



BELYUEN COMMUNITY GOVERNMENT COUNCIL

Phone: (08) 89785071
Fax: (08) 89785154
Email: cathy.winsley@belyuen.nt.gov.au
Post: CMB 18 Darwin NT 0801
Website: www.belyuen.nt.gov.au

REQUEST TO ATTEND AN ORDINARY COUNCIL MEETING

Belyuen Community Government Council has endorsed that attendees provide the following information as part of any request to present at a Council meeting.

Please complete all sections of this form and email to cathy.winsley@belyuen.nt.gov.au at least **14 days** prior to the scheduled meeting day, unless late request is approved directly through the Chief Executive Officer.

A **maximum of two (2) persons per organisation** will be approved for attendance to present at an ordinary council meeting.

Please enter your contact details below			
Name:	Steven Kubasiewicz	Position:	Senior planner
		Department:	DLGHCD
Contact number:	8999 8308	Email:	Steven.kubasiewicz@nt.gov.au

Agenda item	
1. What is the purpose of the presentation? To discuss the development of a Community Land Use Plan (CLUP).	
2. What length of time do you require for your presentation? (10 mins maximum)	10 min
3. How many people will attend the meeting? (More than 1 require specific permission of CEO)	1
4. For the agenda item, do you expect to: <i>(please complete the option/s that are relevant)</i>	
<input checked="" type="checkbox"/> Provide information to the council about: CLUP's	<input checked="" type="checkbox"/> Seek information from council about: CLUP's
<input type="checkbox"/> Seek a decision from the council about:	

Other information (where applicable)
What communication materials are expected to be used? <i>(Please attach copies where possible. Are there any equipment requirements?)</i>
Nil. I will bring maps for discussion purposes.

OFFICE USE ONLY
Approved to attend Yes <input type="checkbox"/> No <input type="checkbox"/> Signed _____



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Date _____

MINUTES OF THE ORDINARY MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL MEETING HELD 29th JUNE 2020

1 OPEN MEETING

PRESENT AT MEETING:

Elected Members:

- Zoe Singh President
- Rex Sing Councillor
- John Moreen Councillor

Staff:

- Cathy Winsley CEO

Visitors:

- Cathryn Hutton

The Ordinary Meeting of Council Meeting opened at 5:30PM

2 APOLOGIES AND LEAVE OF ABSENCE

That Council receives and notes the absence of Cr Rex Edmunds and Cr Cecilia Lewis (without apology) for the Ordinary Council meeting of the 29th June 2020.

Moved: Zoe Singh President

Seconded: Cr John Moreen

3 DECLARATION OF INTEREST

That Council receives and notes no declarations of interest for the Ordinary General Meeting held 29th June 2020.

Moved: Zoe Singh President

Seconded: Cr John Moreen

4 DEPUTATIONS AND PRESENTATIONS

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

That the Minutes of the Ordinary General Meeting held on 25th May 2020 and the Confidential Minutes of the Meeting 25th May 2020, and the Special Meeting of 4th June 2020 be confirmed by Council as a true and correct record of the meeting.

Moved: Cr Rex Sing

Seconded: Cr John Moreen

6 PRESIDENT'S REPORT

NIL

7 OFFICER REPORTS

7.1 Incoming and Outgoing Correspondence

That Council:

- 1 Receives and notes the Incoming and Outgoing Correspondence Report tabled at the Council meeting 29th June 2020.
- 2 Asks the CEO to write the DLG to advise that the Council has not had the presentation on the new Local Government Act and will provide further advice on training requirements once the Council has seen what the new act entails.
- 3 Thanks the NIAA and DLG for their grant funding and approves the allocations of funding as tabled.
- 4 Notes a letter from the School Nutrition Program permitting the allocation of unexpended grant monies in accordance with the schedule as tabled.
- 5 Notes a letter from the Department of Health offering a three-year grant for wages and training for Aged Care Staff.
- 6 Notes that the Council has not had a response to invitation to Marion Scrymgour – CEO NLC, to attend a future council meeting.

Moved: President Zoe Singh

Seconded: Cr Rex Sing

7.2 Report from the CEO

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 9th July to 13th July 2020.

Moved: President Zoe Singh

Seconded: Cr John Moreen

7 OFFICER REPORTS

NIL

9 FINANCIAL REPORTS

9.1 Monthly Financial Report

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

Moved: President Zoe Singh

Seconded: Cr John Moreen

10 QUESTIONS BY MEMBERS

Nil

11 GENERAL BUSINESS

Nil

12 CONFIDENTIAL ITEMS

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: President Zoe Singh

Seconded: Cr John Moreen

12.4 Reopen Meeting and Reading of Resolutions

That the Council reopen the meeting for general discussion and that the resolutions from the confidential sessions 12.1, 12.2 and 12.3 be read.

Moved: President Zoe Singh

Seconded: Cr Rex Singh

Resolutions of the confidential session of council were as follows:

12.1 Councillor Allowances and Benefits

That Council:

1. Establishes the Councillor Allowances at 100% of the maximum base allowance payable under the Table of Maximum Council Member Allowances for 2020-21 published by the Department of Local Government, Housing and Community.
2. Adopts the Elected Member Allowances and Benefits Policy (as attached).

Moved: Cr John Moreen

Seconded: Cr Rex Sing

12.2 Draft Shire Plan 2020-2021

That Council approves the DRAFT Belyuen Shire Plan 20-21 v1 (as tabled) for release for public comment for a period of 21 days.

Moved: President Zoe Singh
Seconded: Cr Rex Sing

12.3 Council Fees

That Council adopt the 2020-21 Schedule of Fees and Charges as tabled.

Moved: Cr John Moreen
Seconded: Cr Rex Sing

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.

Meeting Closed at 8:25PM



THE HON MICHAEL MCCORMACK MP
Deputy Prime Minister
Minister for Infrastructure, Transport and
Regional Development

THE HON MARK COULTON MP
Minister for Regional Health, Regional
Communications and Local Government

Ref: MS20-000934

President Zoe Singh
Belyuen Shire
CMB 18
DARWIN NT 0801

Dear President

Letter of Offer – Local Roads and Community Infrastructure Program

We are writing to offer you, Belyuen Shire ABN 88 194 280 330, an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program.

The offer is for a grant of \$14,994 total, excluding GST, (the ‘Grant’) to undertake the Grant Activity as set out in the attached Grant Agreement.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are included with this letter and can also be accessed through the Department’s website at www.investment.infrastructure.gov.au/lrci.

To accept this offer in relation to the Grant, please sign the attached Grant Agreement and send or email a scanned copy to IIP@infrastructure.gov.au by 31 July 2020, otherwise this offer will lapse. A legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017.

In agreeing to and signing the Grant Agreement, you confirm that you have read and understood the Program Guidelines and Grant Agreement.

Yours sincerely

MICHAEL MCCORMACK

MARK COULTON

Enc

From: Matina Economos <matina.economos@careflight.org>

Sent: Friday, 10 July 2020 11:53 AM

To: Cathy Winsley <cathy.winsley@belyuen.nt.gov.au>

Cc: Jodie Mills <jodie.mills@careflight.org>

Subject: Helicopter Mission - Belyuen Township Oval 8th July

Good Morning Cathy,

I was given your contact details from the Belyuen Council – I tried calling but the line is crackly so thought it easier to email you instead.

We carried out a helicopter mission to Belyuen township oval on Wednesday night, and had significant challenges landing the aircraft due to the large dust cloud that formed as we were trying to land. Our helicopter crew have indicated that the poor condition of the surface at the oval may result in future night missions being rejected due to the safety hazard in trying to land through the dust cloud. The aerodrome there is also of a similar, if not worse, condition in relation to the amount of dust that gets stirred up.

Our helicopter pilot who was on this mission has recommended that a portion of the oval is reticulated or watered down regularly to improve the condition of the surface and thus increase the likelihood that we would be able to land there at night. Is this something that the council is able to undertake?

Please do not hesitate to call me if you have any questions or would like further information on the above.

Kind Regards

Matina

Matina Economos
Operations Controller
CareFlight

T: 08 8928 9747 M: 0472 835 462
12 Lancaster Road MARRARA NT 0812 Australia
www.careflight.org

CareFlight acknowledges the traditional owners and custodians across the lands on which we live and work, and we pay our respects to the elders past and present.



CHIEF MINISTER

Parliament House
State Square
Darwin NT 0800
chief.minister@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5500
Facsimile: 08 8936 5576

Ms Zoe Singh
President
Belyuen Community Government Council
CMB 18
DARWIN NT 0801

Dear Ms Singh,

Thank you for doing all you can stop the spread of COVID-19 and helping to make the Northern Territory the safest place in Australia.

While keeping people safe was paramount it was also important to support business where possible and try to keep doors open and cash flowing. The Territory Government acted quickly with programs like the Home Improvement Scheme, the \$200 Tourism Vouchers as well as relief on Government fees and charges – which your council also assisted.

You may be aware of “MyDarwin” - the current City of Darwin discount voucher program. This is a simple and affordable scheme that gets cash flowing into local economies quickly, with minimal red tape.

Because of the simplicity of the app we have spoken to the City of Darwin about extending this scheme to other local government areas throughout the Territory because it can be rolled out quickly and easily.

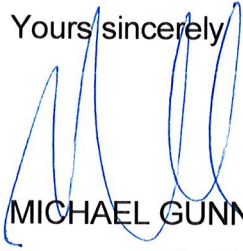
To assist with the successful implementation of this program across the Territory, I would like to offer councils the following assistance to deliver a similar program in your local government area;

- A pool of \$1million where councils can apply for up to \$200,000 funding contribution to the value of the voucher program, matched on a “dollar for dollar” basis by the council,
- The costs of the set-up and establishment of a rebranded system for your council, using the technology platform developed by the City of Darwin and their suppliers
- Staffing assistance for a launch phase of a local level program, including the engagement with local businesses in your council region

The participation and feedback from small local businesses in the Darwin municipality has been extremely positive and an opportunity to further support business in each participating region is one that I am keen to support and deliver.

If you and your council are keen to further explore this opportunity, the relevant contact is Bridgette Bellenger, Senior Executive Director at Department of the Chief Minister Bridgette.Bellenger@nt.gov.au or (08) 8999 8808.

Yours sincerely



MICHAEL GUNNER

13 JUL 2020

From: Claire Butler <claire@truenorthcomm.com.au>
Sent: Tuesday, 14 July 2020 9:36 AM
To: Cathy Winsley <cathy.winsley@belyuen.nt.gov.au>
Subject: Core Lithium - Finniss Lithium Project

Good morning Cathy

Thanks for your time this morning. Please see attached information on Core Lithium's proposed underground mine at its BP33 site and an update on the approved Grants Lithium project. The two projects are part of the Finniss Lithium Project on the Cox Peninsula. Core has submitted a Referral to the NT EPA for the BP33 Lithium Project. The Referral is now open for public comment on the NT EPA website until 10 August. The NT EPA will then determine if an assessment is required and the level of assessment.

True North is supporting Core in its consultation with key stakeholders about the project. If you would like a briefing with Blair Duncan, Chief Operating Officer from Core, please call or email me and I will arrange. Please note that Blair is in Adelaide so we would need to organise any briefings to be online.

Otherwise, please feel free to contact me if you have any questions or feedback on the projects.

Many thanks,
Claire

Claire Butler Senior Consultant
True North Strategic Communication
Mob: 0429 444 725
Email: claire@truenorthcomm.com.au
www.truenorthcomm.com.au

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Finniss Lithium Project

JULY 2020

Core Lithium Limited is an Australian resources company with 100% ownership of the Finniss Lithium Project. The Finniss Lithium Project covers more than 500 square kilometres in the Cox Peninsula area of the Northern Territory and incorporates several high-grade lithium deposits including the Grants Lithium Project, the proposed BP33 Lithium Project and other prospects being explored by Core.

On 1 April 2020 Core received approval from the Northern Territory Government for the Grants Lithium Project.

Further exploration in the area identified additional lithium ore deposits at the BP33 site.

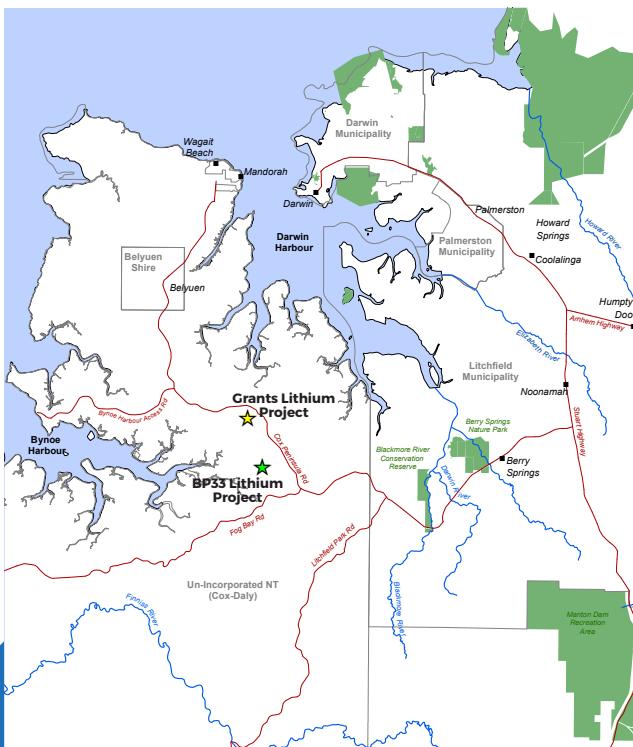
On 30 April 2020 Core submitted a Notice of Intent (NOI) to the Northern Territory Environment Protection Authority (NTEPA) for the BP33 Project.

On 30 April Core submitted a Notice of Variation to the NT EPA for the proposed variations to the Grants Lithium Project.

On 25 June 2020, the NT EPA determined the variations to the Grants Lithium Project do not require further approvals.

Construction for the Grants Lithium Project will start in 2021 and production will start in 2022.

The BP33 Lithium Project is not expected to start until 2023.



CAPITAL EXPENDITURE

BP33 Lithium Project expected capital expenditure is \$45 million.

The Grants Lithium Project expected capital expenditure is \$73 million during construction.

EMPLOYMENT

The Grants Lithium Project will generate up to 250 jobs during construction and 250 jobs over seven or more years during the operational phase. This figure includes 50 – 80 jobs on the BP33 Lithium Project.

BP33 LITHIUM PROJECT

Core Lithium's BP33 site is 33 kilometres west of Berry Springs and 2.5 kilometres south-west of Cox Peninsula Road. The BP33 site contains 2.15 million tonnes of pegmatite, a granite type rock containing spodumene which is a source of lithium. Core is proposing to develop the BP33 site which would involve underground mining of ore and trucking to the Grants Lithium Project processing plant via a 7.5 kilometre purpose-built haul road.

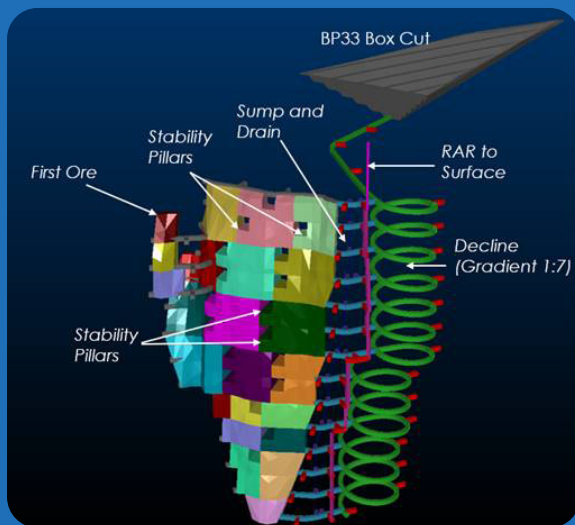


Diagram A - Concept diagram of a box cut portal

WATER USE

It is estimated that the BP33 Project will require 1047 kilolitres of water per day, with water to be sourced from surface water and, subject to approval, groundwater from the BP33 underground mine. This does not have any connection to the Berry Springs Dolostone aquifer which is subject to the Berry Springs Water Allocation Plan.

REHABILITATION AND CLOSURE

At completion of the mining activities at BP33, the underground mine and box-cut will be completely backfilled and no waste material will remain on the surface. The project area will be rehabilitated as per the Mine Closure Plan.

The proposed BP33 Lithium Project would involve

- ✓ Excavating a box-cut portal over six hectares (see Diagram A) to a depth of approximately 60 metres.
- ✓ Initial construction of a 450-metre long decline from the base of the box-cut to the top of the ore deposit and progressive construction of a further 5.4 kilometres over the life of the mine.
- ✓ Two onsite waste rock dumps for temporary storage of waste rock before the material is backfilled.
- ✓ Construction of a dam to store water that will be used to minimise dust and supply the mine site facilities, and construction of a separate dam to store and treat water containing sediment.
- ✓ Construction of site infrastructure, including a contractor's area, internal access roads and drainage infrastructure and Run of Mine (RoM) pad.
- ✓ The contractor's area will accommodate office and staff facilities, laydown and storage areas, a maintenance workshop, fuel storage and refuelling and power generators.
- ✓ Construction of a 7.5 kilometre dedicated haul road over existing tracks between the BP33 site to the Grants Lithium Project site.
- ✓ Underground mining of the resource over approximately four years.
- ✓ Transport of the mined ore approximately 7.5 kilometres along a dedicated haul road to the Grants processing plant.
- ✓ Processing of the mined ore at the Grants Lithium Project site and transporting the concentrate product to the Darwin Port.

GRANTS LITHIUM PROJECT

On 1 April 2020, Core received approval from the Northern Territory Government for open pit mining and processing of 1.8 million tonnes of lithium ore at its Grants Lithium Project 36 kilometres west of Berry Springs.

Core's proposal to expand its mining activities in the area with an underground mine at the BP33 deposit will extend the life of the operating facility at the Grants Lithium Project to seven or more years. The changes to the Grants Lithium Project as a result of this include:

- ✓ increasing the tailings storage capacity to contain the additional tailings from the BP33 Lithium Project
- ✓ water will continue to be drawn from Observation Hill Dam for the life of the Grants Project
- ✓ extending the life of the mine site dam from three years to seven or more years before closure and rehabilitation
- ✓ extending the timeframe for trucking of ore from Grants Project to Darwin Port from three years to seven or more years
- ✓ extending the schedule for closure and rehabilitation of the Grants Project to seven or more years
- ✓ hiring additional workers to continue operation of the processing facility for an additional four or more years.

Core's intent is that as the Grants ore deposit is exhausted, the BP33 deposit will be developed.

EMPLOYMENT AND LOCAL CONTENT

Core is committed to employing local workers from Darwin, Palmerston and surrounding areas where possible. There will be no on-site accommodation camp, with workers expected to travel to and from site for each shift.

Core will continue to de-risk the project as it moves towards Final Investment Decision (FID). Interested stakeholders are encouraged to follow the company's progress by subscribing to the notifications on the company website or following progress on the ASX.

TRAFFIC AND ROAD SAFETY UPDATE

Core consulted with the public in 2017 and 2018 about the Grants Lithium Project and advised that there could be some short, temporary closures of Cox Peninsula Road during blasting at the Grants project site. Core has committed to restricting blasting times and road closures to minimise impacts to road users and will consult with nearby communities about blasting operations and road closures. The BP33 project will not require any road closures.

Core has committed to restricting haul truck speeds to 40km/hr within the Berry Springs school precinct, it will restrict truck movements past the school during peak school traffic periods and truck speed and driver behaviour will be monitored via monitoring systems. Expansion of Core's mining activity on the Cox Peninsula will extend the timeframe for trucking of ore from the Grants Project site to Darwin port from three years to seven or more years.

CONTACT

P. 0429 444 725
E. feedback@truenorthcomm.com.au

OR

For job applications and recruitment, project supplier, engineering or processing queries, please visit the careers section on the Core Lithium website for information.



For all other queries please contact the Core Lithium office on:

P. 08 8317 1700
E. info@corelithium.com.au

corelithium.com.au



BELYUEN COMMUNITY GOVERNMENT COUNCIL

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

To: Maree DeLacey

Executive Director

Department of Local Government, Housing and Community Development

GPO Box 4621

Darwin NT 0801

Re: Training needs of NT Councils

Dear Maree

I am writing in response to your letter 27th May 2020 re Training needs of Councils.

I apologise for the lateness of this letter as I realize that a response was required by 30th June 2020.

Belyuen Council has not had a meeting with department staff yet in regard to the changes to the LG Act. A meeting was arranged with Robert Lee however it was cancelled due to the Corona Virus.

Without knowing the detail of the changes I would like to suggest that any resource material produced is done so keeping in mind that there are a large number of 'clients' for whom English is not their first/second language.

One area that I would like to see training being provided is around finances such as reading and understanding monthly reports and budgets.

I will follow up with Robert when he is able to come and go through the LG Act changes with Council.

It is most likely that Council members will identify other areas of training required along with resource material backup.

I apologise again for this letter being overdue.

Yours Sincerely

Cathy Winsley

CEO

16 July 2020

[. \(https://ntec.nt.gov.au\)](https://ntec.nt.gov.au)**Electoral Commission**
EVERY vote counts![Home \(https://ntec.nt.gov.au\)](https://ntec.nt.gov.au) --> [Elections \(https://ntec.nt.gov.au/elections\)](https://ntec.nt.gov.au/elections)--> [2020 Territory Election \(https://ntec.nt.gov.au/elections/2020-territory-election\)](https://ntec.nt.gov.au/elections/2020-territory-election)--> [Voting \(https://ntec.nt.gov.au/elections/2020-territory-election/voting\)](https://ntec.nt.gov.au/elections/2020-territory-election/voting), --> Remote voting locations

Remote voting locations

 [View schedule by team - \(xlsx 98KB\)](#)[. \(https://ntec.nt.gov.au/data/assets/excel_doc/0020/906311/TE2020-Remote-voting-schedule-by-team.xlsx\)](https://ntec.nt.gov.au/data/assets/excel_doc/0020/906311/TE2020-Remote-voting-schedule-by-team.xlsx)

Mobile voting teams will visit remote locations according to the dates and times listed below.

Location	Date	Times
Adelaide River - School Library	Thursday 13 August	9:00 am - 12:00 pm
Ali Curung - Council Office	Thursday 20 August	8:45 am - 11:45 am
Alpurrurulam - Council Meeting Room	Tuesday 11 August	9:00 am - 1:00 pm
Alyangula - School	Saturday 22 August	8:00 am - 1:00 pm
Alyuen - Community	Wednesday 12 August	8:30 am - 9:00 am
Amanbidji - Community	Wednesday 12 August	10:30 am - 11:15 am
Amoonguna - Community Hall	Friday 14 August	1:30 pm - 3:30 pm
Ampilatwatja - Council Office	Tuesday 11 August	8:00 am - 11:00 am
Angurugu - Sport and Recreation Hall	Friday 21 August	9:00 am - 5:00 pm
Arawerr - Community	Wednesday 12 August	3:00 pm - 3:45 pm
Areyonga - Council Office	Wednesday 19 August	11:00 am - 2:00 pm
Arlparra - Store	Thursday 13 August	8:30 am - 12:30 pm
Atheley - Community	Wednesday 12 August	1:15 pm - 1:45 pm

Atitjere - Council Office	Wednesday 19 August	8:00 am - 10:00 am
Atneltyey - Community	Tuesday 11 August	3:15 pm - 3:45 pm
Atnwengerrpe - Community	Monday 10 August	2:30 pm - 3:00 pm
Balma - Community	Monday 17 August	9:45 am - 10:15 am
Baniyala - Community	Wednesday 12 August	2:00 pm - 3:30 pm
Banthula - Community	Thursday 20 August	8:30 am - 9:30 am
Barunga - Council Meeting Room	Wednesday 19 August	11:15 am - 3:45 pm
Batchelor - Area School	Wednesday 12 August	9:00 am - 2:00 pm
Belyuen - Council Office	Monday 10 August	10:15 am - 1:15 pm
Beswick - Council Meeting Room	Thursday 20 August	8:15 am - 1:15 pm
Binjari - Admin Building	Thursday 13 August	10:30 am - 12:30 pm
Birany Birany - Community	Tuesday 11 August	10:45 am - 11:15 am
Bolkdjam - Community	Thursday 13 August	11:15 am - 12:15 pm
Borroloola - Council Office	Wednesday 19 August	8:30 am - 4:30 pm
Bulgul - Community	Tuesday 11 August	2:45 pm - 3:15 pm
Bulla - Store	Wednesday 12 August	1:15 pm - 3:15 pm
Bulman - Council Meeting Room	Tuesday 18 August	11:15 am - 1:15 pm
Buluhkaduru - Community	Thursday 13 August	9:00 am - 10:00 am
Buthan - Community	Tuesday 18 August	9:00 am - 4:00 pm
Camel Camp - Community	Tuesday 11 August	1:30 pm - 2:00 pm
Canteen Creek - Medical Centre verandah	Wednesday 19 August	4:00 pm - 5:30 pm
Daguragu - Recreation Hall	Thursday 20 August	9:00 am - 11:00 am
Daly Waters - Hotel Verandah	Tuesday 11 August	4:30 pm - 5:00 pm
Datjala Work Camp	Thursday 20 August	5:15 pm - 6:45 pm
Dhalinybuy - Community	Monday 10 August	9:00 am - 9:45 am
Dhuruputjpi - Community	Wednesday 12 August	11:45 am - 12:15 pm
Donydji - Community	Monday 17 August	11:30 am - 12:00 pm
Dundee Beach - Dundee Social and Recreation Club	Tuesday 11 August	8:15 am - 10:45 am
Elliott - Council Office	Wednesday 12 August	9:00 am - 2:00 pm

Emu Point - Community	Tuesday 18 August	9:30 am - 11:30 am
Engawala - Community Hall	Wednesday 19 August	12:00 pm - 2:00 pm
Finke - Community	Friday 21 August	8:15 am - 10:45 am
Galiwin'ku - Galiwinku multi purpose hall	Wednesday 19 August	8:30 am - 4:30 pm
Gan Gan - Community	Wednesday 12 August	9:30 am - 10:30 am
Gapuwiyak - Community Hall	Tuesday 18 August	9:00 am - 4:00 pm
Garrthalala - Community	Tuesday 11 August	9:00 am - 9:30 am
Gawa - Community	Thursday 20 August	10:45 am - 11:45 am
Gilwi - Community	Tuesday 11 August	8:30 am - 9:30 am
Gochan Jiny-Jirra - Community	Thursday 13 August	1:30 pm - 2:30 pm
Gove Hospital	Friday 14 August	11:15 am - 12:15 pm
Gunbalanya - Conference Room	Monday 17 August	9:00 am - 3:00 pm
Gunyangara - Office	Thursday 13 August	9:00 am - 1:00 pm
Gururumuru - Community	Monday 10 August	11:00 am - 11:30 am
Gutjangan - School	Friday 14 August	9:00 am - 10:00 am
Haasts Bluff - Recreation Hall	Tuesday 18 August	2:30 pm - 4:00 pm
Hermannsburg - Recreation Hall Hermannsburg	Thursday 20 August	10:00 am - 3:00 pm
Imangara - Community	Thursday 20 August	1:15 pm - 2:15 pm
Imanpa - Council Office	Monday 10 August	11:30 am - 1:30 pm
Indaringinya - Community	Wednesday 12 August	9:30 am - 10:00 am
Inkawenyerre - Community	Wednesday 12 August	11:30 am - 12:00 pm
Inkwelaye - Community	Friday 14 August	9:00 am - 9:30 am
Irrerlirre - Community	Monday 17 August	1:15 pm - 2:00 pm
Irrultja - Community	Monday 10 August	12:00 pm - 12:30 pm
Iylentye - Community	Thursday 13 August	2:00 pm - 2:30 pm
Jabiru - Community Hall	Saturday 22 August	8:00 am - 1:00 pm
Ji-Bena - Community	Thursday 13 August	3:30 pm - 4:30 pm
Jilkminggan - Council Meeting Room	Friday 21 August	9:00 am - 1:00 pm
Ji-Malawa - Community	Tuesday 11 August	1:00 pm - 2:00 pm
Ji-Marda - Community	Tuesday 11 August	3:00 pm - 4:00 pm
Kabulwarnamyo - Community	Friday 14 August	9:00 am - 10:00 am
Kakadu National Park HQ - Office	Thursday 20 August	12:00 pm - 3:00 pm

Kalinjarri - Community	Wednesday 19 August	8:30 am - 9:00 am
Kalkarindji - Pre School Kalkaringi	Friday 21 August	9:00 am - 4:00 pm
Kaltukatjara - Community	Wednesday 12 August	9:15 am - 1:15 pm
Katherine Hospital	Friday 14 August	9:00 am - 11:00 am
King Ash Bay - Boat and Fishing Club	Tuesday 18 August	9:00 am - 11:00 am
Kintore - Council Office	Thursday 13 August	10:15 am - 2:45 pm
Kolorbidahdah - Community	Wednesday 12 August	11:15 am - 12:15 pm
Kybrook Farm - Council	Thursday 13 August	2:15 pm - 3:00 pm
Lajamanu - Batchelor Institute Training room	Wednesday 19 August	9:00 am - 2:00 pm
Laramba - Store	Tuesday 18 August	9:00 am - 1:00 pm
Lingara - Community	Monday 17 August	2:30 pm - 3:00 pm
Malkala - Community	Thursday 20 August	4:30 pm - 5:00 pm
Mamadawerre - Community	Friday 14 August	11:15 am - 12:15 pm
Manabadurma - Community	Friday 21 August	11:30 am - 1:00 pm
Maningrida - Youth Centre	Wednesday 19 August	8:30 am - 3:30 pm
Maningrida - Youth Centre	Tuesday 18 August	8:30 am - 4:30 pm
Manmoyi - Community	Wednesday 12 August	9:00 am - 10:00 am
Manthathpe - Community	Thursday 20 August	3:30 pm - 4:30 pm
Manyallaluk - Community	Thursday 20 August	3:15 pm - 4:00 pm
Mapuru - Community	Monday 10 August	1:30 pm - 2:15 pm
Mara - Mabunji Admin Building	Thursday 20 August	2:15 pm - 5:15 pm
Marlinja - Community	Wednesday 12 August	3:15 pm - 4:15 pm
Marrkolidjban - Community	Wednesday 12 August	1:45 pm - 2:45 pm
Mataranka - Community Hall	Saturday 22 August	8:00 am - 12:00 pm
Mbunghara - Community	Wednesday 19 August	8:45 am - 9:15 am
Menngen - Community	Monday 10 August	2:00 pm - 3:00 pm
Merrepen - Community	Friday 21 August	10:30 am - 11:30 am
Milikapiti - Council Office	Friday 21 August	9:00 am - 3:00 pm
Milingimbi - Youth Centre	Thursday 20 August	8:00 am - 2:30 pm
Minjilang - Sport and Rec Hall	Thursday 13 August	9:00 am - 2:00 pm

Minyerri - Council Meeting Room	Friday 14 August	10:00 am - 3:00 pm
Mirrnatja - Community	Monday 17 August	1:15 pm - 1:45 pm
Mt Eaglebeak - Community	Monday 17 August	11:00 am - 11:30 am
Mt Liebig - Community	Monday 17 August	12:30 pm - 3:00 pm
Mudginberri - Community	Friday 21 August	9:00 am - 10:00 am
Mulga Bore - Community	Friday 14 August	10:45 am - 11:15 am
Mulggan - Community	Friday 21 August	3:00 pm - 4:00 pm
Mungkarta - Community	Tuesday 18 August	1:00 pm - 2:00 pm
Munyalini - Community	Tuesday 18 August	1:00 pm - 2:00 pm
Mutitjulu - Anangu Jobs Complex	Tuesday 11 August	1:30 pm - 4:00 pm
Myatt - Community	Tuesday 11 August	10:45 am - 12:15 pm
Naiyu - NN Inc Boardroom	Friday 14 August	8:00 am - 12:00 pm
Ngangalala - Community	Tuesday 18 August	2:00 pm - 2:30 pm
Ngukurr - Service Centre	Monday 17 August	10:00 am - 5:00 pm
Nhulunbuy - Regional Training Centre	Saturday 22 August	8:00 am - 6:00 pm
Nturiya - Community	Thursday 13 August	1:45 pm - 3:15 pm
Numbulwar - Training Centre Numbulwar	Wednesday 19 August	8:15 am - 3:15 pm
Nyirripi - Council Office	Friday 21 August	9:30 am - 12:00 pm
Orrtipa-Thurra - Community	Tuesday 18 August	11:30 am - 12:30 pm
Palumpa - Resource Centre	Tuesday 18 August	1:15 pm - 4:15 pm
Papunya - Recreation Hall	Tuesday 18 August	8:15 am - 12:15 pm
Peppimenarti - Women's Centre	Monday 17 August	3:30 pm - 4:30 pm
Pickertaramoor - Tiwi College Library	Thursday 20 August	9:30 am - 11:00 am
Pigeon Hole - School	Tuesday 18 August	11:30 am - 12:30 pm
Pine Creek - Community Hall	Friday 14 August	8:15 am - 1:15 pm
Pirlangimpi - Council Meeting Room	Monday 17 August	9:00 am - 3:00 pm
Pmara Jutunta - Community	Wednesday 12 August	2:30 pm - 4:30 pm
Pungalindum - Community	Tuesday 11 August	4:45 pm - 5:15 pm
Ramingining - Library Breezeway	Wednesday 19 August	8:15 am - 3:00 pm
Raymangirr - Community	Monday 17 August	3:00 pm - 3:30 pm
Rittarangu - Community	Tuesday 18 August	8:30 am - 9:30 am
Robinson River - Council Office	Thursday 20 August	8:45 am - 11:45 am

Rockhole - Office	Thursday 13 August	2:00 pm - 3:00 pm
Rorruwuy - Community	Monday 10 August	3:45 pm - 4:15 pm
Rurrangala - Community	Tuesday 11 August	3:00 pm - 3:30 pm
Sand Palms Roadhouse	Monday 10 August	3:15 pm - 4:15 pm
Santa Teresa - Council Office	Friday 14 August	8:30 am - 11:30 am
Soakage Bore - Community	Thursday 13 August	3:30 pm - 4:00 pm
Tara - Community	Friday 14 August	9:00 am - 10:00 am
Tennant Creek - Civic Hall	Saturday 22 August	8:00 am - 6:00 pm
Tennant Creek Hospital	Friday 21 August	8:45 am - 10:15 am
Tennant Creek Work Camp	Friday 21 August	5:00 pm - 6:30 pm
Ti Tree - Council Office	Thursday 13 August	8:45 am - 11:45 am
Timber Creek - Community Hall	Tuesday 11 August	1:45 pm - 4:45 pm
Titjikala - Knowledge Centre	Thursday 20 August	10:00 am - 12:00 pm
Umbakumba - Library	Thursday 20 August	9:00 am - 2:00 pm
Wadeye - Sport and Recreation Hall Wadeye	Thursday 20 August	8:00 am - 2:00 pm
Wadeye - Sport and Recreation Hall Wadeye	Wednesday 19 August	8:30 am - 4:30 pm
Wallaby Beach - Community	Thursday 13 August	2:30 pm - 4:00 pm
Wallace Rockhole - Council Office	Friday 21 August	8:45 am - 10:15 am
Wandangula - Community	Monday 17 August	2:30 pm - 3:30 pm
Wandawuy - Community	Tuesday 11 August	1:15 pm - 1:45 pm
Warruwi - Community Hall	Friday 14 August	9:30 am - 2:30 pm
Wauchope - Verandah	Tuesday 18 August	3:30 pm - 4:00 pm
Weemol - Community	Tuesday 18 August	3:15 pm - 4:15 pm
Willowra - Council Office	Monday 17 August	11:00 am - 3:00 pm
Wilora - Women's Centre	Wednesday 12 August	11:30 am - 12:30 pm
Woodycupaldiya - Resource Centre	Monday 17 August	11:30 am - 12:30 pm
Woolianna - School	Friday 14 August	1:30 pm - 2:00 pm
Wudapuli - Community	Friday 21 August	8:30 am - 9:00 am
Wurrumiyanga - Murrupurtiyanuwu Catholic School Hall	Wednesday 19 August	8:30 am - 4:30 pm
Wurrumiyanga - Murrupurtiyanuwu Catholic School Hall	Tuesday 18 August	8:30 am - 4:30 pm
Wutunugurra - Shop Verandah	Wednesday 19 August	12:00 pm - 1:30 pm
Yapilika Forestry	Thursday 20 August	1:00 pm - 3:00 pm
Yarralin - Creche building	Monday 17 August	10:00 am - 1:00 pm

Yathalamarra - Community	Tuesday 18 August	12:00 pm - 12:30 pm
Yirrkala - Church Hall	Friday 21 August	9:00 am - 3:00 pm
Yuelamu - Council Office	Wednesday 19 August	1:45 pm - 3:45 pm
Yuendumu - Council Office	Thursday 20 August	8:30 am - 3:30 pm
Yulara - Town Square	Tuesday 11 August	8:00 am - 12:00 pm

Elections (<https://ntec.nt.gov.au/elections>)

2020 Territory Election (https://ntec.nt.gov.au/elections/2020-territory-election)
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Frequently asked questions (<https://ntec.nt.gov.au/elections/Frequently-asked-questions>)



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Three airstrips to share \$650k in funding

AIRSTRIPS in the remote NT communities of Palumpa, Boroloola and Belyuen will share in \$650,000 funding for vital upgrades under a Federal Government program.

Deputy Prime Minister Michael McCormack said the Australian and NT governments had unlocked funding to deliver much-needed upgrades to the three remote air-

strips, ensuring flights can continue to keep these communities connected.

"Remote airstrips provide critical access in our remote communities, including for lifesaving emergency flights, urgent supplies and connecting people to regional centres for things such as appointments," he said.

"By continuing to invest in

these facilities we are delivering better access and safety for these remote airstrips and the communities they sustain."

The announcement comes after the recent completion of the Tennant Creek airstrip upgrade, a project that received \$700,000 under a previous round of the Australian Government's Remote Airstrip Upgrade Program.

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Review of constitutional arrangements for the Belyuen Community Government Council's electoral representation

	Consideration in accordance with regulation 63(2) of the <i>Local Government (Electoral) Regulations 2008</i>	Assessment of the effectiveness of constitutional arrangements for electoral representation of the council's area
1.	63(2)(a) – community interests in the local government area including economic, social and regional interests	<p>The Belyuen community is represented by seven clan groups: Emmi; Wadjiginy; Kiuk; Malak-Malak; Mendtha; Marriamu; and Maranunggu. The Traditional Owners for Kenbi (the land surrounding Belyuen) on the Peninsula are Larrakia.</p> <p>There are 134 enrolled voters in the Belyuen Community Government Council (the Council) area as at 4 May 2020 (Northern Territory Electoral Commission). The Council area is a single electorate and does not have any wards. The councillors are:</p> <ul style="list-style-type: none"> • Zoe Singh (President) • Rex Edmunds (Deputy President) • Cecilia Lewis • John Moreen • Rex Sing. <p>The Australian Bureau of Statistics' (ABS) Socio-Economic Indexes for Australia (SEIFA) ranks areas in Australia according to relative socio-economic advantage and disadvantage. The most recent SEIFA (2016), under its local government area index of relative socio-economic disadvantage, ranks the Council as the second most disadvantaged council in Australia and the most disadvantaged council in the Northern Territory.</p> <p>In the face of this significant socio-economic disadvantage, the Council has been providing a range of community services in addition to the core local government services. The Council, on behalf of its residents, strives for job and income security, food security, clean community spaces, and transport maintenance services. In addition, the Council collaborates with other agencies delivering health and Medicare services, aged care services, education cultural programs, Centrelink services, and other services that protect the basic needs and wellbeing of its residents.</p> <p>Since September 2017, the Council and the Coomalie Community Government Council have been in discussions on a proposal towards a long-term sustainable regional council model. Both councils</p>

		have the view that a strong rural-based council is essential for the sustainable delivery of local governance and services into the future.																																										
2.	63(2)(b) – types of communication and travel in the local government area with special reference to disabilities arising out of remoteness or distance	<p>The Belyuen community is located on the eastern side of Cox Peninsula, about 20 kilometres southwest of the Darwin CBD. It is approximately 128 kilometres by road from Darwin via the Stuart Highway and Cox Peninsula Road. There is no regular public transport service by road to the community.</p> <p>Alternatively, a ferry trip from Darwin (Cullen Bay) to Mandorah Wharf takes approximately 15 minutes with a further 15 minutes road travel to Belyuen. There is no regular transport service from the ferry terminal at Mandorah to Belyuen. As such, residents and visitors must make their own travel arrangements to the community.</p> <p>The Council is responsible for 84.05 kilometres of road comprising of 2.35 kilometres of sealed road, 14 kilometres of formed road and 67.7 kilometres of unformed road (Local Government Grants Commission, 2019).</p>																																										
3.	63(2)(c) – the trend of population changes in the local government area	<p>The Belyuen community has a transient population of individuals and / or families moving between Belyuen, Bagot, One Mile Dam, Minmarama, 15 Mile, and Palmerston.</p> <p>According to the ABS 2018 Population data, the population of the Council area has decreased from 213 in 2013 to 174 in 2018. The population trend in the community is shown in the table below:</p> <table border="1"> <thead> <tr> <th></th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Males (total number)</td> <td>117</td> <td>116</td> <td>117</td> <td>96</td> <td>99</td> <td>101</td> </tr> <tr> <td>Females (total number)</td> <td>96</td> <td>95</td> <td>92</td> <td>82</td> <td>76</td> <td>73</td> </tr> <tr> <td>Persons (total number)</td> <td>213</td> <td>211</td> <td>209</td> <td>178</td> <td>175</td> <td>174</td> </tr> <tr> <td>Median age (years)</td> <td>30.3</td> <td>31.3</td> <td>31.2</td> <td>32.5</td> <td>31.1</td> <td>31.0</td> </tr> <tr> <td>Working age population – 15 to 64 years (%)</td> <td>67.6</td> <td>69.2</td> <td>67.9</td> <td>82.6</td> <td>76.6</td> <td>77.6</td> </tr> </tbody> </table>		2013	2014	2015	2016	2017	2018	Males (total number)	117	116	117	96	99	101	Females (total number)	96	95	92	82	76	73	Persons (total number)	213	211	209	178	175	174	Median age (years)	30.3	31.3	31.2	32.5	31.1	31.0	Working age population – 15 to 64 years (%)	67.6	69.2	67.9	82.6	76.6	77.6
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Working age population – 15 to 64 years (%)	67.6	69.2	67.9	82.6	76.6	77.6																																						

4.	63(2)(d) – the density of population in the local government area	The population density in the Council area is 4.18 persons per square kilometre.
5.	63(2)(e) – the physical features of the local government area	The Council encompasses a total area of 41.6 km ² . The Council area is surrounded by unincorporated land.

This report has been prepared with reference to information provided by the Northern Territory Electoral Commission.

Having given proper consideration to all matters relevant to the constitutional arrangements for electoral representation in accordance with the *Local Government Act 2008* and *Local Government (Electoral) Regulations 2008*, it is recommended that the current constitutional arrangements still provide effective electoral representation and that there be no proposed changes to the current constitutional arrangements.

Council Chief Executive Officer (sign)

Date: ___/___/___

DRAFT



BELYUEN COMMUNITY GOVERNMENT COUNCIL

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

I certify that, to the best of my knowledge, information and belief, the rates assessment record is a comprehensive record of all rateable land within the Belyuen Community Government Council jurisdiction.

Cathy Winsley, Chief Executive Officer

15/11 / 2020

Belyuen Community Government Council Declaration of Rates and Charges 2020-2021

Notice is given pursuant to section 158 of the *Local Government Act* (“**the Act**”) that the following rates and charges were declared by Belyuen Community Government Council (“**Council**”) on 27th July 2019 pursuant to Chapter 11 of the Act in respect of the financial year ending 30 June 2020.

Rates

Pursuant to section 155 of the Act, Council declared that it intends to raise, for general purposes by way of rates, the amount of \$89302.70

Pursuant to section 148 of the Act, the basis of rates are fixed charges upon each class of allotment.

1. Residential allotments

In respect of allotments classed as “Residential” in the Council assessment record, a fixed amount of \$1990.81 per allotment.

2. Residential duplex allotments

In respect of allotments classed as “Residential duplex” in the Council assessment record, a fixed amount of \$2133.24 per allotment.

3. Unit allotments

In respect of allotments classed as “Unit” in the Council assessment record, a fixed amount of \$1611.77 per allotment.

4. Community services allotments

In respect of rateable allotments classed as “Community services” in the council assessment record, a fixed amount of \$2196.73 per allotment and \$1783.67 per second or more units on the allotment.

Charges

Pursuant to section 157 of the Act, Council declared the following charges for the purpose of kerbside garbage collection and other waste management to be provided, or which council is willing and able to provide.

Council intends to raise \$53292.83 by these charges.

1. Residential – not vacant - allotments

In respect of allotments classed as “Residential” with the sub-classification of “Not vacant” or classed as “Exempt residential” with the sub-classification of “Not vacant” in the council assessment record, where Council is willing and able to provide the service, a charge of \$830.08 per annum per allotment.

2. Residential duplex – not vacant - allotments

In respect of allotments classed as “Residential duplex” with the sub-classification of “Not vacant” in the council assessment record, where Council is

willing and able to provide the service, a charge of \$1660.16 per annum per allotment.

3. Unit – not vacant - allotments

In respect of allotments classed as “Unit” with the sub-classification of “Not vacant” in the council assessment record, where Council is willing and able to provide the service, a charge of \$830.08 per annum per allotment.

4. Community services – not vacant - allotments

In respect of allotments classed as “Community Services” with the sub-classification of “Not vacant” or classed as “Exempt community services” with the sub-classification of “Not vacant” in the council assessment record, where Council is willing and able to provide the service, a charge of \$996.25 per annum per allotment and \$996.25 per second or more units on the allotment.

Payment

The due date for payment will be notified in rates notices and will be at least 28 days from the date the notice is issued.

Interest Rate for late payment

The relevant interest rate for the late payment of rates and charges is fixed in accordance with section 162 of the Act at the rate of 18% per annum.

Cathy Winsley

CHIEF EXECUTIVE OFFICER

Council: Belyuen Community Government Council

Submission closes: 21/07/2020

Our Ref: HCD2017/01826

Ms Cathy Winsley
Chief Executive Officer
Belyuen Community Government Council
Email: Cathy.winsley@belyuen.nt.gov.au

Dear Ms Winsley

Every year the Department of Local Government, Housing and Community Development provides feedback on Council's draft Plan. This is not a formal submission, rather it is our contribution to assist the Council in its planning and budgeting process.

To assist, during our reading of the Council's draft Plan where we come across any grammatical or typographic errors or potential inconsistencies we have identified those areas under the heading "Suggested Edits". Any other related matters to note, we have listed under the heading "Other Things to Note".

Should you have any queries on the matters mentioned in this email, please contact lg.compliance@nt.gov.au.

Yours sincerely

The Sustainability and Compliance Team.

COMMENTS:

-

Suggested Edits

- Page 4 – Under the heading ‘Regulatory and Administrative Framework’ last sentence please add ‘Local Government’ to the Department’s title to read ‘Department of Local Government, Housing and Community Development’. Also within this sentence is a link to the Department’s website home page. It is suggested this link be updated to refer to <https://dlghcd.nt.gov.au/local-government> instead.
- Page 4 – 3rd paragraph, first sentence please change ‘Minister for Local Government’ to read ‘the Legislative Assembly approved a new Act ...’.
- Page 4 – Under the ‘Constitutional Arrangments’ it is suggested if the Electoral Representation Review has been completed to include this in the final Shire Plan 2020-21.
- Page 9 – Amend the financial year in the last column in the table from 2023/21 to 2023/24.
- Page 14 – The statement under the table does not appear to match the data in the table. The sentence states Councillors ‘have chosen not to receive the extra meeting allowance’ however the last column in the table includes \$1 500 for extra meetings. This inconsistency should be addressed before the plan is adopted.

Other Things to Note:

Rates declaration – our review of Council’s draft Plan does not include commenting on the Council’s rates declaration. We separately encourage your Council to seek legal advice when preparing the rates declaration.

Citation of legislation - Due to recent amendments to the *Interpretation Act 1978*; Northern Territory legislation referencing is to include the year of enactment, for example *Local Government Act 2008*. Though we encourage this citation approach, any existing references are not legally incorrect due to transitional protection that has been included.

Early payment allocation of the 2020/21 Financial Assistance Grant – As a boost for local government the Australian Government has brought forward the Financial Assistance Grant payments. The early payment allocated to the Council is \$30,007 representing \$12,672 for General Purpose and \$17,335 for Roads. The Council should take into consideration the impact the early payment of 2020/21 financial assistance grants may have on their 2020/21 budget.

EM01: Code of Conduct

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Policy Statement

The Belyuen Community Government Council is committed to upholding the highest standards of integrity and honesty and members will comply with the behaviours set out in the Code of Conduct whilst acting in their council capacity.

Legislative Reference

Local Government Act 2008 Part 7.4

Scope

This policy applies to all Council members and members of Council committees.

Policy Provisions

As per Schedule 2 of the Act, the core provisions of the Code of Conduct are:

1 Honesty and integrity

A member must act honestly and with integrity in performing official functions.

2 Care and diligence

A member must act with reasonable care and diligence in performing official functions.

3 Courtesy

A member must act with courtesy towards other members, council staff, electors and members of the public.

4 Conduct towards council staff

A member must not direct, reprimand, or interfere in the management of, council staff.

5 Respect for cultural diversity

A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

6 Conflict of interest

A member must, if possible, avoid conflict of interest between the member's private interests and official functions and responsibilities. Where a conflict in fact exists, the member must comply with the member's statutory obligations of disclosure.

7 Respect for confidences

A member must respect the confidentiality of information obtained in confidence in the member's official capacity. A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

Breaches

Breaches of the Code of Conduct are to be reported to the CEO. Instances of misconduct may be reported to the Independent Commissioner as per the *Independent Commissioner Against Corruption Act 2017*.

Definitions

CEO, of a council, means the council's chief executive officer as appointed under LGA section 165(1), who is in charge of day-to-day operations of the council.

Deputy CEO, of a council, see LGA section 165(2).

deputy President, of a council, means the member appointed by the council to be the deputy principal member under section 61(3).

guidelines mean guidelines made by the Minister under LGA section 342

member means (according to context) a member of an audit committee, a council or a council committee.

President, of the council, means the member appointed or elected to be the principal member under LGA section 60 or 61.

LGA, means the *Local Government Act 2008*.

Reg, means the *Local Government (Administration) Regulations 2008*

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
1.1			

EM02: Code of Conduct Complaints

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

Belyuen Community Government Council is committed to upholding the code of conduct and adhering to the behaviours and expectations outlined in the code of conduct including:

- honesty and integrity;
- care and diligence;
- courtesy;
- prohibition on bullying;
- conduct towards council staff;
- respect for cultural diversity and culture;
- conflict of interest;
- respect for confidences;
- gifts;
- accountability;
- interests of municipality, region or shire to be paramount; and
- commitment to ongoing training.

Any person may make a complaint if they believe that an elected member has breached the code of conduct. The Council is committed to ensuring that all complaints against elected members, arising from breaches of the code of conduct, are treated in a fair, open and transparent manner,

Legislative References

- Sections 114 – 116 of the Local Government Act

Definitions

Complainant means the person making the complaint.

Respondent means the person who is the subject of the complaint.

LGANT means the Local Government Association of the Northern Territory

Third Party means a suitably qualified person not directly linked to the complainant or respondent who will provide mediation services.

Scope

This policy applies to Council members.

Policy

Principles

- **Impartiality:** Complaints will be dealt with on their merit regardless of the person making the complaint or the person against whom the complaint is made. An impartial person, who is not connected to, and disinterested in the issues raised in the allegation(s), will be assigned to investigate each formal complaint
- **Confidentiality:** All council consideration, referral and determination of Code of Conduct complaints are to be in closed sessions of the council that are not open to members of the public.
- **Right to refer:** Both the complainant and the respondent have a right to refer the matter to a third party. Council members may choose to refer their complaints to the Local Government Association of the Northern Territory (LGANT).

Submitting a Complaint

When submitting a complaint, the complaint must:

- a) Include the name and address of the complainant. Anonymous complaints will not be accepted.
- b) Be on the approved form.
- c) Include a statutory declaration, made by the complainant, verifying the allegations of fact made against the council member.
- d) Be made within 3 months of the date of the alleged breach.

Please refer to Attachment A for Code of Conduct Complaint Form.

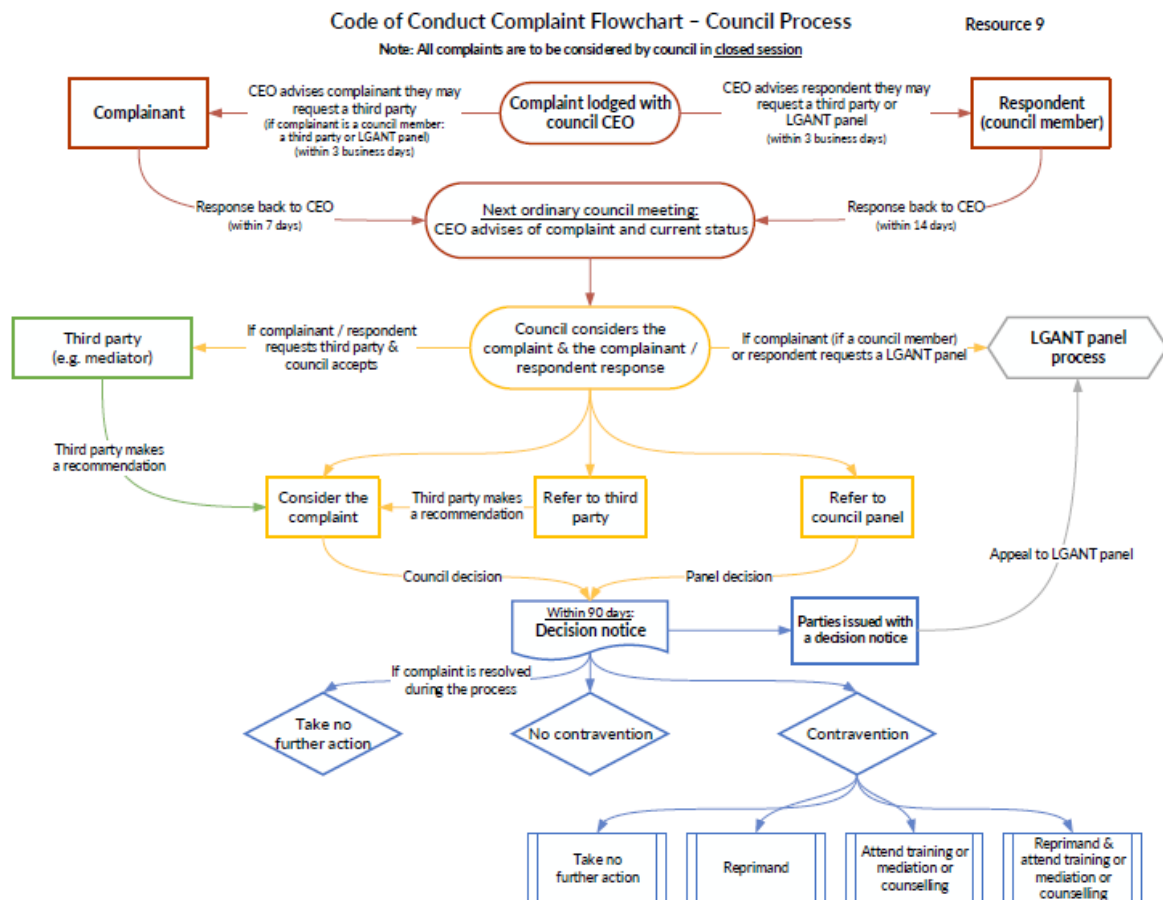
Responding to Complaints

The respondent will receive notification of a complaint within 3 days of the CEO receipt of a valid complaint form. The respondent will have 7 days to provide any evidence to defend the complaint.

The Council will consider the matter at the first ordinary council meeting immediately after the date the respondent can furnish supporting information. If a council meeting is scheduled prior to this date, the council will be notified of the complaint but will not deal with the matter.

Procedure

The Council will adhere to the following procedural flowchart for managing Code of Conduct complaints.



Withdrawal of Complaint

A complaint may be withdrawn by the complainant at any time (with written notice) prior to the determination by the Council or external party.

Determination

All code of conduct complaints will be heard by the Council.

The Council will attempt to resolve all issues without reference to a third party or LGANT, however, the Council will refer the matter to a third party or LGANT where:

- The complaint has requested referral to a third party and the Council supports this request
- The complaint may result in criminal charges
- The complaint involves fraud, theft or embezzlement
- More than one complaint over a period of twelve months has been received against the same claimant (regardless of nature of complaint)
- The complaint involves the President
- The complaint involves more than two council members

The Council will consider each complaint on its merits. The Council will either:

EM02: Code of Conduct Complaints

- a) Dismiss the complaint, or
- b) Decide of whether a contravention of the code of conduct has occurred.

If a contravention of the code of conduct has occurred, the Council may choose to:

- a) to issue a reprimand to the respondent;
- b) to recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date; or
- c) to issue a reprimand to the respondent **and** recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

Failure to comply with adhere to the conditions established by the Council in its determination may result in further Code of Conduct Complaints.

Reporting

The current status of complaints will be reported in a Closed session of council until resolved.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

EM03: Confidential Information – Council Meetings

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

The Council is committed to ensuring that its decision making is open and transparent. This policy covers the conditions under which information considered at a council meeting is protected by confidentially arrangements that protect the interests of either the Council or party involved, is managed and made public.

Legislative References

- The *Local Government Act* 2019 S293 Suppression of certain information
- Confidential information **at meetings** - Section 51 General Regulations

Scope

This policy applies to members of the public, all Council members and members of Council committees and staff.

Policy

The Belyuen Community Government Council is committed to ensuring that all decisions open and transparent. The Council is also committed to ensuring confidential information is treated appropriately. Information relating to council decision making (i.e. the matters discussed at a council or committee meeting) will be made available to the public unless it is confidential.

Requests to keep information confidential

Under Section 293 (2) of the *Local Government Act*, A person may, in writing, request the CEO to suppress any of the following from any publicly available material:

- (a) the person's name;
- (b) the person's address;
- (c) the person's telephone number;
- (d) the person's email address;
- (e) any other personal details.

The request must be in writing and must be received by the CEO not less than two weeks prior to the scheduled date of the Council meeting in which the meeting will be discussed. The CEO will comply with this request unless the CEO considers there is good reason for not doing so. The CEO will advise the applicant of the outcome of the request.

EM03: Confidential Information – Council Meetings

Information suppressed in accordance with a request under LGA S293 (2) will be held confidential until the record is transferred to the NT Archives under section 141 of the *Information Act* unless specified by the CEO at the time of approval of the request.

Confidential information at meetings

The CEO must suppress from publicly available material the information prescribed by section 293(1) of the *Local Government Act* and *General Regulations* section 49 if it contains:

- a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;
- b) information about the personal circumstances of a resident or ratepayer;
- c) information that would, if publicly disclosed, be likely to:
 - (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - (ii) prejudice the maintenance or administration of the law; or
 - (iii) prejudice the security of the council, its members or staff; or
 - (iv) prejudice the interests of the council or some other person;
- d) information subject to an obligation of confidentiality at law, or in equity;
- e) information provided to the council on condition that it be kept confidential;
- f) Information relating to a complaint of a contravention of the code of conduct.

DECISIONS RELATING TO CONFIDENTIAL INFORMATION MADE PUBLIC IMMEDIATELY

Decisions of the Council or Council Committee made during confidential sessions that do not contravene confidentiality clauses outlined in the regulations will be read at the meeting immediately following the reopening of the meeting and included in the Minutes of the meeting.

The papers associated with the confidential item (including the agenda item and attachments) will be subject to review under this policy.

CONFIDENTIAL INFORMATION KEPT CONFIDENTIAL

Information made confidential under the following provisions, will remain confidential:

- information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;
- information about the personal circumstances of a resident or ratepayer;
- information subject to an obligation of confidentiality at law, or in equity;
- legal advice, unless the council has taken advice as to the release of the advice;
- information provided to the council on condition that it be kept confidential.

CONFIDENTIAL INFORMATION MADE PUBLIC AFTER REVIEW

Information made confidential under the following provisions, will be made public after review:

- information that would, if publicly disclosed, be likely to:
 - cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - prejudice the maintenance or administration of the law; or

- prejudice the security of the council, its members or staff; or
- prejudice the interests of the council or some other person;

All matters falling into this category will be reviewed by Council at the second ordinary council meeting each year, unless some other date has been set by the Council for a specific matter.

Council will resolve to make either make the agenda item public or extend the review period, as soon as practicable after the review period. Council will consider the reviewed agenda items from council meetings and meetings of council committees.

Agenda items made public after review will be transferred to the NT Archives in accordance with the *Information Act 2002*.

Registers

The CEO is to keep a register of all council minutes/decisions subject to review under this policy, including the review date.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

EM04: Conflict of Interest

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

This policy has been developed to ensure that the public know and can be confident that the decisions made by the Belyuen Community Government Council through its elected members or council committees are carried out with proper standards of integrity, diligence and concerns for the public interest of the Belyuen community.

Legislative References

- Sections 114 – 116 of the *Local Government Act 2019*.

Scope

This policy applies to all council members and members of council committees on the commencement of the *Local Government Act 2019*.

Definitions

Direct interest means an interest that occurs when a member is likely to be directly affected if the matter is decided in a particular way.

*Example for definition **direct interest***

A company controlled by the member is tendering for a contract that is being discussed by the council.

Indirect financial interest means an interest that occurs when a member is likely to receive a benefit or incur a loss because another person has an interest.

*Example for definition **indirect financial interest***

The member has shares in, or is employed by, a company that is tendering for a contract that is being discussed by the council.

Indirect interest by close association means an interest that occurs when an associate of a member has a direct or indirect interest, or a resident of the member's household has a direct interest.

*Examples for definition **indirect interest by close association***

- 1 *The member's sibling is suing the council and the council is considering whether to settle the matter.*
- 2 *A resident of the member's household is tendering for a contract that is being discussed by the council.*

EM04: Conflict of Interest

Indirect interest due to conflicting duties means an interest that occurs when a member is a director, partner, agent, trustee, manager, office holder or employee of a person or entity, including a non-profit body or association, that has a direct interest.

Examples for definition indirect interest due to conflicting duties

- 1 *The member is a director of a non-profit body or association that is seeking a sponsorship or donation being discussed by the council.*
- 2 *The member is an employee of a non-profit body or association that is tendering for a contract being discussed by the council.*

Member, for the purposes of this policy, includes council members, audit committee members and council committee members.

Policy

The Belyuen Community Government Council is committed to ensuring that all decisions are fair, transparent and free from actual or perceived conflicts of interest. The Council recognises that members may hold a number of legitimate interests outside of the workplace. However, members are responsible for ensuring that these interests are disclosed and evaluated so as not to create any conflicts of interest.

Where real, or perceived, conflicts of interest arise the member will not participate in decision making and make the conflict known the Council or CEO.

Identifying Conflicts of Interest

As soon as practicable after a member becomes aware of a conflict of interest in a matter that has arisen or is about to arise before an audit committee, a council, or a council committee, the member must disclose the interest that gives rise to the conflict (the relevant interest):

- (a) at a meeting of the audit committee, council, council committee or local authority; and
- (b) to the CEO.

If a member is unsure whether there is a conflict of interest, full details should be given to the Council and/or the CEO depending on the situation. Alternatively, independent legal advice may be sought. Members are asked to disclose interests at every meeting of Council.

No participation in consideration or decision

If a member has identified that there is a real or perceived conflict of interest, the member must **not**:

- (a) be present at the meeting in which the matter is to be discussed; or
- (b) participate in any decision in relation to the matter; or
- (c) engage in behaviour that may influence the other members of the council, audit committee or council committee.

Recording Conflicts of Interest

All conflicts of interest disclosed by members shall be recorded in the Register of Declared Conflicts within five (5) business days of the conflict being declared.

Ministerial Exemption

Under section 115(3) of the *Local Government Act 2019*, the member may seek an exemption from the Minister in relation to the member's participation in the consideration of, or the decision in relation to, a matter in which the member has a conflict of interest. The member should seek advice from the CEO or Local Government Association of the Northern Territory (LGANT) in these circumstances.

Failure to Declare Conflicts of Interest

Failure to declare a conflict of interest can amount to a criminal offence under the *Local Government Act 2019* and may be a breach of clause 7 (Conflict of interest) of the code of conduct.

Registers

The CEO will maintain a Register of Declared Conflicts. The register of declared conflicts will be published on the website and will include:

- (a) the name of the member making the disclosure of the conflict of interest; and
- (b) the nature of the interest that gives rise to the conflict of interest; and
- (c) the nature of the question on which the conflict of interest arises; and
- (d) any other matter prescribed by regulation.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

EM05: Member Allowances, Expenses and Benefits

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

Belyuen Community Government Council is committed to:

- Members should be provided with support that is necessary or expedient to the performance or discharge of their official functions and duties;
- Members should not be out-of-pocket as a result of performing and discharging their official Council functions and duties; and
- All facilities, services and support provided to the Members, other than those specifically provided to the position of President will be available to all members equally.

This Policy clarifies the expenses to be paid to members, including travel, and defines approved Council activities. The Policy also identifies what allowances are payable and the benefits members may receive.

Each allowance is determined by Council in conjunction with conditions and maximum levels as contained within the Ministerial Guidelines and applicable legislation.

Legislative References

- Section 71 of the *Local Government Act* (Allowances and Expenses)
- Section 109 of the *Local Government Act* (Expenses and benefits)
- *Guideline 2* and the *General Instruction No. 2* (Allowances for council members)

Scope

This policy applies to all Council members and members of Council committees.

Policy

Approved Council Activities

The following activities are activities that are automatically approved under this policy. Other activities may be authorized, from time to time, subject to separate resolution by Council.

- Council and Council Committee meetings (of which they are member or to which they are invited) including Special Meetings and workshops
- Working Groups such as those established to promote cooperation between Councils
- LGANT meetings and LGANT Executive Committee meetings
- Professional Development activities arranged by the Council

EM05: Member Allowances, Expenses and Benefits

- Conferences arranged by the Council
- Attendance at official events arranged by Council

Approval prior to the attendance at training courses, conferences and civic events is required to ensure the costs associated with attendance at these events can be paid under this policy.

Allowances

The President, Deputy President and Elected Members will be paid 100% of the maximum amount of base allowance as outlined in *Guideline 2: allowances for council members - Table 2* as published by the Department of Local Government.

Council may at any time, by resolution, reduce the amount of allowances paid to President, Deputy President and Elected Members.

External Committee members will be paid at the equivalent rate of Class A2: Level 2 statutory body as defined by the *Classification Structure Determination* as published by the Office of the Chief Minister.

Allowances cannot be paid in advance.

Extra Meeting Allowance

Extra Meeting Allowance is set at the equivalent of one twelfth (1/12th) of the applicable base allowance.

Extra Meeting Allowances are only payable when attending approved council activities (as outlined by this policy) or by specific resolution of Council.

Extra meeting allowances are not payable to the President or the Deputy President (or Acting President).

Extra Meeting Allowances can only be paid on receipt of an actual claim by Members. Such claims must be lodged within three months of the meeting or event; claims reflecting attendance more than three months after the event or meeting will not be paid unless by direct resolution of the Council.

Only one Extra Meeting Allowance may be claimed for any one calendar day. Claims for payment will only cover actual attendance with the proviso that the Member attends at least 75% of the duration of the meeting.

Extra Meeting Allowance cannot be paid in advance.

Extra meeting allowance is claimable to a maximum amount established by Table of Maximum Council Member Allowances as published by the Department of Local Government.

When a council member is required to travel in order to attend an approved extra meeting, the council member may claim an extra meeting allowance for each full day of travel, unless that travel falls on the same day on which the meeting is held. In this context, a full day of travelling means at least four hours of travelling, which may include time in transit.

Claims must be made using the forms approved by council.

Expenses

Members are entitled to travel expenses for directly related to approved council activities. Travel expenses include:

- Mileage based on the ATO's "Cents per kilometre method" which, as is currently¹ set at 68 cents per kilometer
- Expenses incurred for meals where the travel requires the member to be away from home in excess of four (4) hours or over a recognized mealtime
- Expenses incurred for meals, accommodation and incidentals when travelling away overnight for council activities, such as going to an interstate conference
- Air, bus, train, tram and taxi fares
- Car parking and car-hire fees.

Expenses will be reimbursed based on the following:

- Travel in members own car is permitted provided the member has given a signed and witnessed statement that indemnifies (protects) Council against all claims that may arise due to the use of a private vehicle.
- Accommodation is arranged by the Council
- Meals are not provided by the Council or as part of the activity or accommodation. Meals and incidentals are that following maximum set rate:
 - breakfast \$28.15
 - lunch \$31.65
 - dinner \$53.90
 - incidentals \$20.05

Benefits

Members are entitled to the following benefits and facilities:

- Use of a desk and council computer, printer and telephone for official use (within the Council Office).
- A council assigned email address.
- Postage of official correspondence.
- Personal insurance whilst on official Council business.

Members shall not use Council facilities and property for personal or family business or to further their political careers. Council may resolve to provide reasonable additional facilities and expenses for Members with a disability, in order to allow them to perform their civic duties.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

¹ Refer <https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/vehicle-and-travel-expenses/car-expenses/#centsperkm>

EM12: Gifts and Benefits Received by Council Members

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

From time to time, Elected Members may be offered gifts or benefits. This policy has been developed to provide guidelines for the appropriate, consistent and transparent treatment of offers of or receipt of gifts and benefits by Elected Members.

This policy does not cover benefits provided to the Member by the Council in accordance with the Member allowance and benefits policy.

This policy operates in addition to all other obligations under the NT Local Government Act (the Act) and any other legislation or relevant codes and policies.

Legislative References

Section 112(1) of the Local Government Act 2019 states:

- 1) A council must, by resolution, adopt a policy in relation to relevant gifts or benefits received by council members.
- 2) The policy must:
 - a) differentiate between what is given to a council member for the council and what is given to the member as a relevant gift or benefit; and
 - b) be in accordance with any relevant guidelines the Minister may make.
- 3) A council member must notify the CEO as soon as practicable after the council member receives a relevant gift or benefit from another person.

Scope

This policy applies to all Council members and members of Council committees.

Policy

A Member must not:

- Solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from the Council. Private benefits include hospitality.
- Seek or accept a bribe or other improper inducement; or
- By virtue of his or her position, acquire a gift or benefit which has a monetary value, other than one of a nominal or token value

EM12: Gifts and Benefits Received by Council Members

A Member must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence a Member to:

- act in a particular way (including making a particular decision)
- fail to act in a particular way
- otherwise deviate from the proper exercise of his or her statutory duties

A Member may accept gifts or benefits of a nominal or token value that:

- do not create a sense of obligation on his or her part and
- that would not be reasonably perceived by an impartial observer to be intended to or likely to influence him or her in carrying out their statutory duty.
- has a nominal or token value less than \$50 with a cumulative annual value of less than \$200.

A Member must never accept an offer of money, regardless of the amount.

Meals provided in the course of approved council activities are not considered benefits for the purpose of this policy.

Gifts or benefits received by members must be recorded in the appropriate register by the member as soon as practicably possible after the receipt of the gift or benefit. Failure to declare a gift or benefit in a timely manner will be considered a breach of the Code of Conduct.

Gifts received that have a monetary value in excess of the nominal value will be considered gifts to the Council and referred to the CEO for inclusion in the Council's asset management system (as appropriate).

Register

A Members Gifts and Benefits Register will be maintained by the Council. The Register will contain the following:

- Name of Member receiving the gift or benefit.
- Details of person/organisation giving the gift or benefit.
- Description of the gift or benefit.
- Estimated value.
- Reason for presentation of the gift or benefit.
- Comments in relation to disclosure.
- Date of receipt.
- Date of Disclosure

The Members Gifts and Benefits Register will be available for public inspection on the Council's website.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

<https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/vehicle-and-travel-expenses/car-expenses/#centsperkm>

EM07: Elected Members Access to Information

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Policy Statement

The Belyuen Community Government Council is committed to ensuring that elected members have access to sufficient information to ensure that they can undertake their role under the *Local Government Act* and exercise due diligence in their decision making. The Council is also committed to ensuring that the public, other elected members and staff of the council are protected from undue intrusion into their private affairs.

Legislative Reference

Local Government Act 2008 section 130(3)

Local Government Act 2019 section 206(3)

Information Act 2002

Scope

This policy applies to all Elected members and members of Council committees.

Policy Provisions

Rights of Access to Information

Elected members have the same general right as members of the public to inspect and take away copies of records and documents and are subject to the same constraints. The provisions of the *Information Act* are available to members of the community and to Councillors. A range of documents may not be made available to members of the public in accordance with the *Information Act*.

Access to Information by Elected Members

Elected members have a right to inspect any record of the Council provided that the record is relevant to the exercising of the Elected Member's responsibility in his or her civic office and is not subject to privacy, confidentiality or legal restraint. This right does not extend to matters about which an Elected Member is merely curious. The statutory role and duties of President, Elected members and the CEO are outlined in *Local Government Act*.

Each request will be treated on its merits but, as a general rule, those records immediately seen as relevant to the exercising of a Councillor's responsibility of civic office are:

- Matters before a Council meeting, either currently or within the current term of the Council; and/or Matters known by the CEO to come before Council in the near future.

EM07: Elected Members Access to Information

- Elected members can also request access to other documents of the Council either by a Notice of Motion to the Council, a Freedom of Information application under the Information Act.
- Elected members who have a personal or pecuniary interest in a document of Council have the same rights of access as any other person as stipulated by the Code of Conduct.

Access to Information by President

Access will be provided to documents and files necessary for the President's role. This includes files relevant to correspondence received directly by the President and is subject to the same viewing rules. As an Elected Member, the President is subject to the same requirements of access as apply to other Elected Members.

Access by Elected Members to the Computer System

Elected members shall have the same access to Council's computer system as do members of the public.

Use of Information by Councillors

Reference should be made to Council's Code of Conduct that offers specific guidance to Elected Members in dealing with information provided to them in the course of their civic duties.

Elected Members have a role both as a member of the governing body of the Council and as an elected person and there may be difficulty for Elected Members to reconcile the two areas of responsibility when dealing with Council information and documents. While it is desirable and in the public interest to maintain open government, not all information available to Elected Members is available to members of the public.

Elected Members are made privy to information of a confidential nature the disclosure of which is specifically prohibited in certain circumstances.

The right of Elected Members to have access to records is for the purpose of exercising their responsibilities under the Act does not carry with it the right to disclose any information obtained by a Elected Member to another person, unless that information is already in the public domain (for example, part of the Council Agenda).

An Elected Member has no authority to release documents on behalf of Council.

The President shall not cause the by-passing of the general access provisions by providing to another Elected Member information that was made available through the President's role. Elected members shall not by-pass of FOI provisions of the Information Act by providing to a member of the public information made available to Elected Members as an elected representative.

The Chief Executive Officer will provide further guidance and assistance to Elected Members in determining whether a document is confidential and/or not to be released.

Breaches

Breaches of Privacy Policy constitute misconduct and will be dealt with in accordance with the applicable policy. Instances of misconduct may be reported to the Independent Commissioner as per the *Independent Commissioner Against Corruption Act 2017*.

Definitions

CEO, of a council, means the council's chief executive officer as appointed under LGA section 165(1), who is in charge of day-to-day operations of the council.

Deputy CEO, of a council, see LGA section 165(2).

deputy President, of a council, means the member appointed by the council to be the deputy principal member under section 61(3).

guidelines mean guidelines made by the Minister under LGA section 342

member means (according to context) a member of an audit committee, a council or a council committee.

President, of the council, means the member appointed or elected to be the principal member under LGA section 60 or 61.

Confidential information means any confidential information as defined by regulation 9 of the NT Local Government Administration Regulations 2008

Meeting means any meeting of Council or Committee and includes Ordinary Council meeting, Special Council meeting and Committee meeting.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
1.1			

EM09: Sufficient Interest in the assessment record

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

This policy defines what the Belyuen Community Government Council considers to be sufficient interest in the assessment record.

Legislative References

Section 230(5) of the *Local Government Act 2019*

Definitions

Assessment record means the record used to determine the basis on which rates are applied to land parcels

Agency means the Department of Local Government (or as named from time to time)

Policy

The Council maintains electronic assessment records that contains:

- a brief description of each allotment within the area and a statement of its assessed value; and
- if a charge is imposed on non-rateable land in the area – a brief description of the land; and
- the name and address of the owner of the land; and
- if the owner is not the principal ratepayer for the land – the name and address of the principal ratepayer; and
- if the land is subject to a different rate on the basis of its use – the land use

Access to the Assessment Record Free of Charge

An owner, occupier or lessee of the land or the adjoining land or an agent of the owner, occupier or lessee of the land or the adjoining land or the CEO of an Agency are permitted to access the Assessment Record free of charge.

Access to the Assessment Record with a Charge

In accordance with Section 230(5) of the *Local Government Act 2019*, persons with sufficient interest are permitted to inspect of copy the assessment record at a fee established by the Council's fees and charges.

EM09: Sufficient Interest in the assessment record

The following are considered to be parties with a sufficient interest:

- NT Government agencies (excluding the Department of Local Government)
- Federal Government agencies
- Land Councils

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

FIN01: Corporate Credit Card

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

Belyuen Community Government Council utilizes credit cards facilities in accordance with the council and CEO delegations. This purchasing option is designed to facilitate procurement arrangements of those issues with corporate credit cards without exposing the council to undue risk.

Legislative References

- Section 197(2)(b) of the *Local Government Act 2019*
- *Guideline 3: Borrowing*

Scope

This policy applies to all Council members and members of Council committees and staff.

Policy

The Council offers the use of Corporate Credit Cards to nominated positions deemed appropriate by the CEO. The acceptance of a credit card by staff is not compulsory.

All transactions made with Corporate Credit Cards are to be completed in accordance with the Local Government Act and associated regulations and guidelines, the Council and CEO Delegations and the Council's Procurement Policy, and the guidelines set down in this policy document.

Principles

Approval of Credit Cards

Credit Cards are issued in accordance with the Council delegations.

Transaction Limits

Transaction limits are defined in the FIN001 Financial Delegations Manual. Each card issued will have a single transaction maximum limit, and a monthly maximum limit. There is no cash advance functionality.

Travel Related Transactions

Transactions related to official travel and accommodation must be approved through the normal procurement procedures. Incidental travel-related expenses normally covered by Travel Allowance are not to be paid for with Corporate Credit Cards.

Transactions by Phone

Transactions with Corporate Credit Cards by telephone are not encouraged, unless a receipt can be emailed or faxed through immediately.

Revocation of Corporate Credit Card

Each issued Corporate Credit Card remains the sole property of Council. The CEO may control or revoke the use of one or more Corporate Credit Cards at any time.

Responsibilities of Corporate Cardholders

The Cardholder is defined as the person in the Council to whom a credit card has been issued. The cardholder agrees to the following conditions of use by accepting a corporate credit card.

- Corporate Credit Cards are to be used for legitimate work purposes only and are not for personal use at any time. All transactions made with Corporate Credit Cards must be consistent with the program’s objectives and must be within the approved annual budget for the area of responsibility.
- Employees found using the Corporate Credit Cards for personal use will be subject to disciplinary proceedings.
- Liability for purchases made on Corporate Credit Cards lies with the corporate cardholder, and not the Council.
- Each cardholder has the responsibility of reconciling their corporate credit card and allocating costs to appropriate program areas. The cardholder is responsible for obtaining proofs of purchase documentation (i.e. itemised receipts or tax invoices) for each transaction and providing this documentation together with their reconciliation on a monthly basis.
- Given due notice, if a Corporate Cardholder does not provide proof of purchase documentation for a certain transaction, and /or the purchase was for illegitimate purposes, the cardholder will be liable to reimburse the amount incurred and will be subject to disciplinary proceedings.
- The Cardholder should keep the card secure, preferably in a safe or on person, when not in use. The number is to be kept strictly confidential to minimise opportunities for fraud.
- Cardholders are not to disclose their credit card details (including “PIN”) to other corporate members.

Loss or theft of Corporate Credit Card

Upon notification that a corporate card has been misplaced, lost or stolen then that card is to be cancelled immediately with no exceptions. The CEO must be notified immediately of the situation so that they can cancel the card immediately, thereby reducing exposure possible or unnecessary financial risk.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

EM01: Code of Conduct for CEO and Staff

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

Section 175 of the *Local Government Act 2019* states that a Council must develop and implement a code of conduct for the CEO, it further establishes the requirement for the CEO to establish a Code of Conduct for Council staff that is accessible to all staff. This Code of Conduct ('the Code') establishes a minimum standard of behaviour that applies to all employees at Belyuen Community Government Council during work time or when they might reasonably be perceived to be representing the Council outside of work hours.

The Code is a tool that aims to positively shape the culture at Belyuen Community Government Council (the Council). The Code seeks to provide guidance and to help employees deal with ethical dilemmas they may face at work. In many instances other Council policies will provide detailed guidelines for particular circumstances, however, both this Code and the policies referred to do not cover every situation. If an employee is unsure of the appropriate action to be taken in a given situation then they should seek clarification from their direct supervisor.

Policy Statement

The Belyuen Community Government Council is committed to complying with applicable laws and standards, to promote a culture of ethical behaviour, and to encourage reporting of corrupt practices, breaches of the law and matters that could be detrimental to the Council or its reputation.

The Council is committed to promoting sound principles of governance that ensure that its processes and decision making are transparent, measurable and accountable. Council is dedicated to implementing and managing processes that meet these requirements. Any person who works for the Council must seek to achieve the highest standards of behaviour when dealing with members of the public, Councillors and each other.

As a local government authority, the Council, its employees and representatives are the custodians of public resources. Council recognises it has obligations and expectations placed upon it by the community which it will strive to fulfil. Council will ensure procedures are in place to monitor adherence to the Code and to treat breaches seriously. This Code of Conduct acts as a deterrent to misconduct and any breaches could incur serious consequences such as disciplinary actions, termination of employment or legal proceedings.

Legislative Reference

- *Local Government Act (2019)* section 175
- *Independent Commissioner Against Corruption Act 2017*
- *Public Interest Disclosure Act 2008*

Definitions

Staff/Employee includes consultants, contractors, subcontractor, employees on exchange, volunteers and students who are also required to comply with this Code.

Workplace means the place of employment and includes anywhere that a staff member/employee attends for the purpose of carrying out any function in relation to his or her employment with Local Government. It also includes any other work-related context, such as conferences, working from home, work functions or business trips.

Scope

This Code applies to all Council employees which includes the Chief Executive Officer (CEO), full-time, part-time, casual, permanent and temporary employees that are employed by the CEO to enable Council's or the CEO's functions to be performed.

It is a condition of employment that employees comply with the Code. The Code further extends to cover contractors, sub-contractors, employees on exchange, volunteers and other unpaid workers (eg students and graduates) performing work for Council.

Councillors have a separate Code of Conduct and are not subject to this Code. The Code covers interactions with fellow employees, agency employees, contractors, consultants, Councillors, clients and visitors, including work experience students, customers and members of the public in workplaces.

Responsibilities

Council's responsibilities

Council's responsibilities include:

- Providing a safe workplace - Council recognises its responsibility to provide and maintain so far as reasonably practicable, a working environment that is safe and without risks to the health of employees, contractors, volunteers, visitors and members of the public as required by the Work Health & Safety (National Uniform Legislation) Act
- Transparency in decision-making means that observers can follow and understand the decision making process and identify the reasons why a particular decision has been made.
- Council is accountable for monitoring performance in the achievement of strategic goals and financial outcomes. In order to do this, reporting systems are in place that provide Council with the necessary information to enable it to assess performance.
- Governing with accountability requires Council employees and Councillors to undertake their roles in a way which demonstrates that they understand they are governing on behalf of their community.

Employees' responsibilities

Council aims to achieve high standards in service delivery to our community. All employees contribute to this by carrying out their duties honestly, responsibly and to the best of their ability.

This includes:

- Attending for duty at times agreed in the contract of employment, Enterprise Agreement or other Award/Agreement. Employees will not be absent during working hours without specific approval. When an absence is unavoidable employees have a duty to notify their relevant Supervisor or Manager as soon as possible.
- Completing timesheets accurately and explaining all absences.
- Whilst at work employees are expected to diligently perform the duties outlined in the position description, or as reasonably directed by their Supervisor or other relevant Manager, General Manager or the CEO.
- Giving priority to Council duties over personal activities during work time.
- Actively participating in ways to improve Council systems and work practices.
- Conducting ourselves in a way so that others gain confidence and trust in Council.
- Not allowing personal conduct to distract or prevent others from doing their job.
- The need to maintain professional practitioner registration where relevant to the position requirements and to show evidence of continuing professional development.
- The need to ensure that you are working within your approved set of competencies not trying to do something you are not qualified/trained for.
- Complying with all Council policies (including this Code of Conduct), legal requirements or other relevant standards, codes and instructions.
- The need to disclose any new matters that are material to your position eg criminal matters, loss of driver's licence etc.

Employees responsible for managing or supervising others, must ensure that:

- Their work and the work of those they supervise is contributing to the achievement of their departmental and Council goals.
- Employee performance is monitored and employees are provided with constructive and regular feedback on their performance.
- Where practicable, employees are given training and development opportunities to assist in their work and career development.
- Workloads are fairly distributed.
- Decisions are fair and consistent.
- Employees who handle public money are properly supervised.
- Appropriate action is taken if breaches of this Code or other relevant policies or instructions occur.
- Employee absences are correctly recorded.

Policy Provisions

General Behaviour

- Act honestly and with integrity in the performance of official duties at all times.
- Act with reasonable care and diligence in the performance of official duties.
- Discharge duties in a professional manner.
- Act in a way that generates community trust and confidence in the Council.

- Act in a reasonable, just, respectful and non-discriminatory way when dealing with all people.

Conflict of Interest

When making decisions on behalf of Council, employees must declare any real, perceived or apparent conflicts of interest.

Ensure that personal interests, including financial interests, do not influence or interfere with the performance of their role.

A conflict of interest can arise if an employee's private or personal interests (or those of relatives or friends) could affect their ability to carry out their duties and make decisions objectively within their role with Council.

If an employee believes they have a conflict of interest (whether perceived or real) they must report it to the Chief Executive Officer in the first instance. The report should then be followed up in writing. Until the matter is resolved, an employee should make sure they are not part of any decision-making processes related to the matter.

Privacy and Confidentiality

Employees are expected to have read, understood and comply with the confidentiality clauses in their contracts of employment. In general, employees are reminded that they have a duty to maintain the confidentiality of information gained in the course of their employment. Council collects information about individuals, commercial and business information which may be personal, private and/or sensitive.

Employees should only search for information from the records management systems about matters related directly to their work ie on a need to know basis. They must not use information gained at work for private purposes. Other types of confidential information may include, but are not limited to, personal/health information, intellectual property, commercial documents, computer software and programs, policies, financial affairs, strategic and business plans.

Employees can ensure they are maintaining privacy and confidentiality by:

- Taking care not to discuss work matters with anyone not entitled to know such information.
- Taking responsibility to safeguard confidential files and information.
- Ensuring screens are locked when leaving their computer.
- Complying with rules about sharing, correction, storage and destruction of information.
- Seeking advice from their supervisor when in any doubt about how to proceed.

Gifts and Benefits

Council employees will at times receive gifts or benefits from external parties. All such gifts and benefits over the value of \$20 are to be registered in the Gifts and Benefits Register maintained by the CEO.

The CEO will determine the appropriate use of the gift or benefit on behalf of Local Government in such a manner as to reduce the risk it reasonably being perceived to influence staff in carrying out their public duty.

Once registered in the Gifts and Benefits Register, the gift or benefit shall be viewed as having been received by the Local Government as an organisation rather than the employee as an individual.

Employees must not:

- Seek gifts or benefits of any kind.
- Accept any gift or benefit that may reasonably create a sense of obligation on their part or may be reasonably perceived to be intended to or would reasonably be likely to influence them in carrying out their public duty without promptly registering the gift or benefit.
- Accept any gift or benefit from any person who is in, or who seeks to be in, a contractual relationship with Council without promptly registering the gift or benefit.

Council employees may accept hospitality provided in the context of performing their duties, including:

- Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:
 - a) Council work related events such as training, education sessions, workshops and conferences;
 - b) Council functions or events; and
 - c) Social functions organised by groups such as Council committees and community organisations.
- Invitations to and attendance at local social, cultural or sporting events.

Public Money, Fraud Control and Prevention

Employees must maintain high standards of accountability when managing public money and will maintain accurate records of financial transactions. Employees are not to borrow or use Council money for private purposes.

The prevention and detection of fraud is the responsibility of every employee. All employees should be aware of their role in relation to fraud prevention, and any instances of fraud or suspected fraud must be reported to their line management or the CEO.

Employees who report such matters, or who assist in the investigation of fraud/suspected fraud will not be discriminated against.

Breaches

Failure to comply with any of the provisions in this code of conduct may result in disciplinary action.

In some cases the breach may constitute a criminal offence or breach of other legislation and be prosecuted by an external authority such as the Police, the Independent Commissioner Against Corruption or Worksafe.

Suspected breaches should be referred to the CEO, or, in the case of the CEO, the President.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
1.1			

HR01: Recruitment and Selection

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

This policy is designed to ensure appropriate and consistent recruitment and selection standards are applied at Belyuen Community Government Council (the Local Government). This policy outlines the Local Government's commitment to undertake the recruitment and selection of employees that is based on merit and fair and equitable.

Legislative References

- Section 172 of the Local Government Act

Scope

This policy applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO). CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and Guidelines.

If the CEO is recruiting a 'senior employee' as defined in section 171 of the Act, this policy applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a 'senior employee'.

Policy Principles

Merit and equity

The Council is committed to ensuring recruitment, selection, promotion and other personnel decisions are fair, consistent, transparent, professional and compliant with the principles set out in section 172 of the Act. These principles are outlined below:

- employees are to be selected and promoted in accordance with the principles of merit and equity
- no power regarding matters affecting employees is to be exercised on the basis of nepotism or patronage
- employees are to be treated fairly and consistently
- there is to be no unlawful discrimination against employees or persons seeking employment by the Local Government on a ground referred to in the *Anti-Discrimination Act 1992* or on any other ground of discrimination, and
- employees are to be provided with safe and healthy working conditions in accordance with the *Work Health and Safety (National Uniform Legislation) Act 2011*.

HR01: Recruitment and Selection

Recruitment and selection practices are to be conducted to ensure high calibre candidates apply for vacancies.

Equal opportunity employment

The Council recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

The Council will ensure it meets its obligations to coordinate a process free from discrimination by ensuring:

- all advertisements, job descriptions and titles are non-discriminatory
- the most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude
- all personnel forms are non-discriminatory and relevant in phrasing and requirements, and
- benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

Authorities and responsibilities

The CEO and relevant Managers in consultation with the CEO, are responsible for the recruitment and selection of employees:

- by assessing the need to recruit for a position
- within the scope of their direct or indirect supervision
- within approved budget allocations; and
- in accordance with this policy and relevant operational procedures.

Once an appointment is approved by the CEO, the CEO will execute the employment contract on behalf of the Council.

Confidentiality of information and conflict of interest

All employees involved in the recruitment and selection process will be bound by:

- strict standards of confidentiality, and
- disclosure of interest requirements as outlined in the Council's Code of Conduct.

Review of positions

The Council reserves the right to review the need for any position within the Council's existing organisational structure. All positions need to comply with the allocation of resources to meet the objectives of the Strategic and Shire Plan.

Internal appointments

The Local Government recognises that it may have internal applicants for vacancies. The Local Government may choose to appoint to a position from internal applicants without public advertising providing that the internal candidate demonstrates substantial alignment with the requirements of the role as determined by the position description.

Promotions

Local Government employees may receive a reclassification of their existing position (promotion) provided that it can be demonstrated that the responsibilities within the position have increased due to genuine and legitimate changes to the role and that those changes are required by the Local Government.

Selection and appointment

Selection of the preferred candidate must demonstrate substantial alignment with the requirements of the role as determined in the Recruitment Strategy.

Generally, all required pre-employment checks as documented in the Recruitment and Selection Procedure will be undertaken before a preferred candidate is offered a contract of employment for the position.

Probation

All new permanent or fixed term appointments of more than six months will be subject to a probation period of at least three months but no more than six months. Refer to the Council's Probationary Periods of Employment Guidelines for further information regarding probation periods.

Record keeping

Records must be created and maintained to evidence compliance with this policy, in accordance with the Local Government's Recordkeeping Plan and the Act.

Variation to this policy

This policy may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with relevant legislation. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

HR02: Training and Development

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

Belyuen Community Government Council (the Local Government) recognises the importance of training and developing its employees and understands that its employees are key to its success as a local government. It, therefore, encourages its staff to be continually improving their skills and abilities both through on-the-job and off-the-job training. The Local Government acknowledges that training and development of staff provides benefits both to its employees in terms of their overall career and prospects for advancement within the Local Government, as well as being central to the achievement of the Council's strategic objectives.

This policy is designed to ensure that all employees of Belyuen Community Government Council (the Local Government) have reasonable access to training and development and opportunities for advancement and promotion.

Legislative References

- Section 172 of the Local Government Act

Scope

This policy applies to all permanent employees (either full time or part time) employed by the Local Government and, at the discretion of the CEO, casual employees. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

Policy Principles

The Local Government may require you to undertake specific training related to your current position, or as a prerequisite for performing a different position, for example if you are promoted to a higher position.

Training opportunities may also arise as part of your performance review. The Local Government encourages employees to propose suggestions for employment-related training to assist their development. You are required to have the permission of the CEO prior to either signing up, or attending, a training course. If you fail to obtain permission, the Local Government at its discretion may decide to not reimburse you for any course fees you have paid or discipline you for any time you have taken off work without authorisation (up to and including termination of employment).

Staff Development

Individual staff training and development needs should be discussed during the staff development review process.

The review process is designed to:

- encourage constructive dialogue between staff members and their supervisors;
- enhance the staff member's professional development;
- clarify job responsibilities and performance goals/expectations;
- establish appropriate development and performance objectives;
- help staff identify a possible career path for themselves;
- identify ways in which the Local Government might enable individuals to improve their performance;
- ensure that information on job performance and achievements is recorded in each staff member's employment history; and
- provide a basis for decisions on remuneration.

Responsibilities

The Local Government will:

- Ensure that all staff receives an adequate induction to the Local Government and the Department in which they will work in order to enable them to carry out their duties in a safe and effective manner,
- Conduct regular staff development reviews in which training opportunities may be identified, and
- Ensure that all staff are given reasonable access to training within budget limitations.

Employees are expected to:

- develop their skills and capabilities which are aligned to the Local Government's strategy at the appropriate level, e.g. team or individual;
- participate in staff development review process in partnership with their line manager, including an annual review of past development and identification of future plans;
- take personal responsibility to update their specific expertise on a regular basis, as appropriate to the nature of your job;
- contribute to team staff development where appropriate; and
- keep a record of their staff development activity.

All staff members are to attend and fully participate in all training arranged for them. Failure to attend and fully participate in training could result in:

1. disciplinary action
2. course fees being charged to the employee
3. other fees incurred, such as Travel Allowance, accommodation etc, being charged to the employee

Employees may be required to take out an affidavit declaring that they will reimburse the cost of their training to the Local Government should they fail to maintain their employment for a prescribed period.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref

HR03: Employment-Related Grievances

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

The Belyuen Community Government Council (Local Government) is committed to providing employees with the ability to raise a grievance or complaint with respect to their employment via an impartial internal process.

This policy aims to ensure that grievances and complaints are resolved in a timely, fair and transparent manner in accordance with the principles of natural justice.

Scope

This policy applies to grievances raised by employees, contractors and volunteers engaged or appointed by the Local Government in relation to employment or workplace related matters. This policy does not apply to complaints about the Chief Executive Officer.

Legislative References

- Section 172 of the Local Government Act
- Independent Commissioner Against Corruption Act 2017
- Public Interest Disclosure Act 2008

Definitions

Complainant is the employee, contractor or volunteer who raises a complaint.

Respondent is the employee, contractor or volunteer who is alleged to have acted in a manner the subject of the complaint.

Support Person means the person chosen by the complainant and respondent to attend meetings with them, where practicable. The role of a support person is not to advocate on behalf of anyone, but to provide emotional and practical support.

Witness means a person, including an employee, who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

Policy Application

What to do if you have a complaint

If the complainant believes they are the subject of behaviour that is inconsistent with the Local Government's Code of Conduct, policies and procedures, the complainant may raise a complaint by following the process in the Grievance Procedure.

If a complaint is about the Chief Executive Officer

If the complaint is about the Chief Executive Officer, the Grievance Policy and Procedure does not apply. A complaint about the Chief Executive Officer must be raised directly with the President

Key principles in the complaint resolution process

The following principles are necessary for the fair investigation and resolution of a complaint.

PRINCIPLE	EXPLANATION
Confidential	Only employees directly investigating or addressing the complaint will have access to information about the complaint. The Local Government may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential, including the complainant, respondent and witnesses. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint. This requirement does not preclude a complainant, respondent, witness or Local Government from seeking legal, financial or other professional advice.
Impartial (unbiased)	Both parties will have an opportunity to put their case forward. No assumptions will be made and no action will be taken until all available and relevant information has been collected and considered by either an impartial employee of the Local Government or an externally appointed investigator.
Sensitive	The Local Government will endeavor to ensure employees who assist in responding to complaints are trained to manage complaints sensitively and administer a process that is free of coercion or intimidation.
Timely	The Local Government aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
Documented	All complaints and investigations will be documented. In formal grievance processes, records will be kept of all documents collected and drafted as part of that process. For more informal processes, a file note or note in a diary will be sufficient.
Procedural fairness	Procedural fairness in the complaint process means that: <ul style="list-style-type: none">• a respondent has the right to respond to the allegations before any determination is made• a respondent has the right to be told (where possible and appropriate) who made the allegation• anyone involved in the investigation should be unbiased and declare any conflict of interest• decisions must be based on objective considerations and substantiated facts• the complainant and the respondent have the right to have a support person present at any meetings where practicable• the respondent is advised of the details of any allegations when reasonably practicable

PRINCIPLE	EXPLANATION
	<ul style="list-style-type: none"> • a respondent is entitled to receive verbal or written communication from the Local Government of the potential disciplinary outcome if the allegations arising from the complaint are proven • any mitigating circumstances presented to the Local Government through the grievance process are investigated and considered • any witnesses who can reasonably be expected to help with any inquiry or investigation process will be interviewed, and • all interviews of witnesses are conducted separately and confidentially.

Outcome of a complaint

If a complaint against a respondent is substantiated, there are a number of possible outcomes as detailed in the Grievance Procedure.

Victimisation of complainant, respondent or witness

A complainant, respondent or witness should not be victimised for making a complaint, being the subject of a complaint or providing information about a complaint. Anyone responsible for victimising a complainant, respondent or witness may be subject to disciplinary action, including but not limited to termination of employment.

Reporting obligations

The Local Government must comply with its obligations to report minor or serious misconduct to the Independent Commissioner Against Corruption.

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2008.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
1.1			

HR04: Work Health and Safety

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

The Belyuen Community Government Council (Local Government) is committed to providing employees with a safe and healthy working environment free from the risks of injury or illness for all persons within the workplace.

Scope

This policy applies employees, contractors and volunteers engaged or appointed by the Local Government.

Legislative References

- Section 172 of the Local Government Act
- Work Health & Safety (National Uniform Legislation) Act
- Work Health & Safety (National Uniform Legislation) Regulations

Definitions

NIL

Objectives

This policy is designed to:

- Establish and maintain a health and safety management system
- Identify and maintain compliance with health and safety legislative obligations
- Ensure the provision of health and safety induction and training for all workers
- Ensure the dissemination of health and safety information and instruction to all workers in the workplace
- Develop and maintain a culture that encourages all workers to actively manage health and safety risks
- Develop and maintain effective consultative arrangements, to ensure all workers are included in the decision-making processes impacting on workplace health and safety
- Define, document and communicate health and safety responsibilities, authority to act and reporting requirements for officers and workers
- Actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls
- Ensure incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence

HR04: Work Health and Safety

- Maintain physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use
- Establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury.

Policy Statement

The Local Government will ensure that Health and Safety is considered a priority and does not come second to other operational goals, budgetary objectives or other competing considerations.

Council will provide sufficient financial and physical resources to ensure the effective implementation of the health and safety management system.

Responsibilities

The Local Government will provide and maintain as far as reasonably practicable:

- A safe working environment
- Safe systems of work
- Plant and substances in safe condition
- Facilities for the welfare of workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that all workers are safe from injury and risks to health
- A commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- A commitment to continuous improvement through effective safety management procedures

The Local Government expects that all workers will:

- Comply with safe work practices
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where it is provided
- Comply with any safety direction given for the purpose of health and safety
- Comply with all relevant policies and procedures related to workplace health and safety
- Not misuse or interfere with any health or safety equipment or process
- Report all accidents, incidents and near misses immediately
- Report all known or observed hazards

Failure to comply with this policy and any procedures related to work health and safety may result in disciplinary action.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
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1.1			
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HR05: Anti-Discrimination (Bullying)

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

The Belyuen Community Government Council (the Local Government) is committed providing a safe, flexible and respectful environment, free from all forms of discrimination, harassment and bullying.

Scope

The policy applies to Elected and Committee members, employees, volunteers and contractors.

The policy is applicable when:

- working at any of the Local Government premises; working off-site or after hours for the Local Government; attending a work related social function; representing the Local Government at a conference or function – wherever and whenever an individual may be as a result of their Local Government duties.
- some interactions happen between colleagues outside of the workplace
- any aspect of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport are undertaken.

Legislative and Policy References

Legislation

- Section 172 of the Local Government Act
- Work Health and Safety Act
- Anti-Discrimination Act 1996
- Equal Employment Opportunity Act 2010 (Cmth)
- Fair Work Act 2009 (Cmth)
- Australian Human Rights Commission Act 1986 (Cmth)
- Age Discrimination Act 2004 (Cmth)
- Disability Discrimination Act 1992 (Cmth)
- Racial Discrimination Act 1975 (Cmth)
- Sex Discrimination Act 1984 (Cmth)

Related Policies

- Code of Conduct (Elected Members)
- Code of Conduct (CEO)
- Code of Conduct (Staff)
- Breaches of the Code of Conduct (Elected Members)

HR05: Anti-Discrimination (Bullying)

- Employment Related Grievances
- Disciplinary Action

Definitions

NIL

Objectives

The objectives of this policy are:

- to ensure all individuals treat others with dignity, courtesy and respect
- to inform individuals what constitutes discrimination, bullying and harassment
- to inform all parties of their responsibility as individuals with regard to discrimination, bullying and harassment
- to guide the Local Government in their responsibility as an organisation with regard to discrimination, bullying and harassment
- to create a safe, positive and healthy work environment

Policy Statement

The Local Government aims to achieve a harmonious workplace and recognises the right of all people who interact with us to be treated with dignity and respect.

The Local Government aims to provide a safe, positive and healthy work environment for all, which is free from discrimination, bullying and harassment. Anyone covered under this policy must not engage in unacceptable conduct in the workplace.

Unacceptable conduct is defined below as: discrimination, harassment and bullying. Just because someone does not object to inappropriate behaviour in the workplace at the time the behaviour occurs, does not mean that they are consenting to the behaviour.

The Local Government will promote appropriate standards of conduct in accordance with the code of conduct at all times, take appropriate action against any person who breaches this policy and implement strategies and support systems to ensure all parties know their rights and responsibilities and are protected in relation to those rights.

Unlawful discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees but where a high proportion of employees with a protected ground cannot comply with, or are affected by, that practice or requirement.

Grounds of discrimination

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- age
- family responsibility or status
- race, colour or ethnic origin
- sex including gender identity, sexual orientation and intersex status
- physical or mental disability
- marital status
- political or religious conviction
- pregnancy
- criminal record
- breastfeeding
- gender history
- impairment
- national extraction or social origin, and
- trade union activity.

Sexual harassment

Sexual harassment is a specific and serious form of harassment.

It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. Sexual harassment is covered in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work. A single incident is enough to constitute sexual harassment – it doesn't have to be repeated.

The Local Government recognises that comments and behaviour that do not offend one person can offend another.

Sexual harassment can include:

- comments about a person's private life or the way they look
- sexually suggestive behaviour, such as leering or staring
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites, sexually explicit or suggestive emails or text messages
- insults or taunts of a sexual nature
- intrusive questions or statements about a person's private life
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites

HR05: Anti-Discrimination (Bullying)

- behaviour that may also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying behaviour is generally any repeated, unreasonable or less favourable treatment of a person or group by another or others in the workplace, ranging from overt physical abuse to more covert psychological abuse.

Bullying can be physical, verbal, in writing and/or online (e.g. via text, internet chat rooms, instant messaging, SMS or MMS), is repeated and unreasonable, and can cause a risk to health and safety. It includes behaviour that intimidates, offends, degrades or humiliates an individual.

There is a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual or a group, and can be carried out by one or more persons. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors and managers.

Direct bullying behaviours can include (but are not limited to):

- physical or verbal abuse or insults
- yelling screaming, or offensive language
- psychological harassment including belittling, offensive or degrading remarks
- intimidation, manipulation, and/or unreasonable and persistent criticism.
- Indirect bullying behaviours can include (but are not limited to):
- unjustified criticism or complaints
- deliberately excluding someone from workplace activities
- deliberately denying access to information or other resources
- withholding information that is vital for effective work performance
- setting tasks that are unreasonably above or below an employee's ability
- deliberately changing work rosters to inconvenience particular employees
- setting timelines that are very difficult to achieve
- excessive scrutiny at work
- repeatedly failing to give due credit for work and ideas.

What are the ways in which bullying can occur?

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees,

downwards from managers or supervisors to employees or upwards from employees to managers or supervisors.

Examples of bullying behaviour are:

- aggressive or intimidating conduct
- belittling or humiliating comments
- spreading malicious rumours
- teasing, practical jokes or 'initiation ceremonies'
- exclusion from work-related events
- unreasonable work expectations, including too much or too little work, or work below or beyond an employee's skill level
- displaying offensive material
- pressure to behave in an inappropriate manner.
- victimisation

Reasonable management action

The Local Government has the right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- the establishment and regular use of performance management systems
- the setting of reasonable performance targets and deadlines
- providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour
- issuing a lawful and reasonable direction to an employee to complete a work task
- preparing and amending a roster for employees
- transferring an employee to a different work location for operational reasons
- implementing organisational change
- informing an employee about inappropriate behaviour in a confidential manner, and
- taking disciplinary action against an employee.

Other behaviours not considered to be bullying

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Bullying does not occur where the bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety.

What should you do if you think you are being discriminated against, sexually harassed or bullied?

HR05: Anti-Discrimination (Bullying)

Refer to the Employment Related Grievances Policy and Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

Roles and responsibilities

To ensure the intent of this policy is realised, various roles within the Local Government must assume certain responsibilities.

The Local Government will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying
- provide and maintain safe systems of work
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying
- treat all employees fairly, and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

All Local Government employees, contractors and volunteers are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to the employee's line manager or other appropriate manager
- follow all policies and procedures of the Local Government
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying, and
- treat all employees fairly and with respect.

Employees should be aware that discrimination, bullying and sexual harassment may expose them individually to legal action.

Support

The Local Government may engage the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see the CEO for details of the Employee Assistance Provider.

Consequences of breaching this policy

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
1.1			

HR06: Performance and Probation

Type	Council Policy	Version	1
Approval Date		Resolution	
Review Date		Doc ID	

Background

This policy and procedure is designed to ensure that employee performance and development reviews are conducted in an effective and consistent manner. A successful employee performance development review process will assist the Belyuen Community Government Council (**Local Government**) meets its vision, values and strategic focus by enabling employees to be engaged and motivated.

Performance and development reviews provide a framework for employees to set performance objectives which are meaningful in their current role, contribute to career goals, and align to the Local Government's strategic direction.

The Local Government recognises that continuing to focus on the career development of its employees is a beneficial strategy in retaining employees and developing each employee's potential.

Application

This policy and procedure applies to all Local Government employees with the exception of:

- the Chief Executive Officer, and
- temporary and casual employees that are engaged for less than a year.

Commitment

The Local Government is committed to conducting performance reviews in a fair and consistent manner. Employees and their line manager will develop a performance plan consisting of performance objectives (related to overall business objectives), performance standards, and a development plan to ensure the employee has the skills and knowledge to meet the specified objectives.

Each employee will be appraised on a bi-annual basis to discuss performance objectives and development plans with their immediate line manager.

The Local Government will commit to ensuring that line managers are equipped to undertake the performance and development review process.

Performance and development review procedure

Probationary Period

All new employees are required to complete a period of probationary employment to assess the suitability of new employees before ongoing employment is confirmed.

HR06: Performance and Probation

New employees of the Local Government will be employed for a probationary period of up to a maximum of six (6) months

The Local Government will assess an employee's performance and conduct throughout the probationary period and provide feedback about these issues. The continued employment of the employee is dependent upon their successful completion of the probationary period.

Where the employee's performance and/or conduct does not meet the standard required for the job, the Local Government may elect to terminate the employee's employment with the requisite period of notice or payment in lieu of notice.

Frequency of employee performance and development reviews

Employee performance and development reviews will be conducted annually within a month of the anniversary of the employee's commencement. In certain circumstances such as prolonged higher duties arrangements and periods of leave, the annual review date will be deferred with the approval of the CEO and the employee.

Objective setting and review

New employees, or employees who have changed roles or had significant changes made to their duties and responsibilities, will have their initial performance development and review discussion and agree to performance objectives within the first three months of their appointment.

This will provide the employee with clarity about the organisational objectives and how their performance can contribute to achieving these objectives.

Performance objectives will provide the Local Government with an opportunity to:

- formally set the expectations, requirements and objectives of the role
- outline the overall business and strategic objectives of the Local Government, function and role
- provide specific role or project aims and milestones, and
- establish a training and development program.

Performance objectives will be developed using the **SMART** model outlined below.

Specific – clearly defined and understood by the employee and the line manager.

Measurable – able to be measured in terms of progress or achievement, so the employee and line manager can identify to what extent the objective has been achieved at the mid-year and annual reviews.

Attainable – the employee and line manager are of the view the performance objective is achievable.

Relevant – related to the position description, the employee's role and broader team, and aligned to organisational objectives.

Time bound – a timeframe needs to be agreed and documented when setting objectives.

HR06: Performance and Probation

The employee and their line manager must agree to the performance objectives and measures, and identify any training and development required.

Position descriptions

Position descriptions are a key reference when formulating performance objectives. As part of the performance review process the Local Government will review the position description to ensure that it accurately reflects the employee's role and responsibilities.

Annual review meetings

Employee performance and development reviews will be conducted in a confidential manner. Employees will be given at least a week's notice of the performance review meeting so they can prepare accordingly. The meeting will be conducted with the employee and their line manager.

The performance and development review will be recorded on the approved form. A record of the review will be placed on the employee's personnel file.

The purpose of the annual review meeting is to:

- Allow the employee and the line manager to agree on the final assessment of the employee during the full review period, which is usually twelve months
- Ensure the line manager formally tasks the employee for the next review period, and to set up training and development needs and strategies
- Encourage the employee to provide constructive feedback to their line manager in relation to their leadership, support and guidance

The final assessment is based on:

- the extent to which performance objectives have been met, and
- a judgment of the expected behaviours being demonstrated.

Responsibilities

Responsibilities of employees

Employees must actively participate in the performance objective setting process, performance and development review meetings, and working towards the objectives set through the review process.

Responsibilities of line managers

Line managers must schedule and conduct the employee performance and development review meeting in line with the timeframes set out in this policy and procedure and to give honest and constructive feedback on an ongoing basis. To assign objectives effectively, the line manager must:

- ensure the objectives are within the employee's capacity
- discuss objectives with the employee before finalising, and
- provide context for the employee's objectives i.e. to give an overview of the big picture.

Underperformance

Where unsatisfactory performance is identified by the Local Government, this will be dealt with through the Performance Improvement Policy. Sustained and/or serious underperformance may lead to disciplinary action and/or termination of employment

Variation to this policy and procedure

This policy and procedure may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy and procedure by the normal correspondence method.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
1.1			

From council
22/6/20
FINAR copy

BELUYEN COMMUNITY GOVERNMENT COUNCIL - 30 JUNE 2019

Asset	Written Down Value 2018	Cost Carried Forward 2018	Additions	Disposals	Cost Carried Forward 2019	Opening Accumulated Depreciation	Current Year Depreciation	Depreciation Rate	Disposals or written off	Closing Accumulated Depreciation	Written Down Value 2019
PLANT & EQUIPMENT (00-400)											
Steel work benches	0	2,121			2,121	2,121	0	20%		2,121	0
Oval Fencing	0	9,860			9,860	9,860	0	20%		9,860	0
Fuel Bowers	0	40,418			40,418	40,418	0	20%		40,418	0
Airconditioners for council offices	0	11,673			11,673	11,673	0	20%		11,673	0
Fisher & Pykel Chest Freezer	0	1,290			1,290	1,290	0	20%		1,290	0
Car disc lathe	0	9,290			9,290	9,290	0	20%		9,290	0
Bench lathe	0	3,623			3,623	3,623	0	20%		3,623	0
Gas Oven - Imabulk Kitchen	0	5,095			5,095	5,095	0	20%		5,095	0
Toyota L/Cruiser 770343	0	40,066			40,066	40,066	0	20%		40,066	0
550 l ute pack ar30 + hose reel	0	3,832			3,832	3,832	0	20%		3,832	0
Stratego - Garden Shed - 26/6/08	0	3,014			3,014	3,014	0	20%		3,014	0
Archive Shelving Bay 2/9/08 (S25), now G10	0	1,072			1,072	1,072	0	20%		1,072	0
CrinSAFE Screen 17/4/09 (S25), now G10	0	7,564			7,564	7,564	0	20%		7,564	0
Sewing Machine 1/6/09 (S25), now G10	0	1,545			1,545	1,545	0	20%		1,545	0
Smartbox Movie Sys/Screen 17/4/09	0	10,069			10,069	10,069	0	20%		10,069	0
New Phone Sys 10/3/09 G10	0	8,416			8,416	8,416	0	20%		8,416	0
Goal Post - 30/9/08 C56	0	6,195			6,195	6,195	0	20%		6,195	0
Goal Post Padding - 23/10/08 C56	0	1,193			1,193	1,193	0	20%		1,193	0
Tractor/Bucket/Slasher 13/10/08 C56	0	71,480			71,480	71,480	0	20%		71,480	0
4 tonne Standard Hoist 7/11/08	0	6,359			6,359	6,359	0	20%		6,359	0
3 x Overlockers 7/2/09 (S25), now G10	0	3,088			3,088	3,088	0	20%		3,088	0
Toyota Coaster Bus 31/8/09 S20&S21	0	92,197			92,197	92,197	0	20%		92,197	0
Solar Hot Water Unit 10/11/09 (S25), now G10	0	5,164			5,164	5,164	0	20%		5,164	0
Trailer 4/12/09 C56	0	3,044			3,044	3,044	0	20%		3,044	0
Fridge E456RXPFD 5/1/10 G10	0	1,391			1,391	1,391	0	20%		1,391	0
4 tier shelving 27/4/10 C56	0	2,190			2,190	2,190	0	20%		2,190	0
Split Aircon 27/4/10 S11	0	2,455			2,455	2,455	0	20%		2,455	0
Split Aircon 27/4/10 C56	0	1,455			1,455	1,455	0	20%		1,455	0
Timer to Aircon 5/5/10 S25, (now G10)	0	4,545			4,545	4,545	0	20%		4,545	0
Chain mesh Security Fence 13/5/10 (S25), now G10	0	3,665			3,665	3,665	0	20%		3,665	0
Chain mesh Security Fence 13/5/10 (S25), now G10	0	12,355			12,355	12,355	0	20%		12,355	0
Rotary Ironer 28/5/10 S25, (now G10)	0	2,254			2,254	2,254	0	20%		2,254	0
Aluminium Sign 8/6/10 S25, (now G10)	0	1,600			1,600	1,600	0	20%		1,600	0
Storage Cupboards 25/6/10 C65	0	2,053			2,053	2,053	0	20%		2,053	0
2x Honda Generators EV30IS 15/06/11	0	7,253			7,253	7,253	0	20%		7,253	0
Travelling Irrigator 25/03/10	0	8,100			8,100	8,100	0	20%		8,100	0
Toshiba Tecra P11 29/06/11	2	2,282			2,282	2,282	2	20%		2,282	0

Asset	Written Down Value 2018	Cost Carried Forward 2018	Additions	Disposals	Cost Carried Forward 2019	Opening Accumulated Depreciation	Current Year Depreciation	Depreciation Rate	Disposals or written off	Closing Accumulated Depreciation	Written Down Value 2019
Prime Power PW/HD 180E - AC 23/06/11	0	5,595			5,595	5,595	0	20%		5,595	0
Tool Box 13/05/11	0	2,723			2,723	2,723	0	20%		2,723	0
Toyota Hilux Dual Cab 14/12/2010	0	40,792			40,792	40,792	0	20%		40,792	0
Pole Saw 13/10/10	0	1,182			1,182	1,182	0	20%		1,182	0
Chain Saw 13/10/10	0	945			945	945	0	20%		945	0
Daikin Aircon 18/10/10	0	1,800			1,800	1,800	0	20%		1,800	0
50KVA Genset - Bel Store C31 grant 10/8/11	0	29,818			29,818	29,818	0	20%		29,818	0
7.5kg Top Load Washer - S11 7/12/11 - W/OFF 30/6/19 per CW	0	1,585		1,585	0	1,585	0	20%	1,585	0	0
Tool Kit C39 grant - 9/1/12	0	2,705			2,705	2,705	0	20%		2,705	0
Laptop TEORA S25 - 5/3/12	0	1,454			1,454	1,454	0	20%		1,454	0
Metal Shelving S25 - 31/5/12	0	4,300			4,300	4,300	0	20%		4,300	0
CASE Backhoe - C56 4/9/12	0	101,320			101,320	101,320	0	20%		101,320	0
3 Bubbler & Glass - G10 11/02/13 - W/OFF 30/6/19 per CW	0	3,032		3,032	0	3,032	0	120%	3,032	0	0
Mölnar Hoist/Air Lacking Beam - C61 9/4/13	0	10,634			10,634	10,634	0	20%		10,634	0
A/C - Daikin Inverter Split 8/10/13 (S25), now G10	194	3,545			3,545	3,545	194	20%		3,545	0
Double Sink with Bench 11/11/13 (S25), now G10	125	1,700			1,700	1,700	125	20%		1,700	0
Scan Tool Kit W/shop Equip 28/11/13 (C56)	952	11,500			11,500	10,548	952	20%		11,500	0
Maytag 7.5kg Washer 6/5/14 (S11)	305	1,791			1,791	1,486	305	20%		1,791	0
Dome Shade Structure 13/5/14 (S25), now G10	2,229	12,727			12,727	10,498	2,229	20%		12,727	0
6000x1000 Colorbond Sign 06/06/14 (C62)	235	1,256			1,256	1,021	235	20%		1,256	0
Maytag 7.5kg Top Load 5/8/14 (S11)	466	2,090			2,090	1,624	418	20%		2,042	48
Security Screens 6/1/15 (S11)	572	1,880			1,880	1,308	376	20%		1,684	196
6 x Big Benches 3/6/15 (C62)	2,886	7,494			7,494	4,608	1,499	20%		6,107	1,387
Laptop - Lenovo L540 S/NSR90GCDXB 13/8/15 (G10)	508	1,195			1,195	687	239	20%		926	269
IP Rated Horn Speaker 29/2/16 (S11)	2,213	4,150			4,150	1,937	830	20%		2,767	1,383
Toyota Hilux 4x4 SR 2.8L Diesel (G10) 18/5/16 CC26TZ	26,323	45,780			45,780	19,457	9,156	20%		28,613	17,167
Toyota Hilux 4x2 2.4L Diesel (S11) 18/5/16 CC26TTH	19,105	33,228			33,228	14,123	6,646	20%		20,769	12,459
Epson TW8200 Projector (R29) 27/6/16	1,555	2,591			2,591	1,036	518	20%		1,554	1,037
Volleyball Wheel Away Post System 12/9/16 (R22)	585	1,440			1,440	855	475	33%		1,336	110
2x Daikin Slv Split Aircon Training Rm 18/10/16 (G10)	2,813	4,273			4,273	1,460	855	20%		2,315	1,958
Security Chain Mesh/Fencing 23/11/16 (C56)	1,680	2,459			2,459	779	492	20%		1,271	1,188
2016 Fied Equip Rotary Sasher XLS-70 28/12/16 (C56)	6,059	8,656			8,656	2,597	1,731	20%		4,328	4,328
Laptop - Lenovo T560 8/3/17 (S11)	1,406	2,515			2,515	1,109	830	33%		1,939	576
Laptop - Lenovo T560 S/N R90K6P2U 27/3/17 (G10)	1,475	2,515			2,515	1,040	830	33%		1,870	645
Hot/Cold Pressure Cleaner 10/4/17 (C56)	1,255	2,090			2,090	835	690	33%		1,525	565
CrommelinsPlate Compactor 22/5/17 (C56 for C59)	1,817	1,817			1,817	393	363	20%		1,525	756
Laptop - Lenovo T560 21/6/17 (R29)	1,704	2,575			2,575	871	850	33%		1,721	1,061
e-Tools Software 29/6/17 (S11)	1,286	2,581			2,581	1,295	1,286	50%		2,581	854
e-Tools Software 29/6/17 (S11)	1,170	2,346			2,346	1,176	1,170	50%		2,346	0
2 x Ipad Pro 10.5 wifi + Cell 64G 30/6/17 (S11)	2,007	2,996			2,996	989	989	33%		1,978	1,018

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Asset	Written Down Value 2018	Cost Carried Forward 2018	Additions	Disposals	Cost Carried Forward 2019	Opening Accumulated Depreciation on 2019	Current Year Depreciation on 2019	Depreciation Rate	Disposals or written off	Closing Accumulated Depreciation	Written Down Value 2019
18x15W LED Solar Pathway Light/HD Solar guard/6/10/17 (R26)	26,213	30,509			30,509	4,296	6,102	20%		10,398	20,111
6x15W LED Solar Pathway Light + High Grade Glass w/guard/mesh 21/3/18 (C41)	12,469	13,200			13,200	731	2,640	20%		3,371	9,829
8x Solar Street Light kit 6M High Solar Panel/Controller w/poles 21/3/18 (C41)	26,828	28,400			28,400	1,572	5,680	20%		7,252	21,148
Ultimate 25 3 Phase Compressor 19/1/18 (C56)	2,000	2,195			2,195	195	439	20%		634	1,561
2000W Digital Inverter Generator 27/3/18 (C56)	1,033	1,090			1,090	57	218	20%		275	815
Evaporative Cooler 22/6/18 (C55)	2,009	2,018			2,018	9	404	20%		413	1,605
Tilt Back Tyre Changer/Wheel Balancer 10/5/18 (C55)	45,714	47,028			47,028	1,314	9,406	20%		10,720	36,308
Lenovo Computer + Monitor S/N #PC0KQKQU 5/3/18 (G10)	1,905	2,130			2,130	225	703	33%		928	1,202
Lenovo Computer + Monitor S/N #PC0KQKQU 24/4/18 (C56)	1,945	2,070			2,070	125	683	33%		808	1,262
Fuji Xerox DocuPrint Colour Part# DI-DPPCP405DF 14/5/18 (G10)	2,213	2,272			2,272	59	454	20%		513	1,759
Fuji Xerox Colour MF Printer - G10's Old Printer 20/5/18 (S11)	977	1,000			1,000	23	200	20%		223	777
Lenovo Laptop L580 S/N PF18MD73 21/9/18 (S11)		1,000	2,124		2,124	0	542	33%		542	1,582
Daikin Aircon 30/11/18 (S11)			3,371		3,371	0	392	20%		392	2,979
Security & Fly Screens (S36) - Remote Infrast Grant 3/3/19			4,660		4,660	0	304	20%		304	4,356
505m x 1.5m Lattice work - entry fence (S36) Remote Grant 26/3/19			1,990		1,990	0	105	20%		105	1,885
6.49kw Solar System (S36) Remote Infrast Grant 7/6/19			11,997		11,997	0	151	20%		151	11,846
Outfront Mower with Airseal F3690-AU-SN-12188 (C56) 17/6/19			29,182		29,182	0	208	20%		208	28,974
Zero Turn Mower ZD1211-60-AU28785 (C56) 17/6/19			20,727		20,727	0	148	20%		148	20,579
TOTAL	203,840	906,253	74,051	4,617	975,687	702,413	63,060		4,617	760,856	214,830
BUILDINGS (00-500)											
Council Office											
Inabulk Centre Lot 294	0	194,202			194,202	194,202	0	5%		194,202	0
Womens Centre Verandah Lot 292	0	373,387			373,387	373,387	0	5%		373,387	0
Womens Centre Lot 292	0	6,350			6,350	6,350	0	5%		6,350	0
Upgrade Community Hall Lot 258	0	80,000			80,000	80,000	0	5%		80,000	0
Upgrade Sports Hall Lot 258	0	64,840			64,840	64,840	0	5%		64,840	0
Store Building - 26/3/99 Lot 297	0	7,637			7,637	7,637	0	5%		7,637	0
Upgrade to Council office 2004/05	14,157	385,678			385,678	371,521	14,157	5%		385,678	0
Training Centre - Funded by DEET	2,393	7,708			7,708	5,315	385	5%		5,700	2,008
Upgrade to Inabulk Lot 294 - Security Screens	71,759	165,588			165,588	93,829	8,279	5%		102,108	63,480
Roof Extension Workshop C37grant 31/5/12	5,737	12,755			12,755	7,018	638	5%		7,656	5,099
Roof Extension Workshop C37grant 28/8/12	4,871	7,000			7,000	2,129	350	5%		2,479	4,521
Concrete/Sand/ Materials/Labour C61 9/4/13	44,587	62,950			62,950	18,363	3,148	5%		21,511	41,440
Office Verandahs 19/3/14 (G16)	16,112	21,845			21,845	5,733	1,092	5%		6,825	15,020
Rec Hall Refurbishment Stage 11 R25 30/6/15	16,531	21,036			21,036	4,505	1,052	5%		5,557	15,479
Upgrade Aged Care Facilities (S37) - 30/6/19	470,228	553,211	104,726		553,211	82,983	27,661	5%		110,644	442,567
Upgrade Aged Care Facilities - Painting (S36) - 30/6/19			46,882		46,882		0	5%		0	104,726
							0	5%			46,882

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TOTAL	-11	0	151,608	0	0	11	0		0	11	-11
INFRASTRUCTURE WORKS (00-700)	646,364	1,964,187			\$2,115,795	1,317,823	\$56,761		0	\$1,374,584	741,210
Roadworks and Drainage	17,532	350,734			350,734	333,202	17,532	5%		350,734	0
Hydraulics and Pressure Mains	3,064	61,394			61,394	58,330	3,064	5%		61,394	0
Gravity Sewers	2,741	54,934			54,934	52,193	2,741	5%		54,934	0
Sewerage Pump Station	6,706	134,120			134,120	127,414	6,706	5%		134,120	0
Elevated Water Tank	5,971	119,591			119,591	113,620	5,971	5%		119,591	0
Electrical Works	287	5,588			5,588	5,301	279	5%		5,580	8
Civil Works - 23/08/99	1,751	30,557			30,557	28,806	1,528	5%		30,334	223
School Signs	654	3,821			3,821	3,167	191	5%		3,358	463
Road Maintenance	342	2,000			2,000	1,658	100	5%		1,758	242
Fencing Vehicle compound	606	1,750			1,750	1,144	88	5%		1,232	519
Fencing Workshop Compound	1,797	5,138			5,138	3,341	257	5%		3,598	1,540
Fencing 23/6/09 S11	2,535	4,609			4,609	2,074	230	5%		2,304	2,305
Trojan Fencing 16/12/08 V10	6,480	12,386			12,386	5,906	619	5%		6,525	5,861
Pumps(Firefighter) 12/5/09 V10	1,490	2,750			2,750	1,260	138	5%		1,398	1,353
Recreation Hall Upgrade C40 12/01/11	49,261	78,818			78,818	29,557	3,941	5%		33,498	45,320
Recreation Hall Upgrade C42 28/02/11	43,467	69,545			69,545	26,078	3,477	5%		29,555	39,990
Recreation Hall Upgrade R25 14/03/11	36,220	57,955			57,955	21,735	2,898	5%		24,633	33,322
Recreation Hall Upgrade G10/R25 16/03/11	24,146	38,636			38,636	14,490	1,932	5%		16,422	22,214
Rec Hall Upgrade Completion G10 10/04/11	34,639	55,438			55,438	20,799	2,772	5%		23,571	31,867
Security Screens - Rec Hall G10 25/04/11	3,000	4,800			4,800	1,800	240	5%		2,040	2,760
Fencing Materials	33,581	53,733			53,733	20,152	2,687	5%		22,839	30,894
Refurbish Hall 31/05/11	920	1,430			1,430	510	72	5%		582	849
Roller Door Rec Hall 19/05/11	1,931	3,000			3,000	1,069	150	5%		1,219	1,781
Rec Centre Final payment	15,829	24,355			24,355	8,526	1,218	5%		9,744	14,611
Recreation Centre	25,792	39,680			39,680	13,888	1,984	5%		15,872	23,808
Cemetery/ Fence complete C45 grant 1/8/11	23,046	35,227			35,227	12,181	1,761	5%		13,942	21,285
Carport for Aged Care C37 grant - 27/2/12	3,107	4,545			4,545	1,438	227	5%		1,665	2,880
Double Bay Carport S11C56 C37 grant 16/4/12	6,511	9,441			9,441	2,930	472	5%		3,402	6,039
Resurface Basketball Court 31/3/14 (R26)	58,473	74,249			74,249	15,776	3,712	5%		19,488	54,761
TOTAL	411,921	1,340,229	0	0	1,340,229	928,308	566,987		0	595,295	344,934
GRAND TOTAL	1,262,125	4,210,669	225,660	4,618	4,431,711	2,948,545	186,809		4,618	3,130,736	1,300,976

**Beluven Store
Asset Register
30 June 2019**

Item	Locat'n	Acquired Date	Disposal Date	Original Cost	Addn's	Disposals	Closing Cost	Opening Acc. Dep.	Dep'n Rate	YTD Dep'n	Write Back	Closing Acc. Dep.	Closing WDV
Office Equipment													
Casio TE1000Cash Register		Nov-07		681.82			681.82	681.82	33%	0.00		681.82	0.00
DELL PowerEdge T320 Computer Server 30/5/16		30/05/2016		\$13,209			13,209	5,504	20%	2,641.80		8,145.55	5,063
Sub Total				13,891	0	0	13,891	6,186		2,642	0	8,827	5,063
Leashold Improvements													
Security Screens	Beluven	Jan-02		1,920.00			1,920.00	1,570.19	5%	96.00		1,666.19	253.81
Security Screens	Beluven	Apr-02		1,144.55			1,144.55	923.99	5%	57.23		981.22	163.33
Sub Total				3,065			3,065	2,494		153		2,647	417
Furniture & Fixtures													
Fixtures & Fittings	Beluven	Aug-91		1,000.00			1,000.00	1,000.00	15%	0.00		1,000.00	0.00
Fridge Orford	Beluven	Oct-99		4,236.00			4,236.00	4,236.00	15%	0.00		4,236.00	0.00
Hotfood Bar Roband	Beluven	Feb-05		1,220.00			1,220.00	1,220.00	33%	0.00		1,220.00	0.00
Kelvinator Chest Freezer n700	Beluven	Apr-11		1,300.00			1,300.00	1,300.00	33%	0.00		1,300.00	0.00
Combi oven, grease tray & exhaust canopy	Store	9/02/2012		38,488.00			38,488.00	38,488.00	33%	0.00		38,488.00	0.00
Critic Surge Diverter 9/2/12	Store	21/10/2011		3,782.00			3,782.00	3,782.00	33%	0.00		3,782.00	0.00
Aircon Office	Store	13/03/2012		1,800.00			1,800.00	1,800.00	33%	0.00		1,800.00	0.00
Condensing Unit 13/3/12	Store	8/08/2012		2,400.00			2,400.00	2,400.00	33%	0.00		2,400.00	0.00
Artisan 2dr sliding door Chiller E14 Grant	Store	20/08/2012		7,100.00			7,100.00	7,100.00	33%	0.00		7,100.00	0.00
Stainless BenchTop/Splashback	Store	21/09/2012		2,098.00			2,098.00	2,098.00	33%	0.00		2,098.00	0.00
800mmx1000 Framed Sign	Store	10/05/2013		1,256.00			1,256.00	1,256.00	33%	0.00		1,256.00	0.00
Skope TME 1500 - 3dr Fridge	Store	15/08/2013		4,900.00			4,900.00	4,900.00	33%	0.00		4,900.00	0.00
Stainless steel Security Door	Store	20/09/2015		1,273.00			1,273.00	1,273.00	33%	0.00		1,273.00	0.00
Solar Hot Water Unit 20/9/15	Store	24/01/2017		\$3,500			3,500.00	2,867	33%	633		3,500	0
Bitko Cold Showcase	Store	24/01/2017		\$1,559			1,559.00	738	33%	514		1,252	307
Bitko Hot Showcase	Store	23/03/2018		\$1,175			1,175.00	556	33%	388		944	231
Surge Diverter	Store	20/12/2018		4,818.00			4,818.00	261	20%	964		1,225	3,593
Fridges/Freezers - Store Upgrade	Store			195,819.00			195,819.00	0		20,601		20,601	175,218
Sub Total				81,905	195,819	0	277,724	75,275		23,100	0	98,375	179,349
Beluven Store Total Assets				98,860	195,819	0	294,679	83,955		25,895	0	109,850	184,830

Belvuen Store
Consolidated Asset Register
30 June 2019

	Original Cost	Addn's	Disposals	Closing Cost 30/06/19	Opening Acc. Dep. 30/06/17	Dep'n Rate	YTD Dep'n	Write Back	Closing Acc. Dep. 30/06/19	Closing WDV 30/06/19
Office Equipment	13,891	0	0	13,891	6,186		2,642	0	8,827	5,063
Leasehold Improvements	3,065	0	0	3,065	2,494		153	0	2,647	417
Furniture & Fixtures	61,905	195,819	0	277,724	75,275		23,100	0	98,375	179,349
Total Year 2019 Assets	99,860	195,819	0	294,679	83,955		25,895	0	199,860	184,830