

ORDINARY COUNCIL MEETING 9th August 2021



NOTICE OF MEETING

The Ordinary Meeting of the Belyuen Community Government Council will be held in the Council Offices, Belyuen community commencing at 5PM.

Cathy Winsley - CEO

AGENDA

ORDINARY COUNCIL MEETING

9th August 2021

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1 OPEN MEETING

The meeting will be declared open at 5:00PM.

2 APOLOGIES AND LEAVE OF ABSENCE

Report Number 2.1.5.21
Author Cathy Winsley - CEO
Attachments Nil

Summary

This report is to table, for Council's record, any apologies, and requests for leave of absence received from Elected Members for this or future Ordinary General Meetings.

Background

Not applicable.

Comment

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

Statutory Environment

As per the *Local Government Act 2019* s.47 a person ceases to hold office as a member of a Council if the person is absent, without permission of the council in accordance with the regulations, from 2 consecutive ordinary meetings of the Council.

Financial Implications

Not applicable.

Recommendation

That Council accepts the apology of Cr _____ for the Ordinary Council 9th August 2021. The Council notes the absence without apology of Cr _____.

Moved:

Seconded:

3 DECLARATION OF INTEREST

Report Number	3.1.5.21
Author	Cathy Winsley - CEO
Attachments	NIL

Summary

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

Background

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

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

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

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

Comment

NIL

Statutory Environment

- *Local Government Act 2019* Section 114 (Elected Members).
- *Local Government Act 2019* Section 179 (Staff Members)

Policy Implications

Conflict of Interest – Code of Conduct.

Financial Implications

Not applicable.

Recommendation

That Council receives and notes the declarations of interest for the Ordinary General Meeting 9th August 2021.

Moved:

Seconded:

4 DEPUTATIONS AND PRESENTATIONS

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

Report Number	5.1.5.21
Author	Cathy Winsley - CEO
Attachments	Unconfirmed Minutes of the Meeting 28 May 2021 Unconfirmed Minutes of Special Meeting of the 8 June 2021 Unconfirmed Minutes of Special Meeting of the 29th July 2021

Summary

Minutes of the Ordinary General Meeting of the 28 May 2021 and the Special Meetings of the 8 June 2021 and 29th July 2021 are submitted to Council for confirmation that those Minutes are a true and correct record of the meetings.

Statutory Environment

The Agendas and Minutes as submitted must comply with part Chapter 6 of the *Local Government Act 2019*.

Policy Implications

Not applicable

Financial Implications

Not applicable.

Recommendation

That the Minutes of the Ordinary General Meeting and Confidential session held on 28 May 2021 and Special Meetings held on 8 June 2021 and 29 July 2021 be confirmed by Council as a true and correct record of the meeting.

Moved:

Seconded:

6 PRESIDENT'S REPORT

Report Number	6.1.5.21
Author	President Zoe Singh
Attachments	Nil

Summary

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

Comment

The President gave a verbal report of her activities since the last council meeting.

Financial Implications

Not applicable.

Recommendation

That Council receives and notes the President's Report.

Moved:

Seconded:

7 CEO REPORTS

7.1 Incoming and Outgoing Correspondence

Report Number	7.1.9.20
Author	Cathy Winsley - CEO
Attachments	Various letters below

Background

Council is provided with items of correspondence both received and sent since the last Council meeting.

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

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

Comment

The following correspondence has been received or sent during the preceding period.

MINUTES OF THE ORDINARY COUNCIL MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL HELD 28th MAY 2021

1 OPEN MEETING

PRESENT AT MEETING:

Elected Members:

- **Rex Edmunds – Vice President**
- **Zoe Singh – President**
- **Cecilia Lewis - Councillor**

Staff:

- Cathy Winsley – CEO
- Jasmine Kaur Brar – Finance/Administration Officer

MEETING OPENED: The Ordinary Council Meeting opened at 10:55 am

2 APOLOGIES AND LEAVE OF ABSENCE

2.1.5.21 That Council notes the absence of Cr Rex Sing and Cr John Moreen without an apology for the Council Meeting held 28th May 2021.

Moved: Cr Cecilia Lewis

Seconded: Cr Rex Edmunds

3 DECLARATION OF INTEREST

The Council notes that there was no Declaration of Interest for the Ordinary Council Meeting held 28th May 2021

Moved: Cr Rex Edmunds

Seconded: Cr Zoe Singh

4 DEPUTATIONS AND PRESENTATIONS

A zoom meeting with True North Strategic Communication was planned however due to poor connectivity it only lasted a very short time.

Claire Butler, Senior Consultant at True North Strategic Communication talked on behalf of Blair Duncan to organize a meeting for people from Core Lithium to talk to people in the Community about new Lithium Mining project to take place on Cox Peninsula. This will give a chance for Community people to ask questions about the mining project and availability of job opportunities for them.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1.5.21 That the Minutes of the Ordinary General Meeting held on 19th April 2021 be confirmed by Council as a true and correct record of the meeting.

Moved: Cr Rex Edmunds
Seconded: Cr Cecilia Lewis

5.2.5.21 That the Minutes of the Confidential meeting held on 19th April 2021 be confirmed by Council as a true and correct record of the meeting.

Moved: Cr Cecilia Lewis
Seconded: Cr Zoe Singh

6 PRESIDENT'S REPORT

President Zoe Singh gave a verbal report on some of the events and highlights in the Community, including:

- The Community children and adults playing sports and getting ready for the Barunga Sports Festival to be held in June. The teams are going to take part in Basketball, Football and Softball competitions. President Zoe commented that it was good to see the young people getting along, having fun and showing the sportsmanship for the competition. The players are also interested in going to future sports festival in Jabiru and other places
- The NT Softball Association is interested in bringing the Belyuen Softball Team into the Association. This would be very motivating for the players.

That the Council notes the verbal report from the President mentioning some of the important highlights in Belyuen Council

Moved: Cr Cecilia Lewis
Seconded: Cr Rex Edmunds

7 CEO REPORTS

7.1 Incoming and Outgoing Correspondence

The incoming and outgoing correspondence is discussed in detail by the CEO in Section 7.2 – Report from the CEO.

Noted that 7.1 was dealt with under 7.2

7.2 Report from the CEO

7.2.5.21 Discussion and decisions taken by the Council as per CEO's Report:

Darwin Paragliding Club

CEO presented an email from the Club requesting to use the Delissaville airstrip.

Outcome: Council advises the Darwin Paragliding Club that it does not give them permission to use the Delissaville airstrip as their base of operations. The paragliders go with the wind and it is quite likely they will end up flying over the men's sacred area. This is definitely not acceptable to the men in the community.

Department of Defence

Advising of upgrades of training areas being undertaken by the Department and informing Council they would be happy to come and discuss with Council the upgrades that involve this area.

Outcome: The CEO to write to Mrs. Chi (Mendy) Smart who is the Project Manager at Capital Facilities and Infrastructure and invite them to come and meet with Council.

Minister for Local Government

The CEO received a letter from the Minister for Local Government Chansey Paech MLA advising that Belyuen will receive a grant of \$75,000 to help address waste management issues. The CEO advised Council that the guidelines for the grant will be available shortly.

Outcome: Council discussed small projects they would like to see be undertaken if they fitted in the guidelines. Council would like to clean all the little piles of rubbish around the Community and fence the area to restrain people from throwing rubbish outside designated area. It also needs to investigate about the people throwing steel and tins in the skip. All the information needs to be passed onto the community about waste management. The CEO commented that tyres and white goods with gas cylinders such as fridges and freezers are not allowed to be put in the skip. Council has an arrangement with Veolia for removing tyres. Council would also like to see removed all the old vehicles and construction rubbish that is scattered in the bush.

Wagait Shire

The CEO received an email from the CEO Wagait Shire in regard to Belyuen Council giving approval for Aboriginal place names to be put on a Wagait Beach/Cox Peninsula interpretive design to be placed in front of the Wagait Shire.

Outcome: Council discussed that the places where signs are identified is part of Kenbi Land and it is not appropriate to use these names. The President advised that there is an app identifying all this information and people can download the app. This has been done through NLC for tourists.

CEO to write to CEO Wagait Shire advising that they do not give approval to use Aboriginal place names and that these places are all on Aboriginal land. CEO to advise that there is an app people can download that is more appropriate as it has been done by NLC for the Kenbi TOs

Barunga Festival

The CEO gave a detailed report of all the donations and sponsorships for the Barunga Sports Festival. Belyuen is sending a football team. A softball team and a basketball team to the festival. Two buses have been paid for to come and pick everyone up on Thursday 10th June. There will be 68 seats available.

Statutory Environment

Not applicable

Financial Implications

Not applicable

Recommendation

That Council receives and notes the report and correspondence from the CEO for the period May 2021.

Moved: Cr Zoe Singh

Seconded: Cr Rex Edmunds

8 OFFICER REPORTS

8.1 Policy: Register of Delegations Made By Council

Report number	8.1.5.21
Author	Cathy Winsley – CEO
Attachments	Nil

Summary

The Council's policy framework is being reviewed as part of the consultancy project being undertaken by Cathryn Hutton. The Council is being presented with a range of policies for their consideration and approval.

Comment

The Policy GOV01-REG01: Register of Delegations Made By Council, is required under Sections 95(30(a) and 98(3)(a) of the Act. The policy establishes conditions of delegation of financial matters of the Council.

The Policy must be read in conjunction with GOV01: Delegations Policy.

Statutory Environment

The policy has been prepared to comply with the Local Government Act 2019. In accordance with the Transitional Arrangements outlined in section 365, a policy adopted “before commencement is taken to have adopted the policy under the section of the new Act specified if the policy has been adopted in accordance with the new Act”

Please see specific policies for legislative references.

Financial implications

Not applicable

Recommendation

That Council adopts the policy GOV01-REG01: Register of Delegations Made By Council

Moved: Cr Cecilia Lewis

Seconded: Cr Zoe Singh

9 FINANCIAL REPORTS

9.1 Monthly Financial Report

Report Number	9.1.5.21
Author	Cathy Winsley-CEO
Attachments	Profit and Loss statement for May 2021

Summary

This Council is provided with a Financial Report at each meeting.

Background

Not applicable

Comment

The CEO and Finance officer discussed with Council some issues that were still present in the move from MYOB and MYOB retail to Xero and Vend. The CEO and Finance Officer are waiting for the Council Wise consultant to come back and finish setting up the new accounting programme so that full financial reports can be prepared for Council.

Both CEO and Finance Officer are regularly contacting the Council Wise Consultant however are not getting any response. Both will continue with trying to connect.

The Finance Officer went through the Profit and Loss statement with Council members.

Recommendation

That Council accepts the financial report for the period of April 2021 as tabled in this report.

Moved: Cr Rex Edmunds

Seconded: Cr Zoe Singh

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 general public to consider the Confidential item(s) of the agenda.

Moved: Cr Zoe Singh

Seconded: Cr Rex Edmunds

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

12.1.5.21 Draft Shire Plan (not ready for approval)

Return to open session:

13 NEXT COUNCIL MEETING

A special meeting will be held on **2nd June 2021** at 4pm at Belyuen Council Office, Belyuen to put forward the Belyuen Shire Plan 2021-22

The next Ordinary Meeting of Council be held on **28th June 2021** at the Belyuen Council Offices, Belyuen commencing at 5:00PM.

Meeting closed at 2:57 pm.

MINUTES OF THE CONFIDENTIAL COUNCIL MEETING OF BELYUEN COMMUNITIY GOVERNMENT COUNCIL HELD 28th May 2021

1 OPEN MEETING

The Confidential Council Meeting started at 1:55 pm

PRESENT AT MEETING:

Elected Members:

- Zoe Singh President
- Rex Edmunds Vice-President
- Cecilia Lewis Councillor

Staff:

- Cathy Winsley CEO
- Jasmine Brar Finance/Administration Officer

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

12 CONFIDENTIAL ITEMS

12.1 Draft Belyuen Shire Plan 2021-22

The DRAFT Belyuen Shire plan was discussed with Councillors. It has not been finalised yet. It will be presented to Council at a Special Meeting on 2nd June 2021 at 4pm.

Meeting Closed: The Confidential Meeting closed at 2:47pm

Minutes of the Belyuen Community Government Council Special Meeting held on 8th June 2021.

1. Present

Rex Edmunds Vice President
Rex Sing Councillor
John Moreen Councillor

2. Apologies

None

3. Absent

Zoe Singh President
Cecilia Lewis Councillor

The Acting President (Vice) opened the meeting at 5.20pm

4. Business

Meeting was called to approve and adopt the Draft Shire Plan including the 2021 – 2022 Forward Estimates and the 2021-2022 Rates and Charges Declaration.

The CEO tabled the Draft Shire Plan.

Council had seen a previous draft of the Shire Plan at the May Council Meeting.

The CEO went through the budget lines discussing the income and expenditure lines.

The CEO explained to Councillors that the Shire Plan needs a formal Resolution from Council and then the CEO will advertise in the NT News inviting people to go on Council's website, read the Plan and if they would like to make comment, they are welcome to email these to the CEO. Any comments will be tabled at the following full Council meeting.

Resolution: That the 2021-2022 Forward estimates as presented in the Draft Shire Plan be approved and adopted.

Moved Councillor Moreen

Seconded Acting President Edmunds

Resolution: That the 2021-2022 Draft Shire Plan be approved by the Council.

Moved Acting President Edmunds

Seconded Councillor Sing

There being no further business the Acting President closed the meeting at 6pm

MINUTES OF THE SPECIAL MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL MEETING HELD 29 JULY 2021

MEETING OPENED The Ordinary Meeting of Council Meeting opened at 5:45PM

1 OPEN MEETING

PRESENT AT MEETING:

Elected Members:

- Cr President Zoe
- Cr Rex Sing Vice President
- Cr Cecilia Lewis

Staff:

- Cathy Winsley CEO

2 APOLOGIES AND LEAVE OF ABSENCE

<2.1.7.21>That Council accepts the apology of Cr Rex Edmunds for the Ordinary Council 26 July 2021. The Council notes the absence without apology of Cr John Moreen.

Moved: President Zoe Singh

Seconded: Cr Cecilia Lewis

3 DECLARATION OF INTEREST

<3.1.7.21>That Council receives and notes no declarations of interest for the Special Meeting 29 July 2021.

Moved: President Zoe Singh

Seconded: Cr Cecilia Lewis

4 CEO REPORTS

4.1 Waste and Resource Management (WaRM) Grant

<4.1.7.21>That Council:

1. Ratify the CEO's acceptance of the WaRM project grant funding as tabled

2. Identify the following projects for application of the WaRM grant funding:
 - a) Removing the of rubbish around the Community and construction of a fence the area to restrain people from throwing rubbish outside designated area
 - b) Development of separate area for the dumping of white goods with gas cylinders such as fridges and freezers
 - c) Removal all the old vehicles and construction rubbish that is scattered in the bush

Moved: Cr Cecilia Lewis

Seconded: President Zoe Singh

4.2 2021-2022 Belyuen Community Government Council Shire Plan

<4.2.7.21>That Council adopt the tabled 2021-22 Shire Plan for the Belyuen Community Government Council and:

- a) note and accept the Rates Assessment Record Certification made by the CEO on 19 July 2021 as tabled;
- b) declare Rates and Charges for the 2021/22 financial year as per the attached “Declaration of Rates & Charges 2020/21” and included within the Belyuen Community Government Shire Plan;
- c) adopt the Budget for the 2021/22 financial year as presented within the 2021-2022 Belyuen Community Government Shire Plan;
- d) note the comments received and the content amendments to the draft plan as described in the attached documents;
 - i. Corrections identified by the Department of Chief Minister and Cabinet as per tabled comments
 - ii. Officer identified typos and amendments
 - iii. Modifications to the projected budget.

Moved: President Zoe Singh

Seconded: Vice President Rex Sing

5 NEXT COUNCIL MEETING

The next Ordinary Meeting of Council be held on 9th August at the Belyuen Council Offices, Belyuen commencing at 5:00PM.

Meeting closed at 6:00PM

Correspondence In

Ref	Date	From	Regarding
A	15 June 2021	Hon Mark Coulton MP	Pre-payment of 21/22 Local Government Operating Grants
B	22 June 2021	Hon Lauren Moss MP	Grant under NT Seniors scheme – trip to wild life park
C	26 June 2021	Hon Ken Wyatt AM MP	In Principal agreement to fund the ABA application for wheelchair accessible vehicle for Aged Care Programme
D	26 June 2021	Andrew Kirkman CE DIPL	DAF Calendar for 2021
E	20 May 2021	ED LG&CD	Granting concessions on rates
F	31 May 2021	Dr David Ritchie Chairman Grants Commission	Early payment NT FAA grant – general purpose, and Roads
G	28 June 2021	Dept of Local Govt	Feedback on Draft Shire Plan
H	5 July 2021	Services Australia	Letter of Acceptance Agent and Access Point Program
I	8 July 2021	West Arnhem Regional Council	Reconciliation Action Plan
J	19 July 2021	Belyuen School	Horse Riding Programme

Correspondence Out

NIL

Consultation

Not applicable.

Statutory Environment

Not applicable.

Policy Implications

Not applicable.

Financial Implications

Nil

Recommendation

That Council receives and notes the Incoming and Outgoing Correspondence Report tabled at the Council meeting 9th August 2021.

Moved:

Seconded:

From: The Hon Mark Coulton MP <the.hon.mark.coulton.mp@notify.gov.au>

Sent: Tuesday, 15 June 2021 2:59 PM

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

Subject: Message from the Commonwealth: \$1.326 billion pre-payment of Financial Assistance Grant

Dear Mayor,

Your council will shortly receive a pre-payment of \$28,857.00, which is approximately 50 per cent of the 2021-22 Financial Assistance Grant funding. This Federal Government support is untied, so that your council can identify how best to spend it on locally-determined priorities and projects. By pre-paying this funding, your council will have access to this funding now, rather than having to wait for it to be paid over the four payments of the 2021-22 financial year.

Financial Assistance Grant is an essential and significant source of funding for the local government sector – particularly for regional, rural and remote councils – and underscore the economic partnership between our two levels of government.

As announced in the 2021–22 Budget, the Federal Government is providing substantial support to assist local governments to boost Australia’s economic recovery. This pre-payment will inject \$1.326 billion into the economy and will give every council vital support to assist with the combined impacts of drought, bushfires, floods and the COVID-19 pandemic.

Across the nation, local governments employ around 194,000 people and deliver a wide range of services in the cities, regional towns, and remote areas of Australia, which is why this support is needed now more than ever to help map Australia’s economic recovery.

The Federal Budget also included an additional \$1 billion investment in the Local Roads and Community Infrastructure

(LRCI) program, to deliver community infrastructure and boost local jobs. This additional investment brings the total Federal Government commitment to the strongly supported and highly successful LRCI Program to \$2.5 billion. LRCI funding is provided on a “use it or lose it” basis – so I strongly encourage you to check that your council has nominated projects to the full value of your LRCI Phase 1 and Phase 2 allocations. Phase 1 is starting to wrap up and Phase 2 project nominations are due by 31 July 2021.

These investments continue a strong history of Federal support to the local government sector. In 2020-21, councils received combined payments of more than \$4.1 billion through programs such as Financial Assistance Grant, Roads to Recovery and LRCI, exceeding one per cent of available Commonwealth Taxation Revenue.

As a former Mayor myself, I know first-hand how vital our local governments are in building stronger communities. The Federal Government is proud to partner with your council to enable you to deliver key infrastructure and services and ensure quality of life for your community in good times and bad.

The Hon Mark Coulton MP
Minister for Regional Health,
Regional Communications and Local Government



MINISTER FOR SENIORS

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5532
Facsimile: 08 8936 5637

Ms Cathy Winsley
CEO
Belyuen Community Government Council
Belyuen Community
BELYUEN NT 0801

Email: cathy.winsley@belyuen.nt.gov.au

Dear Ms Winsley

I refer to your application for the 2021 Seniors Month Grants for the Picnic at the Wild Life Park. I am pleased to advise that Belyuen Community Government Council has been awarded \$2000 (Ex GST) for your application under this grant program.

I congratulate you on your contributions to the Northern Territory seniors' community and wish you well in your activity.

Please note that all events and activities are required to adhere to the health and safety measures in place for the prevention of the spread of COVID-19. For current information, please visit: <https://coronavirus.nt.gov.au/community-advice>.

You will be able to access the relevant paperwork required to process this grant through the Grants NT portal.

If you have any questions relating to your Seniors Month Grant please feel free to contact Kez Hall, Manager, Office of Senior Territorians on (08) 8999 3862.

Congratulations again and I look forward to hearing of the success of your event.

Yours sincerely

LAUREN MOSS

22 JUN 2021

Belyuen Community Government Council

Manager Grants Program
Local Government and Community Development
Department of the Chief Minister and Cabinet
GPO Box 4621
DARWIN NT 0801

Dear Madam

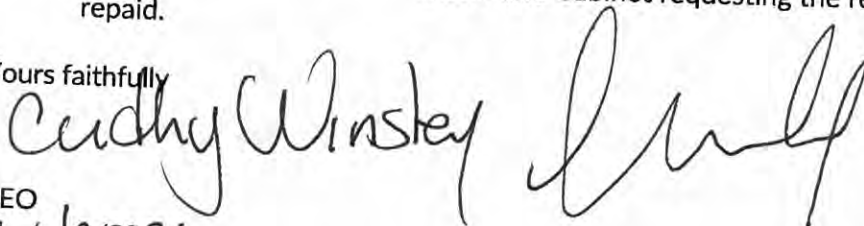
**RE: ACCEPTANCE OF WASTE AND RESOURCE MANAGEMENT (WaRM) GRANT FOR
2020-21**

On behalf of the Belyuen Community Government Council the offer of a WaRM grant for \$75 000 (Excl. GST) is accepted and Council will manage the grant under all the following terms and conditions.

- (a) Comply with all the conditions of the WaRM grant funding guidelines.
- (b) Manage and expend the WaRM grant in accordance with the *Local Government Act 2008* and the *Local Government (Accounting) Regulations 2008*; or if expending funds after 1 July 2021, in accordance with the *Local Government Act 2019* and the *Local Government (General) Regulations 2021*.
- (c) Purchase goods/services funded under this agreement on the requirements of the Northern Territory Government's Buy Local policy, unless it can be proven, through a competitive process that there is no suitable Territory enterprise able to supply the service.
- (d) Place the WaRM grant in a **trust account**, according to details in GrantsNT.
- (e) Only use the WaRM for one or more acceptable purposes as identified in the WaRM grant guidelines.
- (f) Provide an extract of the Council meeting agenda and resolution endorsing the WaRM project/s detailed by 31 July 2021.
- (g) Absorb any costs above \$75 000 (Excl. GST).
- (h) Acquit the grant as at 30 June 2022 using a statement titled "Acquittal of Waste and Resource Management (WaRM) grant 2021-22" as issued (copy attached), on or before 31 August 2022.
- (i) Lay the acquittal before a Council meeting and provide a copy of the meeting minutes.
- (j) Fully expend the WaRM grant by 30 June 2022 as failure to do so may result in the Department of the Chief Minister and Cabinet requesting the remaining funds to be repaid.

Yours faithfully

CEO
11 / 6 / 2021



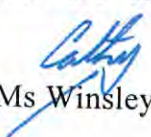
CFO
/ / 20__



The Hon Ken Wyatt AM MP
Minister for Indigenous Australians
Member for Hasluck

Reference: MS21-000165

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


Dear Ms Winsley

I am writing to you in response to the Belyuen Community Government Council application for funding from the Aboriginals Benefit Account (ABA) under subsection 64(4) of the *Aboriginal Land Rights (Northern Territory) Act 1976*.

As the Minister for Indigenous Australians, I am the final decision maker in relation to any proposal funded from the ABA account for an ABA Beneficial Grant. In the instance of your application, I am pleased to inform you that I have directed the National Indigenous Australians Agency (NIAA) to negotiate funding conditions with Belyuen Community Government Council. In making my decision, I took into consideration the assessment undertaken by the NIAA and the advice provided by the Aboriginals Benefit Account Advisory Committee.

Please note that this is an in-principle agreement only and the project scope, budget and conditions remain to be agreed. Officials from the NIAA will contact you shortly to commence negotiations for your project:

- Wheelchair accessible vehicle for Belyuen aged and disabled Community members

Once these negotiations have concluded, a delegate may consider entering into a Funding Agreement.

7.4 Rates in Arrears

Report Number 7.4.7.21
Author Cathy Winsley - CEO
Attachments

Summary

The Council is required, at least once a year, report to the Council any rates in arrears.

Comment

Under the Act, the Council is required to rate all rateable land within the Council area (the CEO produces a certification each year just prior to the rates being levied). Once rates are raised, rate payers are required to pay rates.

If rates are not paid, the Council can collect overdue money as set out in Part 11.9 Recovery of rates in *Local Government Act 2019*. The following table identifies the total number of rateable properties and the amount of rates in arrears:

Rating Category	Number of allotments	Number of allotments in arrears by more than 2 years	Value of overdue rates
Community Service	4	-	-
Community Service	1	-	-
Residential Duplex	6	-	-
Exempt Community Service	9	-	-
Exempt Community Service	-	-	-
Exempt Residential	-	-	-
Residential	31	-	-
Unit allotments	2	-	-
Conditionally rateable	-	-	-
	53	NIL	NIL

Statutory Environment

Section 20 of the *Local Government (General) Regulations 2021* refers.

The CEO must, at least once in a financial year, give the council a report setting out:

- the number of allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears; and
- the number of conditionally rateable allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears; and
- the actions taken to recover the rates in arrears.

Financial Implications

NIL

Recommendation

That Council accepts the report from the CEO as tabled outlining rates in arrears and notes that as at the 30 June 2021 the Belyuen Community Government Council had no rates in arrears for more than 2 years.

Moved:

Seconded:

8 OFFICER REPORTS

8.1 Policy Manual

Report Number	8.4.7.20
Author	Cathy Winsley - CEO
Attachments	Various Policies see below

Summary

The Council's policy framework is being reviewed as part of the consultancy project being undertaken by Cathryn Hutton. The Council is being presented with a range of policies for their consideration and approval.

Comment

The operations and governance of the Council are managed by a range of Policies and Procedures. The policies adopted by Council establish a set of rules by which the Council operates. Many of these policies are required by legislation.

The following policies have been drafted to meet the Council's legislative requirements of the *Local Government Act 2019*.

These policies form part of the governance framework for the Council. All policies are published on the Council's website <https://www.belyuen.nt.gov.au/policies>.

Ref	Name of Policy	Legislation reference
Aged Care Policies		
These policies form part of the Aged Care Services Quality Framework. The policies are operational in nature and approved by the CEO. They are being presented to the Council for their information.		
AC01	Feedback and Complaint Handling Managing the way feedback is received and handled by the aged care service	
AC02	Aged Care Vehicle Policy How the aged care vehicle is managed including restrictions on who can use the vehicle and for what purpose.	
AC03	Infection Control	

	Sets out the approach to managing infection control within the service.	
AC04	Pandemic Response Procedure An operational procedure related to managing pandemics.	
AC05	Cancellation of Service Establishes how cancellation of service is managed and how it is charged.	
Finance Policies		
FIN05	Investment Policy A policy on how vacancies will be handled within 18 months of an election.	LGA s194(3)
Governance Policies		
GOV07	Privacy Policy This policy ensures that personal, private and confidential information is protected.	LGA s206(3)
GOV08	Record Management Policy Establishes the principles by which the Council will manage its records.	S54-62 LG(G) Regs

Statutory Environment

The policies have been prepared to comply with the *Local Government Act 2019*. In accordance with the Transitional Arrangements outlined in section 365, a policy adopted “before the commencement is taken to have adopted the policy under the section of the new Act specified if the policy has been adopted in accordance with the new Act.”

Please see specific policies for legislative references.

Financial Implications

Not applicable.

Recommendation

That Council:

1. Adopts the following policies as tabled:

- **EM10 Attendance at Meetings**
- **FIN05 Investment Policy**
- **GOV07 Privacy Policy**
- **GOV08 Record Management Policy**

2. Notes the following Aged Care policies as tabled:

- **AC01 Feedback and Complaint Handling**
- **AC02 Aged Care Vehicle Policy**
- **AC03 Infection Control**
- **AC04 Pandemic Response Procedure**
- **AC05 Cancellation of Service**

Moved:

Seconded:

8.2 Upcoming Council Elections and Caretaker Period

Report Number	9.1.5.21
Author	Cathy Winsley - CEO
Attachments	Financial report for May 2021

Summary

The Local Government General Election will in August 2021.

Background

Not applicable.

Comment

All local governments in the NT will be subject to a general election in August 2021. This means that the term of the current Council ends and all positions are eligible for election. The following timetable has been presented by the NT Electoral Commission:

- **Nominations open:** Friday 16 July
- **Close of electoral roll:** Tuesday 27 July at 5:00 pm
- **Close of nominations:** Thursday 5 August at 12:00 noon
- **Early voting commences:** Monday 16 August
- **Election day:** Saturday 28 August

In Australia the term 'caretaker government' is used to describe the status of a government during a period that starts in the lead up to an election and continues for a short period after the election - until the next government is formed.

Caretaker conventions require that:

- no major new policy decisions be taken
- no major contracts should be entered into; and
- no significant appointments or dismissals are made.

The Council adopted the Caretaker Policy on 24th August 2020. This policy is available from the website. Caretaker period commences from the close of nominations which is **Thursday 5 August at 12:00 noon**.

Statutory Environment

Section 161 of the *Local Government Act 2019* refers.

Policy Implications

This agenda item complies with GOV05: Caretaker Policy

Financial Implications

NIL

Recommendation

That Council notes that the Caretaker period commences on Thursday 5th August 2021.

Moved:

Seconded:

9 FINANCIAL REPORTS

9.1 Monthly Financial Report

Report Number	9.1.5.21
Author	Cathy Winsley - CEO
Attachments	Financial report for May 2021

Summary

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

Background

Not applicable.

Comment

Please refer attached financial report.

Statutory Environment

Section 17 of the *Local Government (General) Regulations 2021* refers.

17 Monthly financial reports to council

- (1) The CEO must, in each month, give the council a report setting out:
 - (a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
 - (b) the most recently adopted annual budget; and
 - (c) details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget.
- (2) The report must also include:
 - (a) details of all cash and investments held by the council (including money held in trust); and
 - (b) the closing cash at bank balance split between tied and untied funds; and
 - (c) a statement on trade debtors and a general indication of the age of the debts owed to the council; and
 - (d) a statement on trade creditors and a general indication of the age of the debts owed by the council; and
 - (e) a statement in relation to the council's payment and reporting obligations for GST, fringe benefits tax, PAYG withholding tax, superannuation and insurance; and
 - (f) other information required by the council.

Policy Implications

Not applicable

Financial Implications

See the body of this report.

Recommendation

That Council accept the financial reports for the period May 2021 and June 2021 as tabled in this report.

Moved:

Seconded:

10 QUESTIONS BY MEMBERS

Members are invited to raise any questions.

11 GENERAL BUSINESS

Call for any other general business.

12 CONFIDENTIAL ITEMS

Recommendation

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

Moved:

Seconded:

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

12.1: Vehicle Purchases

Return to open session:

13 NEXT COUNCIL MEETING

The next Ordinary Meeting of Council be held on 27 August at the Belyuen Council Offices, Belyuen commencing at 5:00PM.

Should you require further information regarding your application or the funding negotiation process, please contact Ms Timena Petterson, Adviser, Northern Territory Strategy and Policy Branch on 1800 354 612 or via email at aba@official.niaa.gov.au.

Yours sincerely

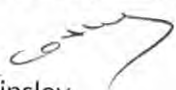


The Hon KEN WYATT AM MP
Minister for Indigenous Australians

26 / 6 / 2021

20 May 2021

Ms Cathy Winsley
Chief Executive Officer
Belyuen Community Government Council
CMB 18
DARWIN NT 0801
cathy.winsley@belyuen.nt.gov.au

Dear Ms Winsley 

Re: Charges

It has come to the Department's attention that some councils may have mistakenly granted some concessions on charges. We have made direct contact with those councils who we understand may have done so.

I am writing to provide the same guidance on this matter to all councils, consistent with our usual practice where we become aware of an issue for more than one council.

Councils impose charges for services such as waste management.

Under the *Local Government Act 2008* (2008 Act) there is broad scope for granting concessions on rates. The 2008 Act does not permit any concessions to be granted on charges. This rule is continued by the *Local Government Act 2019*, which commences on 1 July 2021.

While the rules for charges are less flexible, the overall rules for rates, charges and fees for service provide ample flexibility for granting concessions or making payments optional.

For the above reasons, it is important that councils carefully structure the monetary amounts of:

- rates, for which concessions can be granted;
- charges, for which concessions are not permitted; and
- fees for service, which are optional.

While rates and charges legislation is complex and we understand the concessions were granted in error, it is important that councils comply with the relevant legislation and not grant any concessions on charges in the future.

Should your Council require any assistance in structuring its rates, charges or fees for service for future years, the Department would be glad to provide assistance.



Ref: ER16/10921

Belyuen Community Government Council
ABN: 88 194 280 330
Belyuen Community Council Office
Cox Peninsular Rd
BELYUEN NT 0822

**SERVICES AUSTRALIA
AGENT AND ACCESS POINT PROGRAM
LETTER OF ACCEPTANCE**

Dear Sir / Madam

Services Australia accepts the Offer of Belyuen Community Government Council to provide the Agent services at Belyuen, for the period 1 July 2021 to 30 June 2022.

The Contract formed between the parties comprises:

- (a) the Offer Signing Page;
- (b) the Details Schedule and Payment Schedule;
- (c) the Terms and Conditions;
- (d) any agreed Special Conditions; and
- (e) this Letter of Acceptance.

If you have any enquiries in regard to this letter, please call your Zone Coordinator.

Yours sincerely

Therese Kusters Acting Director
National Agents & Access Points Team
Services Australia
naapt@servicesaustralia.gov.au
5 July 2021

Ms Cathy Winsley
Chief Executive Officer
Belyuen Community Government Council
CMB 18
Darwin NT 0801
Email: cathy.winsley@belyuen.nt.gov.au


Dear Ms Winsley

Re: Development Assessment Forum (DAF)

For the past 20 years, the Planning Division of the Department of Infrastructure, Planning and Logistics has been hosting a Development Assessment Forum (DAF) to encourage Government stakeholders to engage in the development assessment processes. In mid-2019 the format of the forums transitioned from discussion of applications that were commencing exhibition to also include discussion of submissions from service authorities in relation to applications that had completed exhibition. The forums are held every two weeks in Darwin and Alice Springs and can be accessed remotely via video conferencing facilities. The 2021 DAF Calendar is attached.

In addition to providing an opportunity for the discussion of applications, the forum also provides an opportunity for direct contact and information sharing between Government stakeholders and proponents in relation to potential issues that may need to be addressed in proposed applications for planning scheme amendments or major developments.

I am keen to enhance the ability of the forum to meaningfully contribute to improvements of the regulatory approvals processes across Government. The benefits of the DAF include:

- face to face interaction between relevant stakeholders in a formal, organised setting;
- a conduit for expression of views and opinion in relation to projects;
- the opportunities for proponents to present proposals to Government representatives and relevant stakeholders to promote discussion to inform planning and design phases; and
- informing Government representatives and relevant stakeholders of current and pending proposals to inform future formal comment.

I am seeking renewed nomination of representatives from your organisation who will have the necessary expertise and knowledge of the responsibilities of the organisation to:

- represent all aspects of your organisation's interests via contributions to the DAF;
- attend (or send a delegate) to the forums including proponent presentations;

- identify risks a particular project may have on matters relevant to your organisation; and
- oversee the coordination of feedback from relevant areas and persons in your organisation.

It would be appreciated if you could provide the contact details for your nominated representatives to Doug Lesh, Executive Director Planning (email doug.lesh@nt.gov.au). To ensure appropriate distribution of information and agendas and to minimise unnecessary duplication of effort it would be appreciated if you could also provide details of a single point of contact in your agency to be the conduit for the receiving and distribution of information relevant to proposals.

Yours sincerely



Andrew Kirkman

Chief Executive

26 June 2021

Development Assessment Forum (DAF) Calendar 2021

DAF meeting to be held:	Discuss applications exhibited on:	Discuss applications scheduled to be heard at:
2 February 2021	22 and 29 January 2021	Litchfield DCA 12 February 2021 Palmerston DCA 17 February 2021 Darwin DCA 19 February 2021
16 February 2021	5 and 12 February 2021	Katherine DCA 3 March 2021 Darwin DCA 5 March 2021 Litchfield DCA 12 March 2021
2 March 2021	19 and 26 February 2021	Palmerston DCA 17 March 2021 Darwin DCA 19 March 2021
16 March 2021	5 and 12 March 2021	Katherine DCA 7 April 2021 Darwin DCA 9 April 2021
30 March 2021	19 and 26 March 2021	Litchfield DCA 16 April 2021 Palmerston DCA 21 April 2021 Darwin DCA 23 April 2021
13 April 2021	2 and 9 April 2021	Katherine DCA 5 May 2021 Darwin DCA 7 May 2021
27 April 2021	16 and 23 April 2021	Litchfield DCA 14 May 2021 Palmerston DCA 19 May 2021 Darwin DCA 21 May 2021
11 May 2021	30 April and 7 May 2021	Katherine DCA 2 June 2021 Darwin DCA 4 June 2021
25 May 2021	14 and 21 May 2021	Alice Springs 9 June 2021 Litchfield DCA 11 June 2021 Palmerston DCA 16 June 2021 Darwin DCA 18 June 2021
8 June 2021	28 May and 4 June 2021	N/A
22 June 2021	11 and 18 June 2021	Katherine DCA 7 July 2021 Darwin DCA 9 July 2021 Alice Springs 14 July 2021
6 July 2021	25 June and 2 July 2021	Litchfield DCA 16 July 2021 Palmerston DCA 21 July 2021 Darwin DCA 22 July 2021
20 July 2021	9 and 16 July 2021	Katherine DCA 4 August 2021 Darwin DCA 6 August 2021 Alice Springs 11 August 2021
3 August 2021	23 and 30 July 2021	Litchfield DCA 13 August 2021 Palmerston DCA 18 August 2021 Darwin DCA 20 August 2021
17 August 2021	6 and 13 August 2021	Katherine DCA 1 September 2021 Darwin DCA 3 September 2021 Alice Springs 8 September 2021
31 August 2021	20 and 27 August 2021	Litchfield DCA 10 September 2021 Palmerston DCA 15 September 2021

Development Assessment Forum (DAF) Calendar 2021

		Darwin DCA 17 September 2021
14 September 2021	3 and 10 September 2021	Katherine DCA 6 October 2021 Darwin DCA 8 October 2021
28 September 2021	17 and 24 September 2021	Alice Springs 13 October 2021 Litchfield DCA 15 October 2021 Palmerston DCA 20 October 2021 Darwin DCA 22 October 2021
12 October 2021	1 and 8 October 2021	Katherine DCA 3 November 2021 Darwin DCA 5 November 2021
26 October 2021	15 and 22 October 2021	Alice Springs 10 November 2021 Litchfield DCA 12 November 2021 Palmerston DCA 17 November 2021 Darwin DCA 19 November 2021
9 November 2021	29 October and 5 November 2021	Katherine DCA 1 December 2021 Darwin DCA 3 December 2021
23 November 2021	12 and 19 November 2021	Alice Springs 8 December 2021 Litchfield DCA 10 December 2021 Palmerston DCA 13 December 2021
7 December 2021	26 November and 3 December 2021 (tbc)	
21 December 2021	TBC	

* Note that applications outside of Development Consent Authority (DCA) areas will also be discussed

- Agendas for the DAF meetings will be circulated by noon the previous day and will include meeting room and video conferencing details
- Applications currently on exhibition can be viewed online <https://www.ntlis.nt.gov.au/planning-notices-online/notices#/>

This early release is based on 2020-21 relativities, and so will not represent half of the total funds to be paid in 2021-22. The NT Grants Commission will not be in a position to finalise its 2021-22 Financial Assistance Act allocations until the Australian Government finalises the total amount in the funding pool in mid to late July 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Ritchie', with a long horizontal line extending to the right.

DR DAVID RITCHIE
Chairman

31 May 2021

7.2 Report from the CEO

Report Number	7.2.5.21
Author	Cathy Winsley - CEO
Attachments	NT News Notices

Summary

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

Comment

Upcoming Council Election - Voting Saturday 26th August 2021

Nominations in order of Voting Paper

- Rex Edmunds
- John Moreen
- Cecilia Lewis
- Lenard Sing
- Teresa Timber
- Claude Holtze

NAIDOC event in July?

NAIDOC event on Thursday 6th August at the Primary school

Lots of people from the community were at the school. School children and adults put on a corroboree.

Store cooked up a big community meal – kangaroo stew, beef stew, lowa, potato salad, rice,

Special thank you to Ironbark for providing the ice creams. This was done on very short notice.

NT News Notices x 2 - Draft Shire Plan, Thank You for Barunga Sponsorships, Notice advising rates and charges for 2021-2022

Notice in Monday June 28th 2021 NT News advising people that the Draft Shire plan is on the website and if people want to make comment on it then they can email Council with any queries. This will then be dealt with at the July meeting if necessary.

Thank you for everyone that provided funds or donated items to help players get to the Barunga Festival.

Notice of congratulations to Softball Players came back with the Runner's Up Cup and \$250 prize money. This money will go into Council's account and will be identified for further sporting festivals.

Notice in Wednesday August 4 2021 NT News advising of Rates and Charges for 2021-2022

Seniors Month application approved

\$2000 grant for Senior's outing. Application was for taking the Pensioners to the Wild Life Park for an outing. Outing taking place on Tuesday 17th August 2021. Bus been hired to take everyone.

Stock Take at store 30 June 2021 – store closed at 1pm

Stock Take was done on 30th June. Results of the stock take will tell Council how much the goods in the Store are worth, including fuel and any money.

Store was only closed for half a day

Barunga Festival

Successful trip to Barunga for the Sport and Recreation Festival on the Queen's Birthday weekend.

Belyuen had softball, basketball and football teams participating. Softball women came back with a Runners Up trophy.

All funding was raised through sponsorship and donations.

Notice put in the NT News thanking sponsors, businesses and individuals for their support.

Solar Panels installed on workshop and community hall

Projects have been completed

Acquittal of LG Infrastructure Grant

New staff in Aged Care

2 x casual workers employed at Dundee for clients

1 x part time staff to be based at Belyuen

Consultancy Grant No. 2

Acquittal of Consultancy Grant no. 2

Cemetery

Rocks with plaques have been placed at the cemetery

Statutory Environment

Not applicable.

Financial Implications

Not applicable.

Recommendation

1. That Council receives and notes the report from the CEO as tabled.

Moved:

Seconded:



BELYUEN COMMUNITY GOVERNMENT COUNCIL

Belyuen Council would like to congratulate all the players of the Belyuen football, softball and basketball teams that went to the 2021 Barunga Festival.



BELYUEN COMMUNITY GOVERNMENT COUNCIL

Belyuen Community Government Council would like to thank the following Businesses/ Organisations for their kind sponsorship and donations to help Belyuen players participate in the 2021 Barunga Sports and Culture Festival.

Belyuen Health Clinic

Belyuen Store

Betta Meats

Go Fund Me Donators

Hi- Tech

Ian Sloan MLA

Ironbark Corporation

Kenbi Rangers

Kenbi Traditional Owners

MJ Electrical

NAAJA

Repco

Road Safety NT

SEM Group

Senator Warren Snowden

Veolia

Wagait Supermarket

Wanderers AFLNT

Woolworths Bakewell

Yilli Housing

Businesses that gave us good discounts BCF & Grand Touring

Mitzi and Zoe Softball NT for assistance

Cassidy AFL Northern Territory for assistance

Everyone's help has been sincerely appreciated

Cathy Winsley CEO BCGC



Cross County Therapy Horses



Inspire with Horses



Good morning Elspeth,

Thank you so much for the opportunity to provide a quotation/plan to bring our team to your school.

We feel attending Belyuen School grounds with 2 of our team and their facilitators is really achievable and propose we could do a 2-hour session with a break to spell the horses followed by another 2-hour session.

Costs would be \$550 inc. gst per day for 2 x 2-hour sessions and travel to attend with 2 horses and 2 facilitators. We are definitely able to quote on attending with additional horses/facilitators however am mindful the school will be self-funding the program.

NT Integrated Therapy also coordinate and provide NDIS services if you have students that parents would like additional info.

We would also love the opportunity to attend school assembly at the completion of the 5-week block to present the participants with a certificate and could bring the tiniest member of the team to help hand out students' certificates of appreciation for sharing our equine passion.

Our Story

Cross County Therapy Horses are delivering an Equine Therapy Program in partnership with NT Integrated Therapy. Our participants range in ages from 3 to 80-something and have a diverse range of abilities and stories they contribute to the program. We are a registered NDIS and Animal Therapies Ltd provider.

Bookings available for Equine Sessions - Terms 3 and 4:

1 hour weekly or fortnightly sessions available.

3-hour blocks of Community Assess/Skills Building and Work Readiness available:

Ages 14 and above -transport available

Warmest regards,

Cross County Therapy Horses

Inspire with Horses

0418 808 797



Who can benefit from EFL and Therapeutic Horse Riding

- Children/ young people with behavioural issues
- Children with Autism and their families
- People with depression, anxiety, stress related conditions
- Children/ young people with sensory processing issues
- People with physical and intellectual disabilities
- People with Mental health issues
- Sufferers of trauma
- Domestic violence victims and their families
- Youth justice
- Addictions and substance abuse
- Youth at risk
- PTSD sufferers



Rachel conducting an EFL session.

The Team



Crissy



Rachel



Cathy

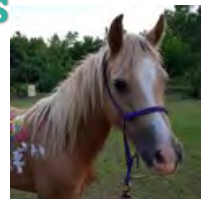
Krissy, Cathy and Rachel are all skilled EFL instructors.

Krissy and Cathy have experience providing therapeutic horse riding, general horse riding lessons and are naturally horsemanship trained and have extensive experience working with youth at risk and children with disabilities.

Rachel is a qualified social worker with experience working with children with special needs and youth at risk.

Our Horses

The horses at Equine Inspirations have been assessed as suitable as per EFL and hippotherapy requirements.



Contact us

For more information please contact us:

Rachel Oliver: 0438 9625 56

rachel@ntintegratedtherapy.com.au

Equine Inspirations



Bringing Humans and Horses Together

Equine Inspirations is a Northern Territory therapeutic service provider delivering a range of programs for children, youth and adults based on Equine Facilitated Learning (EFL).

Skilled facilitators / social workers guide the sessions which are tailored to individual and group needs and are delivered in urban, rural and remote areas.

Equine Inspirations provides counselling, EFL, therapeutic Horse Riding and natural horsemanship sessions with horses. Each session (individual or group) is tailored to the clients specific needs.

What is EFL?



Equine Facilitated Learning (EFL) is a leading edge personal development modality which is quickly replacing traditional therapies across the world.

EFL is an interaction between horses and people designed to promote experiential learning for all participants.

EFL focuses on building a range of skills including cognitive processing skills through experiences with horses.

Contemporary clinical research shows that close proximity to horses changes human brain wave patterns suggesting that humans can be transformed in a positive way when in the presence of horses.

Appropriate interaction with horses can therefore prove therapeutic to adults and children alike.

EFL sessions bring together horses and people in a safe, supervised space designed to elicit positive and empowering interactions.

What is Therapeutic Horse Riding? (Hippotherapy)

Therapeutic horse riding is described as the movement of the horse as a treatment strategy to address impairments, functional limitations and disabilities in children with neuromotor and sensory dysfunction.

Carefully graded motor and sensory input is provided to achieve treatment goals. It can then be generalised to a wide range of daily activities.

In Hippotherapy the client rides the horse (no horse riding experience needed). Simply, horses move in a multi-dimensional, variable, rhythmic and repetitive pattern. The horses movement influences the client who in turn passively responds and adjusts to the way the horse moves accordingly.

The horse provides a dynamic base of support, making it an excellent tool for increasing trunk strength and control, balance, postural control (strength and endurance) addressing weight bearing, coordination and motor planning.



The horses movement also helps with the development of fine motor skills, visual motor skills, bilateral coordination, attention and cognition.

Therapeutic horse riding can be used to address sensory processing issues as it provides input into the vestibular, proprioceptive, tactile, visual and auditory systems.

Skilled facilitators incorporate the movement of the horse to activate the sensory system including the central nervous system with an aim to meet the clients desired goals.

The results can be seen through the appropriate adaptive response from the child/client and often influences their emotional, social, behavioural and communication as an outcome of therapeutic horse riding.



7.3 Rates in Arrears

Report Number 7.4.7.21
Author Cathy Winsley - CEO
Attachments

Summary

The Council is required, at least once a year, report to the Council any rates in arrears.

Comment

Under the Act, the Council is required to rate all rateable land within the Council area (the CEO produces a certification each year just prior to the rates being levied). Once rates are raised, rate payers are required to pay rates.

If rates are not paid, the Council can collect overdue money as set out in Part 11.9 Recovery of rates in *Local Government Act 2019*. The following table identifies the total number of rateable properties and the amount of rates in arrears:

Rating Category	Number of allotments	Number of allotments in arrears by more than 2 years	Value of overdue rates
Community Service	4	-	-
Community Service	1	-	-
Residential Duplex	6	-	-
Exempt Community Service	9	-	-
Exempt Community Service	-	-	-
Exempt Residential	-	-	-
Residential	31	-	-
Unit allotments	2	-	-
Conditionally rateable	-	-	-
	53	NIL	NIL

Statutory Environment

Section 20 of the *Local Government (General) Regulations 2021* refers.

The CEO must, at least once in a financial year, give the council a report setting out:

- the number of allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears; and
- the number of conditionally rateable allotments with rates in arrears for more than 2 years and the total amount of those rates in arrears; and
- the actions taken to recover the rates in arrears.

Financial Implications

NIL

Recommendation

That Council accepts the report from the CEO as tabled outlining rates in arrears and notes that as at the 30 June 2021 the Belyuen Community Government Council had no rates in arrears for more than 2 years.

Moved:

Seconded:

8 OFFICER REPORTS

8.1 Policy Manual

Report Number	8.4.7.20
Author	Cathy Winsley - CEO
Attachments	Various Policies see below

Summary

The Council's policy framework is being reviewed as part of the consultancy project being undertaken by Cathryn Hutton. The Council is being presented with a range of policies for their consideration and approval.

Comment

The operations and governance of the Council are managed by a range of Policies and Procedures. The policies adopted by Council establish a set of rules by which the Council operates. Many of these policies are required by legislation.

The following policies have been drafted to meet the Council's legislative requirements of the *Local Government Act 2019*.

These policies form part of the governance framework for the Council. All policies are published on the Council's website <https://www.belyuen.nt.gov.au/policies>.

Ref	Name of Policy	Legislation reference
Aged Care Policies		
These policies form part of the Aged Care Services Quality Framework. The policies are operational in nature and approved by the CEO. They are being presented to the Council for their information.		
AC01	Feedback and Complaint Handling Managing the way feedback is received and handled by the aged care service	
AC02	Aged Care Vehicle Policy How the aged care vehicle is managed including restrictions on who can use the vehicle and for what purpose.	
AC03	Infection Control	

	Sets out the approach to managing infection control within the service.	
AC04	Pandemic Response Procedure An operational procedure related to managing pandemics.	
AC05	Cancellation of Service Establishes how cancellation of service is managed and how it is charged.	
Finance Policies		
FIN05	Investment Policy A policy on how vacancies will be handled within 18 months of an election.	LGA s194(3)
Governance Policies		
GOV07	Privacy Policy This policy ensures that personal, private and confidential information is protected.	LGA s206(3)
GOV08	Record Management Policy Establishes the principles by which the Council will manage its records.	S54-62 LG(G) Regs

Statutory Environment

The policies have been prepared to comply with the *Local Government Act 2019*. In accordance with the Transitional Arrangements outlined in section 365, a policy adopted “before the commencement is taken to have adopted the policy under the section of the new Act specified if the policy has been adopted in accordance with the new Act.”

Please see specific policies for legislative references.

Financial Implications

Not applicable.

Recommendation

That Council:

1. ***Adopts the following policies as tabled:***
 - ***EM10 Attendance at Meetings***
 - ***FIN05 Investment Policy***
 - ***GOV07 Privacy Policy***
 - ***GOV08 Record Management Policy***
2. ***Notes the following Aged Care policies as tabled:***
 - ***AC01 Feedback and Complaint Handling***
 - ***AC02 Aged Care Vehicle Policy***
 - ***AC03 Infection Control***
 - ***AC04 Pandemic Response Procedure***
 - ***AC05 Cancellation of Service***

Moved:

Seconded:

AC01: Feedback and Complaint Handling Policy

Type	CEO	Version	
Approval Date			
Review Date	February 2023	Doc ID	

Background

To assist staff, care recipients and their representatives with the timely and effective management of compliments and complaints.

Scope

This policy relates to feedback arising from the Aged Care service delivery and may arise from any stakeholder including aged care service recipients, families, carers, advocates, staff, other service providers or government representatives.

Legislative and Policy References

Legislation, regulations and standards relevant to this policy and procedure include:

- NDIS practice standards set by the NDIS Quality and Safeguards Commission.
- Aged Care Act 1997 (Cwth)
- Privacy Act 1988 (Cwth)
- NDIA Terms of Business
- Australian Consumer Law

Organisational documents relevant to this policy and procedure:

- AC01.1 Feedback Form
- HR07 Compliments and Complaints Policy (general staff)
- GOV02 Code of Conduct (CEO and Staff)
- GOV07 Records and Information Management Policy

Definitions

Feedback can be positive or negative and for the purpose of this policy and procedure, is defined as an issue of a minor nature that can be resolved promptly or within 24 hours and does not require a detailed investigation.

Negative feedback includes an expression of displeasure, such as poor service, and any verbal or written complaint directly related to the service (including general and notifiable complaints) and may relate to any aspect of the service e.g., a lost clothing item or the service's fees. The issue must be dealt with as soon as is practicable to avoid escalation of the issue.

AC01: Feedback and Complaint Handling Policy

A **complaint** cannot be addressed immediately and involves matters of a more serious nature e.g., the service is in breach of a policy or the service did not meet the care expectations of a family.

The **complainant** is the individual making the complaint and may not necessarily be the person receiving care services.

Policy Objectives

It is our policy to enable care recipients, their families and representatives, visitors, staff, and volunteers to provide feedback or raise a complaint about any aspect of our service, the care we provide or the operation of our facilities.

If you are lodging a complaint about the care someone else is receiving, it is important that they or their representative know you are lodging a complaint.

The aim of this policy is to improve the quality of care and services provided by adopting a positive, blame-free approach to resolving negative feedback or complaints.

Policy

Compliments received by the service tell us what we are doing right. Feedback and complaints received by the service are an opportunity for improvement. All feedback is taken seriously.

We will make all reasonable efforts to understand issues or concerns, and to resolve issues within the service when they arise. The timely and efficient management of complaints fosters a positive, cooperative attitude with care recipients, their representatives, visitors, volunteers, and staff.

Formal complaints will be addressed promptly with the aim of providing a formal response within 30 days. We will communicate with you openly and regularly while we work to resolve your complaint. Where appropriate, the care recipient will be actively involved in resolving the issue. Once a resolution has been reached, we will talk with you to make sure you are satisfied with the outcome of your complaint.

If you are not happy with the outcome of your complaint, you can ask us for an internal reconsideration of our decision. We can also assist you in accessing external complaint resolution mechanisms.

Procedure

Information about the Policy

- All care recipients and/or their family members and representatives are informed on admission about the process for lodging feedback or complaints.
- Our *Feedback and Complaint Handling Policy* is promoted widely within our service. Copies of our policy, procedures and relevant forms are available online at www.belyuen.com.au
- Staff and volunteers understand our *Feedback and Complaint Handling Policy* and are available to assist care recipients, their family, and representatives in providing feedback to the service.
- Copies of our *Feedback Form* are easily accessible in public areas of our facilities to provide clear and accessible ways of providing feedback on the services and care provided. The forms

are available in each of our facilities and within care recipients Communication and Clients Care Note Folder.

Lodging a compliment or complaint

Feedback and complaints can be lodged:

- in person, verbally to Kelly Murphy or by approaching a member of staff for assistance
- online via www.belyuen.nt.gov.au/aged-care-service
- in writing by email to Kelly.murphy@belyuen.nt.gov.au
- by telephone on (08) 8978 5140
- in writing by mail to Belyuen Community Government Council / Aged Care Complaints, CMB18, Belyuen, NT 0801

We encourage complaints to be lodged in writing as this will help the service understand the nature of the complaint and ensure that the facts provided are correct.

Complaints will be referred to the relevant staff member for registration on our *Feedback Register*.

Complainants have the right to ask us for an internal reconsideration of decisions we have made in relation to their complaint.

Complainants have the right to lodge their complaint with an external agency including the Aged Care Complaints Commissioner.

Options for internal reconsideration of decisions and external complaint resolution are offered to any complainant who is not satisfied with the resolution of their complaint within the service.

Complainants have the right to seek assistance from aged care advocacy services in raising a complaint.

If someone gives a verbal compliment or complaint, they should be encouraged to complete a *Feedback Form* to facilitate the tracking of feedback by the service. Alternately, staff will use the form to record verbal feedback to facilitate tracking by the service and inform ongoing improvement activities.

If a concern or complaint is minor and was addressed at the point of service, staff should record the issue and any actions taken in the *Quick Fix Form* – Forms are in the Care Recipients Communication and Client Care Note folder

Any staff member can be approached to provide compliments, to raise a concern or make a complaint. Where a staff member is not empowered to handle or resolve complaints on behalf of the service, the staff member will refer the complaint to other staff and/or act as an advocate for the complainant and assist with completing forms for them.

Record Keeping

All feedback received by our service are registered on the *Feedback Register*, acknowledged, and investigated where required. Information about how the complaint was managed and resolved is sent to the complainant once the complaint is closed. Where the complainant is not the care recipient, the care recipient will also be informed.

Accountabilities

Aged Care Manager

The Aged Care Manager is responsible for:

- The management of the Feedback and Complaint process and informing the relevant manager of any feedback received.
- Ensuring all complaints are entered into the Individual *Compliant Tracker Form* to inform ongoing improvements within the service.
- Analysing feedback trends for the purposes of informing ongoing improvement activities within the service.

Aged Care Staff

All Aged Care Staff are responsible for:

- Reporting all feedback to their supervisor before the end of their shift.

Confidentiality

All information regarding feedback will be kept confidential amongst the staff concerned with its resolution.

Feedback information may be forwarded to the management team as part of ongoing improvement activities within the service.

Statistics on all types of feedback will be recorded and used to inform ongoing improvement activities within the service. For this purpose, all feedback information may be disseminated to management and other staff. However, the identity of the persons named in the feedback will not be disclosed.

Complaints Escalation and Dispute Resolution

If a complainant remains dissatisfied with the outcome of their complaint or grievance, they will be provided with the details of other agencies they can use to assist them to achieve a resolution. If required, and requested, staff will assist clients to access an external complaints process of their choosing. Escalated complaints will be tracked in the *Feedback Register* in the same manner as other complaints and the same communication processes as outlined above will be applied.

If necessary, the CEO will undertake communication with the complainant.

Complaints to the NDIA can be lodged by:

- email to feedback@ndis.gov.au
- phone on 1800 800 110.

Revision History

Policy Version	Approval Date	Name	Title
v.2.0	June 2018	Cathy Winsley	CEO
Rename to AC01	February 2021	Cathy Winsley	CEO

AC02: Vehicle Policy

Type	CEO	Version	2
Approval Date			
Review Date	February 2023	Doc ID	

Background

The purpose of this policy is to provide guidelines to Aged Care employees on general principles and standards of use and care associated with the operation of motor vehicles as part of the Aged Care service. This policy and procedure is intended to ensure:

- the health and safety of the Aged Care clients and staff, and
- the appropriate upkeep of the Aged Care vehicle,

Scope

This policy shall apply to any driver of any vehicle owned, leased or under the control of staff during their activities under the Aged Care service.

Legislative and Policy References

Organisational documents relevant to this policy and procedure:

- AC02.1 *Repair and Maintenance Request form*
- GOV02 *Code of Conduct* (CEO and Staff)

Definitions

Nil

Policy Objectives

To clarify the conditions of use for vehicles used by Aged Care staff to ensure that the drivers and vehicles meet minimum standards to ensure the health and safety of Aged Care clients and staff.

Policy and Procedure

Acceptable Use

The use and availability of the Aged Care vehicles will be strictly controlled by the Aged Care Director and the Chief Executive Officer (CEO).

The Aged Care vehicles are for use of the Aged Care staff to carry out aged and disability services for the clients.

AC02: Vehicle Policy

Personal Vehicle Use

Aged Care staff may be required to use their own vehicle to undertake Aged Care Services. Staff using their own vehicles will be paid a standard vehicle rate specified by the ATO¹. Aged Care staff will be required to:

- Ensure the vehicle is roadworthy and maintains current MVR registration
- Have adequate insurances
- Have a first aid kit located within the vehicle at all times

Vehicle registers will be maintained by the Aged Care Director.

Repairs and Maintenance, Service Request

Any repairs and maintenance requests for the Aged Care vehicle should be submitted using the *Aged Care Repairs and Maintenance form* that is available from the Aged Care office. Repairs and maintenance will be approved and managed by the Aged Care Director.

All Aged Care vehicles will be subject to monthly inspection.

Accidents and Emergencies

If the vehicle is stolen or damaged in an accident, the Aged Care drivers shall comply with all legal and insurance requirements if involved in an accident, including:

- obtaining particulars of the other parties involved,
- notifying the Police and relevant authorities in accordance with the Road Traffic Act or any other relevant laws,
- notifying relevant Manager/Director and Asset Manager and
- submitting an Incident Form as listed in Annex A to HR Manager. Employee should also immediately report any theft or damage, however slight, to the relevant Manager/Director and then to Asset Manager for repairs to be undertaken at the earliest.

Accountabilities

Aged Care Director

The Aged Care Director is responsible for ensuring:

- All vehicles used by the Aged Care service meet appropriate standards,
- The vehicle register is up to date,
- All drivers have appropriate current licenses.

The Team Leader

The Team Leader is responsible for ensuring:

- The Aged Care vehicles are registered at all times – organised through the CEO.

¹ <https://www.ato.gov.au/Business/Income-and-deductions-for-business/Deductions/Deductions-for-motor-vehicle-expenses/Cents-per-kilometre-method/>

- Any concerns about the running of the Aged Care vehicles are reported to the Manager or the CEO immediately.
- The Aged Care vehicles are cleaned weekly.
- The Aged Care vehicles are taken to the workshop if there are any concerns about the running condition, tyres etc.
- The Aged Care vehicles are taken to the Workshop for scheduled maintenance.

Driver

The driver of the vehicle is responsible for ensuring:

- The driver has a current driver's licence,
- All passengers wear seat belts at all times,
- No children sit in the front passenger seat,
- Children under the age of 8 years have to be in a child restraint appropriate for their age and weight,
- There is no smoking in the vehicle,
- no drinking alcohol in the vehicle,
- no carrying alcohol in the vehicle,
- traffic offence fines such as speeding tickets, passengers not wearing seatbelts and children not in child restraints is the responsibility of the driver to pay.

Temporary Loss of License

In the event that the staff member has their licence taken away or temporarily suspended they must notify the Aged Care Director or CEO immediately.

Failure to do so and the staff member keeps driving the Aged Care Vehicle the CEO will put them on notice about the future of their employment.

Garaging of Vehicle

The Aged Care vehicle will be garaged at the Imabulk Cwhetherentre daily unless otherwise directed by the CEO.

Record Keeping

The Aged Care Director will keep a copy of all licenses for Aged Care staff.

Revision History

Policy Version	Approval Date	Comments
1		Renamed to AC02 and updated
V2.1	February 2019	

AC02 Infection Control Policy and Procedure

Type	CEO	Version	2
Approval Date		Approved By:	
Review Date	February 2023	Doc ID	

Background

In the aged care setting infection can easily spread from person to person.

- A client may be infected while receiving care.
- A health worker may be infected while carrying out their duties.
- People who work or interact with clients in a health care setting may be infected.

This transmission of infection is called cross infection. At Belyuen Aged Care we aim to create a safe and healthy work environment. The following procedures outline good practice to ensure infection control.

Policy

Belyuen Aged Care Service will adhere to Australian Infection Prevention and Control Guidelines as appropriate for the activities associated with the level of service.

Scope

This policy shall apply to all facilities and activities associated with Belyuen Aged Care Service including staff, recipients, or visitors to aged care facilities.

Legislative and Policy References

- Australian Infection Prevention and Control Guidelines
- NDIS practice standards set by the NDIS Quality and Safeguards Commission
- Aged Care Act 1997 (Cwth)
- Work Health and Safety (National Uniform Legislation) Act 2011 (Cwth)

Definitions

Nil

Infection Control

Transmission of Infection

Infectious agents can be spread in a variety of ways, including:

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- breathing in airborne germs – coughs or sneezes release airborne pathogens, which are then inhaled by others
- touching contaminated objects or eating contaminated food – the pathogens in a person's faeces may be spread to food or other objects, if their hands are dirty
- skin-to-skin contact – the transfer of some pathogens can occur through touch, or by sharing personal items, clothing or objects
- contact with body fluids – pathogens in saliva, urine, faeces or blood can be passed to another person's body via cuts or abrasions, or through the mucus membranes of the mouth and eyes.

Assumption of Risk

The basis of good infection control in the workplace is to assume that everyone is potentially infectious. Proper procedures have to be followed at all times. Every workplace will have an appropriate first aid kit, with at least one staff member trained in first aid. Equipment such as gloves, gowns, eye goggles and face shields should be provided if necessary.

Procedures

Workplace infection control – personal hygiene practices

Infection control procedures relating to good personal hygiene include:

- hand washing – the spread of many pathogens can be prevented with regular hand washing. Thoroughly wash your hands with water and soap for at least 15 seconds after visiting the toilet, before preparing food, and after touching clients or equipment. Dry your hands with disposable paper towels
- unbroken skin – intact and healthy skin is a major barrier to pathogens. Cover any cuts or abrasions with a waterproof dressing
- gloves – wear gloves if you are handling body fluids or equipment containing body fluids, if you are touching someone else's broken skin or mucus membrane, or performing any other invasive procedure. Wash your hands between each client and use fresh gloves for each client where necessary
- personal items – don't share towels, clothing, razors, toothbrushes, shavers or other personal items.

Food preparation and workplace infection control

When preparing food:

- Wash your hands before and after handling food.
- Avoid touching your hair, nose or mouth.
- Keep hot food hot and cold food cold.
- Use separate storage, utensils and preparation surfaces for cooked and uncooked foods.
- Wash all utensils and preparation surfaces thoroughly with hot water and detergent after use.

Infection control and workplace cleanliness

Infection control procedures relating to cleanliness in the workplace include:

- regularly washing the floors, bathrooms and surfaces (such as tables and bench tops) with hot water and detergent.
- periodically washing the walls and ceilings.
- thoroughly washing and drying mops, brushes and cloths after every use – drying mops and cloths is particularly important, since many pathogens rely on moisture to thrive.
- using disinfectants to clean up blood and other spills of bodily fluids.
- when using disinfectants – always wearing gloves, cleaning the surfaces before using the disinfectant, and always following the manufacturer's instructions exactly.
- spot cleaning when necessary.

DEALING WITH SPILLS OF BODY FLUIDS

Examples of body fluids include blood, saliva, urine and faeces. When dealing with spills of body fluids, infection control procedures need to be followed carefully. Always:

- Isolate the area.
- Wear gloves, a plastic apron and eye protection, such as goggles.
- Soak up the fluid with disposable paper towels or cover the spill with a granular chlorine-releasing agent for a minimum of 10 minutes. Scoop up granules and waste using a piece of cardboard (or similar), place in a plastic bag and dispose of appropriately.
- Mix one part bleach to 10 parts water and apply to the area for 10 minutes.
- Wash the area with hot water and detergent.
- Dry the area.
- Dispose of paper towelling and gloves appropriately.
- Wash your hands.
- Rinse any contaminated clothing in cold running water, soak in bleach solution for half an hour, then wash separately from other clothing or linen with hot water and detergent.

Workplace infection control – handling contaminated sharps

Infection control procedures when handling needles and other sharp contaminated objects include:

- Never attempt to re-cap or bend used needles.
- Handle by the barrel.
- Place in an appropriate puncture-proof container (that meets the Australian and New Zealand Standards AS 4031:1992 and AS/NZS 4261:1994) – this will be yellow, labelled 'Danger contaminated sharps' and marked with a black biohazard symbol.

Infection control – occupational exposure to body fluids

If you come in contact with blood or body fluids:

- Flush the area with running water.
- Wash the area with plenty of warm water and soap.
- Report the incident to the appropriate staff member.
- Record the incident via the Disease/Injury/Near Miss/Accident (DINMA) reporting procedure.
- Seek medical advice.

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Immediately advise your supervisor of all incidents involving contact with blood or body fluids, and take action to prevent a similar incident from happening again.

Hand Washing

HANDWASHING

Handwashing is the single most effective way to reduce the number of microorganisms on the surface of the skin. It should always be performed:

- before and after contact with another person, for example aged care worker and client,
- before and after eating,
- after using the toilet,
- before and after using gloves,
- after contact with used equipment, and
- immediately following contact with bodily fluids.

Standard handwashing procedure:

- Remove jewellery.
- Wet hands thoroughly all over.
- Use pH neutral soap.
- Lather soap all over hands.
- Rub hands together vigorously for 15-20 seconds. Pay particular attention to the fingertips, thumbs, wrists, finger webs and the backs of the hands.
- Rinse under running water.
- Pat hands dry with paper towels.

BARRIER CREAM

The best protection against bacteria is intact skin, so each time you wash your hands you should apply barrier cream. Take care when cutting your fingernails and pay attention to maintaining intact cuticles. Any wound or abrasion should be covered using a waterproof dressing.

WATERLESS HANDWASHING

There are waterless alcohol-based hand wash solutions that are as effective as soap and water hand washing. These preparations should only be used when there is no visible soiling of the hands. If there is visible soiling, then soap and water hand washing should be used. These waterless preparations contain an emollient and aid in reducing damage to the hands.

It is good practice for aged care recipients to perform hand hygiene and to be educated in the benefits of hand hygiene for effective infection control.

Use of Personal Protective Equipment

Some of the duties that you perform in the workplace may require you to protect yourself from either the environment in which you are working, infectious clients, or to protect the client from you if you are infectious.

Personal protective equipment also includes any substance, such as sunscreen, used to protect health. Belyuen Aged Care will ensure staff are trained in the relevant protective equipment necessary for their workplace. This training covers:

- recognising the risk or hazard,
- knowing when to use protective equipment,
- basic understanding of the equipment and how it is protective,
- selection of the correct equipment,
- safe working practice when using equipment following organisations policies and procedures,
- correct fit and comfort of PPE,
- disposal/cleaning and storage of the goods,
- limitations in use, and
- replacement of equipment.

Yearly refresher courses will be held to ensure that all staff are up to date with the equipment. This regular education on the correct use of the equipment ensures that when staff needs to use protective equipment they fully understand how and when to use which equipment. All equipment for protective purposes must also meet with Australian standards.

Belyuen Aged Care requires all employees to comply with correct personal protective equipment standards while at work.

Revision History

Policy Version	Approval Date	Comments
1	15/03/2021	Original Version

AC04: Pandemic Response Procedure

Type	Aged Care Procedure	Version	1
Approval Date		Approved By:	CEO
Review Date	2023	Doc ID	NA

Legislative and Policy References

This procedure is an addendum to the general Infection Control Policy and should be read and applied in conjunction with that policy.

Legislation, regulations and standards relevant to this policy and procedure include:

- Aged Care Act 1997 (Cwth)
- Aged Care Standards, specifically **Standard 2, 3, 4, 5, 7 and 8**
- Charter of Aged Care Rights
- Commonwealth Home Support Programme Guidelines
- Disability Services Act 1993
- Disability Standards
- Home Care Packages Program Guide 2020
- National Disability Insurance Scheme (NDIS) Quality and Safeguarding Framework
- National Disability Insurance Scheme Act 2013 (Commonwealth)
- Privacy Act 1988 (Cwth)
- Work Health and Safety (National Uniform Legislation) Act 2011

Organisational References:

- COVID-19 Business Continuity Plan 2019
- HR04 Workplace Health and Safety Policy
- AC03 Infection Control Policy
- HR02 Staff Training and Development Policy
- GOV07 Privacy Policy

RELATED LINKS AND REFERENCES

- Coronavirus (COVID-19) Alerts 2020 <https://www.health.gov.au/>
- Infectious Diseases www.healthinsite.gov.au/topics/Infectious_Diseases
- Australian Health Management Plan for Pandemic Influenza
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-ahmppi.htm>
- Staff Training Register
- Incident form/Register

Position Statement

Belyuen Community Government Council (the Council) and the Imabulk Aged Care Service (Aged Care Program) recognises that from time to time diseases can escalate to a point where they become an

AC04: Pandemic Response Procedure

epidemic or pandemic and place the community at higher risk of infection. During these times there is an additional risk when delivering care services, both to the consumer and the care worker due to close and often personal contact, leading to the possibility either of contracting or passing on an infectious or communicable disease.

The Council recognises an obligation to provide a safe working environment for both consumers and staff involved in the Aged Care Program and aim, as far as possible, to reduce the risk and protect consumers, staff and volunteers, along with the wider community from infection as a result of an epidemic or pandemic.

Additionally, the Council will comply with all directives issued by Health and Government authorities to slow the progression of the outbreak and minimise the impact on individuals and the health system.

Where a consumer or staff member is suspected of having, or is known to have an identified communicable disease, the Council will work with the individual and the health authorities to minimise the risk to others.

In the instance of a pandemic being declared, Management may be required to report to authorities where a staff member who has been advised to self-isolate or go into quarantine, has not adhered to this advice and their actions place the general public and vulnerable consumers at risk.

In accordance with the Council's Privacy Policy, and outside of statutory disclosure requirements, the Council maintains strict confidentiality on the status of staff and consumers in relation to communicable infections.

The Council will provide all direct care staff with education relating to communicable disease including ways to minimise infection to themselves and the consumers they support.

This policy specifically refers to an infectious disease that has been declared a pandemic (*a global outbreak of a disease*) caused by a pathogen or micro-organism such as viruses, bacteria, parasites or fungi. It also has application in the instance of an epidemic (a more localised outbreak and spread of a disease).

Responsibilities

Chief Executive Officer

- Uphold and implement any directives or recommendations advised by Government or Health Authorities.
- Develop an Epidemic Management / Action Plan for the organisation.
- Minimise the impact on the day to day service delivery to consumers of the service, including the maintenance of essential care and support to consumers.
- Identify non-essential activities that can be suspended to reduce the potential for vulnerable consumers and staff to become infected.
- Ensure that all staff have access to adequate and reliable training on the identified infectious disease to minimise confusion and unwarranted concern in the workplace.
- Provide clear communication to the workforce, contractors and consumers relating to the identified issue, the organisation's response and any advice received from Government or Health Authorities.

- Ensure that staff are aware of and have access to relevant infection control policies including any updates relating to identified risk.
- Contractors and suppliers should also be advised of any changes to requirements such as access, delivery processes, expected hygiene practices and additional protocols.
- Encourage and support staff immunisation against the identified disease if and where available.
- Provide staff, volunteers and Ironbark participants with training, support and resources to minimise the risks of infection outbreaks, including the provision of personal protective equipment (PPE) to minimise the chances of cross infection between consumers and staff.
- Provide support and advice to staff, volunteers and or Ironbark participants who contract the identified disease in the course of their work/ duties.

Manager/Coordinator/Supervisor

- Support implementation of the Emergency Management Plans including any pandemic specific plans.
- Manage service delivery in a way that minimises exposure to the infectious disease for vulnerable consumers, staff, volunteers and the community.
- Ensure all staff are aware of and follow infection control processes relating to the specific infectious disease including handwashing, social distancing and other hygiene practices.
- Remind direct care staff of Standard and additional precautions and provide refresher training where required.
- Ensure adequate stocks of identified PPE (gloves, soap, hand sanitiser, masks, gowns) are maintained at all times and provide training on the correct use of PPE where required.
- Inform the CEO of any incidence of the identified infectious disease amongst staff, volunteers and or Ironbark participants or consumers.

Support Worker

- Follow directions from management designed to protect vulnerable consumers, staff, volunteers and the community at large.
- Follow infection control procedures and use standard (and additional) precautions at all times as directed.
- Seek medical advice promptly where they suspect they have been exposed to the infectious disease or they showing symptoms of the disease.
- Inform their supervisor if they have contracted, or suspect they have contracted, the identified infectious disease.
- Maintain personal health and hygiene standards.
- Practice social distancing where possible.
- Maintain confidentiality of consumers and colleague's personal information where they gain knowledge of the person contracting an infectious disease.

Volunteers / Ironbark Participants

- Regular volunteer duties will continue as usual across the service unless volunteers /participants are not well, or not comfortable performing regular duties during the period of the outbreak.
- Volunteers and or Ironbark participants should direct any queries to their supervisor and should follow all standard and / or additional pre-cautions as directed.

Procedures

This procedure is to be read in conjunction with the Council's Infection Control Policy.

Pandemic Outbreak Precautions

Where a pandemic outbreak alert is issued by the World Health Organisation and the Federal Government of Australia the Council will follow prescribed responses:

Standard Precautions Relating to an Epidemic or Pandemic

While epidemics and pandemic outbreaks can differ due to the various causative agents it is expected that standard precautions will always form part of the first defense and therefore staff are directed to uphold standard precautions at all times.

All care staff/support workers should use standard precautions when delivering care to consumers or their carers. Standard precautions means treating everything and everyone as potentially infectious and, therefore, using infection control practices in daily work practice.

All staff will practice standard precautions when providing care to consumers, and additional precautions as directed.

- Standard Precautions include the following:
- Hand washing
- Correct use of Personal Protective Equipment (PPE)
- Correct handling and disposal of waste (e.g. paper tissues)
- Appropriate cleaning of all equipment used in providing consumer care
- Maintaining a clean work environment
- Maintenance of personal hygiene practices

Additional Precautions

Additional precautions that relate to the identified infectious outbreak may include:

- Utilising additional PPE where indicated
- Social distancing e.g. maintaining a distance of 1.5m (or other distance as prescribed) between people where possible
- Avoiding infection hotspots

Work Environment and Cleaning Practices

- Maintaining the Aged Care Centre work environment in a clean and tidy manner is essential to infection control processes.
- Adequate handwashing areas, soap and hand sanitiser will be made available to all staff and visitors to the centre and visitors to the centre will be reminded to use these via posters and staff prompting.
- All surfaces such as workbenches and tables to be cleaned and sanitised at the end of each day and regularly throughout the day.
- All hard surfaces that are handled often including as taps, door handles and phones should be regularly cleaned and sanitised.

- Furniture such as chairs should be wiped down and sanitised at the end of each day and regularly throughout the day where possible.
- Rubbish bins will have a bin liner that is changed regularly (at least daily) and either be open or have a foot operated pedal designed to lift the cover to minimise people touching the lid.
- Toilet lids should be closed prior to flushing contents to minimise droplet contamination.

Where a shared vehicle is used the staff member should wipe over areas of the car that they will touch before and after using.

When working in the home of consumers:

- Only take into the home essential equipment that will be used for the assigned duties to minimise cross infection.
- Where cleaning equipment is taken into the home it must be thoroughly disinfected after use and BEFORE placing it in the vehicle using disinfectant wipes, or other appropriate and/or specified products e.g. cleaning spray and paper towel/ designated cleaning cloths.
- Clean and sanitise hands before and after the visit to the home.
- Wear disposable gloves and change these between consumers and more often where necessary.

Health and Hygiene Standards

All workers are to:

- Regularly and thoroughly clean hands with soap or alcohol-based (minimum 60% Alcohol) hand sanitiser for a minimum of 20 seconds.
- Avoid touching their face, especially the eyes, mouth and nose.
- Avoid non-essential contact with others such as shaking hands.
- Cover nose and mouth when coughing or sneezing with a tissue and disposing of the tissue immediately. Sneezing or coughing into the elbow is encouraged.
- Change out of work clothes at the end of the shift or day's work and launder clothes/uniform between shifts.
- Meals and breaks are encouraged to be eaten in staggered timeframes and/or in smaller groups with social distancing provisions actioned. Staff should refrain from sharing food and any utensils. The cleaning of personal dishes / cutlery etc in a common area such as a staff room kitchen should be done following appropriate hygiene practices and items such as tea towels should be laundered daily.

If staff are ill or showing symptoms of infection or someone close to them (in the same household) is showing symptoms or has been diagnosed with an infection, staff should remain at home and notify the office and advise their supervisor.

- Immunisation against influenza is strongly advised.

Pre-Home Visit Safety Check

Prior to entering into a consumer's home staff should ensure their own safety by asking specific questions relating to the infectious outbreak:

e.g. *"Is there anyone in the home who is sick with a cold or has flu like symptoms?"*

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- Where the response is positive the staff member should refrain from entering the home and alert their supervisor.
- The consumer should be advised that the staff member is unable to assist the person that day and that they should alert their GP or Health Clinic of their illness and follow guidance as given by their health practitioner.

Modification to Services

Where required individual services may be amended for consumers where there are urgent needs that are unable to be met by the person or their family carer, e.g. additional shopping services to minimise the risk of infection or where the consumer is in quarantine.

Wellbeing phone calls may be instigated if staff are unable to visit vulnerable consumers on a regular basis.

Note: all costs for consumer goods remains the responsibility of the consumer, the organisation is unable to use grant or package funds to pay for these.

Activities

All non-essential activities that bring groups of vulnerable people together will be suspended until the risk of infection is reduced this includes:

- Large group activities such as morning teas, social meet ups and exercise programs.
- Bus outings and excursions.

Small group activities may be considered where consumers will not be placed at risk as this also helps to reduce social isolation and maintain wellbeing. Keeping safe distances from a high-risk infection demographic such as young children will also be considered in activity planning.

Standard precautions (*and where identified, additional pre-cautions*) must be adhered to and consumers supported to follow applicable hygiene practices, e.g. handwashing facilities are available and environment hygiene is maintained to an appropriate standard.

Suspected Infectious / Communicable Disease

Staff will follow standard procedures for infection control. Where the consumer has a known, or suspected, communicable disease they:

- Shall be attended to by support workers who have been immunised or are known to be immune from the suspected disease.
- Additional pre-cautions identified as necessary and relevant for the safety of staff and other consumers will be enacted.
- Will not be permitted to attend large gatherings of susceptible consumers organised by the service prior to receiving a medical clearance.

Staff who Contract an Infectious / Communicable Disease will:

- Seek advice from their GP or other relevant health professional regarding exclusion timeframes.
- Inform their Manager/Supervisor of the infection and the exclusion time.
- Refrain from attending work for the period of the recommended exclusion.

- Gain a medical clearance from their GP or other relevant health professional prior to returning to work.

Staff Leave Allowances

The Council recognises that staff may need to take time off to self-isolate due to infection, potential infection, are identified as 'at risk' if they become infected or are at risk of infecting others. To support staff through this period the Council will support staff to:

- Take any leave they currently have owing including sick leave, holidays, time in leu, long service leave and / or any other leave relevant to the relevant workplace agreement or industry standard.
- Where a staff member is able to continue their work remotely the organisation may, at its discretion, arrange for the staff member to be equipped and facilitated to complete their work off-site.
- The organisation will reimburse any reasonable costs incurred by direct care staff related to testing and medical clearance.

Conferences and Meetings

- Attendance at all face to face, non-essential business meetings and conferences will be suspended for the duration of the epidemic / pandemic.
- Where possible site visits by non-essential staff to areas/communities where there are vulnerable consumers will be restricted.

Cultural Practices

Community Elders, consumers and other relevant stakeholders will be consulted where cultural practices may impact on the health and wellbeing of individuals due to the infectious outbreak. Changes to practices and activities will be considered to protect both consumers and staff.

Review Triggers

This procedure is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

1. The related documents are amended.
2. The related documents are replaced by new documents.
3. Industry, legislation or service agreement changes may necessitate modifications to procedure
4. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, the organisation may review this procedure annually for relevance and to ensure that its effectiveness is maintained.

Revision History

Policy Version	Approval Date	Comments
1	15/03/2021	Original Version

AC05: Cancellation and Withdrawal of Service

Type	CEO	Version	1
Approval Date			
Review Date	February 2023	Doc ID	

Background

The Belyuen Community Government Council and Aged Care Service (Imabulk) are committed to providing high quality cost effective aged care services to recipients in a safe and supportive environment. The Council recognizes that a care recipient's circumstances may change from time to time and that care recipients may wish to cancel or temporarily suspend the services they receive.

The Council also acknowledges that they have a duty of care to their employees and other aged care service recipients and reserves the right to withdraw services when they believe the provision of these services poses a risk.

Legislative and Policy References

Legislation, regulations and standards relevant to this policy and procedure include:

- NDIS practice standards set by the NDIS Quality and Safeguards Commission.
- Aged Care Act 1997 (Cwth)
- Privacy Act 1988 (Cwth)
- NDIA Terms of Business
- Australian Consumer Law

Organisational documents relevant to this policy and procedure:

- HR07 Compliments and Complaints Policy (general staff)
- GOV02 Code of Conduct (CEO and Staff)
- GOV07 Records and Information Management Policy

Policy and Procedure

Cancellation of Service (Care Recipient)

The care recipient may cancel or temporarily suspend a service at any time. Notice of cancellation or suspension is required **at least 24 hours** prior to the service delivery. or the service will be charged at the normal service rate.

Withdrawal of Service (Aged Care Service)

The Council uses fair and equitable processes to assess initial and ongoing eligibility for services in all of the Program areas.

AC05: Cancellation and Withdrawal of Service

Services will not be provided to care recipients at times when they are under the influence of alcohol or other drugs, or while they are behaving in a manner that is verbally or physically threatening.

A service will be withdrawn if a care recipient is absent from the service or misses six consecutive appointments, either through cancellation or no notification they will be absent.

A service may be withdrawn temporarily or indefinitely if the care recipient's continued participation poses a risk to other participants or staff.

A service may be withdrawn if the care recipients' circumstances change and their assessed relative need for the service is less than that of other current consumers and potential consumers.

When withdrawal of service becomes a consideration, the Aged Care Service will make every attempt to work with the recipient, and where relevant, their carer and/or advocate to resolve the problem so that the service can be continued.

The care recipient's right to withdraw from a service for which they are eligible will be respected, and will not affect their entitlement to access a service at a later date.

Procedures:

1. The decision to withdraw a service will be made by the Aged Care Manager after consultation with the CEO.
2. Except where there are immediate issues of safety (for example when a care recipient presents under the influence of alcohol or other drugs) the Council will make every effort to resolve the issue of concern with the care recipient and where relevant their carer and/or advocate
3. When a service is withdrawn, the care recipient will be informed in writing of:
 - the reasons why the service has been withdrawn;
 - when, how and under what conditions they might be able to gain access to the service again; should their circumstances/needs change;
 - how to appeal the decision if they believe the Council's decision is unfair or incorrect; and
 - other agencies that might assist them.

When a care recipient chooses to withdraw from a service they are receiving, acknowledgement of their decision will be provided to them in writing, with advice that the decision does not affect their right to re-apply for services in the future, and an invitation to attend an exit meeting to provide feedback on their experience as a Aged Care Service recipient.

Record Keeping

The Aged Care Director will keep a copy of all licenses for Aged Care staff.

Revision History

Policy Version	Approval Date	Comments
1	15/03/2021	Original Version

EM10: Attendance at Meeting via Electronic Means

Type	Council	Version	1
Approval Date		Resolution	
Review Date	Prior to 2024	Doc ID	

Background

This policy authorises members' attendance meetings via audio or audio-visual conferencing system and outlines the responsibilities associated with utilising a conferencing system.

Scope

This policy relates to elected and appointed member attendance at Council meetings and committees.

Legislative References

Sections 95(3)(a) and 98(3)(a) of the *Local Government Act 2019* (the Act) require Council to adopt a policy regarding attendance at meetings via an audio or audio-visual conferencing system if Council wishes to allow members to attend meetings remotely.

Section 95(3) relates to council members; section 98(3)(a) relates to audit committee members and council committee members.

Definitions

For the purposes of this policy:

meeting includes any meeting of council or council committee.

member means a member of council or council committee.

Policy Objectives

Council is committed to facilitate access and participation in meetings by permitting members to be present and participate remotely via audio or audio-visual conferencing system if specific needs arise.

Application of Policy

Attendance

It is preferable that members attend meetings in person and members are encouraged to do so where possible. However, a member may attend a meeting via audio or audio-visual conferencing system.

Except in cases of emergency, members will give at least 3 days' notice to the CEO that they intend to attend a meeting via audio or audio-visual conferencing system and the reason(s) for not being physically present at the meeting.

CEO responsibilities

The CEO will ensure the provision of an adequate conferencing system and information that enables members to attend.

Chairing the meeting

If the Chair is attending the meeting via audio or audio-visual conferencing system, the Chair may decide to delegate the function of chairing the meeting to the deputy, or if there is no deputy, another member.

General responsibilities

A member in attendance via audio-visual conferencing system is to consider the appropriateness of their personal presentation and surrounding environment.

The Chair is to confirm which participants are present at the commencement of the meeting.

A member who is attending by audio or audio-visual means must advise the Chair if they are about to leave the meeting. A member must also advise the Chair if they re-join the meeting. These details are to be recorded in the minutes with a reference to the member's time of departure and time of return.

Meeting minutes will identify whether each member attended in person or via audio or audio-visual means.

Conflicts of interests

Where a conflict is declared, the member must disconnect from the conferencing system prior to the discussion of the agenda item.

If member has disconnected from the conferencing system due to a declared conflict, the Chair will contact the member as soon as the agenda item has concluded and invite the member to re-join the meeting.

Confidentiality

Members attending meetings remotely will:

- a) ensure that people in their presence who are not members cannot see, overhear or listen to the member or the meeting (unless the Council is aware and accepts the circumstances); and
- b) not record the meeting.

Voting

To ensure the participation of any members attending remotely, the Chair will confirm that members attending remotely are able to hear the discussion and vote.

If a member is attending via an audio-conferencing system without video capability, the Chair is to ask for verbal confirmation of the member's vote. If a member is attending via audio-visual conferencing system, the Chair is to ask for the member's vote by show of hands or verbal confirmation.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
v1			

FIN05: Investment Policy

Type	Council	Version	1
Approval Date		Resolution	
Review Date	2025	Doc ID	

Background

The Investment Policy establishes the rules that Council adopts in investing funds not required to meet immediate operational requirements. This policy is supplemented by Investment Procedures, which are not required to be adopted by Council. The procedures form part of Council's internal controls.

Legislative and Other References

- *Local Government Act 2019* Section 194
- Council's Internal Financial controls

Definitions

ADI means Authorised Deposit-Taking Institution

Policy Objectives

The main objective of this policy is to provide a framework for making decisions concerning appropriate investment of the Council's funds. This policy will assist Council on optimising its return on investment of surplus funds, in accordance with its prevailing investment strategy, in a prudent and measurable manner, specifically by ensuring that all funds invested by the Council are placed with institutions with strong credit ratings and are covered by the Australian Government's guarantee.

Application of Policy

In accordance with Section 194(6) the Belyuen Community Government Council will only invest money with a banking institution that:

- is a registered ADI
- has a Long Term Rating (S&P or equivalent) of at least AA-

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
v1			

GOV07: Privacy Policy

Type	Council	Version	1
Approval Date		Resolution	
Review Date	Prior to 2024	Doc ID	

Background

The purpose of this policy is to provide guidance to Council employees and Elected members when dealing with information that is of a confidential, personal and/or sensitive manner. This policy records Belyuen Community Government Council's commitment to preserving the confidentiality of information held by the Council.

Scope

This policy applies to all Council employees including contractors and volunteers, Elected and Committee members. The policy relates to any piece of information that contains information that is of a confidential, personal or sensitive manner that is collected, retained, stored and/or used by the Council to carry-out the Council's functions.

Legislative and Other References

- Members Code of Conduct
- Contravention of the code of conduct Policy
- Code of Conduct for CEO and Staff Policy
- *Local Government Act 2019* (Act)
- *Information Act 2002*
- *Privacy Act 1988* (Cwth)

Definitions

For the purposes of this policy:

Confidential Information includes

- Information considered and discussed in meetings closed to the public pursuant to *Local Government Act 2019*
- Any information designated as confidential by the CEO
- Names and/or address of complainants or witnesses
- Information provided to the Council on the condition that it is kept Confidential
- Confidential and commercial-in-confidence information associated with any person or body
- Information relating to preliminary budget/s
- Information dealing with appointment, discipline or appraisal of employees or industrial matters affecting employees
- Payroll related information where the individual can be identified
- Information dealing with rating concessions for individuals

- Information associated with contracts proposed by the Council
- Legal advice reviewed by the Council or any information starting or defending legal proceedings
- Information dealing with the security of property
- Any other information that is generally not known by, or available upon request to the public which identifies and relates to a particular individual or carries a risk that if released or improperly used would cause harm to the Council or a member of the community, or give an unfair advantage to someone.

Sensitive and Private information includes:

- cultural information that Council employees, contractors, Elected and Committee Members, and volunteers may become aware of in the course of their work that is of a sensitive nature,
- personal information gathered in the delivery of Aged Care services including:
 - verbal information including telephone conversations or other conversations between staff or between staff and clients, discussions with community members,
 - written information such as case notes, pathology results, administration files, internal memos, etc., and
 - banking and medical information

Consent means express or implied consent by an individual whether oral or in writing

Information Includes any discussions, documents, electronic data or knowledge

Personal Information includes any information gathered by the Council from which a person's identity is apparent or is reasonably able to be ascertained.

Unique identifier means a symbol or code (usually a number) assigned by an organisation to an individual to distinctively identify that individual while reducing privacy concerns by avoiding use of the person's name.

Policy Objectives

Belyuen Community Government Council employees will maintain confidentiality of all information regarding individual people (employees or clients), families, groups or communities at all times. It is particularly important to stress that this policy includes information about particular communities as well as individuals.

It is a breach of this policy to discuss privileged community, employee or client issues with people in social situations even in other places. This especially applies for Aged Care services in the Council.

Application of Policy

Confidential, Sensitive and Private Information

Council understands that confidential, personal and/or sensitive information within our organisation can be of a unique nature and it is occasionally challenging for Council employees to recognise which types of information are confidential, personal and/or sensitive. Employees, Councillors and volunteers are encouraged to treat all personal information as confidential and sensitive unless advised by the CEO.

Collection of confidential, personal and sensitive information

The Council shall collect personal information only if it is necessary for its functions, activities or programs or in order to comply with legislation and regulations.

Facilitating confidentiality of information

It is the responsibility of the Council managers to ensure confidentiality and privacy procedures are implemented and adhered to.

Managers and staff shall ensure that:

- all interviews, regardless of the nature take place in a private space,
- all interview folders are locked away and/or are destroyed as soon as possible,
- all employee files are locked away,
- all employee notes do not breach confidentiality and privacy procedures.

If Council staff member is under pressure to reveal confidential, sensitive or personal information that they have gained in the course of their employment with the Council because of family ties or other reasons, then the problem should be discussed with their supervisor immediately.

Preservation of confidentiality

The Council shall preserve the confidentiality of confidential, personal and sensitive information as far as possible under the law.

Confidential, sensitive and personal information shall not be released to any person unless:

- the information relates only to that person (that is, it is solely information about the person)
- it is information that relates only to a person, and that person has provided the Council with written authority to release the information to someone else the release of information is necessary for conducting RGRC's business and it is in the public interest
- The Council is obliged under law to release the information to that person.

Customer service

Staff shall fully inform Council clients and customers about their confidentiality and privacy rights in any situation where it is necessary, the purposes for which the confidential information is being obtained and how it may be used. Council staff shall gain consent from clients for any information used outside the primary workplace.

Any complaint or grievance submitted by any of the Council customers, clients or members of staff shall be investigated and actioned in a timely matter and will remain confidential.

Publicly Available Material

The following Council documents are publicly available either through the Council's website or in hard copy from the Belyuen office:

- Notices and minutes and agendas of meetings of Council
- Current and previous 5 year's Annual Report and annual financial statement

- The draft Shire Plan (including Budget, Long Term Financial Plan)
- Current and previous 5 year's Shire Plan
- Council Policies
- Council's Code of Conduct
- Register of Members' interests
- The approved rating proposal
- Notice of the Declaration of Rates and Charges
- Any notices of Council
- Reviewable Decisions

An individual may apply in writing to the Chief Executive Officer for the suppression of personal information from publicly available material under section 293 of the Act.

Breaches of Policy

Breaches of the Privacy Policy will be dealt with in accordance to the nature and severity of the specific violation. A Council employee, Elected or Committee Member, contractor or volunteers who violates the Privacy Policy will be subject to disciplinary action under Council's Code of Conduct and CEO and Staff Code of Conduct.

Breaches of confidentiality and privacy constitute a serious breach of the Code of Conduct, and professional obligations, and may result in instant dismissal. All staff are to be fully informed of this requirement in the recruitment/employment process, and it is included in the Council's Code of Conduct and Induction.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
v1			

GOV08: Records Management Policy

Type	Council	Version	1
Approval Date		Resolution	
Review Date	Prior to 2024	Doc ID	

Background

This policy is to outline responsibilities and obligations for all staff in the creation, capture, management and disposal of records created or received by Central Desert Regional Council.

Purpose

Council is committed to ensuring that:

- Records of the business of Council are created, captured and managed using an approved recordkeeping system,
- Disposal of corporate record is in accordance with an authorised retention and disposal schedules,
- Records are retained in an environment free from undue risk and appropriate accountability is practiced by all employees in their storage and management.

Scope

This policy applies to all employees and to all records of Council from the time of receipt, creation and capture until its disposal or transfer to NT Archives Service.

Definitions

Council – means the Belyuen Community Government Council and all of its various services.

Record- A record is a piece of information which has been created, received or used by Council to come to a decision, conduct a transaction, or in some way document government business.

Approved Electronic Document and Records Management System (EDRMS) AvePoint and Microsoft Office 365.

Employee - Includes a Council employee, apprentice or trainee, a student gaining work experience, a volunteer, a contractor or subcontractor, an employee of a contractor or subcontractor or an employee of a labour hire company, hereafter referred to as 'employee'.

Legislative and Other References

- *Local Government Act 2019*
- *Information Act 1993*
- *Privacy Act 1988 (Cwth)*
- *Local Government (General) Regulations 2021 – Part 3 Division 3*

- Records Management Standards for Public Sector Organisations in the Northern Territory
- Records Disposal Schedule for Local Authorities in the Northern Territory Approved local authority disposal schedule with general administrative and specific functional activities.
- EMO1 Members Code of Conduct
- GOV01 Delegations Register
- GOV02 Code of Conduct for CEO and Staff
- GOV07 Privacy Policy
- Recordkeeping Guidelines & Business Rules Manual

Policy Statement

Council maintains an approved EDRMS for the management of its records. The primary function of the EDRMS includes:

- The capture and storage of records
- Ability to search and access Council's corporate knowledge
- Record security and delegation, and
- The disposal of records in accordance with the Council's retention and disposal schedule

Council requires that:

- All employees must create and maintain complete records of all business activities according to *Recordkeeping Guidelines & Business Rules Manual*.
- Employee shall not keep records of Council in separate, individual filing systems or on a hard drive or other storage device.
- Employees who deal with an external organisation are to ensure suitable arrangements are included within the contract established, so that records created are given to Council and registered in the EDRMS.
- Retention and disposal schedule must be routinely assessed and applied.

Revision History

Policy Version	Approval Date	Resolution	Doc Ref
v1			

8.2 Upcoming Council Elections and Caretaker Period

Report Number	9.1.5.21
Author	Cathy Winsley - CEO
Attachments	Financial report for May 2021

Summary

The Local Government General Election will in August 2021.

Background

Not applicable.

Comment

All local governments in the NT will be subject to a general election in August 2021. This means that the term of the current Council ends and all positions are eligible for election. The following timetable has been presented by the NT Electoral Commission:

- **Nominations open:** Friday 16 July
- **Close of electoral roll:** Tuesday 27 July at 5:00 pm
- **Close of nominations:** Thursday 5 August at 12:00 noon
- **Early voting commences:** Monday 16 August
- **Election day:** Saturday 28 August

In Australia the term 'caretaker government' is used to describe the status of a government during a period that starts in the lead up to an election and continues for a short period after the election - until the next government is formed.

Caretaker conventions require that:

- no major new policy decisions be taken
- no major contracts should be entered into; and
- no significant appointments or dismissals are made.

The Council adopted the Caretaker Policy on 24th August 2020. This policy is available from the website. Caretaker period commences from the close of nominations which is **Thursday 5th August 2021**.

Statutory Environment

Section 161 of the *Local Government Act 2019* refers.

Policy Implications

This agenda item complies with GOV05: Caretaker Policy

Financial Implications

NIL

Recommendation

That Council notes that the Caretaker period commences on Thursday 5th August 2021.

Moved:

Seconded:

9 FINANCIAL REPORTS

9.1 Monthly Financial Report

Report Number	9.1.5.21
Author	Cathy Winsley - CEO
Attachments	Financial report for May and June 2021

Summary

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

Background

Not applicable.

Comment

Please refer attached financial report.

Statutory Environment

Section 17 of the *Local Government (General) Regulations 2021* refers.

17 Monthly financial reports to council

- (1) The CEO must, in each month, give the council a report setting out:
 - (a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month; and
 - (b) the most recently adopted annual budget; and
 - (c) details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget.
- (2) The report must also include:
 - (a) details of all cash and investments held by the council (including money held in trust); and
 - (b) the closing cash at bank balance split between tied and untied funds; and
 - (c) a statement on trade debtors and a general indication of the age of the debts owed to the council; and
 - (d) a statement on trade creditors and a general indication of the age of the debts owed by the council; and
 - (e) a statement in relation to the council's payment and reporting obligations for GST, fringe benefits tax, PAYG withholding tax, superannuation and insurance; and
 - (f) other information required by the council.

Policy Implications

Not applicable

Financial Implications

See the body of this report.

Recommendation

That Council accept the financial reports for the period May 2021 and June 2021 as tabled in this report.

Moved:

Seconded:

10 QUESTIONS BY MEMBERS

Members are invited to raise any questions.

11 GENERAL BUSINESS

Call for any other general business.

12 CONFIDENTIAL ITEMS

Recommendation

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

Moved:

Seconded:

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

12.1: Vehicle Purchases

12.2: Request to Department of Local Government & Community Development for Consultancy Grant to enable Cathryn Hutton to continue preparing Compliance requirements for the Council and to undertake training with the new Council.

Return to open session:

13 NEXT COUNCIL MEETING

The next Ordinary Meeting of Council be held on 27th August 2021 at the Belyuen Council Offices, Belyuen community at 5pm.