

Big Rivers Regional Coordination Committee

Handbook



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Contact details	Department of the Chief Minister DCM.BigRivers@nt.gov.au
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1.0	22 October 2019	Darcy Lye/Nathanael Knapp	First Version

Acronyms	Full form
BRRCC	Big Rivers Regional Coordination Committee
DAGJ	Department of Attorney General and Justice
DCIS	Department of Corporate Information Services
DCM	Department of the Chief Minister
DENR	Department of Environment and Natural Resources
DIPL	Department of Infrastructure, Planning and Logistics
DLGHCD	Department of Local Government, Housing and Community Development
DoD	Department of Defence
DoE	Department of Education
DoH	Department of Health
DPIR	Department of Primary Industry and Resources
DTBI	Department of Trade, Business and Innovation
DTSC	Department of Tourism, Sport and Culture
KPCCG	Katherine PFAS Community Consultation Group
KTC	Katherine Town Council
LDM	Local Decision Making
NIAA	National Indigenous Australians Agency
NT	Northern Territory
NTPFES	Northern Territory Police, Fire and Emergency Services
PFAS	Per- and poly-fluoroalkyl substances
PWC	Power and Water Corporation
RAAF	Royal Australian Air Force
RGRC	Roper Gulf Regional Council
TF	Territory Families
VDRC	Victoria Daly Regional Council
YORET	Youth Outreach and Re-engagement Team

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1. Introduction:

The Big Rivers Regional Coordination Committee (BRRCC) is a multi-agency representative forum comprised of senior NT Government, Australian Government, Local Government and Power and Water Corporation representatives based in Katherine

The Department of the Chief Minister's Big Rivers Regional Office has responsibility to Chair and provide Secretariat services to the Committee.

This Handbook provides key information relating to the BRRCC in respect of:

2. Terms of Reference:

2.1. Vision

Align Government and community priorities through a collaborative partnership approach and implement quality programs, policies and initiatives to achieve positive lasting outcomes for the region.

2.2. Purpose

The Big Rivers Regional Coordination Committee (BRRCC) will provide a forum in which senior officers across all levels of Government can consult, review, and provide advice and recommendations in relation to key strategic issues for the Big Rivers Region.

The BRRCC will:

- Identify key strategic issues and set priorities for matters relating to Northern Territory Government initiatives, policies or programs that impact particularly upon community safety, economic and regional development;
- Provide a forum to assist agencies to work on a whole of government approach to regional issues;
- Execute collaborative decision making to determine authority, responsibility and lead agency accountability;
- Encourage and support non Northern Territory Government agencies and organisations to achieve outcomes that are aligned to BRRCC priorities;
- Establish project teams, as required, to provide a coordinated response to priority matters; and
- Report on key issues and outcomes to the Chief Executive Coordination Committee.

2.3. Committee Membership

The BRRCC will be chaired by the Regional Executive Director, Department of the Chief Minister and comprise membership that includes the following representation:

Role	Organisation Represented
Regional Executive Director – Chairperson	Dept. of the Chief Minister
Chief Executive Officer	Katherine Town Council
Chief Executive Officer	Roper Gulf Regional Council
Chief Executive Officer	Victoria Daly Regional Council
Regional Director	Dept. of Primary Industries and Resources
Senior Director Northern Region	Dept. of Infrastructure, Planning and Logistics
Regional Director	Dept. of Local Government, Housing and Community Development
General Manager	Dept. of Health
Area Manager	Power and Water Corporation
Commander – Northern Command	Northern Territory Police, Fire and Emergency Services
Regional Manager	Dept. of Corporate and Information Services
Regional Director	Dept. of Tourism, Sport and Culture
Regional Manager	Dept. of Environment and Natural Resources
Senior Director	Territory Families
Regional Director	Dept. of Education
Regional Manager – Community Corrections	Dept. of Attorney General and Justice
Manager Economic Development	Dept. of Trade, Business and Innovation
Senior Adviser – East	National Indigenous Australians Agency
Senior Adviser – West	National Indigenous Australians Agency

2.4. Meetings

A quorum for a meeting will consist of the majority of Committee Members being present for the duration of the meeting.

Meetings will be held at the agreed frequency as per the BRRCC endorsed meeting schedule for that year.

Department of the Chief Minister will provide Secretariat services to the BRRCC Committee, i.e. preparation of agendas, meeting papers and distribution of minutes.

Meeting papers will be provided to members at least three (3) working days prior to the meeting.

Guest presenters and/or observers will be approved by the Chair and their names and purpose of attendance must be provided at least five (5) days prior to the meeting in order for the agenda to be finalised.

The draft minutes will include a summary of the discussions at each meeting and details of all agreed actions and recommendations.

2.5. Authorities and Responsibilities

To fulfil its responsibilities and duties, the BRRCC will:

- Consult, review and provide advice and recommendations
- Monitor and evaluate the progress of program delivery and advise/respond to any emerging issues;
- Work collaboratively across stakeholders;
- Prepare action plans and suggested responses to critical issues as required
- Report regularly through updates to the BRRCC on issues such as progress across key milestones, successes, risks and barriers to successful outcomes

3. Structure:

The BRRCC is comprised of:

- Northern Territory Government agencies
- Local Government Councils
- Australian Government representatives through Katherine National Indigenous Australians Agency.

*Refer to Structure Map

4. Function

Regional Priorities: these groups and committees are NT Government led and deliver high level coordination of regional priorities and issues, members identify and inform the BRRCC through a “Meeting Summary” submission process. This details the priority, relevant actions and timeframes, lead responsibility and risk assessments where relevant.

Regional Priorities are the critical function in which to support the BRRCC delivering on high level, regionally specific and strategically focused executive decision making.

Requests for additional Regional Priority Groups and Committees can be put forward for endorsement and establishment through the BRRCC.

Current Regional Priority Groups and Committees are as follows:

➤ **Katherine PFAS Community Consultation Group:**

Department of the Chief Minister led, The Katherine PFAS Community Consultation Group (KPCCG) has been established to advocate on behalf of the Katherine community regarding the impact of PFAS contamination on the health and wellbeing of residents, the environment and those people most effected.

Chair: Department of the Chief Minister Secretariat: Department of the Chief Minister

Membership: DCM, PWC, DoH, RAAF, DoD, KTC, Community Representatives,

➤ **LDM Multi Agency Partnership Initiatives:**

Department of the Chief Minister led, coordination, monitoring and progression of key socio-economic and enabling priority actions related to the Yugul Mangi, Gurindji and Jawoyn LDM Multi Agency Partnership Implementation Plans.

Chair: Department of the Chief Minister Secretariat: Department of the Chief Minister

Membership: DCM, DIPL, DLGHCD, DTBI, DTSC, DoE, NIAA, RGRC, DPIR, Yugul Mangi Development Aboriginal Corporation, Gurindji Aboriginal Corporation, Jawoyn Association Aboriginal Corporation.

➤ **Katherine Crossover Working Group:**

TF Led, undertaking a ‘Whole of Government’ approach for agencies with front-line service delivery roles to identify opportunities for collaboration with mutual clients and identify efficiencies in operation and benefits of a coordinated approach to specific families and young people.

Chair: TF Secretariat: TF

Membership: TF, NT Police, DLGHCD, DoE, DoH, DCM

➤ **Big Rivers Region Family Safety Framework:**

NT Police Led to establish the Family Safety Meeting, Action-based, integrated service response to individuals and families experiencing DV or family violence who are at high risk of injury or death, after receipt of an approved referral

Chair: NT Police Secretariat: NT Police

Membership: NT Police, TF, DAGJ, DoH, DLGHCD, Dept. Human Services, Katherine Women's Crisis Centre, Team Health, Wurli Wurlinjang Health Service

➤ **Inter-Agency High Risk Youth Case Management Group:**

TF led, collaboration regarding specific high-risk young people in Katherine that are currently before the youth justice system and presenting ongoing risk, or at risk of being in contact with NT Police or YORET. Information sharing and strategic focus on best outcome for young person and community.

Chair: TF Manager Youth Outreach and Re-Engagement Team Secretariat: DCM Youth Programs Coordinator

Membership: TF, NT Police, DLGHCD, DCM, DoE, DoH

➤ **Big Rivers Regional Economic Development Committee:**

Department of Trade, Business and Innovation led, assisting Katherine to grow its economic base through networks, partnerships and prioritising economic development and investment opportunities.

Chair: Ministerial Appointed Community Representative Secretariat: Department of Trade, Business and Innovation

Membership: DTBI, DCM, KTC, RGRC, VDRC, Chamber of Commerce, Community and Business Representatives

➤ **Katherine Anti-Social Behaviour Reference Group**

NT Police led, the Katherine Anti-Social Behaviour Reference Group (KASBRG) works to enhance collaboration between government departments, community organisations and service providers to break the cycle of repeated anti-social behaviour within the Katherine municipality.

Chair: NT Police Force Superintendent

Membership: DCM, TF, NIAA, DLGHCD, NT Police, DoH, Wurli Wurlinjang Health Service, KTC, KCA, Mission Australia

*Refer to Meeting Summary Template

Regional Discussion Papers: Regional Discussion Papers provide a mechanism for members to seek endorsement, input or provide advice to the Committee.

*Refer to Regional Discussion Paper Template

Working Groups: Where regional incidents, issues, priorities and opportunities arise, Working Groups can be established out of session in order to provide a coordinated response, this can be any combination of member agencies and organisations as required.

*Refer to Meeting Summary Template

5. Workflow

Ancillary Committees or Working Groups that member agencies/organisations contribute to can also inform BRRCC of priority issues or actions for high level resolution.

Members can also submit 'Regional Discussion Papers' for high level consideration/resolution through the BRRCC process.

The workflow provides for information sharing, decision making and actions via multi- pronged mechanisms from Working Groups, Project Teams, Coordination Group and Chief Executive Coordination Committee.

6. Reporting and Evaluation

The BRRCC Chair and Secretariat will collate information for forwarding to the Chief Executive Coordination Group for information and/or consideration.

Reporting will include updates on Regional Priority Groups, Regional Discussion Papers and attendance

7. Reference Material

7.1. BRRCC Mapping

7.2. BRRCC Calendar 2020

7.3. BRRCC Agenda

7.4. BRRCC Minutes

7.5. BRRCC Summary Paper

7.6. BRRCC Regional Discussion Paper

7.7. BRRCC Guest Presenter

7.8. Big Rivers Region Map

BRRCC Meeting Dates		NT Public Holidays 2020		May Day	May 4
BRRCC Papers for agenda sent in		New Years Day	Jan 1	Queen's Birthday	Jun 8
BRRCC Agenda Distributed		Australia Day	Jan 27	Katherine Show Day	Jul 17
BRRCC Minutes Distributed		Good Friday	Apr 10	Picnic Day	Aug 3
Public Holidays		Easter Monday	Apr 13	Christmas Day	Dec 25
Northern Territory Election		Anzac Day	Apr 25	Boxing Day	Dec 26

Big Rivers Regional Coordination Committee 2020 Key Dates

January 20

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

February 20

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March 20

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30	31					

April 20

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May 20

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June 20

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July 20

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August 20

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September 20

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October 20

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November 20

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30						

December 20

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28	29	30	31			

Big Rivers Regional Coordination Committee

Time: 10:00am – 12:00pm

Date: Tuesday ## Month 2019

Location: Katherine Government Centre, Level 1 Conference Room

Item	Paper	Lead
Welcome, opening remarks and apologies “I would like to acknowledge that this meeting is being held on traditional lands and pay my respect to elders both past and present and future.”		
Guest Speaker		
Minutes from 2 July 2019		
Action Register updates		
Summary Papers: 5.1 Family Crossover Working Group 5.2 Big Rivers Region Family Safety Framework 5.3 Inter-Agency High Risk Youth Case Management Group 5.4 Big Rivers Region Economic Development Committee 5.5 LDM Multi Agency Partnership Initiatives 5.6 Katherine PFAS Community Consultation Group 5.7 Child and Family Centre Update 5.8 Regional Youth Services Program Update 5.9 Regional School Attendance Data 5.10 Katherine Anti-Social Behaviour Operational Reference Group 5.12 Regional Action Plan		
Regional Discussion Papers: N/A		
Other Business: 7.1 Regional Intensive Coordination (RIC), Lajamanu 7.2 Borroloola Community Cabinet 7.3 Aboigal Employment Development Program 7.4 Regional Government Employee Housing Working Group		

Big Rivers Regional Coordination Committee

Time: 10:00am – 12:00pm

Date:

Location: Katherine Government Centre, Level 1 Conference Room

	Name	Organisation
Attending Members and Proxies	Jake Quinlivan Jessica Powter Michelle Demasson Michael Hebb Craig Baxter Alan McGill Jarna Findlay Phil Hausler Angela Brannelly Meg Geritz Jo Sangster Nathan Mappas	Department of the Chief Minister Department of Trade, Business and Innovation Department of the Attorney General and Justice Northern Territory Police Department of Corporate Information Services Katherine Town Council Department of Education Department of Primary Industry and Resources Department of Health Territory Families Victoria Daly Regional Council Department of Local Government, Housing and Community Development
Apologies	Cindy Hadow John Morris Sarah Kerin Chris Parry Stephanie Jungfer Claire Brown Phil Luck Elle Mather	National Indigenous Australian Agency Department of Attorney General and Justice Department of Tourism, Sports and Culture Department of Tourism, Sports and Culture Department of Environment and Natural Resources Department of Infrastructure, Planning and Logistics Roper Gulf Regional Council Department of Local Government, Housing and Community Development
No Response to Invitation	N/A	
Additional Attendees	N/A	
Secretariat	Nathanael Knapp	Department of the Chief Minister

1. Welcome, opening remarks and apologies

Outcome:

2. Guest Speaker

Outcome:

3. Draft minutes from

Outcome:

4. Action Register Updates

Outcome:

5. Meeting Summary Papers

Outcome:

6. Regional Discussion Papers

Outcome:

7. Other Business

Outcome:

8. Wrap up and meeting close

Outcome:

Big Rivers Regional Coordination Committee

Agenda Item: Summary Paper

Time: 10:00am – 12:00pm

Date: Tuesday ## of Month 2019

Location: Katherine Government Centre, Level 1 Conference Room

Lead: (Agency/Org Represented)

Background:

Current Situation:

Recommendation:

Attached Supporting Material:

Big Rivers Regional Coordination Committee

Agenda Item: Regional Discussion Paper

Time: 10:00am – 12:00pm

Date: Tuesday ## of Month 2019

Location: Katherine Government Centre, Level 1 Conference Room

Lead: (Agency/Org Represented)

Subject:

Background:

Current Situation:

Recommendation:

Attached Supporting Material:

Big Rivers Regional Coordination Committee

Agenda Item: Guest Presentation

Time: 10:00am – 12:00pm

Date:

Location:

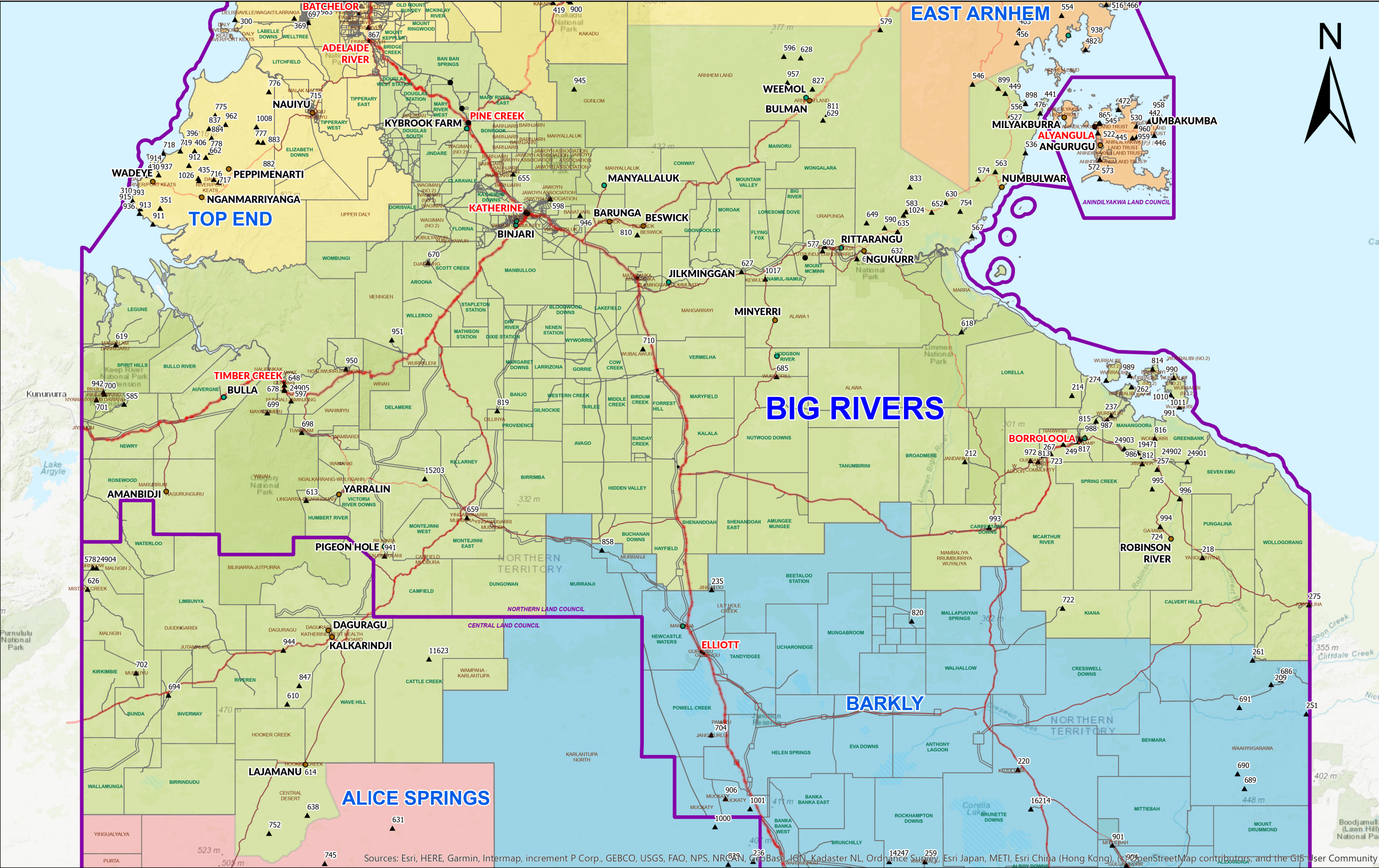
Title:

Presenter:

Context:

Recommendations:

Attached Supporting Material:



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, Mapbox, OpenStreetMap contributors, and the GIS User Community

	MAP DESCRIPTION		LEGEND			SCALE		KEY MAP
	DCM Big Rivers Region		NT Localities - City - Town - Major - Minor - Village	00000 Family Outstation - Town Camp	DCM Regions - ALICE SPRINGS - BARKLY - BIG RIVERS - DARWIN - EAST ARNHEM - TOP END	Roads - HIGHWAY - ARTERIAL - SECONDARY		
	PRODUCTION INFORMATION							
	GDA_1994 Print Date: 9/09/2019 Produced by: VB, RIET		Aboriginal Land Councils PASTORAL PROPERTIES ABORIGINAL LAND TRUSTS  Cadastre	Page 18 of 18		DISCLAIMER The Northern Territory of Australia does not warrant that the product or any part of it is correct or complete and will not be liable for any loss, damage or injury suffered by any person as a result of its inaccuracy or incompleteness. You are encouraged to notify any error or omission in the material by emailing bushtel@nt.gov.au .		