

ORDINARY COUNCIL MEETING October 2023



NOTICE OF MEETING

The Ordinary Meeting of the Belyuen Community Government Council will be held in the Council Offices, Belyuen community commencing at 11am.

Dave Ferguson - CEO

AGENDA

ORDINARY COUNCIL MEETING

October 2023

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1 OPEN MEETING

The meeting will be declared open at 11:00am.

President welcomes the Councillors and staff to the October meeting of 2023.

Councillors agree that all matters presented at this meeting will be administered on the principle of fair and equitable treatment. The President acknowledges that we each bring our own views to the table and on all matters unresolved, Councillors right to agree and disagree is respected.

Councillors are reminded to fulfil their administrative requirements and sign the attendance sheet associated with this meeting.

Acknowledgement is made to members not present and respect is paid to the Traditional Owners of the land on which we meet, to the elders past and present and to the Councillors and employees present for the meeting.

2 APOLOGIES AND LEAVE OF ABSENCE

2.1.10.23

Dave Ferguson - CEO

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

1. *That Council accepts the apology of Cr. for the Ordinary Council Meeting held October 31 2023; or,*
2. *That the Council notes the absence without apology of Cr.*

Moved:

Seconded:

3 DECLARATION OF INTEREST

3.1.10.23

Dave Ferguson - CEO

Summary

Elected members and staff are required to declare any conflicts of interest arising from the matters contained in this agenda. The President reminds everyone about their roles and responsibilities as an elected official and particularly of their obligations to declare their interest (material or personal) on matters presented today – that may have a perceived or real conflict of interest.

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 delegated 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 for October 31 2023.

Moved:

Seconded:

4 DEPUTATIONS AND PRESENTATIONS

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

5.1.10.23

Dave Ferguson - CEO

Unconfirmed Minutes of the September Meeting 2023

Summary

Minutes of the Ordinary General Meeting and the Confidential Minutes from the meeting of the 26 September (October 3rd) 2023 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

MINUTES OF THE ORDINARY MEETING OF THE BELYUEN COMMUNITY GOVERNMENT COUNCIL MEETING HELD *September (October 3rd) 2023*

1 OPEN MEETING

MEETING OPENED: The Ordinary Council Meeting opened at 1:11pm

PRESENT AT MEETING:

Elected Members:

- *Cr. Rex Edmunds*
- *Cr. John Moreen*

Staff:

- *Dave Ferguson – Chief Executive Officer*
- *Jasmine Brar – Finance and Administration Manager*

Visitors:

- *Nil*

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation:

<2.1.10.03> *That Council receives and notes NIL apologies and leave of absence for the Ordinary Council Meeting - September 2023.*

3 DECLARATIONS OF INTERESTS

Recommendation:

<3.1.10.03> *That Council receives and notes NIL declarations of interest for the Ordinary Council Meeting – September 2023.*

4 DEPUTATIONS AND PRESENTATIONS

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

Recommendation:

<5.1.10.03> That the Minutes of the Ordinary Council Meeting held on 29th August 2023 and the Confidential section of the meeting be confirmed by Council as a true and correct record of the meeting.

Moved: Cr. Edmunds

Seconded: Cr. Moreen

6 PRESIDENT'S REPORT

Report:

- Civil Works team is doing a good job.
- Project plan in place to ensure works actioned prior to wet season.

Action Items:

- There are still a lot of potholes opposite the recreation hall that need to be fixed.
- The school parking lot area needs to be cleaned before rains starts.
- President recommended to put big stones along with bollards to avoid people from speeding.
- Apply grass seed before the wet season.

<6.1.10.03> That Council receives and notes the President's Report:

Moved: Cr. Moreen

Seconded: Cr. Edmunds

7 CEO REPORTS

7.1 Report from the CEO

Recommendation:

<7.1.10.03> That Council notes and endorses the report correspondence from the CEO as tabled:

Moved: Cr. Edmunds

Seconded: Cr. Moreen

7.2 Report from the CEO

Recommendation:

<7.2.10.03> That Council:

1. Endorse the Council office closure from December 22nd 2023 to January 2nd 2024.
2. Note the report from the CEO

Moved: Cr. Edmunds

Seconded: Cr. Moreen

7.3 Report from the CEO

Recommendation:

<7.3.10.03> That Council notes and endorses the report from the CEO as tabled:

Moved: Cr. Moreen

Seconded: Cr. Edmunds

7.4 Report from the CEO

Recommendation:

<7.4.10.03> That Council notes and endorses the report from the CEO as tabled:

Moved: Cr. Edmunds

Seconded: Cr. Moreen

7.5 Report from the CEO

Recommendation:

<7.5.10.03> That Council notes the report from the Works Supervisor for September 2023 as tabled:

Moved: Cr. Edmunds

Seconded: Cr. Moreen

7.6 Report from the CEO

Recommendation:

<7.6.10.03> That Council:

1. Instruct the CEO to source relevant signage for Belyuen Store;
2. Notes the report from the Store Manager for September 2023 as tabled.

Moved: Cr. Moreen

Seconded: Cr. Edmunds

8 FINANCIAL REPORTS

8.1 Monthly Financial Report

Recommendation

<8.1.10.03> That Council notes and endorses the financial report for August 2023

Moved: Cr. Moreen

Seconded: Cr. Edmunds

9 QUESTIONS BY MEMBERS

Nil

10 GENERAL BUSINESS

Nil

11 CONFIDENTIAL ITEMS

Nil

12 NEXT COUNCIL MEETING

Meeting closed at 2:51pm.

The next Ordinary Meeting of Council be held on **October 31st** at the Belyuen Council Offices, Belyuen commencing at **11:00am**.

– END OF DOCUMENT –

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 held on 3rd October 2023 and the Confidential section of the meeting be confirmed by Council as a true and correct record of the meeting.

Moved:

Seconded:

6 PRESIDENT'S REPORT

Report Number	6.1.10.23
Author	President Rex Edmunds
Attachments	Nil

Summary

Voting was held in the Belyuen Community Government Council By-Election on October 24th, the election results were made public on November 6th 2023.

Comment

President Edmunds welcomes three new elected members to the Belyuen Community Government Council.

- Rex Sing
- Frederick Moreen
- Brentley Moreen

A full induction of the newly elected members along with training provided by the department of Local Government will be presented at the November Ordinary Council Meeting.

Financial Implications

Not applicable.

Recommendation

That Council receives and notes the President's Report.

Moved:

Seconded:

7 CEO REPORT

7.1 Report from the CEO - Correspondence

Report Number	7.1.10.23
Author	Dave Ferguson - CEO
Attachments	various documents attached

Background

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

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

Correspondence In

Ref	Date	From	Regarding
A.	13 th October	Australian Electoral Commission	Belyuen By-election
B.	19 th October 2023	LGANT	2023 Convention

Correspondence Out

Ref	Date	To	Regarding
A.	12 th October 2023	Dept. Chief Minister, NT Health	Visitors to Belyuen
B.	23 rd October 2023	Liquor Licensing NT	Alcohol Sales

Recommendation

That Council receives and notes the report from the CEO – Incoming and Outgoing Correspondence as tabled.

Moved:

Seconded:

7.2 Report from the CEO – General Administration

Report Number	7.2.10.23
Author	Dave Ferguson - CEO
Attachments	NIL

Summary

The CEO provides a report to Council outlining operational matters concerning Council for the previous month.

Recruitment:

Council have recently employed local Indigenous people in the following roles:

- **School Nutrition/store assistants x 3**
- **Belyuen Culture Program x 2**
- **Grounds Maintenance officers x 2**

There are numerous employment opportunities currently ongoing and available in Belyuen.

Council still has vacancies in the following programs and services:

- **Cultural Program Coordinators x 2** (part time 20 hrs. per week – male & female identified)
- **Centrelink/Admin officer x 2** (part time 30 hours per week)
- **Aged Care Case Managers x2** (full time)
- **Aged Care Support workers x 3** (casual 20 hrs. per week - identified)
- **Cleaners x 2** (casual 20 hrs. per week - identified)

Training:

There are several training opportunities in various vocations which will enhance staff work performance. Charles Darwin University have been in contact and will engage with the Sport & Rec Officers over the coming weeks in delivery of accredited training.

AFLNT have also been approached to deliver coaching courses to our local AFL teams. Depending on availability, courses such as this may not commence until the new year.

Waratah Football Club:

We are currently up to round 4 of the NTFL season and Belyuen have registered teams in Mens Division 1 and Womens Division 2 as well as numerous juniors in various age groups. Games are held at different locations throughout Darwin including Marrarra and the Gardens Oval, transportation of players is challenging. Last weekend, 15 players plus a few supporters from Belyuen made the trip to Jabiru and played games in 42-degree heat. It is fantastic to see this kind of commitment and it is hoped that the interest will continue to grow for the rest of the season.

Belyuen Council have received sponsorship from Core Lithium which will greatly improve our players and provide much needed equipment and resources to assist with training requirements.

Belyuen Culture Program:

The Culture program is back up and running again after the school holidays. Several activities have been scheduled for the Culture program and it is entering into an exciting period with some new faces participating in the activities. The opening of the new Culture centre and the other new facilities at the community hall is scheduled for November 15th. There will be several activities that people of all ages are welcome to come and engage in.

New addition to the corporate fleet:

Council have taken ownership of a brand-new Toyota Hilux which replaces the old workshop Land Cruiser Ute. This is a welcome addition to the fleet, with work vehicles at a priority to ensure service delivery is met. There may be an option to look at another vehicle for the aged care program prior to the end of the year or early in the new year.

Power Outages:

The Cox Peninsula region recently experienced 2 scheduled power outages resulting in significant interruption to business services. The outages were scheduled however this information was not communicated to Belyuen Council and there were no contingencies available to deliver services. Both outages were unusually long, approximately 6 hours each which also impacted on the town water supply. Town water ran out after approximately 3 hours with no power. This raises health and safety concerns due to the heatwave currently experienced. Temperatures are up around the 40-degree mark in the middle of the day. Consultation with the Northern Territory Government and PowerWater are ongoing in order to address the issues.

Northern Land Council 50th Anniversary Celebration:

Belyuen Elders, community members and the Kenbi dancers were invited to participate in the Northern Land Council 50th Anniversary Celebration held at Parliament House on Friday 29th September.

Rotary Club of Darwin:

BCGC were invited to be guest speaker at a recent meeting of the Darwin Rotary Club at the Darwin Novatel. A presentation of the Belyuen Culture video was presented along with some background information on Belyuen followed by a Q & A.

Rotary club members were greatly interested in the presentation as well as participating in this year's community Christmas celebrations.

Consultation

Community consultation via community meetings and surveys.

Statutory Environment

Not applicable

Policy Implications

Nil

Financial Implications

BCGC receive funding from the Northern Territory Government, Commonwealth Government, and various funding agencies to assist with the delivery of services to the community of Belyuen.

Recommendation:

That Council note the report from the CEO

Moved:

Seconded:

7.3 Report from the CEO – Motor Vehicle Registry

Report Number	7.3.10.23
Author	Dave Ferguson - CEO
Attachments	NIL

Summary

The Northern Territory Motor Vehicle Registry require confirmation from the Belyuen Community Government Council that the CEO has authorization to act on behalf of the Council.

Comment:

The MVR require written approval from BCGC council meeting minutes endorsing Council officers to register council vehicles on behalf of the Belyuen council.

Consultation

Nil

Statutory Environment

Not applicable

Policy Implications

BELYUEN COMMUNITY GOVERNMENT COUNCIL

Nil

Financial Implications

Nil

Recommendation:

That Council:

1. Endorse Dave Ferguson in his official capacity as Chief Executive Officer to act as key personal and official signatory as the nominated delegate to conduct all business on behalf of the Belyuen Community Government Council.

Moved:

Seconded:

7.4 Report from Belyuen Aged Care Services

Report Number 7.4.10.23
Author Kelly Murphy - Director of Aged Care Services
Attachments Nil

Summary

Belyuen Community Government Council receive funding to provide Aged Care Services to Belyuen Community residents and the greater Cox Peninsula region. The Director of Belyuen Aged Care services provides Council with a report detailing activities for the month.

Comment

Program: Packages / Other (specify):						
Home Care package (HCP 1-2 / 3-4) & Commonwealth Home Support Program (CHSP)						
Monthly Aged Care Compliance Report						
Report to: CEO				Reporting period: 01 – 30 September 2023		
Report Date: 12 th October 2023				Report prepared by: Aged Care Director		
1. Service Delivery – Home Care Packages						
1.1 Distribution of Home Care Packages - By Location and Package Level						
	Service Location	Level 1	Level 2	Level 3	Level 4	TOTAL
	Belyuen Community		7	4	5	16
	Bynoe			1		1

Darwin River		1		
Dundee Beach	1	2	1	4
Dundee Downs	1		1	2
Noonamah	1			1
Southport		1		1
Wagait Beach	5		3	8
TOTAL	15	9	10	34
1.2 Onboarding and Discharge Summary				
Total number of HCP consumers	34			
New HCP Consumers	-	No new consumers for the month of September		
Discharged Consumers	-			
Package Upgrades received	-			
1.3 Assessment and Care Planning Summary				
Existing consumers				
Number of 6-Monthly Reviews completed	3	Limited number of reviews completed during September. Case Manager was away during the first week of September attending Rural and Remote Aged Care Management Training in Darwin from 04/09/2023 to 08/09/2023. 2 days Annual Leave the following week 13/09/23 & 15/09/2023 limiting time to complete reviews. <ol style="list-style-type: none"> 1. M.B – Belyuen Review 19/09/2023 2. C.C – Wagait Beach Review 20/09/2023 3. B.B – Belyuen Review 25/09/2023 		
Number of 6-Monthly Reviews Outstanding between 1-14 days	-			
Number of 6-Monthly Reviews outstanding greater than 14 days	17	Case Manager is working toward finalizing reviews in the coming months. Meeting between Aged Care Director and Case Manager scheduled for the first week in October to review plan.		
Package upgrades - outstanding greater than 14 days	-			
Admissions				
New Consumers accepted in MAC Portal	-			
New Consumer assessments completed	-			
Number of consumer documents taking	-			

	more than 14 days to complete		
	How many Aged Care Entry records (ACERs) took longer than 28 days to submit	-	
2. Service delivery – Commonwealth Home Support Program CHSP			
2.1	Distribution of Commonwealth Home Support Program by location		
2.2	Admission and discharge summary		
	Total number of CHSP consumers	16	1. W.P - Awaiting CHSP review – currently receiving emergency meals (Belyuen)
	Discharged CHSP Consumers (month)	-	
	Total Referrals received by priority	3	Low 2 Medium 1 High -
	Total Accepted New Referrals	1	Low - Medium 1 High -
	Revoked Referral	1	1. DA – Client rejected service will wait for HCP to be released (Dundee Beach)
	Total referrals Rejected	2	2. DA– Outside of Service region. 3. Transport – Insufficient Capacity (Dundee Downs)
	Number of consumers transitioned to HCP	-	
2.3	CHSP Monthly Funding Outlook		
	Activity Work Plan 2023 – 2024		Funding Delivered 01 July – 30 Sep 2023
	Activity Name	Unit type	No. units funding (Excl. GST)
			Total Units delivered
			Funding per output
			Total funding used (Excl. GSP)
	Domestic Assistance	Hours	544 \$40,180.80 264 \$73.86 \$19,499.04
	Personal Care	Hours	9 \$683.48 22.50 \$75.94 \$1,708.65
	Transport	Trips	255 \$7,132.86 0 \$27.97 \$0.00

Service Location	CHSP
Belyuen	3
Bynoe	2
Acacia Hills	1
Darwin River	0
Dundee Beach	3
Dundee Downs	1
Noonamah	0
Wagait Beach	6
TOTAL	16

Meals	Meals	2207	\$36,137.06	304	\$16.37	\$4,976.48
Social Support Group	Hours	161	\$5,112.90	0	\$31.76	\$0.00
Social Support Individual	Hours	96	\$5,748.60	19	\$59.88	\$1,137.72
\$94,995.70				\$27,321.89		
\$67,673.81						

2.4 CHSP Monthly Snapshot – Total Services delivered

Activity Name	Units	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Domestic Assistance	45	83	99.5	81.5										264
Personal Care	0.75	7.75	7.5	7.25										22.5
Transport	21.25	-	-	-										0
Meal	184	111	97	96										304
Social support Group	13.5	-	-	-										0
Social Support Individual	8	6	2.5	10.5										19

CHSP Funding Snapshot

Domestic Assistance	<p>Domestic Assistance – 544 hours / 12 months = 45 hours per month.</p> <ul style="list-style-type: none"> ➤ Service completed 81.5 hours; we have reached maximum funding capacity. Service is unable to accept further clients in all areas.
Personal Care	<p>Personal Care – 9 hours / 12 months = .075 hours per month</p> <ul style="list-style-type: none"> ➤ Service completed 7.25 hours. Service is well above funded outputs. One client in Belyuen receiving Personal Care services with HCP approval, currently in national queue.
Social support Individual	<p>Social Support - 96 hours / 12 months = 8 hours per month</p> <ul style="list-style-type: none"> ➤ Funding outputs reached for the month. The service is unable to accept referrals in all areas. One client receiving support in Belyuen, Awaiting HCP
Social support Group	<p>Social Support Group - 161 hours / 12 months = 13.5 hours per months.</p> <ul style="list-style-type: none"> ➤ Funding outputs not reached for the month. Unable to deliver group activities due to no consumer approvals for this service.
Transport	<p>Transport – 255 trips = 21.25 trips per month.</p> <ul style="list-style-type: none"> ➤ 0 trips completed for the month. Funding does not cover cost for transport outside community. Seek growth funding. Flexibility provision also apply.

- Changes to flexibility provisions following negotiations has become challenging for service delivery as services are no longer fully flexible amongst service groups. Discuss with CHSP

	<p>Funding arrangement manager for the need to submit a variation to our current funding agreement. Previous discussions indicated this will occur later in October when Funding arrangement manager returns from annual Leave.</p> <ul style="list-style-type: none"> The service is unable to accept referrals in all service locations as we will reach maximum funding capacity prior to the end of the financial year due to current service delivery outputs. 			
2.6	Assessment and Care Planning Summary			
	Existing consumers			
	Number of new assessments completed	-	No new clients for the month of September	
	Number of Annual Reviews completed	-		
	Number of Annual Reviews Outstanding between 1-14 days	-		
	Number of Annual Reviews Outstanding greater than 14 days	6	Case Manager is working toward finalising reviews in the coming months. Meeting with Aged Care Director and Case Manager scheduled for the first week in October to review plan.	
3. Aged Care Activity Reporting				
3.1	CHSP and HCP reporting obligations			
	Report submitted in the past month	Due date	Date Submitted	Submitted by
	CHSP Performance Report – DEX data submission	14/10/2023	06/10/2023	Aged Care Director
	HCP Claim form – Department of Human Services	31/09/2023	22/09/2023	Aged Care Director
	HCP - 2022-2023 Aged Care Financial Report (ACFR)	31/10/2023	Advised finance officer	
	HCP - Quarterly Financial Report (QFR) July to September 2023	04/11/2023	Advised finance officer	
	Outstanding Reports - Overdue			
	Covid Emergency Support (Covid-19 MOW) Performance Report	31/07/2022	Overdue	Advised CEO & Finance Officer
	Covid Emergency Support (Covid-19 MOW) Financial Acquittal	30/10/2022	Overdue	Advised CEO & Finance Officer
	<ul style="list-style-type: none"> Covid Emergency Support funding reports are significantly overdue despite being notified by the Department. Non- compliance with our funding agreements could potentially impact the service and effect future funding opportunities. 			
4. Feedback and Complaints				
4.1	Aged Care Quality Safety Commission			
	Complaints	-		
4.2	Tally of Feedback			
	Complaints	1		

Compliments	1	1. Positive feedback from consumer in Wagait Beach regarding service delivery stating she is very happy with the service “very professional & thorough”
Suggestions	-	
Complaint Type		
Access to Services	-	
Case Management	-	
Client Assessment and Care Planning	-	
Consistent and/or quality client care and coordination	1	1. Verbal complaint received regarding service delivery. Review was not completed in an adequate time frame resulting in services cancelling out of the system. This has since been rectified, services reinstated and review completed. Reassurance and apology made.
Consumer Rights	-	
Equipment Mobility Aids	-	
Fees and Charges / Costs	-	
Home Modifications	-	
Lack of consultation and/or communication	-	
Management of finances – Monthly Statements	-	
Personnel – Training/skills/qualification/suitability	-	
Respect and dignity	-	
Security of Tenure	-	
5. Incident Management		
5.1 Incident reports – Non reportable		
Incident Reports	-	
5.2 Serious Incident Response Scheme (SIRS Reports) - Reportable		
Priority 1 – <i>reportable within 24 hours of becoming aware of incident</i>		
Priority 2 – <i>reportable within 30 days of becoming aware of incident</i>		
SIRS - Reportable Incidents		
Unreasonable use of force - P2	-	
Unlawful sexual contact or inappropriate sexual conduct - P1	-	
Psychological or emotional abuse – P2	-	
Unexpected death or missing consumers - P1	-	

	Stealing or financial coercion – P2	-	
	Neglect – P2	-	
	Inappropriate use of restrictive practices – P2	-	
6. Audit			
	Internal Audits completed for the month	2	<ul style="list-style-type: none"> • Workplace Inspection Audit – 9 findings • Electrical Maintenance Audit – 0 findings • Food Safety Audit – 17 findings
	External Audits completed for the month	-	
7. Continual Improvements			
	Number of new CI's raised for the month	1	
	Number of CI's currently open	24	
	Number of CI's Closed for the month	-	
Source of Continual Improvements			
	Workforce initiated	1	<ul style="list-style-type: none"> • Work Instruction – Food Safety for food handlers The food safety program does not have a Work Instruction for staff around the food safety for food handlers' standards 3.2.2. The service refers to the Food Safety made easy Guide as a reference which does not relate to the actual tasks performed within the service against the standards.
	Regulatory requirement	-	
	Industry trend	-	
	Organisational focus	-	
	Satisfaction survey	-	
	Consumer feedback	-	
	Internal Self-assessment	-	
	Internal Audit	-	
	External Audit	-	
8. Vehicle Fleet			
8.1 Vehicle Inspections			
	Vehicle inspections completed for the month	3	3 Vehicle inspections carried out.
8.2 Service and Repairs Identified / outstanding			
	Toyota Hilux (New)	-	
	Director – Registration CC26TH	2	22/09/2023 – 160,000 km service due 22/09/2023 – Replace 2 back tyres as worn

Hilux – Registration 987 992	1	Currently out of service due to attempted theft, damage to driver’s side window and ignition. Vehicle is awaiting repairs.
Toyota HiAce Bus	1	19/09/2023 - 60,000 km service due. Outstanding from 23/08/2023

9. Workforce / HR Management

9.1 Staffing structure ATSI

Direct Care staff	4	
Office Staff	-	
Staffing structure NON ATSI		
Direct Care Staff	7	
Office Staff	3	
Total Aged Care Staff	14	
Percentage		
ATSI	27%	
NON ATSI	73%	

9.1 Indigenous employment Initiative contract

<table border="1"> <thead> <tr> <th colspan="3">Indigenous Employment Initiative Contract</th> </tr> <tr> <th>Month</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr><td>January</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>February</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>March</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>April</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>May</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>June</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>July</td><td>\$ 2,354.90</td><td>\$ 9,210.00</td></tr> <tr><td>August</td><td>\$ 4,505.82</td><td>\$ 9,210.00</td></tr> <tr><td>September</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>October</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>November</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>December</td><td>\$ -</td><td>\$ 9,210.00</td></tr> <tr><td>TOTAL</td><td>\$ 6,860.72</td><td>\$ 110,520.00</td></tr> </tbody> </table>			Indigenous Employment Initiative Contract			Month	Actual	Target	January	\$ -	\$ 9,210.00	February	\$ -	\$ 9,210.00	March	\$ -	\$ 9,210.00	April	\$ -	\$ 9,210.00	May	\$ -	\$ 9,210.00	June	\$ -	\$ 9,210.00	July	\$ 2,354.90	\$ 9,210.00	August	\$ 4,505.82	\$ 9,210.00	September	\$ -	\$ 9,210.00	October	\$ -	\$ 9,210.00	November	\$ -	\$ 9,210.00	December	\$ -	\$ 9,210.00	TOTAL	\$ 6,860.72	\$ 110,520.00	
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IEI funding snapshot	IEI funding is operating at a surplus due to low absentee by community staff. The service over the coming months will look at how this can be improved and seek to employ additional staff.
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9.2 HR Management

Mandatory Requirement	No of staff	Overdue	
Police checks	14	4	4 ATSI staff require police checks. Ironbark has lodged an application for 1 staff member and currently waiting on a copy. 3 staff do not have adequate ID and will require assistance from the service to make this possible. The aged

				Care Team Leader will be assisting staff with this requirement.	
	Drivers Licence	10	-		
	Covid -19 Immunisation	14	-		
	Working with children Card	14	6	3 NON-ATSI renewals lodged awaiting card to be posted. 3 ATSI - Assistance required.	
	First Aid Certificate	14	2	2 ATSI staff require their certificate, did not attend the last first aid course held in community.	
	Australian Health Practitioner Regulation Agency – AHPRA (RN)	0	0		
9.3	Performance Reviews				
	Staff Appraisals	14	13	All existing staff will receive work appraisals during January and February of each year. All future staff will be scheduled one year after their start date.	
9.4	Mandatory Training				
	Reporting Item	Allocated	Completed		
	Induction Training			A review of the Aged Care training Matrix and training calendar for 2023-24 will be completed and updated by the Director in the coming months. Reporting for Mandatory Training will be completed after this time.	
	Fire safety				
	Manual Handling				
	First aid Training				
	Mental Health first aid				
	Elder Abuse				
	Serious incident Response scheme (SIRS)				
	Feedback and complaints				
	Aged Care Quality Standards				
	Food Safety				
	Food Safety Supervisor Training				
9.4	Training and Professional Development				
		Enrolled	Completed	Date allocated	
	8 Aged Care Quality Standards	14	5	27/04/2023	Reminder sent 12/10/2023
	Stress and Mental health in the workplace	14	0	18/08/2023	Reminder sent 12/10/2023

	Rural and Remote Aged Care Management Training	Case Manager attended 04 – 08 September 2023		
9.5	Staff Leave			
	K.E – Care Worker	28/08/2023	08/10/2023	Leave without pay
	T.F – Care Worker	28/08/2023	01/10/2023	Leave without pay
	K.S - Case Manager	13/09/2023	13/09/2023	Annual Leave
	K.S – Case Manager	15/09/2023	15/09/2023	Annual Leave
	K.N - Cook	01/09/2023	01/09/2023	Leave without pay
	K.N - Cook	06/09/2023	06/09/2023	Leave without pay
9.6	Staff meetings			
	Aged Care Team Leader meeting	15/09/2023 – Review Aged Care register and Audit reports		
	Aged Care Case Manager meeting			
	Aged Care Food and Nutrition meeting - Cook			
	Aged Care Management Meeting - Director/CEO/Finance Officer			
	Aged Care Staff meeting			
	Council Monthly Supervisors meeting	06/09/2023		

Statutory Environment

Not applicable

Policy Implications

Nil

Financial Implications

As per Finance Managers report

Recommendation:

That Council:

That Council note the report: Belyuen Aged Care Services for October 2023

Moved:

Seconded:

7.5 Report from – Works Supervisor

Report Number	7.5.10.23
Author	Michael Egan – Mechanic/Civil works
Attachments	NIL

Summary

The priority this month has been clearing trees knocked over in a previous cyclone and finishing works on the Belyuen Town Oval.

The grounds maintenance crew are working in partnership with Ironbark Aboriginal Corporation preparing for the wet season; removing old fencing materials and waste from around the community.

We have also installed speed bumps on main access roads, further traffic control measures will be implemented in months to come.

We will be conducting general clean-up operations each month leading up to the wet season as part of Councils disaster management procedures.

Consultation

Civil works have been liaising with the Council regarding the placement of speed humps to slow and limit vehicles as part of Councils traffic management plan.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The mechanical workshop is currently operating on a part time basis. Repairs and maintenance to workshop equipment is ongoing. The primary focus of the grounds maintenance & civil crew has been the oval, community beautification and preparing for the upcoming cyclone season.

Recommendation:

That Council note the report from the Works Supervisor for October 2023

Moved:

Seconded:

7.6 Report from CEO – Changes to Working Conditions

Report Number	7.6.10.23
Author	Dave Ferguson - CEO
Attachments	NIL

Summary

Belyuen Council operate numerous programs and services. Council require flexibility with staff working arrangements in order to continue to employ skilled workforce and deliver services.

Comment

BCGC employ numerous staff in skilled roles in order to maintain service delivery. Due to our location, it can be restrictive when trying to attract the right staff. applying flexibility to allow employees to work remotely or from home, increases the prospect of employing staff with the level of capacity to carry out the requirements of specific roles.

Certain requirements such as finance, human resources and governance don't necessarily need to work from the Belyuen Council office. Through implementation of a policy allowing employees the option of working remotely we increase our capacity and reduce staff attrition.

Council has an opportunity to create an office space in Berry Springs which can be utilized by numerous Council programs and services.

BCGC Finance Manager has put in a request to relocate and continue working in her role remotely. This request will ensure Council continues to deliver financial information and reports to Council as required by the Northern Territory Government and the Local Government Act.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Relocation and initial costs associated with an office space plus the ongoing oncost.

Recommendation:

That Council:

1. Endorse the creation of an office space in Berry Springs along with associated expenses and oncost;
2. Approve the relocation of the BCGC Finance Manager to continue to work remotely; and,
3. instruct the CEO to create a Working Remote policy & procedure.

Moved:

Seconded:

8 FINANCIAL REPORTS

8.1 Monthly Financial Report

Report Number	8.1.10.23
Author	Dave Ferguson - CEO
Attachments	Finance report

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:

a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and

b) receives and notes the monthly financial report for October2023.

Moved:

Seconded:

9 QUESTIONS BY MEMBERS

Members are invited to raise any questions.

10 GENERAL BUSINESS

Call for any other general business.

Discussion

11 NEXT COUNCIL MEETING

The next Ordinary Meeting of Council be held on December 12th at the Belyuen Council Offices, Belyuen commencing at 11:00am.