
- provide guidance and examples for managing code of conduct complaints;
- provide rates information and guidance at LGANT's Finance Reference Group meeting in September 2020;
- provide local government elections information and guidance for elected members and council senior staff in early 2021;

- publish an elected member handbook.

Your suggestions for training and resources, as well as any other ideas or comments regarding departmental assistance, will be much appreciated.

To provide feedback, please email [LGLaw.DLGHCD@nt.gov.au](mailto:LGLaw.DLGHCD@nt.gov.au) by 30 June 2020.

If you have any questions about this letter please contact Mr Rob Lee, Senior Legislation and Policy Officer, on 8999 8568.

Yours sincerely



MAREE DE LACEY  
Executive Director  
Local Government and Community Development



## Australian Government

### National Indigenous Australians Agency

Belyuen Community Government Council  
Lot 291, Belyuen Community  
BELYUEN, NT, 0801

Dear Cathy

#### Letter of Offer

I am pleased to offer you the following grant funding (the Grant) to undertake the following Activity under the following Programme.

| Programme                       | Activity Name                      | Grant Amount (excl. GST) | GST (if applicable) | Total (incl. GST) |
|---------------------------------|------------------------------------|--------------------------|---------------------|-------------------|
| 1.5 Remote Australia Strategies | Belyuen Kitchen Equipment Upgrades | \$58,673.64              | Not Applicable      | \$58,673.64       |

This Letter of Offer (which includes this letter, the Schedule and the Terms and Conditions) forms the entire agreement (the Agreement) between your organisation and us. The Grant may only be used for the Activity. The Grant will only be paid to you subject to execution of the Agreement by you and us and your ongoing compliance with the Agreement.

Two copies of the Agreement are enclosed which must be signed by you. Once you have signed both copies of the Agreement you must return them to us at the above address within thirty (30) Business Days of the date of this letter or, unless otherwise agreed, this offer will lapse.

We will then sign and date both copies and return one copy to you for your organisation's records. Once we have received and signed both copies the Agreement will commence and will expire on the Agreement completion date specified in the Schedule unless terminated earlier by us.

If you believe that you will have difficulties complying with any part of the Agreement, then you will need to resolve these before signing the Agreement. If you are uncertain about any aspect of the Agreement you should seek independent legal advice before signing the two enclosed copies.

The Grant Agreement Manager/Contact Officer for you to contact regarding any query or issue relating to this Agreement is Timena Petterson on 08 7972 4155 or on email [Timena.Petterson@official.niaa.gov.au](mailto:Timena.Petterson@official.niaa.gov.au)

Yours sincerely

*Carol Stanislaus*

Carol Stanislaus  
Adviser  
Darwin Tiwi Islands  
Top End and Tiwi Islands Region  
National Indigenous Australians Agency

05 June 2020

## Belyuen Community Government Council

Manager Grants Program  
Sustainability and Compliance Branch  
Department of Local Government and Community Development  
GPO Box 4621  
DARWIN NT 0801

Dear Sir/Madam

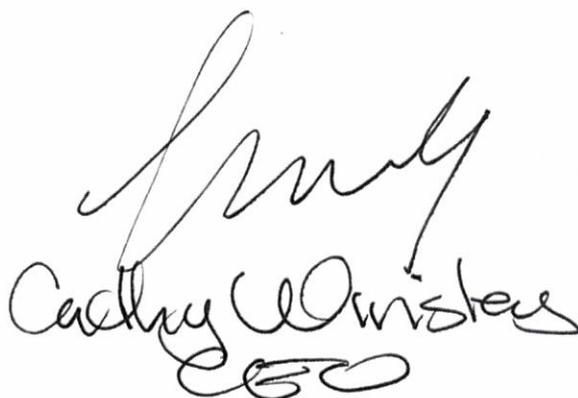
RE: ACCEPTANCE OF ONE-OFF GRANT FOR 2019-20

On behalf of the Belyuen Community Government Council the offer of a one-off grants for \$61 046 is accepted under the following terms and conditions.

- (a) Manage and expend the one -off grant in accordance with the *Local Government Act 2008* and the *Local Government (Accounting) Regulations*.
- (b) Place the one-off grant in a **trust account** according to details in GrantsNT until such time it is to be expended.
- (c) Only use the one-off grant to enable the conversion and setup to CouncilWise local government business software.
- (d) Absorb any costs above \$61 046.
- (e) Fully acquit the grant as at 30 June 2021 using a statement titled "One-off Grant Acquittal" as issued (copy attached), on or before 31 August 2021.
- (f) Lay the acquittal before a council meeting and provide a copy of the council minutes.

Yours faithfully

17/6/2020  
CEO



Cathy Winstone  
CEO

CFO / /20\_\_



Department of  
**LOCAL GOVERNMENT, HOUSING  
AND COMMUNITY DEVELOPMENT**

Level 1 RCG Centre  
47 Mitchell Street  
Darwin NT 0800

Postal address  
GPO Box 4621  
Darwin NT 0801

E [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au)

T 08 8999 8473

File reference  
LGR2015/00033-197

17 June 2020

Ms Cathy Winsley  
Chief Executive Officer  
Belyuen Community Government Council  
CMB 18  
DARWIN NT 0801

  
Dear Ms Winsley

Re: Funding offer - Conversion to CouncilWise Local Government Business Software

I refer to your letter of 3 June 2020 and my subsequent e-mail response suggesting that the Belyuen Community Government Council should consider funding the conversion to CouncilWise from the recently paid Special Community Assistance and Local Employment (SCALE) grant.

I am pleased to advise that funding has now been identified within the 2019-20 Local Government Grants program to assist with this very important project. Therefore I am offering the Belyuen Community Government Council a one-off grant of \$61 046 to enable the conversion and setup to CouncilWise local government business software.

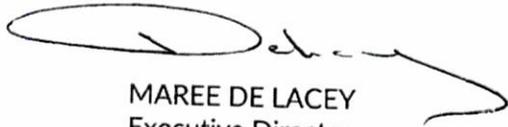
I note that the CouncilWise software has a yearly licence fee, which the Belyuen Community Government Council will need to ensure is budgeted for in future years.

As this grant offer relates to the 2019-20 financial year, it is imperative that we receive the completed acceptance as soon as possible to enable us to release the funds by COB 19 June 2020. The acceptance form should be completed and returned to Donna Hadfield, Manager Grants Program at [lg.grants@nt.gov.au](mailto:lg.grants@nt.gov.au) by COB 18 June 2020. I apologise for the short turn-around.

You are required to acquit this 2019-20 grant once it has been expended and confirm purchase was in accord with the Northern Territory Buy Local Plan. Attached is an acquittal form for this purpose.

I trust this additional funding will allow the Belyuen Community Government Council to continue to utilise the SCALE funding for other priorities of council, consistent with the purpose it was given during this difficult time, and wish you success with the CouncilWise project delivery.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Maree De Lacey', with a large, stylized loop at the beginning and a long, sweeping tail.

MAREE DE LACEY  
Executive Director  
Local Government and Community Development



## BELYUEN COMMUNITY GOVERNMENT COUNCIL

ABN 88 194 280 330  
BELYUEN COMMUNITY  
Community Mail Bag 18,  
Darwin NT 0822  
Telephone: (08) 8978 5071

To: Trustees of Delissaville, Wagait, Larrakia Land Trust

c/- Northern Land Council

GPO Box 1222

Darwin NT 0800

Dear Trustees

This is a courtesy letter to let you know that Belyuen Council as part of their road management/safety programmes in the community will be undertaking the following works:

- ❖ installing bollards in key traffic problem areas to address short cutting and the safety issues that it creates. The short cutting also creates dust issues in the dry season. Map attached showing where the bollards are to be installed
- ❖ Installing signage (give ways, speed humps and 40km) and speed humps at main intersection
- ❖ Installing signage (40kms, pedestrians) coming into the community across from the store
- ❖ Installing signage (40kms and speed humps) and speed humps on the road in front of the hall.
- ❖ Installing bollard and signage (push bikes and pedestrians only) at either end of the cement footpath that runs through the middle of the community.

Council is hoping that this work will help make the roads safer for everyone to use and will provide some traffic management in the community.

The work will be undertaken by Belyuen Council staff and is due to commence in June 2020.

If you would like any more information about this work please feel free to contact me.

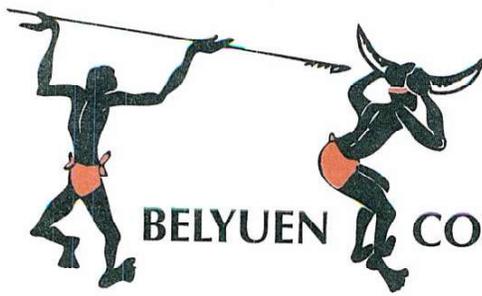
Yours Sincerely

Cathy Winsley

CEO

3 June 2020





# BELYUEN COMMUNITY GOVERNMENT COUNCIL

ABN 88 194 280 330  
BELYUEN COMMUNITY  
Community Mail Bag 18,  
Darwin NT 0822  
Telephone: (08) 8978 5071

To: Marion Scrymgour  
Chief Executive Officer  
Northern Land Council  
GPO Box 1222  
Darwin NT 0800



Dear Marion

As a follow on to our correspondence dated 18<sup>th</sup> February 2020 Belyuen Council would like to invite you to our Council meeting on 27 July 2020.

Council would like to discuss with you how best NLC and the Land Trust can work together for the benefit of the Belyuen Community.

For your information Council's President is one of the Kenbi Traditional Owners and the Vice President is the Belyuen representative on the Delisaville, Wagait, Larrakia Land Trust.

Three of our Councillors are also employees of NLC.

The meeting commences at 5pm and is held at the Belyuen Training Centre.

Council looks forward to being able to meet with you with the view to commencing discussions about how we can all best work together.

We look forward to hearing from you

Yours Sincerely

  
Cathy Winsley  
Chief Executive Officer

2 June 2020