



Victoria Daly
REGIONAL COUNCIL

AGENDA

**YARRALIN LOCAL AUTHORITY MEETING
TO BE HELD ON TUESDAY 12 APRIL 2022
AT 10:30 AM
AT THE YARRALIN COUNCIL OFFICE
VDRC OFFICE**

MEMBERS

Charlie James
Elwyn Anzac
Christine Daly

Charlie Newry
Wesley Campbell
Mayor Brian Pedwell



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A handwritten signature in black ink, appearing to read 'Russell Anderson', written in a cursive style.

Russell Anderson
Chief Executive Officer



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1. Meeting Opening

2. Welcome

3. Attendance and Apologies

3.1. Community Attendees

3.2. Apologies and Absentees

Nil

4. Disclosure of Interest

5. Resignations, Terminations and Nominations

5.1. Resignations

Nil

5.2. Terminations

Nil

5.3. Nominations

5.3.1. Nomination of Simon Campbell to the Yarralin - Pigeon Hole Local Authority

Report Type Nomination
Prepared by Manager of Executive Services

Recommendation

That the Nomination of Simon Campbell to the Yarralin - Pigeon Hole Local Authority is received and accepted.

Attachments

1. CONFIDENTIAL REDACTED - Simon Campbell [5.3.1.1 - 1 page]



6. Invitation for Deputations to Present/Speak

Nil

7. Confirmation of Minutes

7.1. Yarralin - Pigeon Hole Local Authority Meeting held on 11 August 2021

Recommendation

That the minutes of the Yarralin - Pigeon Hole Local Authority Meeting held on 11 August 2021 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 2021 08 11 Yarralin LA Unconfirmed Minutes [7.1.1 - 7 pages]



Victoria Daly
REGIONAL COUNCIL

MINUTES

YARRALIN LOCAL AUTHORITY MEETING

WEDNESDAY, 11 AUGUST 2021

12:30PM

YARRALIN VDRC CONFERENCE ROOM LOT 58



VICTORIA DALY REGIONAL COUNCIL
Minutes for YARRALIN LOCAL AUTHORITY MEETING
WEDNESDAY, 11 AUGUST 2021

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A handwritten signature in black ink, appearing to read "Russell Anderson".

Russell Anderson
Chief Executive Officer



VICTORIA DALY REGIONAL COUNCIL
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WEDNESDAY, 11 AUGUST 2021

MINUTES

YARRALIN LOCAL AUTHORITY MEETING

WEDNESDAY, 11 AUGUST 2021

12:30PM

YARRALIN VDRC CONFERENCE ROOM LOT 58

1 MEETING OPEN

1.1 Declaration of the Chair

001/2021 THAT THE YARRALIN LOCAL AUTHORITY APPOINTS MARISSA HEENAN AS CHAIRPERSON OF THE COMMITTEE FOR A PERIOD OF TWELVE (12) MONTHS

Moved: Ms. Alicia King

Seconded: Mr. Wesley Campbell

Resolution: Carried (All in favour)

2 WELCOME

Chairperson Marissa Heenan welcomed the Yarralin Local Authority (hereafter referred to as 'YLA') Committee members and guests to the meeting.

3 ATTENDANCE AND APOLOGIES

3.1 Attendance

Marrissa Heenan	YLA Chairperson
Alicia King	Council Operations Manager & YLA Committee Member
Mayor Brian Pedwell	Mayor, Victoria Daly Regional Council & YLA Committee Member
Wesley Campbell	YLA Committee Member
Colin Campbell	YLA Committee Member
Charlie Newery	YLA Committee Member
Elwyn Anzac	YLA Committee Member

3.2 VDRC Staff

Lorna Jacky	VDRC Staff
Michelle Will	Manager of Executive Services (attendance via Zoom)
Chellah Brown	Executive Services Officer (minute taker / via Zoom)

3.3 Visitors

Rodney Hoffman	Regional Project Officer, Regional Network Group, Department of the Chief Minister and Cabinet
Sergeant Renaldo Coulson	Yarralin Police
Officer Matilda Coulson	Yarralin Police

3.4 Apologies

Raymond Hector	YLA Committee Member
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3.5 Absent

Elmore Anzac	YLA Committee Member
Peter Anzac	YLA Committee Member
Sheila Hector	YLA Committee Member
Anthony Williams	YLA Committee Member

4 DISCLOSURE OF INTEREST

There were no disclosures of interest declared at this meeting.

5 RESIGNATIONS, TERMINATIONS AND NOMINATIONS

5.1 Resignations

Mrs. Sheila Hector (Manager of Executive Services to follow up on resignation paperwork and submit to Council at their next Ordinary Meeting)

5.2 Terminations

Nil

5.3 Nominations

Nil

6 CALL FOR ITEMS OF GENERAL BUSINESS

- Possible formation of Nitjpurru Local Authority Committee

7 INVITATION FOR DEPUTATIONS TO PRESENT/SPEAK

YARRALIN POLICE

Chairperson Marissa Heenan invited Sergeant Renaldo Coulson to address the committee:

- Sargent Renaldo Coulson provided a verbal update to the YLA Committee.

DEPARTMENT OF THE CHIEF MINISTER AND CABINET

Chairperson Marissa Heenan invited Mr. Rodney Hoffman to present to the YLA:

- The new Local Authority guideline (guideline 1) was distributed to members and discussed.
- Mr. Hoffman spoke to a power point presentation that was distributed to all YLA members and answered questions as they arose.
- Appointment of Chairperson was covered, a condition which has already been met by the YLA.
- Reports to go to YLA include finance reports and reports from Council responding to YLA resolutions and minutes.
- Clarity is required around sitting fees for staff members as the legislation states staff are not to receive sitting fees but it is also referred to as 'a matter for the CEO' (action item below to seek clarification).
- Follow up on the possibility of the population of Lingarra being included in the YLA to increase funding.



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- Members can contact Mr. Hoffman directly if they wish, contact details can be found at the YLA council office.

Action Item: Manager of Executive Services to provide a report to November round of LA meetings regarding sitting fees for VDRC staff members.

Ms. Heenan left the meeting, time being 1:34pm

Ms. King left the meeting, time being 1:45pm

Ms. Heenan returned to the meeting, time being 1:49pm

Ms. King returned to the meeting, time being 1:52pm

Mr. Hoffman left meeting, time being 2:15pm

8 CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Yarralin Local Authority Meeting held on 14 April 2021

RECOMMENDATION:

That the minutes be taken as read and be accepted as a true record of the Meeting

The local authority requested some amendments to the Minutes. The amended minutes will be presented to the YLA at their meeting in November.

Ms. Heenan left the meeting, time being 2:22pm

Ms. Heenan returned to meeting, time being 2:23pm

9 INCOMING AND OUTGOING CORRESPONDENCE

Nil YLA Correspondence sent or received

002/20219.1 OUTGOING YLA CORRESPONDENCE

That the Yarralin Local Authority request that a letter be sent to Minister Chansey Paech thanking him for visiting the Yarralin community and attending the local authority meeting on 9 June 2021, which included discussions on construction of the Sandy Creek Bridge.

Moved: Chairperson Marissa Heenan

Seconded: Mr. Colin Campbell

Resolution: Carried (All in favour)

10 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil discussed

11 REPORTS

11.1 Local Authority Reports – Nil

11.2 Finance Reports



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11.2.1	Special Purpose Financial Report - Yarralin - 30 June 2021
No resolution	MOTION:S That the Yarralin Local Authority: A. Receive and note this report.

Discussion Item 11.2.1)

The financial report which was submitted to the YLA is very different in appearance to previous financial reports.

Clarification is required around the new elements of the report and what each section specifically refers to.

There was some concern that the financial report did not appropriately reflect the YLA funding commitments to date.

Action Item: The Director of Financial Services to provide a detailed financial report to Mrs. King to be distributed to the YLA members prior to the November meeting.

11.3 Council Service Manager's Reports

Council Operations Manager, Ms. Alicia King, provided a verbal update to the committee regarding:

- Walangeri Ngumpinku Aboriginal Corporation meeting.
- 1st November- Community Safety Disaster Meeting.
- Mintkey consultants visited Lingarra, Nitjpurru and Yarralin to assist in the development of a document to submit to the government requesting funds for sports and recreation services and assets.
- New fences have been installed at the Yarralin aged care centre.
- Staff housing demountable to be installed in the near future.

11.4 Governance Reports

11.4.1 Chief Minister and Cabinet presentation to Local Authority

12 QUESTIONS FROM THE PUBLIC

Nil

13 GENERAL BUSINESS

13.1 NITJPURRU LOCAL AUTHORITY

YLA members discussed the possibility of the formation of a local authority for Nitjpurru (Pigeon Hole) as this would be the most appropriate way for the community to allocate local authority funds received for the region.

It would also provide an opportunity for increased local decision making for Nitjpurru community members.



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YLA to consult with Lingarra regarding representation of their local Authority

Action Item: Manager of Executive Services to provide a report to YLA at their next meeting regarding the possible formation of a Nitjpurru Local Authority.

14 CLOSED SESSION

There were no confidential matters discussed during the meeting.

15 NEXT MEETING

WEDNESDAY 10 NOVEMBER 2021

16 MEETING CLOSE

The meeting terminated at 3:10pm.

This page and the preceding 5 pages are the Minutes of the Meeting of Yarralin Local Authority held on Wednesday, 11 August 2021.

Chairperson Marissa Heenan



8. Business Arising from Previous Minutes

9. Correspondence

9.1. Incoming Correspondence

Recommendation

That the following in-coming Correspondence be noted.

1. Liveability Survey [9.1.1 - 2 pages]
2. Rates and Waste Charges Revenue - VDRC [9.1.2 - 2 pages]

Michelle Will

From: Amanda Haigh <Amanda.Haigh@nt.gov.au>
Sent: Tuesday, 22 February 2022 8:46 AM
To: Michelle Will
Cc: Russell Anderson; Rodney Colin Hoffman; Kallum Peckham-Mckenzie
Subject: FW: Liveability Survey is Live now

Morning Michelle,

Could I please request for this email to be tabled at the next Local Authorities meetings? We will have staff attend the meetings to answer any questions.

Let me know if you have any questions

Kind Regards,
Amanda Haigh
Project Manager (Local Government)
Regional Network Group – Big Rivers Region
Department of the Chief Minister and Cabinet
Northern Territory Government

Big Rivers Government Centre, First Floor, 5 First Street, Katherine, NT 0850
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From: Adelaide Laqere <Adelaide.Laqere@nt.gov.au>
Sent: Monday, 21 February 2022 3:39 PM
To: Allan Girdler <Allan.Girdler@nt.gov.au>; Kallum Peckham-Mckenzie <Kallum.Peckham-Mckenzie@nt.gov.au>; Amanda Haigh <Amanda.Haigh@nt.gov.au>; Alec Moylan <Alec.Moylan@nt.gov.au>; Danielle Campbell <Danielle.Campbell@nt.gov.au>; James Humphreyson <James.Humphreyson@nt.gov.au>; Anthony Busch <Anthony.Busch@nt.gov.au>; William Bridgeman <William.Bridgeman@nt.gov.au>; Lianna Brown <Lianna.Brown@nt.gov.au>; Jherry Matahelumual <Jherry.Matahelumual@nt.gov.au>; Lyn Trindle <Lyn.Trindle@nt.gov.au>; Lana Broome <Lana.Broome@nt.gov.au>; Farron Jackson <Farron.Jackson@nt.gov.au>; Duminda Jayaweera <Duminda.Jayaweera@nt.gov.au>; Alfred Farrell <Alfred.Farrell@nt.gov.au>

Cc: Jake Quinlivan <Jake.Quinlivan@nt.gov.au>; Miranda Paterson <Miranda.Paterson@nt.gov.au>
Subject: Liveability Survey is Live now

Good afternoon Team,

I'm excited to announce that the Big Rivers Liveability Survey is now live and can be accessed on <https://bit.ly/3LKoWHZ>. This survey has been launched to understand what is important to the residents in the Big Rivers and how we can improve locals' quality of life.

The purpose of the survey is to understand what people desire in a regional lifestyle to attract and sustain people to the Big Rivers.

Responses from the survey will be used to identify key regional opportunities, challenges and priorities for growth in the Big Rivers over the next 10 years.

The desired outcomes are:

- To ensure the local community members' aspirations and concerns are understood and considered
- To improve liveability in the Big Rivers Region
- To obtain optimal data to understand the residents' perspective on the Big Rivers lifestyle as a baseline to measure program success in the future

We value all residents' insights and feedback as it will directly help us shape our growth plan that truly reflects what peoples perspective of the Big Rivers region is.

Please note*** Responses are confidential so people can share views with confidence.

Please feel free to share the link to stakeholders, family and friends.

Kind Regards,
Adelaide Laqere
Regional Project Support Officer
Regional Network Group – Big Rivers Region
Department of the Chief Minister and Cabinet
Northern Territory Government

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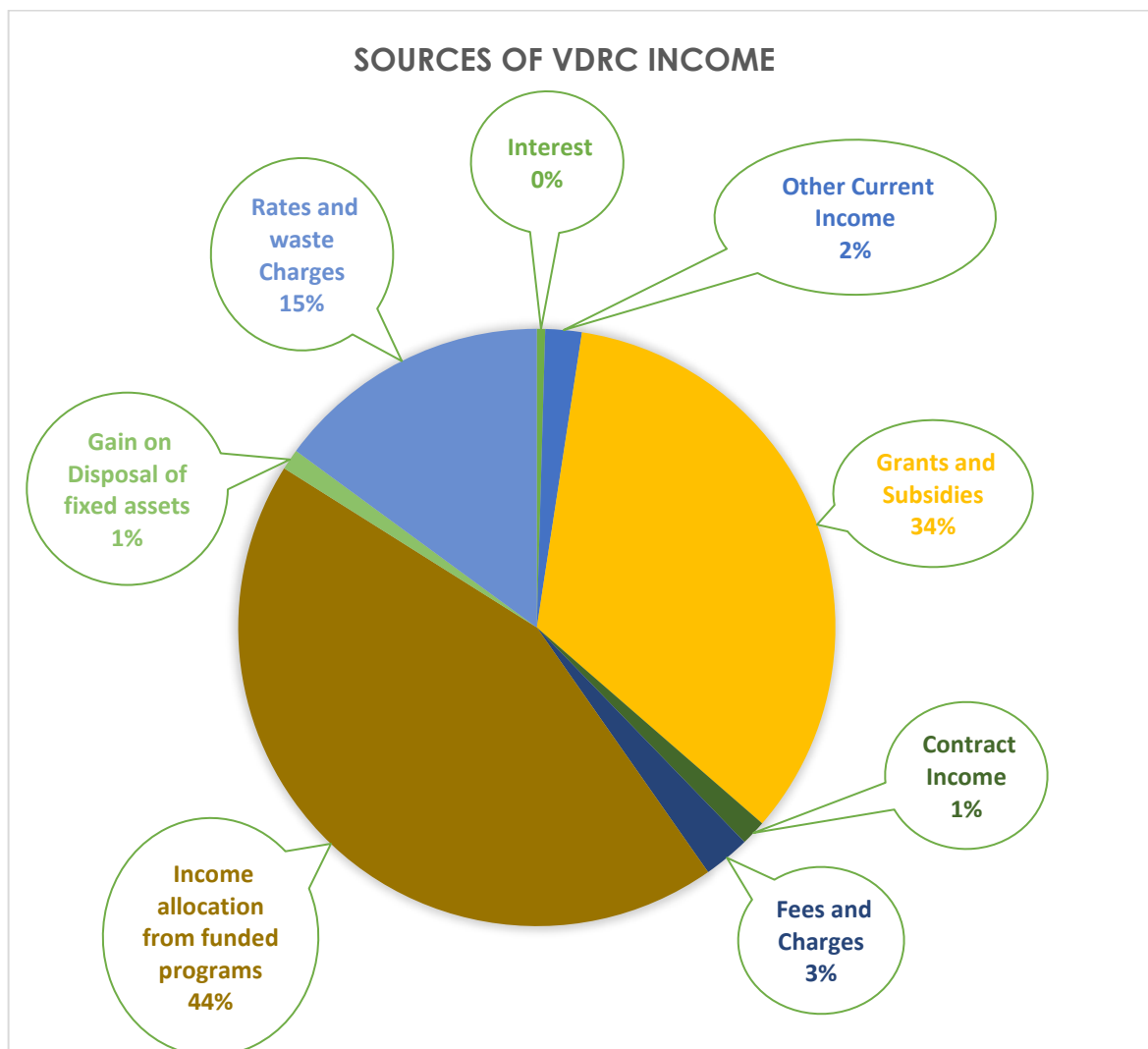
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Budget figure for program 148 is \$11.245m. The expenditure is funded by the following sources of income.

Interest	50,775
Other Current Income	221,312
Grants and Subsidies	3,819,881
Contract Income	153,788
Fees and Charges	282,917
Income allocation from funded programs	4,910,828
Gain on Disposal of fixed assets	126,565
Rates and waste Charges	1,678,845

Total Income	11,244,911
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Rates and waste charges contribute 15% of total Revenue



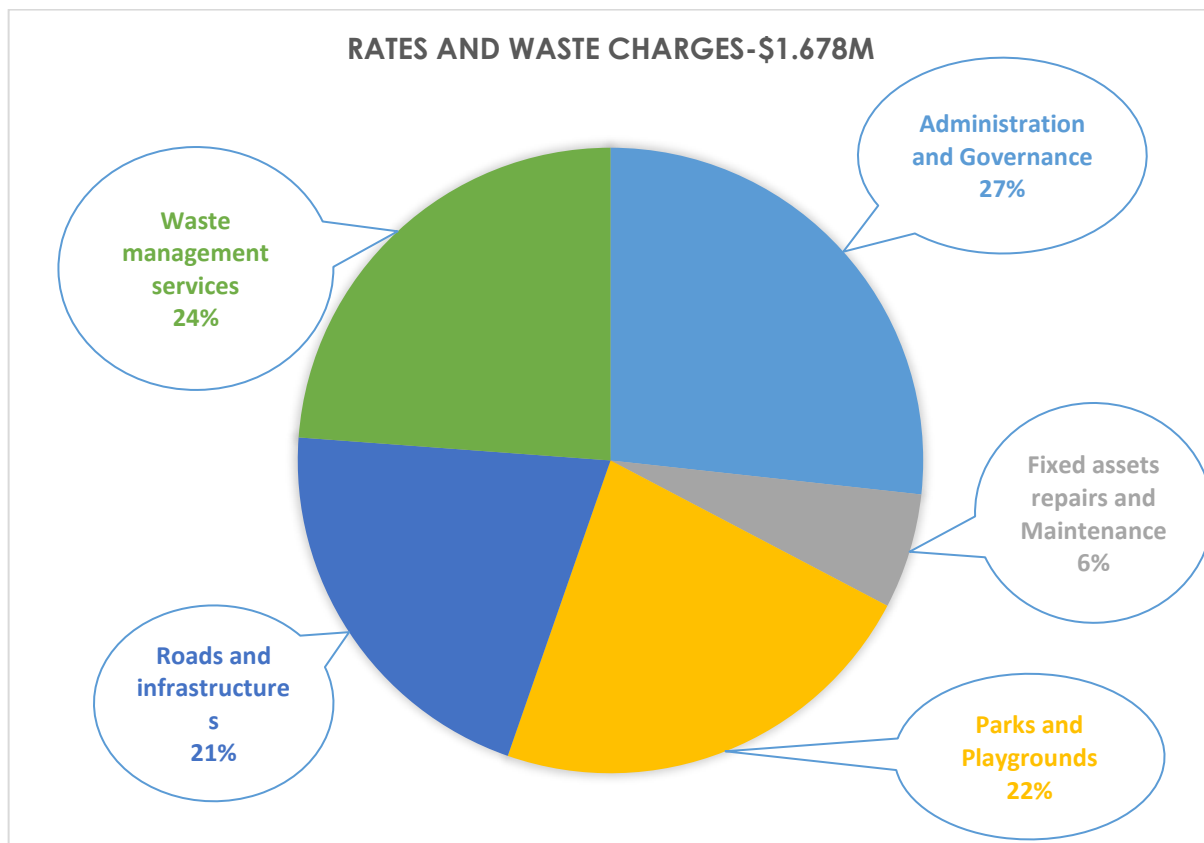


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\$11.245m includes \$4.9m income council charge to deliver funded program. The revenue budget for council core services excluding funded programs is \$6.334 (\$11.245-\$4.9) while expenditure is \$6.707m

Administration and Governance (Council & LA allowance/Staff	2,319,189.06
Commercial	518,016.78
Fixed assets repairs and Maintenance	512,379.96
Parks and Playgrounds	1,693,314.69
Roads and infrastructures	1,047,777.15
Waste management services	616,979.14
Total expenditure	6,707,656.78

Rates and waste charges revenue of \$1,678,845 is apportioned to difference core services as follow





10. Reports

10.1. Electing a Chairperson and Deputy Chairperson

Report Type Local Authority Reports
Department Executive Services Chief Executive Office
Prepared by Manager of Executive Services

Recommendations

1. That the Yarralin/Pigeon Hole Local Authority appoint [enter name] as Chairperson.
2. That the Yarralin/Pigeon Hole Local Authority appoint [enter name] as Deputy Chairperson.
3. That the positions of Chairperson and Deputy Chairperson be for a period of:
 - A. Six (6) months
 - B. Twelve (12) months

BACKGROUND

The Chairperson of the Kalkarindji - Daguragu Local Authority is a position that requires dedication and passion. The Chairperson is entitled to an increased sitting fee amount. Chairperson duties include:

- Checking there is a quorum
- Declaring the meeting open and closed
- Receiving and noting apologies
- Working with the CEO or Council staff to set the agenda
- Announcing agenda items
- Keeping the meeting on track

POLICY IMPLICATIONS

Local Authority Policy (LGP026)

2.4.11 Each local authority must appoint a Chairperson for a period of no less than six (6) months and no more than twelve (12) months by resolution of the local authority.

BUDGET IMPLICATIONS

Eligible members of local authorities are entitled to the respective local authority payment for each local authority meeting or provisional meeting they attend:

- (a) for an eligible chairperson – 143 revenue units;



(b) for other eligible members – 107 revenue units.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

Nil



10.2. Local Authority Resources

Report Type Local Authority Reports
Department Executive Services Chief Executive Office
Prepared by Manager of Executive Services

Purpose

To provide members with relevant Northern Territory Government and Council resources to fulfil their roles and responsibilities as a local authority member.

Recommendations

- A. That the Local Authority Resources report is received and noted

Resources attached:

- Ministerial Guideline 1 – Local Authorities
- Code of Conduct - Schedule 1
- Breach of Code of Conduct Policy (LGP007)
- VDRC Local Authority Policy (LGP026)
- Local Authority Project Funding Guidelines
- R17 - Local Authorities under the new Act - July 2021
- R18 - Sections on Local Authorities - July 2021
- Victoria Daly Strategic Plan 2020-2024

Resources available online:

- 2021-22 Regional Plan
<https://www.victoriadaly.nt.gov.au/plans-and-reports/regional-plans/>
- Local Government Act 2019, Regulations, Guidelines and other resources
<https://cmc.nt.gov.au/supporting-government/local-government/local-government-act-2019>

Council officer conflict of interest declaration

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

1. VDRC Local Authority Presentation 2022 Final [10.2.1 - 26 pages]
2. Guideline 1 Local Authorities [10.2.2 - 7 pages]
3. Schedule 1 - Code of conduct (8) [10.2.3 - 2 pages]
4. LG P 007 Breach of Code of Conduct [10.2.4 - 7 pages]
5. LG P 026 Local Authority Policy [10.2.5 - 4 pages]
6. R 17 - Local Authorities under the new Act - July 2021 [10.2.6 - 5 pages]
7. R 18 - Sections on Local Authorities - July 2021 [10.2.7 - 12 pages]
8. Victoria Daly Strategic Plan 2020-2024 [10.2.8 - 10 pages]



Local Authority Presentation

Today we will talk about:

- What are local authorities?
- Who is involved in local authorities?
- The rules for local authorities, including:
 - Code of conduct
 - Conflict of interest
 - Local authority policy
- Local authority meetings, including:
 - Agenda and minutes
 - Running the meetings
 - Role of CEO and council staff in meetings
 - Chairperson responsibilities
- Local authority project funding

About Local Authorities

- local authorities give communities a voice in local issues and services.

- Minister establishes local authorities as per Guideline 1 Schedule

- Victoria Daly Regional Council has seven local authorities, these being:

- Pine Creek
- Daly River
- Timber Creek
- Bulla
- Amanbidji
- Kalkarindji-Daguragu
- Yarralin-Pigeon Hole (Nitjpurru)

Role of Local Authorities

To involve local community members in decision-making and planning.

- Key roles include:
 - representing the interests of the community.
 - providing recommendations to council.
 - Supporting the delivery of local projects.
 - Exercising delegated powers from council (LAPF)
- Local authorities are an advisory group for council

What can a local authority member do?

Speak up

Speak up for your community about the issues that matter.

Hear about

Hear about what council is doing so you can update your community.

Make

Make recommendations about priorities for the community.

Give

Give feedback to council about ways to improve services.

Who can attend? Who can be a member?

- Local authority meetings are public meetings, and therefore any interested person can attend.
- Members must be a permanent resident of the Ward in which the local authority has been established.
- Council staff up to the level of Team Leader can be local authority members.
- Council decides the number of members on each local authority.
- No proxies are allowed.
- Register of local authority members must be on council's website.

Voting at a meeting

Only appointed local authority members can vote at meetings. All members must vote on a decision. Abstaining (not voting) is not allowed.

When a decision needs to be made members will be asked if they are 'in favour' of the decision.

If there are people who don't support a proposal a vote will be taken.

More than half of the members present (a majority) must support the vote for it to become a resolution of the local authority.

Abstaining (not voting) is not allowed.

What are the Rules?

- *Local Government Act 2019*
- Ministerial Guideline 1 (tabled)
- Code of Conduct (tabled)
- Local Authority Policy LGP026 (tabled)
- Local Authority Project Funding Guidelines (tabled)

Code of Conduct



The Code of Conduct outlines the values and standards council and local authority members are expected to follow.



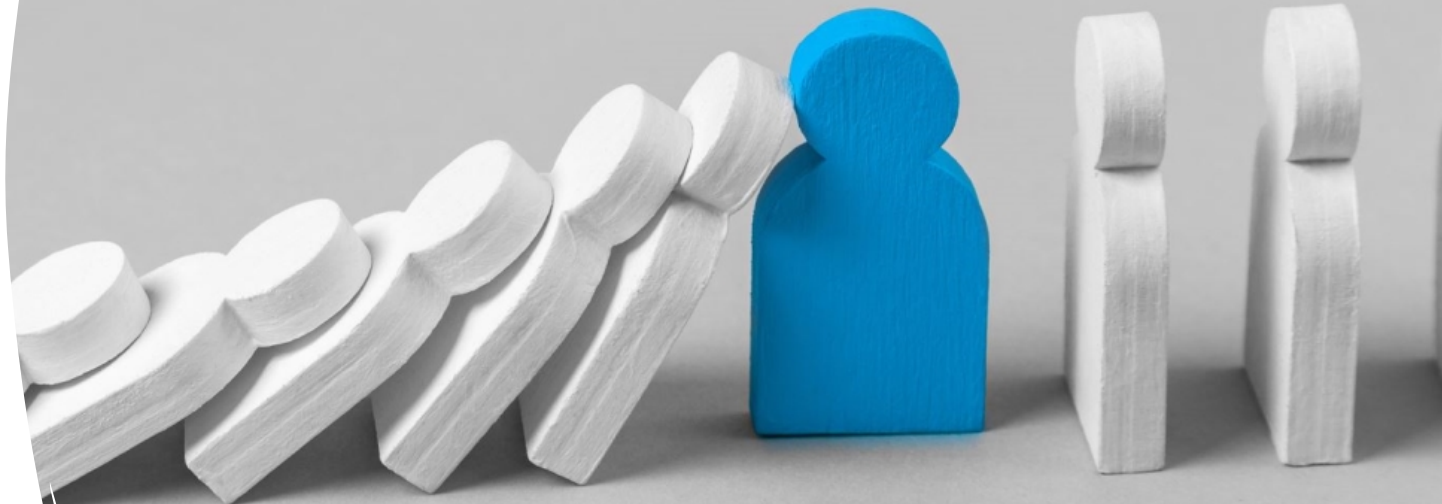
The Code of Conduct is important because it guides behaviour and decision making in performing duties.



The Code of Conduct also lets the community know what standards they can expect from council and local authority members.

Conflict of interest

- A conflict of interest is when your duty as a local authority member conflicts with another interest that might mean you, or someone close to you, gets a benefit.



Conflict of interest cont.

What should I do if I have a conflict of interest?

- As soon as you become aware of a conflict you must declare it.
- You can choose to declare it before the meeting to the Chair, or at the start of a meeting.
- If you don't realise you have a conflict until later in the meeting, you need to declare as soon as you realise.
- When the item with which you have a conflict comes up for discussion you must leave the room. When the discussion has finished, you may re-enter the room.
Remember - you cannot take part in any decision making in relation to that item.



VDRC Local Authority Policy



The VDRC Local Authority Policy includes:



Rules about the nominations and appointment.



Rules about resignation and termination of membership.



Rules for behaviour of local authority members.



Rules for how meetings are run.



Information about sitting fees for members and members who are council staff.

Local Authority meeting papers

Local authority meeting papers will include:

Agenda:

- Declaration of conflicts of interest.
- Reports from the Council Operations Manager.
- Feedback from the council on local authority recommendations.
- Financial reports about council's expenditure in the community.
- Project updates.
- Any issues/action items that local authority members want to raise.
- Any visitor presentations.
- Council prepare the agenda in consultation with the chairperson – s97(2)

Minutes:

- Copies from the minutes of last meeting.
- An accurate record of all decisions.

Quorum or provisional meeting?

Quorum

- More than half of ALL members must be at a meeting before a formal meeting can take place.

Provisional Meeting

- If there is no quorum BUT one third of the appointed members are present, a provisional meeting can take place.
 - Provisional meetings cannot approve minutes; and
 - Cannot exercise delegated powers

Four meetings must be held per year

Quorum or provisional meeting?

Minimum numbers of members present to
hold a provisional meeting

- 6 members total = **2 members**
- 7 – 9 members total = **3 members**
- 10 - 12 members total = **4 members**
- 13 – 14 members total = **5 members**

Different ways to attend meetings

Members can attend meetings:

- In person.
- By telephone or video link.
- Members who attend by phone or video are counted as present at the meeting.
- The Chairperson needs to include this person like all the other members attending.

Chairperson

- Takes the members through the agenda.
- Should give all members equal time to speak.
- Can stop a member from speaking if they are causing trouble and not speaking about local authority business.
- Can ask a member of the public to leave meeting if causing trouble.
- Check that the LA rules (quorum, code of conduct etc.) are being followed.



Key Responsibilities of the Chairperson

- Work with CEO and council staff to prepare the agenda
- Arrive on time
- Check there is a quorum
- Declare the meeting open
- Receive and note apologies
- Announce the agenda items
- Keep the meeting on track
- Make it clear when a decision is being made
- Check there is majority support



Local Authority Project Funding (LAPF)

- Every year local authorities receive funding from the Northern Territory Government for community projects.
- This local authority has \$\$\$ in funds
- Local Authority Project Funding guidelines talk about:
 - what projects can be supported
 - what projects can't be supported





Local Authority Project Funding (LAPF)

- Funding must be spent and Projects completed within 2 years of receiving the funding or the council and local authority are at risk of the money being taken back.

Examples of Acceptable Purposes for Expenditure

Repairs and maintenance of community assets controlled or owned by the council.

For example:-

- office upgrades
- fencing
- solar lighting
- road repairs
- ablution facilities

(More examples in LAPF Guideline)

Regional Plan

- A council must, by resolution, adopt its regional plan between 1 March and 30 June each year.
- The Regional Plan takes into account the projects and priorities for the area as identified by a local authority.
- Your local authority will be required to participate in a workshop for the 2022-23 Regional Plan.
- Please start to think about ideas for your community.
- Remember to use the LAPF guideline to help you.



Local authorities work best when everyone works together

- Chairperson and council staff work together to prepare for meetings.
- Local authority members should become familiar with the agenda prior to the meeting (papers are available 3 business days before the meeting)
- Members find out the views of their community.
- Local authority members make suggestions from the community.
- CEO/council staff take local authority recommendations back to council.
- Elected members can talk about local authority business in council meetings.



Governance Training

Any questions?





Guideline 1: Local Authorities

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Guideline 1: Local Authorities

LOCAL GOVERNMENT GUIDELINE NO. 1

Local Government Act 2019

Making of Guideline

I, Chanston James Paech, Minister for Local Government,
under section 342 of the *Local Government Act 2019*, hereby
make this Guideline for the purposes of the Act.


.....
Minister for Local Government
22/6 / 2021

Guideline 1: Local Authorities

1 Title

- 1.1 This Guideline is titled *Guideline 1: Local Authorities*.

2 Commencement

- 2.1 This Guideline commences on the day on which section 342 of the *Local Government Act 2019* commences.

3 Definitions

For the purposes of this Guideline:

Act means the *Local Government Act 2019*.

council means a council for a region.

member means a local authority member.

provisional decision means a decision, by majority vote, made by the members at a provisional meeting (see clause 12.5).

provisional meeting means, at the time and place set for a local authority meeting when a quorum has not been established, at least one third of members are present and agree to hold a meeting (see clause 12.1).

4 Establishing and maintaining local authorities

- 4.1 A council must establish and maintain the local authorities for the council listed in the Schedule to this Guideline.

- 4.2 A council must determine the area for each of its local authorities.

5 Administrative support

- 5.1 The CEO (or the CEO's delegate) is responsible for ensuring that each of the council's local authorities are provided with sufficient administrative support.

- 5.2 Council staff providing administrative support to meetings may, only at the request of a member, give informed advice during a meeting.

Note for clause 5.2

Council staff may, through the chairperson, provide information of an administrative or operational nature at any time to support meeting processes.

6 Local authority members

- 6.1 A council must decide, by council resolution, the number of members for each local authority. There must be at least 6 members and a maximum of 14 members for each local authority, unless the Minister approves a different maximum number of members for a particular local authority. Different local authorities of a council may have different numbers of members.

Note for clause 6.1

Section 77 of the Act covers specific requirements for the constitution (membership) of a local authority.

- 6.2 A council may appoint a person to be a member if they have a sufficient connection to the community or communities in the local authority's area.

- 6.3 A council must keep a register, accessible on the council's website and at the council's public office, of the following information in relation to each member of a local authority:

- (a) the member's name;

Guideline 1: Local Authorities

- (b) the date of appointment;
- (c) the local authority the member represents;
- (d) whether the member is a council member or otherwise a community member;
- (e) the date of the cessation of the member's membership (if applicable).

7 Policy for appointments and resignations

7.1 A council must have a policy for its local authorities that provides for the following:

- (a) the CEO calling for nominations as soon as practicable after a vacancy arises and allowing at least 21 days for nominations to be received;
- (b) how the call for nominations is to be advertised and promoted so that residents of the local authority area know about it, know who to give a nomination to and when nominations close;
- (c) consideration of the nominations received – which must be an item of business at the first ordinary meeting of the council after nominations close;
- (d) the selection process and the term of appointment of the chairperson;
- (e) the process for the resignation of a member in writing;
- (f) how, and in what circumstances, appointment of a member may be revoked or otherwise cease.

Example for clause 7.1(f)

The policy may state that the council will consider revoking an appointment where a member is absent, without permission of the local authority, from two consecutive local authority meetings.

8 Minimum number of meetings

8.1 The CEO must ensure that at least 4 meetings for each local authority are held in a financial year.

8.2 Provisional meetings may be counted to satisfy the minimum number of meetings.

9 Meeting rules

9.1 Members of each local authority must appoint the chairperson of the local authority for a specified period.

9.2 If a member is unable to attend a meeting, the member cannot send a proxy or substitute to attend the meeting in the place of the member.

10 Local authority payments

10.1 Council members and council staff are not eligible to a local authority payment in relation to attending local authority meetings or provisional meetings.

10.2 Eligible members of local authorities are entitled to the respective local authority payment for each local authority meeting or provisional meeting they attend:

- (a) for an eligible chairperson – 143 revenue units;
- (b) for other eligible members – 107 revenue units.

10.3 In calculating a local authority payment, the amount must be rounded down to the nearest dollar.

Guideline 1: Local Authorities

Notes for clause 10

- 1 *Subject to the Act and council policy, council members may be entitled to claim within the extra meeting allowance for attending a local authority meeting or provisional meeting.*
- 2 *Council may adopt a policy providing that members (including those members who are council members) are entitled to payment or reimbursement of reasonable expenses.*
- 3 *For local authority meetings, it is a matter for the CEO to apply the policy for payments and reimbursements for council staff in accordance with section 174(2) of the Act.*
- 4 *The value of a revenue unit for the relevant financial year is available on the Territory Revenue Office webpage.*

11 Local authority meetings

11.1 The agenda for local authority meetings must be prepared in consultation with the chairperson of the local authority and include the following:

- (a) any declarations of conflicts of interest by members;
- (b) items requested by members;
- (c) any reports on service delivery issues in the local authority area;
- (d) any responses from the council to matters raised at a previous local authority meeting or provisional meeting;
- (e) a written report from the CEO (or the CEO's delegate) on current council services in the local authority area;
- (f) after a council meeting that has considered local authority projects – a written report from the CEO (or the CEO's delegate) on what projects have been approved or the reasons why projects have not been approved;
- (g) a current financial report for the local authority area (see clause 14.1);
- (h) visitor presentations;
- (i) any relevant petitions affecting the local authority area;
- (j) general business.

11.2 Once in each financial year, a local authority agenda must include a review of:

- (a) the council's annual report for the previous financial year; and
- (b) the council's proposed regional plan for the next financial year; and
- (c) the council's budget for proposed projects for the local authority area for the next financial year; and
- (d) any relevant community plan of the council or local authority.

11.3 A local authority can confirm the minutes of a provisional meeting. Confirmation of the minutes does not amount to ratification under clause 11.5.

Note for clause 11.3

A local authority must, at its next meeting, confirm the minutes (with or without amendment) as a correct record of the meeting (see section 101(3) of the Act).

11.4 The minutes of a local authority meeting must number, date and reference each decision in such a way to identify it as a decision of the local authority (as opposed to a provisional decision – see clause 12.6).

11.5 A local authority can ratify a provisional decision at a subsequent local authority meeting, and if it chooses to do so, it becomes a decision of the local authority.

Guideline 1: Local Authorities

Notes for clause 11

- 1 Section 97(3) of the Act requires that notice convening a local authority meeting, which includes the agenda, must be publicly available on the council's website and at the council's public office.
- 2 Section 102(2) of the Act requires that a copy of local authority minutes must be publicly available on the council's website and at the council's public office within 10 business days after the date of the meeting.

12 Provisional meetings

- 12.1 If there is no quorum for a local authority meeting, but one third of total members are present, the members who are present may hold a **provisional meeting**.

Example for clause 12.1

If there are 9 total members of a local authority and 6 members are unable to attend, the 3 members who are present may agree to hold a provisional meeting.

- 12.2 A provisional meeting does not have the powers or functions that the council may have delegated to the local authority.
- 12.3 During a provisional meeting, all agenda items may be discussed. Minutes must be taken and the minutes must clearly state that it was a provisional meeting.
- 12.4 Members at a provisional meeting can confirm the minutes of a previous provisional meeting. However, members at a provisional meeting cannot confirm the minutes of a previous local authority meeting.
- 12.5 Members at a provisional meeting may, by majority vote, make recommendations to the council, provided any such recommendations are qualified as being a decision of the members at a provisional meeting (**provisional decision**).
- 12.6 The minutes of a provisional meeting must number, date and reference each decision in such a way to identify it as a provisional decision.
- 12.7 A copy of the minutes from provisional meetings must, within 10 business days after the date of the meeting, be available to the public on the council's website and at the council's public office.

13 Consideration of minutes

- 13.1 Minutes from provisional meetings (whether unconfirmed or confirmed) must be tabled at the next ordinary meeting of the council and included in the agenda.

Note for clause 13.1

Sections 101(4) and 101(5) of the Act have an equivalent requirement for local authority meetings.

- 13.2 Any items for attention raised in the minutes of a local authority meeting or provisional meeting must be considered by the council at the next ordinary meeting.
- 13.3 The council's response to the minutes from provisional meetings must be recorded in the minutes of the meeting of the council.

Note for clause 13.3

Section 101(5) of the Act has an equivalent requirement for local authority meetings.

14 Reporting

- 14.1 For each local authority meeting (or provisional meeting, if applicable), the council must submit to the local authority a current financial report of actual results against the latest approved budget for the local authority area.

Guideline 1: Local Authorities

- 14.2** The council must report back to the local authority on its response to the provisional meeting minutes (see clause 13.3).

Note for clause 14.2

Section 101(6) of the Act has an equivalent requirement for local authority meetings.

- 14.3** It is best practice for a council to reference local authority decision numbers or provisional decision numbers (as the case requires) in the council's regional plan and annual report in relation to local authority priorities, projects and activities.

Note for clause 14.3

Refer to sections 34(1)(c) and 291(1)(b)(ii) of the Act for relevant legislative requirements.

15 Transitional matters

- 15.1** A council must establish a register of information in relation to each member of a local authority under clause 6.3 not later than 12 months after the commencement.

Guideline 1: Local Authorities

Schedule

Local authorities to be established and maintained by councils:

Barkly Regional Council:

1. Ali Curung
2. Alupurrurulam
3. Ampilatwatja
4. Arlparra
5. Elliott
6. Tennant Creek
7. Wutunugurra (Epenarra)

Central Desert Regional Council:

8. Anmatjere (Nturiya, Pmara Jutunta, Wilora, Ti Tree)
9. Atitjere
10. Engawala
11. Lajamanu
12. Laramba
13. Nyirripi
14. Willowra
15. Yuelamu
16. Yuendumu

East Arnhem Regional Council:

17. Angurugu
18. Galiwin'ku
19. Gapuwiyak
20. Gunyangara
21. Mililingimbi
22. Milyakburra
23. Ramingining
24. Umbakumba
25. Yirrkala

MacDonnell Regional Council:

26. Amoonguna
27. Areyonga
28. Finke (Aputula)
29. Haasts Bluff (Ikuntji)
30. Hermannsburg (Ntaria)
31. Imanpa
32. Kaltukatjara (Dockers River)
33. Kintore (Walungurru)
34. Mt Liebig (Amundurrngu)
35. Papunya
36. Santa Teresa (Ltyentye Apurte)
37. Titjikala
38. Wallace Rockhole

Roper Gulf Regional Council:

39. Barunga
40. Beswick (Wugularr)
41. Borrooloola
42. Bulman
43. Jilkminggan
44. Manyallaluk (Eva Valley)
45. Mataranka
46. Minyerri (Hodgson Downs)
47. Ngukurr
48. Numbulwar
49. Robinson River
50. Urapunga

Tiwi Islands Regional Council:

51. Milikapiti
52. Pirlangimpi
53. Wurrumiyanga (Nguui)

Victoria Daly Regional Council:

54. Amanbidji
55. Bulla
56. Kalkaringi / Dagaragu
57. Nauiyu (Daly River)
58. Pine Creek
59. Timber Creek
60. Yarralin / Pigeon Hole

West Arnhem Regional Council:

61. Gunbalanya (Oenpelli)
62. Maningrida
63. Minjilang
64. Waruwi

West Daly Regional Council:

65. Nganmarriyanga
66. Peppimenarti
67. Wadeye

Schedule 1 Code of conduct

section 119

1 Honesty and integrity

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

2 Care and diligence

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

3 Courtesy

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

4 Prohibition on bullying

A member must not bully another person in the course of performing official functions.

5 Conduct towards council staff

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

6 Respect for cultural diversity and culture

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

6.2 A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public.

7 Conflict of interest

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

8 Respect for confidences

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

9 Gifts

- 9.1 A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.
- 9.2 A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10 Accountability

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11 Interests of municipality, region or shire to be paramount

- 11.1 A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.
- 11.2 In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.

12 Training

A member must undertake relevant training in good faith.



BREACH OF CODE OF CONDUCT

Victoria Daly REGIONAL COUNCIL

1.0 SUMMARY

1.1 Purpose

This policy sets out how the Council will manage a complaint in relation to a breach of the Code of Conduct.

1.2 Definitions previous

For the purposes of this policy:

Code of Conduct means the Code of Conduct set out in Schedule 1 of the Act.

Complainant means the person who lodges a Code of Conduct complaint against a council member (this person can be a council member or a member of the public).

Respondent means the council member who is alleged to have breached the Code of Conduct.

1.3 Guiding principles

In managing complaints and contraventions of the Code of Conduct, Council's guiding principles are to:

- a) promote behaviour among all council members that meets the standards set out in the Code of Conduct, with a restorative approach that seeks to focus on constructive outcomes;
- b) emphasise a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint; and
- c) recognise the leadership role of the Mayor and the responsibility of all members to work together collaboratively pursuant to their corporate responsibilities.

2.0 POLICY STATEMENT

2.1 Promoting appropriate behaviour

The Mayor is to promote behaviour amongst all council members that meets the standards set out in the Code of Conduct.

Any council member aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the Mayor to seek a resolution. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.

In response to a potential Code of Conduct complaint matter, the Mayor (or Deputy Mayor) will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter.



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2.2 Confidentiality

Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the CEO regarding the status of a complaint.

Complaints will only be formally discussed by the Council or council panel during confidential sessions. Minutes kept by the Council or a council panel are confidential information in accordance with regulation 49(f) of the Local Government (General) Regulations 2021.

2.3 Complaint requirements

The Act requires that a complaint alleging a breach of a Code of Conduct must:

- a) be in the approved form (available on the council website); and
- b) be made within three (3) months of the alleged breach of the Code of Conduct.

A Code of Conduct complaint must be lodged with the CEO, who will assess whether or not the complaint complies with the above requirements. If it appears that a complaint does not comply with the above requirements, the CEO will notify the complainant of the issues with the form of the complaint as soon as practicable and allow the complainant the opportunity to lodge a revised complaint.

2.4 Notifications to parties

When a complaint is received, the CEO will provide notifications to the complainant and the respondent, in accordance with the requirements of the Act and Local Government (General) Regulations 2021.

The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witnesses on behalf of the Council or council panel.

2.5 Referral to LGANT

The CEO will refer the matter to LGANT if a complainant council member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.

Note: A complainant who is not a council member does not have the option to request referral to LGANT.

2.6 Initial consideration by Council

The CEO will refer the complaint to the Council for consideration in confidential session in the next council meeting, unless the complaint has been referred to LGANT in accordance with clause 8 above.



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Before the council meeting, the CEO will establish a list of suitable third parties who do not have a conflict of interest and are willing to accept a referral of the matter (if the council decides to refer the matter).

The CEO will provide a copy of the complaint and any response from the respondent, the list of suitable third parties and a draft terms of reference for Council's consideration.

The complainant, respondent and any council member with a conflict of interest in relation to the complaint are required to leave the meeting room during any discussion, consideration or decision relating to the complaint.

When considering a Code of Conduct complaint, Council has the following three options:

- a) refer the complaint to a third party for advice – with Council to decide the complaint (see clause 9.1); or
- b) refer the complaint to a council panel – for the panel to decide the complaint (see clause 9.2); or
- c) decide the matter as the Council (see clause 10).

2.6.1 Referral to third party

Council may decide to refer the complaint to an independent third party for advice and recommendations by taking into the consideration the following:

- a) whether the complainant or respondent requested the involvement of a third party;
- b) the costs, if any, of referring the matter to a third party;
- c) whether the advice of a third party is reasonably expected to assist in achieving constructive outcomes for the parties involved;
- d) whether advice of a third party is reasonably expected to be received and able to be considered by the Council prior to the expiry of the 90 day period.

Council will not refer the matter to a third party unless satisfied of (c) and (d).

Examples of a third party are: an alternative dispute practitioner; a mediator; a person experienced in local government matters; and a person experienced in conflict resolution.

Where the matter is referred to a third party, the terms of reference will include that the third party is to do the following:

- a) consider the complaint and discuss with each of the parties;
- b) explore and follow up avenues for resolution between the parties;
- c) if resolution is not achievable, then the third party is to:
 - (i) ensure natural justice is provided to both parties;
 - (ii) interview any witnesses if necessary to form a view;
 - (iii) provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation;
 - (iv) provide a draft decision notice that may be used if council decide to adopt the recommendation.



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Upon receiving the advice and any recommendations from the third party, provided the Council is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint. The Council is not bound by any advice or recommendations received from the third party.

Once the written report and draft decision notice is provided to the third party, the Council must decide the complaint (see clause 10.2).

2.6.2 Referral to council panel

Council may decide to refer the complaint to a council panel for decision.

In order to fulfil the secretariat role in managing the Code of Conduct complaints process, the CEO will be in attendance at council panel meetings.

If the Council decides to refer the complaint to a council panel, the Council will establish a council panel for the complaint.

The composition of the council panel will be the following:

- a) the Mayor (as chair of the council panel) – unless the Mayor is the complainant, respondent or has a conflict of interest;
- b) if the Mayor/President] is the complainant, respondent or has a conflict of interest – the Deputy Mayor will be the chair of the council panel.
- c) if neither the Mayor or Deputy Mayor meet the requirements – the Council will choose a council member who is not the complainant or respondent and does not have a conflict of interest to chair the council panel;
- d) two other council members – who are not the complainant or respondent and do not have a conflict of interest.

2.7 Council or council panel process

The Council or the council panel will consider the complainant's written complaint and, if received, the respondent's written response to the complaint. In keeping with natural justice principles, the CEO will ensure that each party has a fair opportunity to provide comment on submissions from the other party.

2.7.1 Requests for information

If the Council or council panel requires further information to determine whether a breach of the Code of Conduct occurred, the Council or council panel may request information from the complainant, respondent, or any relevant witnesses. The request for information will specify:

- a) the information that is being sought;
- b) that the information is to be provided as a written statement (including a statutory declaration); and
- c) a reasonable timeframe to receive the statement (between 3 and 14 days).



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Any requests for information from council staff members will be appropriately directed and facilitated through the CEO. The Council or council panel will not make direct requests to a council staff member.

2.7.2 Decision

The Council or council panel will decide the complaint after the following steps have been completed:

- a) the members have considered the written complaint;
- b) the members have considered all written submissions and statements; and
- c) the members have read and considered the report from the third party (if applicable).

The Council can make the following decisions:

- a) to take no action (and not make a decision about whether the respondent breached the Code of Conduct);
- b) that the respondent did not breach the Code of Conduct; or
- c) that the respondent breached the Code of Conduct.

If the complainant is found by the Council or council panel to have breached the Code of Conduct, the Council or council panel may decide to:

- a) take no action (for example, if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or
- b) either or both of the following:
 - (i) issue a reprimand to the respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
 - (ii) recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

In choosing from the above options, preference will be given to the option that the Council or council panel considers most likely to result in a constructive outcome.

If training, mediation or counselling is recommended to a council member, the council member may use their professional development allowance, if available, towards the cost of the training, mediation or counselling.

2.7.3 Decision notice

After the Council or council panel decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:

- a) the Council or council panel's decision and the reasons for it; and
- b) any right the person to whom the notice is to be given has, under the Local Government Act 2019 or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.



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The draft decision notice is to be electronically provided to the council member who chaired the meeting in which the Council decided the complaint, or if a council panel decided the complaint, to all members of the council panel. The decision notice is to be authorised by the chair or the council panel and may be authorised remotely, if this is more practicable in the circumstances.

Within 90 days of receipt of the complaint was initially received by the CEO, and as soon as practicable after a decision has been authorised by the chair or council panel, the CEO will provide the authorised decision notice to the complainant and the respondent.

The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

2.7.4 Summary of decision

After the expiry of the 28 day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.

If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council or council panel in the confidential session of the next meeting of the Council or council panel.

The summary of the decision is to set out the following information:

- a) the names of the complainant and respondent;
- b) the date of the decision;
- c) a concise description of the conduct alleged to have been a breach of the Code of Conduct;
- d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent breached; or
- e)
- f) if a Code of Conduct was not found to be breached – that no breach of the Code of Conduct was established by the Council or council panel; and
- g) any actions or recommendations made by the Council or council panel.

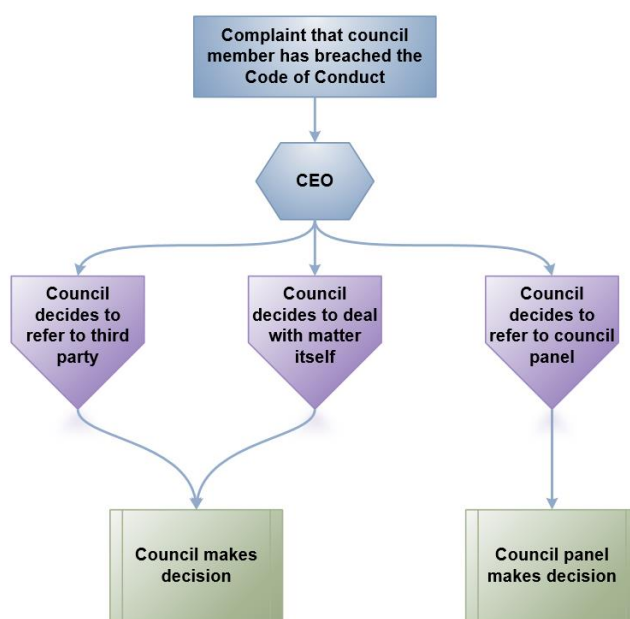
The Council or council panel will consider the summary of the decision and, subject to the Council's or council panel's approval of the information that is to be included, finalise the summary.



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The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

2.8 Flowchart



Policy Number	LGP007 Previously 1.03
Reference	<i>Section 121</i> <i>Local Government Act 2019</i> <i>LGA7.4.2</i>
Version	1
Approved by	Council 416/2020
Adopted Date	27 October 2020
Revision	
Amendments	30 November 2021- 182/2021
Next Revision Due	26 October 2024



Victoria Daly
REGIONAL COUNCIL

1.1 PURPOSE

Local Authorities are governed by the *Local Government Act 2019* ('the Act'), Local Government Regulations and Ministerial Guideline 1. The purpose of this policy is to establish the process for appointments, resignations and terminations of Local Authority membership and to provide information on delegations, Local Authority meetings and sitting fees.

1.2 Scope

This policy applies to Victoria Daly Regional Council's Local Authorities.

POLICY STATEMENT

Local Authorities represent the constituents of their communities and are formed to integrate local decision making within the local government sector. This policy guides good governance practices in the appointment, resignation and termination of Local Authority members.

2.1 DELEGATIONS

- 2.1.1 Local Authorities have an advisory role to Council and as such, cannot make any decisions on behalf of Council unless a specific delegation has been issued to the Local Authority via Council resolution.
- 2.1.2 Where Council issues a delegation, that delegation will be made to individual Local Authorities detailing what authority and limitations apply.
- 2.1.3 Council can set different delegations for each of its Local Authorities.
- 2.1.4 Local Authority decisions and recommendations will need endorsement via Council resolution before they can be progressed, except where there is delegated authority.

2.2 Nomination and Appointment

Council is committed to improving community relations and fostering understanding and tolerance between all members of the community. Council encourages community members from all demographic sections of the community to represent their community on the Local Authority.

- 2.2.1 Council will seek nominations from within each community where the Minister has identified a Local Authority.
- 2.2.2 The CEO will call for nominations as soon as practicable after a vacancy arises and will allow for at least twenty one (21) days for nominations to be received.
- 2.2.3 Notice of Local Authority vacancies will be published on Council's website, on Council social media platforms and will be displayed on community notice boards.



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- 2.2.4 The notice of vacancy will include where nomination forms can be accessed, the closing date for nominations and where the nominee can submit the form.
- 2.2.5 Nominations are to be made in writing via the authorised Local Authority nomination form, available on Council's website here <https://www.victoriadaly.nt.gov.au/local-authorities/> or at any Council office.
- 2.2.6 Nominations to fill a vacancy within a Local Authority will only be accepted from a permanent resident of a Ward in which the Local Authority has been established.
- 2.2.7 Nominations to fill a vacancy within a Local Authority will be discussed at the next Local Authority meeting, and a recommendation to fill the vacancy submitted to Council for consideration at the next Ordinary Council meeting, unless the Local Authority membership has been rescinded in which case nominations would be considered by Council only.
- 2.2.8 The minimum age to become a Local Authority member is fifteen (15) years.
- 2.2.9 Following an election Council may rescind Local Authority membership and call for nominations by resolution of Council.
- 2.2.10 Filling of vacancies within three (3) months of a local government general election year are to occur after the declaration of the incoming Council.
- 2.2.11 All Local Authority nominations are considered by Council at the first ordinary meeting of Council after nominations close and appointment is established by resolution of Council.
- 2.2.12 Members will be appointed for a term not exceeding four (4) years.
- 2.2.13 VDRC staff members at the level of Team Leader and above are not permitted to hold a position on a Local Authority (Council resolution [190/2021])
- 2.2.14 All nominees must comply with the Northern Territory Chief Health Officer orders and must be willing to present their proof of Covid-19 vaccination.

2.3 Resignation and Termination

- 2.3.1 Resignations are to be made in writing to the Council Operations Manager of the Ward in which the Local Authority is established.
- 2.3.2 In accordance with Section 7.1(f) of the Ministerial Guideline 1, the membership of an appointed Local Authority member may be revoked by Council where the member is absent without permission of the Local Authority from two consecutive meetings.
- 2.3.3 If an apology is received from a Local Authority member, it must be noted in the minutes of the Local Authority meeting and must be accepted or rejected by the Local Authority at the meeting.
- 2.3.4 Membership shall be revoked by resolution of Council where a member ceases to permanently reside within the Ward in which the Local Authority has been established.
- 2.3.5 All Local Authority resignations are noted by Council at the next Ordinary meeting following receipt of the resignation.



Victoria Daly REGIONAL COUNCIL

2.4 Local Authority Meetings

- 2.4.1 A quorum at a meeting of a Local Authority consists of a majority of its members holding Office at the time of the meeting.
- 2.4.2 If a quorum is not attained for a Local Authority meeting, but one third of total members are present, the members who are in attendance may hold a provisional meeting (refer to Ministerial Guideline 1 for more information <https://cmc.nt.gov.au/>)
- 2.4.3 The elected member for the Ward in which the Local Authority is established is considered to be counted in the quorum and is eligible to vote.
- 2.4.4 In accordance with Section 97 of the Act meetings of a Local Authority are convened by the CEO.
- 2.4.5 Each Local Authority will meet at least four (4) times annually as per schedule set by the CEO.
- 2.4.6 The Council Operations Manager in each community will provide secretarial and executive support.
- 2.4.7 Local Authority meetings must allow for attendance via audiovisual conferencing for members, staff and guests who are unable to attend the meeting in person.
- 2.4.8 The agenda for the Local Authority meeting must be submitted to regional office and will be published on Council's website at least three (3) business days before the meeting.
- 2.4.9 The unconfirmed minutes of the Local Authority meeting must be sent to regional office within ten (10) business days and will be published on Council's website and included in the agenda for the next ordinary meeting.
- 2.4.10 Council will consider all recommendations and will respond to the Local Authority at the subsequent meeting.
- 2.4.11 Each Local Authority must appoint a Chairperson for a period of no less than six (6) months and no more than twelve (12) months by resolution of the Local Authority.
- 2.4.12 It is up to each Local Authority to decide if they wish to appoint a Deputy Chairperson.
- 2.4.13 Each Local Authority member must consider if they have a conflict of interest in the matter and if they do, they must leave the meeting while the matter is being considered.

2.5 Local Authority Project Funding

Local Authorities receive annual funding. The following principles will ensure compliance is met in accordance with funding agreements:

- 2.5.1 Projects chosen must not jeopardise the financial, social or environmental sustainability of Council;
- 2.5.2 ongoing maintenance costs to projects funded with Local Authority special project grants must be considered;
- 2.5.3 projects that need additional funds from Council or rely upon grant applications must go to Council for approval;
- 2.5.4 projects that rely on in-kind support from Council must be related to core services and must have prior approval from the Council;
- 2.5.5 the purchase of any product or service must comply with the Council's Procurement Policy (3.2.11);
- 2.5.6 cash will not be given out under any circumstances.



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- 2.5.7 Funding should not go to projects that are ordinarily the responsibility of another level of government.
- 2.5.8 Salaries cannot be paid for with this funding.
- 2.5.9 Vehicles cannot be procured with this funding.
- 2.5.10 The use of project funds must be approved at the Local Authority meeting with a quorum.
- 2.5.11 Any real or perceived conflicts of interest must be declared and the member must remove themselves from the meeting before a decision is made when making decisions on use of Local Authority project funding.

2.6 Local Authority sitting fee for Members and Council staff

- 2.6.1 Local Authority member allowance is a sum of money provided to the Local Authority member when a member attends a Local Authority meeting.
- 2.6.2 Council will provide Local Authority member allowance to the member in a manner that adheres to the *Local Government Act 2019*, Regulations and Ministerial Guideline 1.
- 2.6.3 Members of a Local Authority are eligible to claim kilometre allowance, if having to travel more than 25 kilometers combined to attend a meeting, by completing a Local Authority claim form.
- 2.6.4 Accommodation costs may be paid if the member is required to stay overnight to attend Local Authority business. Prior notification and authorisation by the Council Operations Manager is required.
- 2.6.5 Elected members are not entitled to the sitting fee for attending Local Authority or provisional meetings.
- 2.6.6 In accordance with Section 174(2) of the Act it is a matter for the CEO to determine whether Council staff receive payment for attending a Local Authority meeting or provisional meeting.

Policy Number	LGP026 Replacing 1.1.10 Local Authorities
Reference	<i>Local Government Act 2019</i> Ministerial Guideline 1 - Local Authorities
Version	2
Approved by	Council 211/2021
Adopted Date	15 December 2021
Revision	4 years
Amendments	
Next Revision Due	15 December 2025

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Local Authorities under the new Act

Summary

Local authorities play a vital role in the community by working with councils and ensuring that community interests are considered in council's decision making. The aim of local authorities is to foster positive and constructive working relationships between council and community members.

Community members have the opportunity to raise matters to the local authority – this provides a local forum for the community to have their say and for their voice to be heard.

Some of the key roles of local authorities are to:

- represent the interests of the community or communities within the local authority area to inform and make recommendations to council;
- work with council to provide and develop local projects; and
- exercise powers that are delegated to the local authority by the council.

The *Local Government Act 2019* (the Act), which commenced on 1 July 2021, includes changes for local authorities that identify the key functions and relationships between a council for a region and its local authorities.

The Act has new regulations and guidelines. The regulations are the *Local Government (General) Regulations 2021* and *Local Government (Electoral) Regulations 2021*. The guideline relating to local authorities is called 'Guideline 1: Local Authorities'.

Acts are laws that provide broad legal principles. Regulations are laws that provide specific details for an Act. The General Regulations cover, in relation to local authorities:

- public access to meetings;
- meeting minutes; and
- access to records (e.g. minutes).

Guidelines are rules and standards made by the Minister for Local Government. Guideline 1 is important as it has a list of all the local authorities in the Northern Territory (see the Schedule). Guideline 1 also creates rules, local authority processes, and how provisional meetings are to operate – as well as what a council must do in terms of reporting to a local authority.

Some of the topics Guideline 1 deals with include:

- appointments and resignations;
- sitting fees; and
- local authority meetings and provisional meetings.

Important rules about local authorities

There are some important rules to remember about local authorities. For extracts of relevant sections in the Act, please refer to **Resource No. 18 – Local Authorities**.

- The Act requires a council to appoint **at least 1 council member** (for the ward) to be a local authority member for each of its local authorities. **There is no limit to the number of council members (for that ward) who can be appointed to a local authority** (see section 77 of the Act).
- The Act requires a council to **seek advice and recommendations from its local authorities** in relation to the council's budget, priorities for expenditure, service delivery, regional plans, strategic directions, and funding (see section 81 of the Act).
- The Act requires a council to **include in their annual report the activities of its local authorities** for the relevant financial year, such as any local authority projects (see section 291(1) of the Act).
- Guideline 1 requires a council to keep an **up-to-date register of its local authority members** and make this available on the council's website and at the council's public office. This allows community members to know who are their local authority members (see clause 6.3).
- Guideline 1 requires the council to provide, at each local authority meeting (or provisional meeting), **a financial report of the actual results against the latest approved budget for a local authority area**. This financial report must also be listed as part of the local authority's agenda items (see clauses 11.1(g) and 14.1).

Questions and Answers

1. What is a 'quorum'?

A quorum is a way of saying that there are enough members present to have a meeting. In the Act, a quorum is reached when a majority of members are present. For example, if there are 9 total members of the local authority, there must be at least 5 members present.

The 'total members' means the number of local authority members appointed by the council to that local authority (and who have not resigned or otherwise ceased to be a member).

2. What is a 'provisional meeting'?

If there is no quorum, the members who are present may agree to hold a meeting if there is at least one third of the total members present. For example, if there are 9 total members of the local authority, there must be at least 3 members present to hold a provisional meeting.

A provisional meeting allows the members who are present to discuss all agenda items. The meeting must clearly identify in the minutes that it was a provisional meeting.

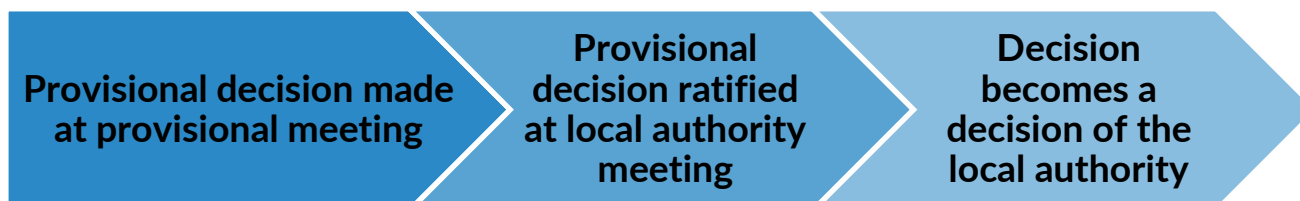
Minimum numbers of members present to hold a provisional meeting

6 members total = 2 members	10 - 12 members total = 4 members
7 - 9 members total = 3 members	13 - 14 members total = 5 members

3. What is a provisional decision?

A provisional decision is a decision made by members at a provisional meeting. However, it must be clearly identified that this decision of a provisional meeting, rather than a local authority decision.

A local authority meeting (where quorum has been reached) can choose to ratify ('approve') a provisional decision – this decision then becomes a decision of the local authority:



4. Who is eligible to be a local authority member?

There is a requirement that at least 1 council member be appointed to each local authority. The council member who is appointed must be a member for the ward where the local authority is located. Additionally, members of the community within a local authority area are eligible.

5. Is there a required number of local authority meetings?

Yes, there must be a minimum of 4 local authority meetings held in a financial year. Provisional meetings may be counted to reach this required number of meetings.

6. Can local authorities have a rotating chairperson?

In Guideline 1, councils need to have a policy for local authorities that includes determining the term of the chairperson. If the local authority wants to have different chairpersons throughout the year, it will need to make a decision to appoint each chairperson (and the term of the chairperson) in accordance with the council's policy.

7. How does a local authority raise community issues to the council?

Local authority members need to work closely with the community to gather feedback and understand issues that affect their community. Members of the community can talk with their local authority member, who then may raise those issues during discussions at local authority meetings. The local authority may then decide to provide advice or recommendations to the council.

For example, if a community wishes to start a new recycling program – this can be raised with the local authority who could make a decision to recommend a recycling project to the council.

8. How do local authorities work with the council?

Some of the ways that local authorities work with the council include:

- taking the views of local communities back to the council and acting as advocates;
- contributing to the development of the council's regional plan;

- making recommendations to the council in relation to council's service delivery.

Please refer to sections 78 and 81 of the Act for more information.

9. Do local authorities have decision-making powers?

A council may delegate specific decision-making powers to a local authority. Generally, local authorities provide advice and recommendations on issues affecting the local authority area to the council.

Please note, while local authorities may have powers delegated to it by the council, these powers cannot be exercised at a provisional meeting.

10. What is the role of Council when it has delegated its powers to a local authority?

Where a council has delegated its decision-making power to a local authority, the authority would make the decision on the delegated matter. Council may note the decision made by the local authority.

Please note that the Council can withdraw its delegation of power to a local authority at any time.

11. Do local authority members receive an allowance?

Local authority members (who are not council members) are entitled to a sitting fee for being a local authority member. Council members may be entitled to an extra allowance for attending local authority meetings, in accordance with council's policy. Please refer to Guideline 1.

12. How will residents of a community know who is a local authority member?

The council must keep an up-to-date register (list) of the local authority members for each local authority. This register must be available on council's website and at the council's public office.

13. Does the council have to provide any reports to the local authority?

There are 2 main reporting requirements for a council:

1. **Financial reports** – the council must provide the local authority with a current financial report of actual results against the latest approved budget for the local authority area.
2. **Response to meeting minutes** – council must provide a response to the meeting minutes of a local authority meeting (or provisional meeting).

14. Can a local authority member have a conflict of interest?

Yes, conflict of interests provisions apply to local authority members. Local authority members must declare any conflict of interests at a local authority meeting or to the council CEO. If a local authority member has a conflict of interest, they cannot participate and must leave the room while the matter is being discussed or decided. *Please refer to sections 114 and 115 of the Act.*

15. Are local authority meetings open to the public?

Generally, local authority meetings are open to the public and any interested party can attend. Minutes and agendas of a local authority meeting also need to be publically available on the council's website. However, a local authority meeting may be closed from the public if a local authority is considering confidential business.

16. Do I need to resign as a local authority member if I am a candidate for a local government election?

A local member who wishes to run for a local government election does not need to resign.

17. Do I need to resign as a local authority member if I am a candidate for a Legislative Assembly (Territory) election?

If a local authority member wishes to run for a Legislative Assembly election, they will need to resign in writing from being a local authority member before they 'nominate' as a candidate.

For example, a local authority member could announce that they are going to nominate as a candidate and still remain on the local authority. However, they ***must resign from the local authority before they lodge their nomination form*** with the Electoral Commission.

18. How do I resign if I am a local authority member?

If a local authority member wishes to resign, they must resign, in writing, in accordance with the process set out for resigning in the Council policy for local authorities.

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Local Authorities

Table of provisions in the *Local Government Act 2019* and *Local Government (General) Regulations 2021*

This resource has been developed for reference purposes only.

Please note that this resource does not contain all relevant sections of the *Local Government Act 2019* (the Act), regulations in the *Local Government (General) Regulations* (the Regulations) or content regarding local authorities. T

The actual sections and regulations in the Act and Regulations respectively should be read for a complete picture.

Section	Relevant content
34(1)(b)(i) and (c)	A regional plan must include, or incorporate by reference any long-term, community or strategic plan adopted by the council or a local authority and relevant to the period to which the plan relates. A regional plan must take into account the projects and priorities for the area identified by a local authority or authorities.
38(1)(a)	A council acts through a local authority to whom the council has delegated powers or authorised to act on its behalf.
40(2)(c)	A council may delegate its powers and functions to a local authority.
72(2)	The chief executive of a local government subsidiary must not delegate a power or function under this Act or another Act to a local authority.
76	The Minister may, by <i>Gazette</i> notice, identify a council for a region that must establish and maintain one or more local authorities. A council identified in the <i>Gazette</i> notice must establish and maintain the local authority in accordance with any guidelines that the Minister may make. The Minister may, by <i>Gazette</i> notice, abolish a local authority.
77	Constitution of local authority A local authority consists of: (1) at least one member of the council (who must be a member for the ward in which the local authority is located (and may be the principal member)) appointed by the council by resolution; and (2) such other members of the community or communities within the local authority's area as the council appoints as members of the local authority by resolution, in accordance with any guidelines that the Minister may make. <i>Note:</i> <i>A member of the council's staff is eligible for appointment as a member of a local authority.</i>

78	<p>Functions of local authority</p> <p>The functions of a local authority are:</p> <ul style="list-style-type: none"> (a) to involve local communities more closely in issues related to local government; and (b) to ensure that local communities are given an opportunity to express their opinions on questions affecting local government; and (c) to allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region; and (d) to take the views of local communities back to the council and act as advocates on their behalf; and (e) to contribute to the development of the relevant regional plan; and (f) to make recommendations to the council in relation to: <ul style="list-style-type: none"> (i) the council's budget; and (ii) the part of the council's area within which the local authority performs its functions; and (g) to perform other functions assigned to the local authority by the Minister, in accordance with any guidelines that the Minister may make.
79	<p>Limits on functions of local authority</p> <p>A local authority must comply with any guidelines that the Minister may make.</p> <p>A local authority is subject to control and direction by the council, subject to any guidelines that the Minister may make.</p>
80	<p>Reporting</p> <p>The local authority and the council must provide each other with reports in accordance with any guidelines that the Minister may make.</p>

81	<p>Council to work with local authority</p> <p>A council that has established and maintained one or more local authorities must seek advice and recommendations from the local authority or local authorities in relation to the following:</p> <ul style="list-style-type: none"> (i) the council's budget; and (ii) the council's priorities for expenditure; and (iii) the council's service delivery; and (iv) the council's regional plans; and (v) the council's strategic directions; and (vi) the council's funding. <p>The council must ensure its strategies and plans are informed by the vision and priorities of the local authority or local authorities.</p> <p>The council must work with the local authority or local authorities to foster constructive working relationships between the council members and the residents and organisations of the region.</p> <p>Note</p> <ol style="list-style-type: none"> 1. A council's regional plan must take into account the projects and priorities for the area as identified by a local authority under section 34(1)(c) of the Act. 2. The minutes of a meeting of a local authority must form part of the agenda of the next ordinary meeting of the council under section 101(5) of the Act. 3. A council's annual report must provide an assessment of the council's performance of service delivery and projects with reference to the advice and recommendations of a local authority or authorities under section 291(1)(g) of the Act. <p>The local authority is to be allowed access to the council's records as required for the discharge of the local authority members' duties (regulation 61 of the <i>Local Government (General) Regulations 2021</i>).</p> <p>Regulations 54 of the <i>Local Government (General) Regulations 2021</i> defines the primary records of a council are:</p> <ul style="list-style-type: none"> • the agenda and minutes of meetings of the council, local authorities, local boards and council committees; and • minutes of meetings of electors; and • the council's by-laws; and • the council's annual municipal, regional or shire plans (including the council's annual budgets, long-term financial plans and amendments to the council's annual budgets and long-term financial plans); and • the council's annual reports (including the council's annual financial statements); and • the register of annual returns of interests; and • the register of declared gifts and benefits; and • the register of declared conflicts; and • the register of all documents executed under the council's common seal, register of correspondence addressed to or sent by the council or its principal member or the register of each council member; and • any other documents necessary for an understanding of the council's policies and operations.
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96(2)	Subject to any guidelines that the Minister may make, and to direction by the council, a local authority meets at times determined by the local authority.
97	<p>Convening of meetings</p> <p>Meetings of a local authority are convened by the CEO.</p> <p>The CEO may, at the request of the chairperson of a local authority, convene a meeting of the local authority.</p> <p>A notice convening a meeting:</p> <ul style="list-style-type: none"> (a) must be in writing; and (b) must state the date, time, place and agenda for the meeting; and (c) must be given to the local authority members within the timeframe prescribed by regulation and before the time appointed for the meeting; and (d) must be accessible on the council's website within the timeframe prescribed by regulation and before the time appointed for the meeting; and (e) must be posted on a notice board at the council's public office within the timeframe prescribed by regulation. <p>The notice may be given to a local authority member personally, by post, by email, by any other electronic means or in any other way arranged by the CEO with the member.</p> <p>Regulation 102 of the <i>Local Government (General) Regulations 2021</i> provides that the notice convening a local authority meeting must be given to members at least 3 business days before the date appointed for the meeting. The notice must also be accessible on the council's website and posted on a notice board at the council's public office at least 3 business days before the date appointed for the meeting.</p> <p>Regulation 103 of the <i>Local Government (General) Regulations 2021</i> provides that the agenda of a local authority meeting must include any business papers to be considered at the meeting (including any business papers for confidential business). If business that deals with confidential information is to be considered at the meeting, the notice of the convening of the local authority meeting must contain a statement of that fact and the provision of the Act or the Regulations under which the information is confidential.</p> <p>If it is not practicable to do so, the business papers for the meeting may not be posted with the copy of the notice posted on the notice board of the council's public office, however, the notice must contain information on how to otherwise access the business papers on the council's website. If any other papers or documents are considered at a meeting that have not been published and posted for the meeting, the papers or documents must be published on the council's website at the same time the minutes of the meeting are published under section 102(2) of the Act.</p> <p><i>Note</i></p> <p><i>Information may be suppressed from the material that is made publicly available because the information is confidential (see section 293 of the Act and regulation 51 of the Regulations).</i></p>

98	<p>Procedure at meeting</p> <p>The chairperson of a meeting of a local authority is a member appointed by the local authority to be the chairperson of the local authority.</p> <p>A quorum at a meeting of a local authority consists of a majority of its members holding office at the time of the meeting.</p> <p>A local authority member who is not physically present at a meeting is taken to be present at the meeting if:</p> <ul style="list-style-type: none">(a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner; and(b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and(c) the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting. <p>A decision of a local authority is to be by majority vote of the members present at a meeting. Subject to the Act and any direction by the council a local authority may determine its own procedures.</p>
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99	<p>Meetings to be open to public</p> <p>A meeting of a local authority must be open to the public. A local authority meeting must be held in a place where the public may access the place for the purpose of attending the meeting (Regulation 50 of the <i>Local Government (General) Regulations 2021</i>). If all local authority members are attending a meeting by means of an audio or audiovisual conferencing system, the meeting must be accessible to the public by means of the audio or audiovisual conferencing system.</p> <p>However, the public may be excluded while business of a kind prescribed by regulation as confidential business is being considered.</p> <p>If the local authority considers confidential business at a meeting, the agenda for the meeting must identify the type of matter that is to be considered at the meeting.</p> <p>Regulation 51 of the <i>Local Government (General) Regulations 2021</i> prescribes the following as confidential:</p> <ul style="list-style-type: none"> (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; (b) information about the personal circumstances of a resident or ratepayer; (c) information that would, if publicly disclosed, be likely to: <ul style="list-style-type: none"> (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or (ii) prejudice the maintenance or administration of the law; or (iii) prejudice the security of the local authority, council, local authority members, council members or council staff; or (iv) prejudice the interests of the local authority, council or some other person (but does not include information that only causes embarrassment to the council, local authority, a council member, local authority member or council staff; information that only causes loss of confidence in the local authority or council; information that only causes discussion of a matter that is controversial in the local authority area or council area; or information that only causes the local authority or council to be susceptible to adverse criticism); (d) information subject to an obligation of confidentiality at law, or in equity (for example information that may be subject to legal professional privilege); (e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest (but does not include information that only causes embarrassment to the council, local authority, a council member, local authority member or council staff; information that only causes loss of confidence in the local authority or council; information that only causes discussion of a matter that is controversial in the local authority area or council area; or information that only causes the local authority or council to be susceptible to adverse criticism); (f) information in relation to a complaint of a contravention of the code of conduct (however, after the complaint has been decided, a decision notice in relation to the complaint or a report of proceedings or findings of the complaint including a summary decision is no longer confidential).
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100	<p>Postponement of meeting</p> <p>If a quorum is not present within 30 minutes of the start time for the meeting of a local authority, the following may postpone a meeting to a time later on the same day:</p> <ul style="list-style-type: none"> (a) the chairperson; or (b) if the chairperson is not present but 2 or more members are present – the majority of members present; or (c) if the chairperson is not present and fewer than 2 members are present – the CEO or a person authorised by the CEO. <p>If a meeting is postponed as mentioned above, the CEO must, in writing, record the fact that the meeting was postponed and the record must be:</p> <ul style="list-style-type: none"> (a) published on the council's website; and (b) posted on the notice board at the council's public office. (c) If it is impracticable for a meeting to be postponed to a time later on the same day, the CEO may postpone the meeting for up to 21 days. <p>The person who postpones a meeting must ensure, as far as practicable, that each member receives notice of the postponement and of the time and place to which the meeting has been postponed.</p> <p>If a meeting is postponed by the CEO to another day, the notice of the postponement and of the time and place to which the meeting has been postponed must be, within the timeframe prescribed by regulation:</p> <ul style="list-style-type: none"> (a) published on the council's website; and (b) posted on the notice board at the council's public office. <p>Regulation 105 of the <i>Local Government (General) Regulations 2021</i> provides that a notice of the postponement of a meeting and of the time and place to which the meeting has been postponed must be published on the council's website and posted on the notice board at the council's public office at least one business day within the date of the meeting being postponed. If the meeting is postponed to the following day, the notice must be published and posted at least 4 hours before the time appointed to the meeting.</p>
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101	<p>Minutes</p> <p>The CEO must ensure that proper minutes of meetings of a local authority are kept. The minutes must be in writing and must set out:</p> <ul style="list-style-type: none"> (i) the names of the members present at the meeting; and (ii) the business transacted at the meeting; and (iii) any confidential business that was considered at the meeting; and (iv) any other information required by regulation. <p>The minutes must include references to any written reports or recommendations considered in the course of the meeting together with information about how to obtain access to the reports or recommendations.</p> <p>The local authority must, at its next meeting, or next ordinary meeting, confirm the minutes (with or without amendment), including any confidential business considered at the meeting, as a correct record of the meeting.</p> <p>The minutes of a local authority must be tabled at the next meeting of the council.</p> <p>The minutes of a local authority must be included in the agenda for the next ordinary meeting of the council and the council's response to those minutes must be recorded in the minutes of the meeting of the council.</p> <p>The council must report back to the local authority on its response to the local authority's minutes.</p> <p style="padding-left: 40px;">Regulation 59 of the <i>Local Government (General) Regulations 2021</i> provides that the minutes of a local authority meeting must include the following information:</p> <ul style="list-style-type: none"> • the date, time and place of the meeting (including the time of opening and closing the meeting); • if the meeting is closed to the public – the time or times of the closure and the reasons for the closure; • the motions (including motions for amendments to motions) moved at the meeting and the names of the mover and seconder of each motion; • how the meeting deals with each motion; • if the meeting is adjourned – the date, time and place to which the meeting is adjourned; • if any confidential business was considered at a meeting – the name and position of each person who attended the meeting • if a local authority member arrives at the meeting later than its time of opening – the time the member arrived at the meeting; • if a local authority member departs from the meeting earlier than its time of closing – the time the member departed the meeting; • if a local authority member departs from the meeting earlier than its time of closing and returned to the meeting – the time the member returned to the meeting. <p style="padding-left: 40px;"><i>Note</i> The time of the opening or closing of a meeting is the actual time of the opening or closing of the meeting, not the scheduled time of the opening or closing of the meeting.</p>
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102	<p>Public access to minutes</p> <p>A copy of the minutes of a local authority must, within 10 business days after the date of the meeting to which the minutes relate, be available to the public:</p> <ul style="list-style-type: none"> (a) on the council's website; and (b) at the council's public office. <p>If business that deals with confidential information was considered at the meeting, the copy of the minutes available to the public must contain a statement of that fact and the provision of the Act under which the information is confidential.</p> <p style="padding-left: 40px;"><i>Note</i> <i>Information may be suppressed from the material that is made publicly available because the information is confidential (see section 293 of the Act and regulation 51 of the Regulations).</i></p> <p>A member of the public:</p> <ul style="list-style-type: none"> (a) may inspect without fee, at the council's public office, the copy of the minutes made available to the public; and (b) may, on payment of any fee fixed by the council, obtain an identical copy of the minutes; and (c) may, on payment of any fee fixed by the council, obtain from the CEO a certified copy of, or extract from, the minutes of a meeting. <p>However, until the local authority has confirmed the minutes as a correct record of the meeting:</p> <ul style="list-style-type: none"> (a) the minutes, in the form in which the minutes are made available to the public, must be marked with a warning to the effect that the minutes have not been confirmed as a correct record of the meeting; and (b) no certified copy of, or extract from, the minutes is to be issued.
107	<p>Allowance for local authority members</p> <p>A local authority member is to be paid an allowance by the council to the extent that any guidelines that the Minister may make and that apply in the relevant financial year that permit the allowance to be paid.</p> <p>The allowance for a local authority member is to be paid by the council in accordance with any guidelines that the Minister may make and that apply in the relevant financial year.</p>
109	<p>Expenses and benefits</p> <p>A council may, by resolution, adopt a policy providing that local authority members are (subject to the conditions and limitations determined by the council) entitled to payment or reimbursement of reasonable expenses for travel and accommodation necessary for:</p> <ul style="list-style-type: none"> (a) attending a local authority meeting; or (b) attending to business of the council in accordance with a prior resolution of the council.

114	<p>Conflict of interest</p> <p>A local authority member has a conflict of interest in a question arising for decision by the local authority if the member or an associate of the member has any of the following interests in how the question is decided:</p> <ul style="list-style-type: none"> (a) a direct interest; (b) an indirect financial interest; (c) an indirect interest by close association; (d) an indirect interest due to conflicting duties. <p>direct interest means an interest that occurs when a member is likely to be directly affected if the matter is decided in a particular way.</p> <p><i>Example of a direct interest</i> A company controlled by the member is tendering for a contract that is being discussed by the council.</p> <p>indirect financial interest means an interest that occurs when a member is likely to receive a benefit or incur a loss because another person has an interest.</p> <p><i>Example of an indirect financial interest</i> The member has shares in, or is employed by, a company that is tendering for a contract that is being discussed by the council.</p> <p>indirect interest by close association means an interest that occurs when an associate of a member has a direct or indirect interest, or a resident of the member's household has a direct interest.</p> <p><i>Examples of an indirect interest by close association</i></p> <ol style="list-style-type: none"> 1. The member's sibling is suing the council and the council is considering whether to settle the matter. 2. A resident of the member's household is tendering for a contract that is being discussed by the council. <p>indirect interest due to conflicting duties means an interest that occurs when a member is a director, partner, agent, trustee, manager, office holder or employee of a person or entity, including a non-profit body or association, that has a direct interest.</p> <p><i>Examples for definition indirect interest due to conflicting duties</i></p> <ol style="list-style-type: none"> 1. The member is a director of a non-profit body or association that is seeking a sponsorship or donation being discussed by the council. 2. The member is an employee of a non-profit body or association that is tendering for a contract being discussed by the council. <p>However, each of the following is not a conflict of interest:</p> <ul style="list-style-type: none"> (a) an interest that the member or associate shares in common with the general public or a substantial section of the public; (b) an interest as an elector or ratepayer that the member or associate shares in common with other electors or ratepayers; (c) an interest so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.
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115	<p>Disclosure of interest</p> <p>As soon as practicable after a local authority member becomes aware of a conflict of interest in a matter that has arisen or is about to arise before a local authority, the member must disclose the interest that gives rise to the conflict (the relevant interest):</p> <ul style="list-style-type: none"> (a) at a local authority meeting; and (b) to the CEO. <p>A local authority member must not:</p> <ul style="list-style-type: none"> (a) be present at a local authority meeting while a matter in which the member has a conflict of interest is under consideration; or (b) participate in any decision in relation to the matter; or (c) engage in behaviour that may influence the local authority's consideration of or decision in relation to the matter. <p>The Minister may approve the following on any conditions the Minister considers appropriate:</p> <ul style="list-style-type: none"> (a) a local authority member's participation in the consideration of the matter in which the member has a conflict of interest; (b) a local authority member's participation in the decision in relation to the matter in which the member has a conflict of interest. <p style="padding-left: 40px;">Regulation 57 of the <i>Local Government (General) Regulations 2021</i> provides that the Council CEO must maintain a register of all disclosed conflicts of interests by local authority members.</p> <p>A local authority member commits an offence if the member:</p> <ul style="list-style-type: none"> (a) intentionally engages in conduct; and (b) the conduct results in a failure to disclose an interest and the member is reckless in relation to the result. <p>Maximum penalty: 100 penalty units (\$15,700) or imprisonment for 6 months.</p> <p>A local authority member commits an offence if the member:</p> <ul style="list-style-type: none"> (a) intentionally engages in conduct; and (b) the conduct results in a contravention of subsection (2) or a condition of an approval in subsection (3) and the member is reckless in relation to the result. <p>Maximum penalty: 100 (\$15,700) penalty units or imprisonment for 6 months.</p> <p>If the Northern Territory Civil and Administrative Tribunal (NTCAT) finds that a local authority member has participated in the decision of a local authority contrary to this section on conflict of interest, NTCAT may, on application by an elector or ratepayer of the local government area, declare the decision void.</p>
119	<p>Code of conduct to apply</p> <p>The code of conduct set out in Schedule 1 of the Act governs the conduct of local authority members.</p>
168(4)	<p>The council CEO must not delegate a power or function under this Act or another Act to a local authority.</p>
201(1) and (2)(h)	<p>Annual budgets</p> <p>A council must prepare a budget for each financial year.</p> <p>The budget for a particular financial year must separately provide for a budget for each local authority established by the council (if any).</p>

203(3)(b)	<p>Adoption of an amended budget</p> <p>An amended budget adopted by council must not have the effect of changing the amount of an allowance for the financial year for local authority members except in accordance with any guidelines made by the Minister.</p>
291	<p>Content of annual report</p> <p>The annual report of a council must include:</p> <ul style="list-style-type: none"> • an assessment of the activities of any local authority within the council's area for the relevant financial year; and • details in relation to any delegations of the council's functions and powers to a local authority in force for the relevant financial year; and • an assessment of the council's performance of service delivery and projects for the relevant financial year, with reference to the advice and recommendations of a local authority or authorities.



Victoria Daly
REGIONAL COUNCIL

STRATEGIC PLAN

2020 TO 2024

CONTENTS

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1 PURPOSE

The primary role of a Regional Council is to ensure the delivery of local government services to regional and remote areas across the Northern Territory.

Defined by ward boundaries, Regional Councils also provide the delivery of federal and state government services and programs to the communities in which they provide a service to.

2 VISION, MISSION AND VALUES/ETHICS STATEMENTS

2.1 VISION STATEMENT

"To strengthen our region through fostering development, growth and social wellbeing"

2.2 "OUR COMMITMENT"

Moving Forward Together.

2.3 MISSION STATEMENT

We will achieve our vision through:

- Sound governance and proactive leadership at a regional and local levels
- Advocating on behalf of our region and its communities
- Having a sound financial base which has at its core, a diversity of income streams
- Investing in growing the ability and wellbeing of our staff
- Continuously improving our services, planning, ITC systems, policies and procedures
- Having consistency in our service delivery
- Communicating effectively within the Council and external to the Council
- Supporting community officers to enable them to deliver appropriate services into communities
- Ensuring that we are continually addressing our environmental sustainability and waste management
- Striving towards developing and maintaining Councils assets and resources
- Working in a united manner with all communities towards a strong, safe, healthy future
- Providing employment opportunities and growing the local talent pool within the region
- Having inclusive engagement strategies
- Working with environmentally sound businesses to invest in the region
- Being resilient and adaptable to future challenges

2.4 VALUES AND ETHICS STATEMENT

Our core values are fundamental to the Council and its staff. These values determine how we do business and interact with colleagues and the public.

- Respect – respect for each other's opinions and ideas
- Equality – We are all equal
- Accountability – being accountable for our own actions and behaviours
- Being Trustworthy and Honest – being trusting and honest with one another and with our community members
- Culture – Acknowledge and respect the cultures of our people
- Heritage – we acknowledge and protect our heritage.

3 KEY OBJECTIVES

The following key objectives evolved through discussion and consensus.

OBJECTIVE ONE

Provide proactive leadership with transparent and accountable governance

OBJECTIVE TWO

Enhance the Council's financial sustainability to enable quality services and assets across the region

OBJECTIVE THREE

Grow our people through investment in training, skills recognition and developing regional opportunities for employment

OBJECTIVE FOUR

Enhance the liveability of our communities and our regional lifestyle

OBJECTIVE FIVE

Continually improve Council's assets and infrastructure through good forward planning

OBJECTIVE SIX

Improve the Council's operating systems, policies and procedures

4. OBJECTIVES, STRATEGIES AND OUTCOMES

The following Key objectives and strategies have evolved.

1. OBJECTIVE ONE

Providing proactive leadership with transparent and accountable governance

- | | |
|------------|---|
| 1.1 | <p>STRATEGY
Ensure effective community leadership and representation to Council on local issues through Local Authority Committees</p> |
| | <p>OUTCOMES</p> <ul style="list-style-type: none"> • Council meetings which have clear actions • Clear costed action plans developed and implemented by Local Authority Committees |
| 1.2 | <p>STRATEGY
Support and train elected regional representatives</p> |
| | <p>OUTCOMES</p> <ul style="list-style-type: none"> • Training Plan developed and implemented for elected members and representatives • Training attended to be reported in the Council's Annual Report |
| 1.3 | <p>STRATEGY
Comply with all statutory, regulatory and reporting requirements</p> |
| | <p>OUTCOMES</p> <ul style="list-style-type: none"> • No concerns identified by relevant statutory or regulatory authorities • Unqualified Annual Financial Statements • All grants acquitted according to funding guidelines. |
| 1.4 | <p>STRATEGY
Create and implement an external communications plan which informs stakeholders of Council's activities</p> |
| | <p>OUTCOMES</p> <ul style="list-style-type: none"> • External communications plan with measurement tools endorsed and funded by Council • Clarity in relation to stakeholders and messaging to each stakeholder group • Report against communications plan activities in Council meetings and the Council's Annual Report |
| 1.5 | <p>STRATEGY
Advocate on behalf of the region to address regional disadvantage</p> |
| | <p>OUTCOMES</p> <ul style="list-style-type: none"> • Council identified priorities communicated to relevant Government, agency or organisation and • Outcomes of Advocacy activity reported to Council and stakeholders concerned |
| 1.6 | <p>STRATEGY
Develop an overall responsible reporting structure to enable Council to review the implementation and success or otherwise of the Strategic Plan and its objectives</p> |
| | <p>OUTCOMES</p> <ul style="list-style-type: none"> • An approved reporting structure developed and implemented • A responsive, proactive Council and structure which is resilient and responsive to change. |

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

2. OBJECTIVE TWO

Enhance the Council's financial sustainability to enable quality services and assets across the region

2.1	<p>STRATEGY Further develop and diversify the Council's Business division's contracts and activities to provide a wide range of incomes sources</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • A Council approved forward looking budget developed which takes priority regional and local tasks into consideration • Additional contracts awarded to Council resulting in improved on-ground activities in the region and at community level • Robust reporting of financial statements to Council against all business divisions and regional initiatives
2.2	<p>STRATEGY Work with key on-ground personnel to develop innovative budget solutions to minimise expenditure and maximise income streams</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Improved utilisation of assets • Increased income from each region by agreed targets set, in conjunction, with Council Service Managers • Reports to Council on a quarterly basis on any new income streams initiated
2.3	<p>STRATEGY Improve efficiencies within the Council to minimise resource wastage</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Improved communications between business division, Council Service Managers, administration and finance • Enhanced Corporate knowledge • Yearly staff survey by Council to cover staff tenure, internal communication and well being
2.4	<p>STRATEGY Creation of a reserve to address Council's short, medium and long-term infrastructure requirements</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Identify reserve growth target's each year and categorised medium and long-term potential investment of reserve. • Report Reserve and identified medium and long term investment of reserve funds

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

3. OBJECTIVE THREE

Grow our people through investment in training, skills recognition and developing regional opportunities for employment

3.1	<p>STRATEGY Invest in training through the development and implementation of a comprehensive Training Plan covering all staff</p>
	<p>OUTCOMES</p> <ul style="list-style-type: none"> • Training Plan and yearly budget approved by Council • Report to Council on a six-monthly basis against the target Training within the plan • Training budget set for new Indigenous employees to maximise the potential of successful employment • Improved staff wellbeing and competency to undertake their duties • Report against grants received for staff training initiatives • Positive response to training in Yearly staff survey
3.2	<p>STRATEGY Review the current organisational structure to improve communications, maximise inter departmental support and to grow staff capabilities and remuneration</p>
	<p>OUTCOMES</p> <ul style="list-style-type: none"> • Structure reviewed and approved by Council within six months • New position descriptions developed; positions filled with appropriate remuneration levels awarded • Feedback from yearly survey to measure staff retention and wellbeing
3.3	<p>STRATEGY Create and implement an internal communications and visitation plan which builds understanding between all divisions of the Council</p>
	<p>OUTCOMES</p> <ul style="list-style-type: none"> • Internal communications structure documented and approved by Council • Regional and head office visitation plan approved, costed and reported against to Council • Yearly staff survey feedback from staff in regard to communications and visitation outcomes
3.4	<p>STRATEGY Grow local employment through the development and delivery of programs and contracts in communities and across the region.</p>
	<p>OUTCOMES</p> <ul style="list-style-type: none"> • Council set percentage targets for local employment determined, accepted, monitored and achieved • Training budget set for new Indigenous employees to maximise the potential of successful employment • Targets reported against in annual report

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

4. OBJECTIVE FOUR

Enhance the liveability of our communities and our regional lifestyle

4.1	<p>STRATEGY Delivery of quality programs which support resident's well being</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Report to Council existing programs delivered and outcomes achieved for residents • Report to Council on new contracts and programs being delivered and the expected outcomes for the relevant community or stakeholder group
4.2	<p>STRATEGY Support and or facilitation of local and regional cultural and festival events</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Report to Council on the additional events held at the local level • Additional grant funding received to hold events and festivals
4.3	<p>STRATEGY Facilitate the provision of services which improve residents' lives</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Report six monthly on existing and new services delivered and determine the impact on resident's lives
4.4	<p>STRATEGY Be business friendly to encourage the development of business and industry investment into the region</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Procedures and systems in place and active which enable quality feedback to potential investors or new businesses • Relevant information available to potential businesses and investments • Council to be consulted on new developments in the region prior to Development Consent Authority Approval.
4.5	<p>STRATEGY Enhance the local sport and recreational environment within each community</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Each community to have a Council approved, costed Sport and Recreation Master Plan within 18 months with key milestone dates for development • Report to Council on a six-monthly basis the additional grant funding gained for the facilities in each community.

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

5. OBJECTIVE FIVE

Continually improve Council's assets and infrastructure through good forward planning

5.1	<p>STRATEGY Develop and implement an Asset Maintenance and Replacement Program</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Approval of a costed Asset Maintenance and Replacement Program with key milestones indicated. • Report to Council on a six-monthly basis in regard to implementation and grant funding achieved.
5.2	<p>STRATEGY Identify, plan and implement a comprehensive ITC Plan</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Approval of a costed ITC with key milestones within six months of approval of the strategic plan • Report to Council on a six-monthly basis in regard to implementation and grant funding achieved.
5.3	<p>STRATEGY Create and implement a structured vehicle and plant replacement program</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Approval of a costed vehicle fleet and plant replacement program with key milestones within six months of approval of the strategic plan. Plan to cover a period of 10 years • Report to Council on a six-monthly basis in regard to implementation and grant funding achieved.
5.4	<p>STRATEGY Develop and implement an Environmental Plan which will minimise Council's foot print and maximise recycling opportunities</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • A living five-year staged Environmental Plan costed with milestones and approved by Council within 12 months • Report on Council on a six-monthly basis in regard to the implementation of the Plan • Report to Council on new viable recycling which has occurred in each community
5.5	<p>STRATEGY Maximise grant income through targeting critical initiatives within the plans</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Key employees skilled up to maximise grant funding opportunities • Council registered with a wide range of sites to maximise awareness of small to medium size grant opportunities • Report to Council on a three-monthly basis of grant funding generated and acquitted.

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

6. OBJECTIVE SIX

Improve the operating systems, policies and procedures

6.1	<p>STRATEGY Review all policies and procedures to ensure compliance and consistency of implementation within 12 months</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Specialist engaged to ensure compliance • Induction Manual redeveloped to enable all staff to understanding policies and procedures. • Ongoing training of staff to ensure consistency of applications • Improved payroll (online system) similar to NTG MyGov.
6.2	<p>STRATEGY Overhaul the Council's Knowledge Management system to assist in improving staff efficiency and access to records within 12 months</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Scope of work clarified, approved by Council and person engaged to redevelop the Knowledge Management system • Training manual developed and implement through quality training for all staff. • All software and hardware manuals centralised and on-line • Ability to access standard documents, reports, plans and corporate information improved dramatically improving efficiency of the Council and well-being of staff
6.3	<p>STRATEGY Upgrade software and hardware to improve work efficiency within 18 months</p> <p>OUTCOMES</p> <ul style="list-style-type: none"> • Staff requirements built into ITC system • Training on software and hardware included in Training Plan



10.3. Yarralin - Pigeon Hole Local Authority Finance Report

Report Type Finance Report
Department Financial Services Corporate Services
Prepared by Senior Accountant

Purpose

This report presents a current financial report of actual results against the latest approved budget for the local authority area and an update on Local Authority Project Funding.

Recommendations

- A. That the Yarralin - Pigeon Hole Local Authority Finance Report report is received and noted

REGIONAL PLAN

Goal 2: Financial Sustainability
Goal 6: Liveability

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments

1. Yarralin Finance Report and LAPF [10.3.1 - 6 pages]
2. Pigeon Hole LAPF [10.3.2 - 1 page]

Victoria Daly Regional Council
Income and Expenditure
For the period ended on 31-Mar-2022

Yarralin

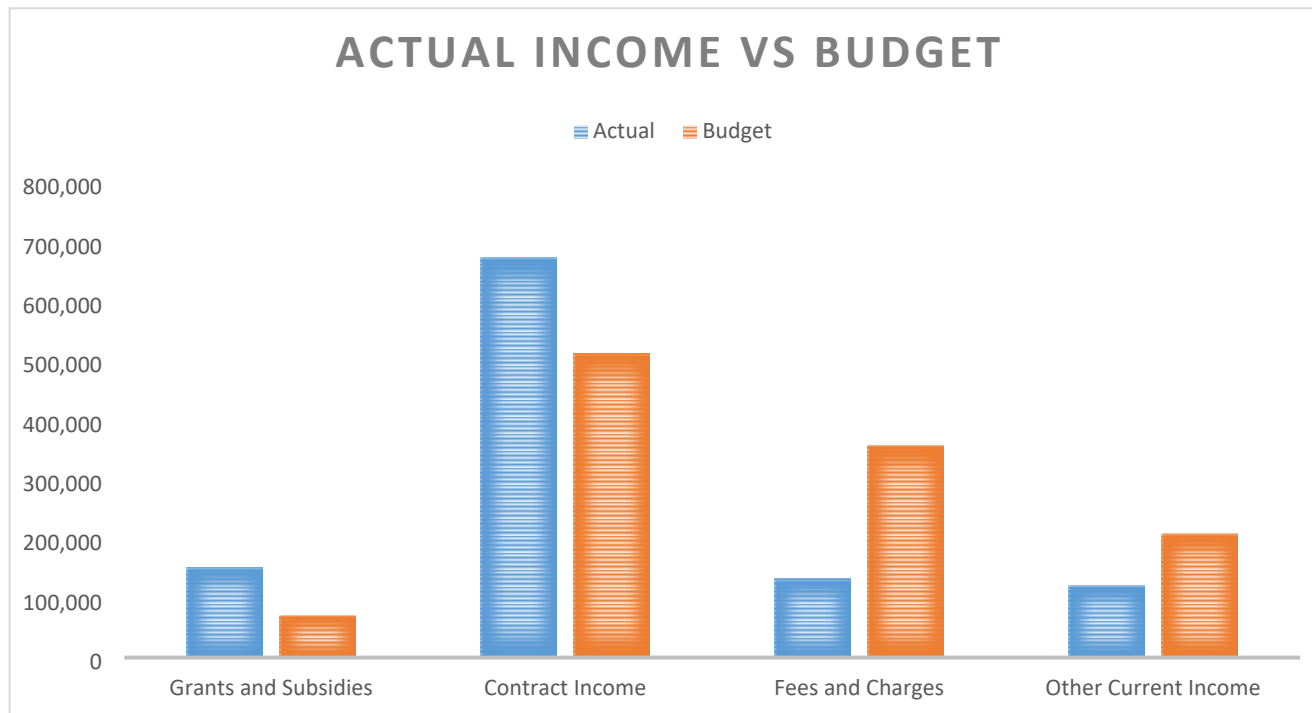


Description	Year To Date Ended on 31-Dec-2021			
	Actual	Budget	Variance	
Income				
Grants and Subsidies	151,274	70,000	81,274	\$81,274 grants for safer community/security fencing
Contract Income	674,895	513,360	161,535	Income received from CDP was high than budgeted
Fees and Charges	132,895	357,967	(225,072)	Income received from NDIS and accommodation was less than budgeted
Other Current Income	121,105	207,948	(86,843)	No income has been received from waste management and income from parks and garden is less compare to previous years
			-	
Total Income	1,080,169	1,149,275	(69,106)	
Expenditure				
Employees	(987,737)	(1,414,476)	426,739	Underspend is due to vacant positions
Councillor and LA Expenses	(259)	(5,175)	4,916	Underspent due to meeting postponed

Materials and Contracts	(217,208)	(324,007)	106,799	The underspent relates to \$168,000 allocated to Sewerage upgrade-Lingara. Work is ongoing underspent on Repair and maintenance(\$6540) and Insurance (\$6,378) Overspent on electricity (\$6,322)), water & sewerage (\$6,261) and ICT Software (\$1,284) and underspent on ICT Hardware (\$8,263) Underspent on training (8,752), Travel allowance (11,511), Accommodation exp(3,485), Staff expense (\$3,281) and stationery (\$2,776)
Depreciation	(15,571)	(27,182)	11,611	
Fleet and Plant Expenses	(49,423)	(62,281)	12,858	
Utility and Communication Expenses	(150,248)	(146,124)	(4,124)	
Other Operating Expenses	(25,171)	(57,304)	32,133	
Finance Charges	(43)	(2,418)	2,375	
Allocated Expenses/(Income)	(811,069)	(790,453)	(20,616)	
Total Expenses and Allocations	2,256,729	2,829,420	(572,691)	
Surplus (Deficit) For the period	(1,176,560)	(1,680,145)	503,585	

Income

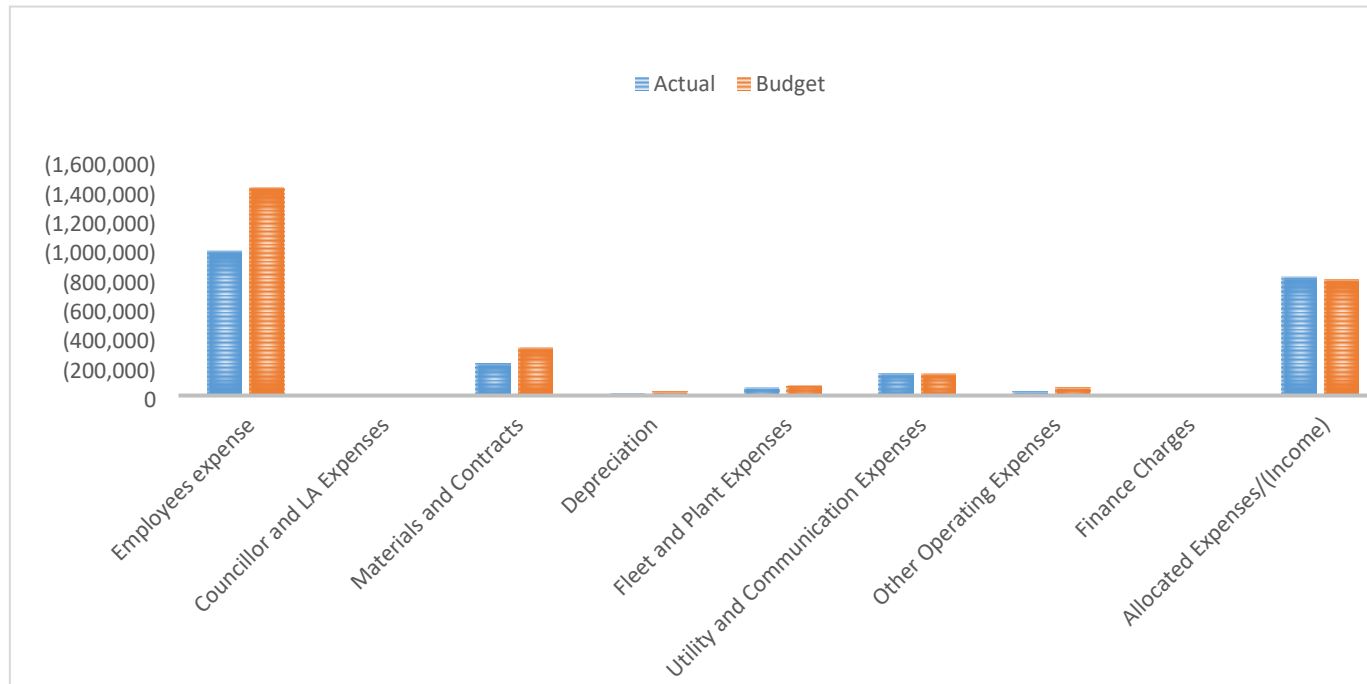
During the first 9 months period, council received \$1,080,169 which was less by \$69,106 compared to budgeted \$1,149,275. Actual Revenue from Fees and charges and other current income was less than budgeted.

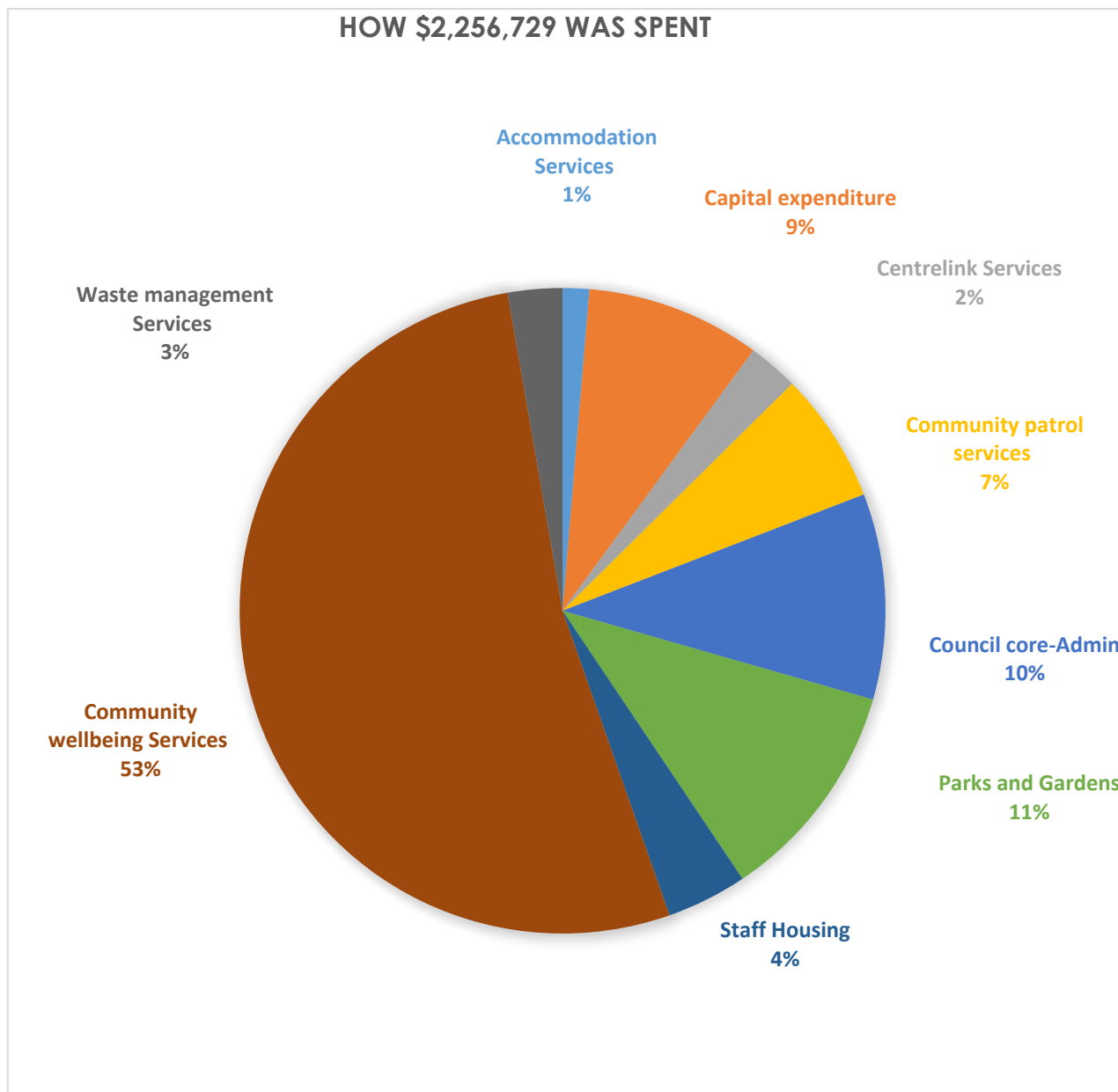


Expenditure

Council spent \$2,829,420 in total. This has resulted underspend of \$572,691. The major contributor to underspent are vacant positions in Yarralin, capital works (Budgeted of \$168,000 for Sewerage upgrade) not yet commenced and underspent on training, accommodation, travel allowance and staff expenses.

Bar chart shows actual vs budget expenditure by Account Categories





LA Reporting

Fund Carried forward from last financial year	129,319
Funds received this financial year	<u>70,000</u>
	199,319
Funds allocated to Project	-59,465
Funds available for future projects	<u><u>139,854</u></u>

Project ID	Project Name	Resolution passed on	Budget amount	Actual Amount	Status
80LB009	Power card operated lights for Yarralin Oval	Motion 2020/04Y-005	30,000	-	Ongoing
80LB010	Yarralin beautification projects	Motion 2020/04Y-006	20,000	-	Ongoing
80LB011	Vet services		9,465	9,466	Completed
			59,465	9,466	

Fund Carried forward from last financial year 2020/21
Funds received this financial year

20,183

18,800

38,983

Funds committed to Projects

Funds available for future projects

0

38,983

Project ID	Project Name	Resolution passed on	Budget amount	Actual Amount	Status
83LB500	Repurpose LA Funds from LA to SCALE		2,945	2,945	Completed
83LB005	Mattress and Mattress Protectors	Motion 2020/01Y-005	650	650	Completed
83LB008	Tyre Changer Machine and Tyre Balancer including accessories	Motion 2020/01Y-008	20,000	21,097	Completed
83LB009	Construction of fence to create Council Compound	Motion 2020/04Y-002	20,000	22,764	Completed
			43,595	47,456	



10.4. RSAS semester 1 activity plan

Report Type Local Authority Reports
Department **Community Council Operations Council Operations**
Prepared by **Council Operations Manager, Yarralin**

A report will be tabled at the local authority meeting.

Recommendations

- A. That the RSAS semester 1 activity plan report is received and noted
- B. That the Yarralin – Pigeon Hole Local Authority endorses the Remote School Attendance Strategy semester 1 activity plan for 2022.

Attachments

1. rsas semester1 activity plan 2022 [**10.4.1** - 11 pages]



REMOTE SCHOOL ATTENDANCE STRATEGY (RSAS)

Semester 1 Activity Plan, 2022

Community Name:

Yarralin

Provider and school information

School:

Yarralin School

RSAS provider: Victoria Daly Regional Council

Victoria Daly Regional Council

RSAS provider contact name/details:

John Bonson / Wesley Campbell

SECTION 1: Governance committee and school endorsement

Governance Committee

Governance Committee membership: *(please list)*

The Victoria Daly Regional Council's Yarralin Local Authority is the existing body engaged to provide this input and for the purpose of this document is referred to as the RSAS Governance Committee.

Has the RSAS Governance Committee been consulted about this Semester 1 Activity Plan?

Due to the first 2022 Yarralin Local Authority meeting not occurring until 12/04/2022, this plan is being presented for greater consultation and approval on 12 April 2022

What date was this Semester 1 Activity Plan endorsed by the RSAS Governance Committee?

This plan is being presented for endorsement by the Yarralin Local Authority on 12 April 2022.

School

Contact officer at school:

Yarralin School Principal – 8975 0809

Has the school been consulted about this Semester 1 Activity Plan?

Yes

SECTION 2: Community planning and goals

RSAS Community Map

Was a community map developed?

Yes, during the initial stages of the project.

Did the Governance Committee provide input into the community map?

Yes

Community goals

What are the community's goals in terms 1 and 2, 2022?

- To establish consistent attendance at school and maintain or increase Yarralin's already good attendance to above 80 percent
- To encourage further participation in school activities by parents and children alike.

What will stakeholders in the community do to help achieve these goals?

Stakeholder	Action to help achieve community goals
Community members	Acknowledge the importance of school, participate in school activities and functions
Schools	To be open to the community for support, share information about lessons and activities with the community. Provide a culturally safe place for learning.
Other community services	Community Patrol to support the RSAS team by making sure children are at home during the night. Support after hours activities ran by the school or RSAS such as Disco's awards nights etc
Families	Support RSAS in their role of helping children attend school on regular basis through being welcoming to RSAS staff, encourage their own and other children in their care to attend school on a regular basis.
Students	Engage with the RSAS team and the school. Participate in activities put on by the school, RSAS and other providers.

SECTION 3: The RSAS team

Team Profile

Position	Number of female staff	Number of male staff	Total number of staff
Coordinators		1	1
School Attendance Supervisors (SASs)		1	1
School Attendance officers (SAOs)		1	1
Other positions			

How will you support and develop RSAS team members?

- *Undertaking the RSAS workforce development online training*
- *Developing career pathways*
- *Other professional development*

Regular visits by the coordinator will also be undertaken to offer on the ground support on community.

SECTION 4: Semester 1 RSAS Activities

Please detail the activities you will deliver under RSAS during Semester 1.

Providers are encouraged to think carefully about the activities they choose, and if they will have an impact on school attendance. Providers should take a 'quality over quantity' approach when choosing activities, and make sure they do not select activities that have not been effective in improving attendance in previous years.

If there are more than four activities, providers can copy the tables on the following pages as many times as required to detail the activities in terms 1 and 2. Providers are not limited to four activities.

RSAS Semester 1 Activity 1

Activity details	Activity detail description
Activity name	Learning on Country
Target group (e.g. low attenders, homelands students, mothers of early primary students)	All students, new students and students with poor attendance or classroom interaction.
Which community stakeholders helped design this activity?	Community Elders, Teachers, RSAS team, Police and other interested stakeholders
How does the target group access the activity? How are they involved?	Due to the small size of Yarralin and its proximity to culturally significant areas the target group and stakeholder will be able to access suitable areas. Advanced notice of the activities will be distributed through the school and stakeholder meetings to allow for sufficient notice and planning.
Who else helps deliver this activity? (Community, service providers etc). How?	Teachers' RSAS workers and other interested stakeholders including Police and Elders. Support can be offered through providing transport. Logistics planning, gathering of materials or talking at the event.
When will the activity occur? How often?	Once per month during the dry season May-October
What is the activity's outcome? What does success look like?	Previous learning on country has been popular and successful in engaging students and stakeholders. This has helped break down barriers such as those between Police and the community it also allows children to put a practical relevance to their learning.
How will this outcome improve attendance, and/or enrolment and/or engagement?	The activity demonstrates that learning and country go hand in hand, children enjoy the outdoor activities which makes them more likely to attend if these opportunities are available.
What resources and staff are required?	Transport, staff both RSAS and teaching, food basic outdoor equipment.

Activity details	Activity detail description
How will you measure the outcome? What data or evidence will you use? E.g. attendance data, surveys, follow-up discussions etc.).	Student numbers Stakeholder Involvement numbers Student and stakeholder feedback Comparing attendance numbers before and after the events
What are the challenges or barriers to achieving the outcome?	Minimal challenges expected however issues such as sorry or other cultural business may have impact at times.
How will the challenges and barriers be addressed?	Cultural barriers will be addressed by culturally strong staff or Community Members. RSAS staff School teachers and community will work together on problem solving if required.

RSAS Semester 1 Activity 2

Activity details	Activity detail description
Activity name	Rewards and Recognition
Target group (e.g. low attenders, homelands students, mothers of early primary students)	High attenders will be rewarded; however this activity also targets students with lower attendance rates by providing an incentive to improve their attendance.
Which community stakeholders helped design this activity?	Community Elders, Teachers, RSAS team, and other interested stakeholders
How does the target group access the activity? How are they involved?	All students will be able to access this activity and the RSAS team will help everyone achieve their attendance goal through regular reassurance and providing tangible goal setting tools e.g., a personalised calendar that can be ticked off every day school is attended.
Who else helps deliver this activity? (Community, service providers etc). How?	This activity will also be supported by the Yarralin School and the Yarralin Remote Indigenous Broadcasting Service who will promote the initiative locally and in language.
When will the activity occur? How often?	Rewards will be awarded for weekly attendance as well as overall improvements in attendance at the end of each term and school year.
What is the activity's outcome? What does success look like?	This activity will encourage consistent attendance at school and assist to maintain or increase Yarralin's already good attendance to above 80 percent
How will this outcome improve attendance, and/or enrolment and/or engagement?	This activity will improve attendance by incentivising students to improve their attendance through rewards and recognition. Rewards and Recognition will include icy poles, age-appropriate books, special stamps, certificates and Community Events such as Community BBQ's to be held at the end of each term where there has been an increase in school attendance. These incentives will be promoted and advertised through

Activity details	Activity detail description
	word of mouth, putting up posters on community/school notice boards and advertising them in English and Ngarinyman language on RIBS and appropriate websites e.g. Victoria Daly Regional Council
What resources and staff are required?	<p>This activity will be delivered by the RSAS team and will require resources including:</p> <ul style="list-style-type: none"> • Icy poles • Age-appropriate books • Special stamps and stickers • Certificates • Food and drink items for celebratory BBQ's <p>The RSAS team will also coordinate with school staff to confirm attendance statistics.</p>
How will you measure the outcome? What data or evidence will you use? E.g. attendance data, surveys, follow-up discussions etc.).	Attendance statistics provided by the school will be utilised to determine if the activity is delivering the desired outcome. Feedback from students will also be monitored to ensure they are motivated, excited and encouraged by the activity.
What are the challenges or barriers to achieving the outcome?	Minimal challenges are expected
How will the challenges and barriers be addressed?	Any challenges identified throughout this activity will be addressed by coordinating with community and school stakeholders.

RSAS Semester 1 Activity 3

Activity details	Activity detail description
Activity name	Community Events
Target group (e.g. low attenders, homelands students, mothers of early primary students)	All students, new students, families of students and wider community
Which community stakeholders helped design this activity?	School, RSAS team, Sport and Recreation Team, parents of students and wider community.
How does the target group access the activity? How are they involved?	<p>A Community BBQ will be held at the end of each term (weeks 5 or 6) to provide an opportunity to update the community on the progress of school attendance. This incentive works hand in glove with 'Rewards and Recognition' and will provide the community with an opportunity to celebrate their collective achievement in improving school attendance.</p> <p>A Back-to-School Family Fun Day to be held the day before the commencement of the 2022 school year. This event will provide an</p>

Activity details	Activity detail description
	opportunity to remind families that 'school starts tomorrow' and to welcome new teachers and families.
Who else helps deliver this activity? (Community, service providers etc). How?	The RSAS team, in collaboration with the Sport & Recreation Team and the School will facilitate these events by promoting them and advertising them through word of mouth, putting up posters on community/school notice boards and advertising them in English and Ngarinyman language on RIBS and appropriate social media outlets. On the day of each event the RSAS team will engage a group of students and parents to help with preparation and delivery.
When will the activity occur? How often?	<ul style="list-style-type: none"> The Community BBQ will occur at the end of each school term / 4 times each year. The Back-to-School Family Fun Day will be held on the day prior to commencement of the 2022 school year
What is the activity's outcome? What does success look like?	<p>The end of term Community BBQ's incentive works hand in glove with 'Rewards and Recognition' and will provide the community with an opportunity to celebrate their collective achievement in improving school attendance. A successful outcome would see community highly engaged with celebrating the collective success of high attendance rates and encouraging students to attend school regularly.</p> <p>A successful outcome of the Back-to-School Family Fun Day would see high attendance rates established on the first day of school further encouraging attendance throughout the school year. Additionally, the Fun Day will be an opportunity to foster excitement amongst students about returning to school</p> <p>A successful outcome from both activities would contribute toward improved and high attendance rates amongst students.</p>
How will this outcome improve attendance, and/or enrolment and/or engagement?	Both events are aimed at celebrating the collective achievement of students, parents and the wider community in encouraging students to attend school regularly. Additionally, the Back-to-School event will remind new and returning students, as well as their families that school is commencing for the year. Furthermore, the Back-to-School event will also provide an opportunity for families of school aged children who have not yet been enrolled in school to do so.
What resources and staff are required?	<p>Resources required will include:</p> <ul style="list-style-type: none"> Food, beverages and consumables for BBQ's and Back-to-School Family Fun Day Sport and Recreational Equipment provided by the Yarralin Sport and Recreation Team Promotional materials <p>Events will be supported by the RSAS team, Sport and Recreation team, teachers and parents.</p>

Activity details	Activity detail description
How will you measure the outcome? What data or evidence will you use? E.g. attendance data, surveys, follow-up discussions etc.).	Outcomes will be measured by event attendance data, school attendance statistics as well as feedback from parents, students, community members and teachers.
What are the challenges or barriers to achieving the outcome?	The main challenge will be ensuring that a large proportion of the community engages with the events
How will the challenges and barriers be addressed?	This challenge will be addressed by ensuring the community is engaged with planning of the events and the events are well promoted throughout the community and in Language as well as English.

Semester 1 Activity 4

Activity details	Activity detail description
Activity name	Culture and Language Projects
Target group (e.g. low attenders, homelands students, mothers of early primary students)	All Students
Which community stakeholders helped design this activity?	Community Elders, Sport and Recreation Team, Walangeri Ngumpinku Aboriginal Corporation and the broader community
How does the target group access the activity? How are they involved?	Culture and Language projects will be included in the classroom program for 1hr 3 days a week i.e. Monday, Tuesday and Friday and can be incorporated into the School Holiday Program as well.
Who else helps deliver this activity? (Community, service providers etc). How?	As this activity will mainly be held in the classroom, the school will support the delivery of this activity during school hours. Additionally, the Victoria Daly Regional Council's Yarralin Sport and Recreation team will help deliver this activity as part of the School Holiday Program.
When will the activity occur? How often?	The activity will occur 3 days a week
What is the activity's outcome? What does success look like?	Delivering culture and language projects in school by supporting community Elders to regularly teach culture and language will have a positive impact by: <ul style="list-style-type: none"> Improving partnerships between the school and the broader community Enabling community Elders to be primary agents for teaching their children about culture and language

Activity details	Activity detail description
	<ul style="list-style-type: none"> Providing an activity that will produce greater engagement in learning for students Supporting student's confidence and self-esteem <p>Additionally, this activity will enable students to feel more connected to school by including the language they speak at home in the classroom. This activity will engage not only the students but also the broader community and will instil a sense of pride and strengthen their connection with Ngarinyman culture and country.</p>
How will this outcome improve attendance, and/or enrolment and/or engagement?	Outcomes of this activity will have a positive impact on attendance rates by enabling students to feel more connected to their learning, supporting a heightened sense of pride, self-worth and direction and fostering a greater partnership between the school and the community.
What resources and staff are required?	<p>This activity will be staffed by Community Elders, RSAS Team, Teachers And Sports and Recreation staff during school holidays.</p> <p>Resources will include educational resources in language as well as any other cultural items Community Elders wish to include in activities.</p>
How will you measure the outcome? What data or evidence will you use? E.g. attendance data, surveys, follow-up discussions etc.).	<p>Student numbers</p> <p>Stakeholder Involvement numbers</p> <p>Student and stakeholder feedback</p>
What are the challenges or barriers to achieving the outcome?	Minimal challenges are expected. Ensuring respected Community Elders are available to lead these activities may at times be a challenge however this has not been an issue in the past.
How will the challenges and barriers be addressed?	Challenges will be addressed through maintaining strong partnerships between the RSAS team, Community and the School.

Semester 1 Activity 5

Activity details	Activity detail description
Activity name	In School Support
Target group (e.g. low attenders, homelands students, mothers of early primary students)	All students, new students and students with poor attendance or classroom interaction as well as the families of students with poor attendance rates and interaction in the classroom.
Which community stakeholders helped design this activity?	Teachers and RSAS team
How does the target group access the activity? How are they involved?	The RSAS team will be responsible for ensuring all students are given time to interact with them on a regular basis. Additionally, teachers will be able to identify individual students who require greater support from the RSAS team.

Activity details	Activity detail description
Who else helps deliver this activity? (Community, service providers etc). How?	This activity will be led by the RSAS team with support from teachers
When will the activity occur? How often?	Daily
What is the activity's outcome? What does success look like?	<p>Providing a RSAS presence through In School Support will help build rapport and develop a trusting relationship between the individual RSAS team members and the students. In collaboration with the School RSAS will provide classroom assistance reading 1 on 1 with the young children or reading 1 on 1 with older children who need a little extra help to catch up. They will provide behavioural support, facilitate conflict resolution and provide family liaison where appropriate and as negotiated. RSAS team members can encourage parents/carers to read with their children every night.</p> <p>Successful outcomes will include:</p> <ul style="list-style-type: none"> • Effective and timely conflict resolution where needed • Greater engagement between school and families • Improved literacy in students • Improved attendance rates
How will this outcome improve attendance, and/or enrolment and/or engagement?	<ul style="list-style-type: none"> • By facilitating greater rapport between the RSAS team, students and family • Provision of behavioural support and conflict resolution • Supporting literacy skills in students
What resources and staff are required?	<p>RSAS team will lead this activity with support from teachers</p> <p>Resources will include transport for the RSAS team in order to liaise with families as needed. Reading materials will also be required.</p>
How will you measure the outcome? What data or evidence will you use? E.g. attendance data, surveys, follow-up discussions etc.).	Outcomes will be measured by school attendance statistics as well as feedback from parents, students, community members and teachers.
What are the challenges or barriers to achieving the outcome?	Minimal challenges are expected
How will the challenges and barriers be addressed?	Challenges will be addressed through facilitating strong and trusting partnerships between the RSAS team, students, families and the school.



11. Confidential

Nil

12. Next Meeting