



Victoria Daly
REGIONAL COUNCIL

AGENDA

**KALKARINDJI LOCAL AUTHORITY MEETING
TUESDAY, 15 MARCH 2022
12:30PM
KALKARINDJI COURT HOUSE BUILDING**

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Russell Anderson
Chief Executive Officer

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Victoria Daly
REGIONAL COUNCIL

**VICTORIA DALY REGIONAL COUNCIL
KALKARINDJI LOCAL AUTHORITY OF 15 MARCH 2022
Report for Agenda Item No 10.1**

Liveability Survey
Prepared by Michelle Will, Manager of Executive Services

Recommendation

- 1. That the Kalkarindji Daguragu Local Authority accept the correspondence**

Attachments

1 [↓](#) Liveability Survey.pdf

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

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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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REGIONAL COUNCIL

**VICTORIA DALY REGIONAL COUNCIL
KALKARINDJI LOCAL AUTHORITY OF 15 MARCH 2022
Report for Agenda Item No 11.1.1**

**Electing a Chairperson
Prepared by Michelle Will, Manager of Executive Services**

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.

RECOMMENDATIONS

1. That the Kalkarindji Local Authority nominates a Chairperson for a period of:
 - A. Six (6) months
 - B. Twelve (12) months
2. That the Kalkarindji - Daguragu Local Authority undertake a secret ballot for the position of Chairperson and Deputy Chairperson
3. That the Kalkarindji - Daguragu Local Authority appoint [enter name] as Chairperson for a period of [enter period]
4. That the Kalkarindji - Daguragu Local Authority appoint [enter name] as Deputy Chairperson for a period of [enter period]

Attachments



Victoria Daly
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**VICTORIA DALY REGIONAL COUNCIL
KALKARINDJI LOCAL AUTHORITY OF 15 MARCH 2022
Report for Agenda Item No 11.1.2**

**Local Authority Resources
Prepared by Michelle Will, 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.

Resources attached:

- VDRC Local Authority Information (presentation)
- 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.

RECOMMENDATIONS

That the Kalkarindji - Daguragu Local Authority:

- A. Receive and note this report.

Attachments

- 1↓ VDRC Local Authority Presentation 2022_Final .pdf
- 2↓ guideline-1-local-authorities.pdf
- 3↓ Schedule 1 - Code of conduct (8).pdf
- 4↓ LGP007 Breach of Code of Conduct.pdf
- 5↓ LGP026 Local Authority Policy.pdf
- 6↓ local-authority-project-funding-guidelines.pdf
- 7↓ R17 - Local Authorities under the new Act - July 2021.pdf
- 8↓ R18 - Sections on Local Authorities - July 2021.pdf
- 9↓ Victoria Daly Strategic Plan 2020-2024.pdf



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.

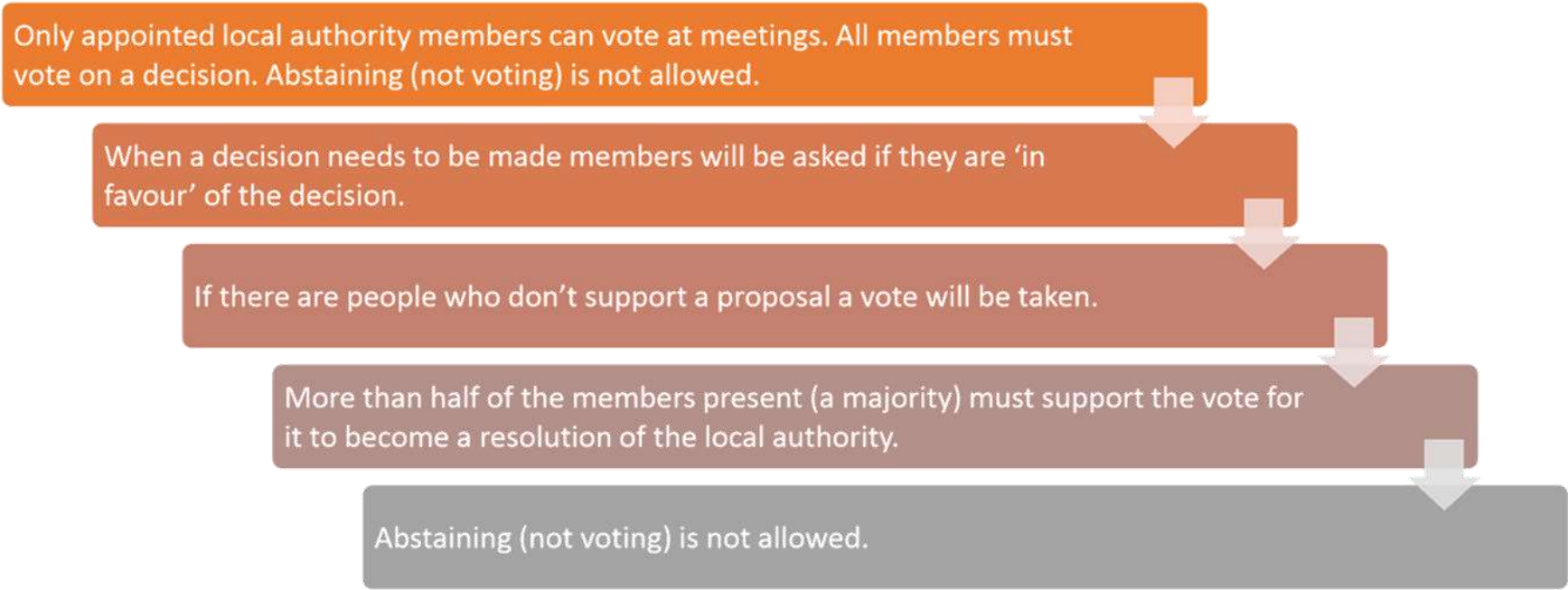
Give

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.



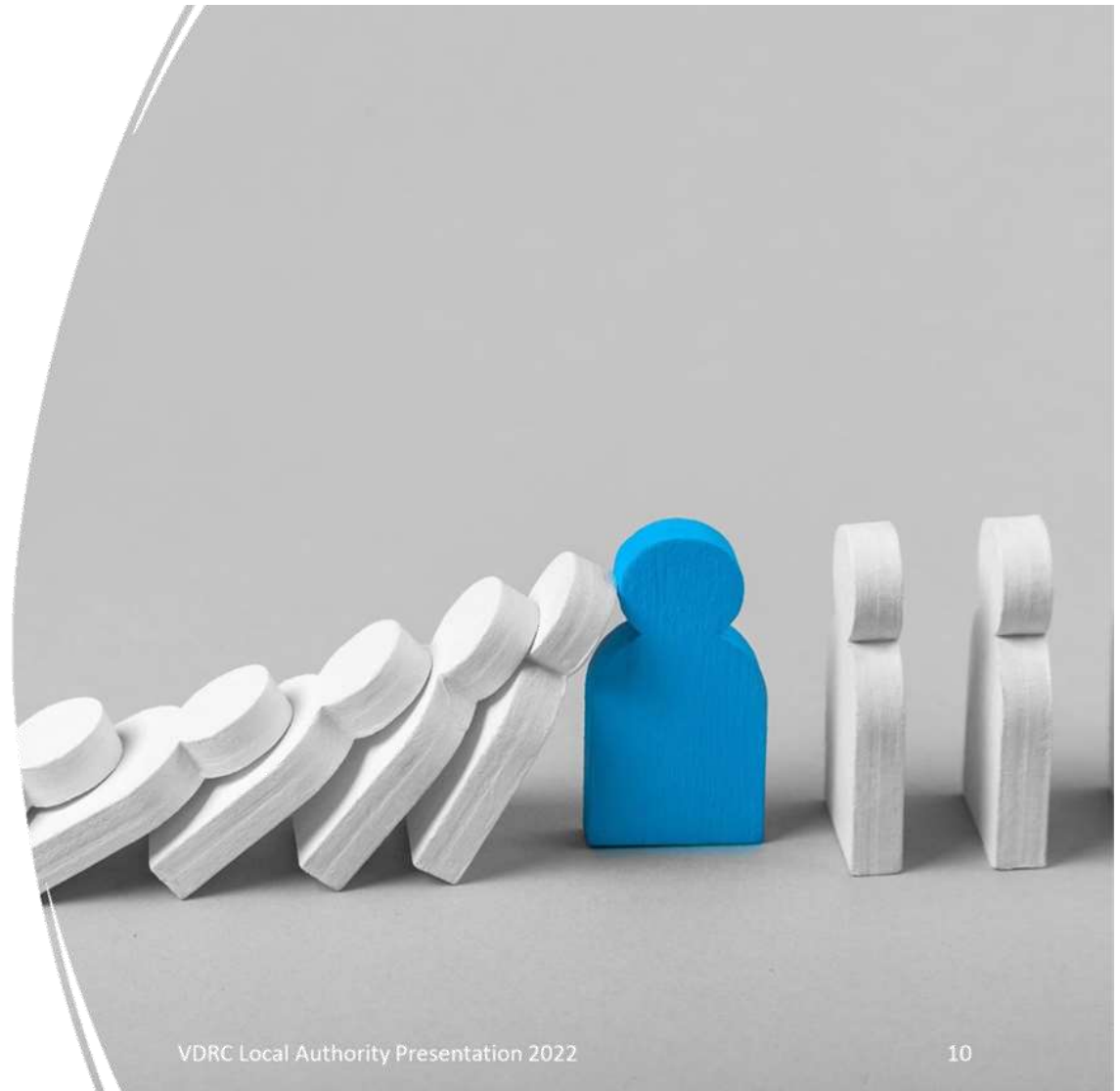
The Code of Conduct is important because it guides behaviour and decision making in performing duties.



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.



VDRC Local Authority Presentation 2022

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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

VDRC Local Authority Presentation 2022



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.

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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

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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.

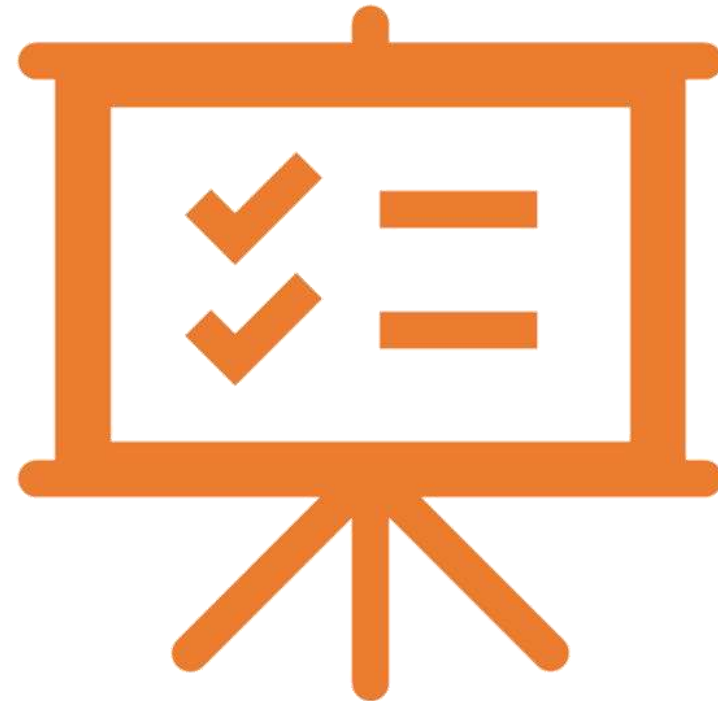
For example:-

- 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

VDRC Local Authority Presentation 2022

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Any questions?

VDRC Local Authority Presentation 2022



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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
23/6 / 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. Milingimbi
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 (Docker 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 (Nguiu)

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. Warruwi

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.

Schedule 1 Code of conduct

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

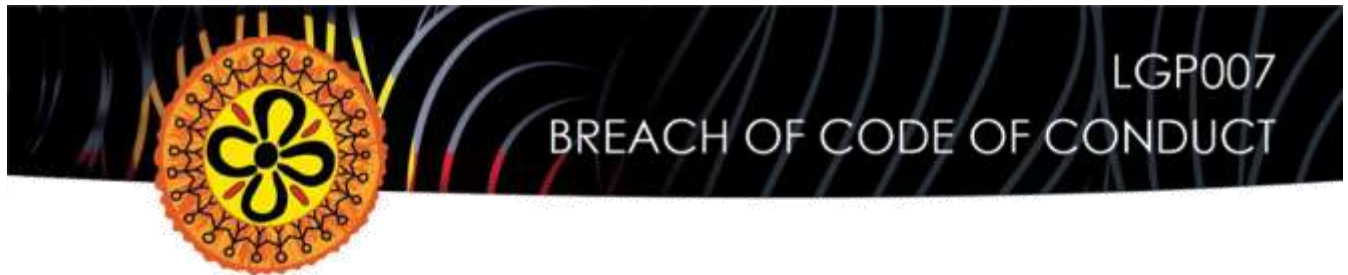
A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

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.



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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.

LGP007 Breach of Code of Conduct
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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.

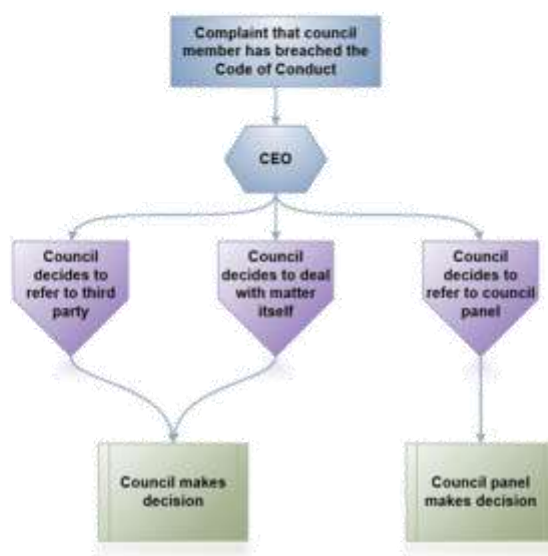




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The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

2.8 Flowchart



Policy Number	LGP007 Previously 1.03
Reference	Section 121 Local Government Act 2019 LGA7.4.2
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



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.





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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



Funding Guidelines

Local Authority Project Funding

Purpose

To encourage the continued development of local authorities and their respective communities through the provision of funding to undertake priority community projects that are in line with these guidelines.

Objectives

The objectives of the program are to:

- Assist in building stronger communities and assist community priority projects as recommended by local authorities.
- To assist local governing bodies and the constituent communities they represent to become stronger and self-sustaining.
- Assist in the provision of quality community infrastructure that facilitates community activity and integration.
- Assist in developing local government capacity to provide legitimate representation, effective governance, improved service delivery and sustainable development.

Funding Pool

The Local Authority Project funding pool is non-application based and is distributed through a methodology developed by the Northern Territory Grants Commission to regional councils.

This funding is only available for those local authorities published in the guidelines made by the Minister under Part 5.1 of the *Local Government Act 2019*.

Local Authority Project Approvals

Individual local authorities must formally resolve each initiative this funding will be used for. A copy of this resolution is to be recorded in the minutes of the relevant local authority meeting.

At each local authority meeting, a report is to be submitted detailing the total amount of funding available and spent on local authority projects under this program in each financial year.

The report is to include details and amount spent on each project of the relevant local authority for which funding has been provided.

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 and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. For example:- trailers, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures /stands.
- Upgrade/enhancement of community sporting facilities. For example upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation.
- Festivals or other events – but must only be conducted within a council's own Local Authority area.

Employee costs

If council employees are utilised as general labour to assist with approved projects, the value of such labour that can be expensed to the project is a maximum of \$30 per hour. The maximum amount that can be costed to general labour hours is 5% of the total annual local authority funding.

Risk Management

Where funds are to be used for a purpose outside the council's control or on an asset that is not owned or controlled by council, the council should consider the liability and insurance requirements associated with that project. Councils should consider each project on its merit before progressing with the project. All risks associated with the project are to be considered and met by the council. The Department of the Chief Minister and Cabinet will not be held responsible for any liability arising out of the use of these funds.

Pre-conditions

If the proposed project relies on pre-conditions (such as the acquisition of a section 19 lease under the *Aboriginal Land Rights (Northern Territory) Act 1976*), then the project should not be undertaken until there is conclusive evidence that the condition will not hinder the progress of the project for which funds have been allocated.

Examples of Unacceptable Purposes for Expenditure

- Purchase of vehicles and fuel expenses
- Payment of salaries, cash prizes or recurrent operating costs of council
- Meeting costs and payments to local authority members
- Sponsorship by way of uniforms, travels cost and allowances
- Purposes that are not related to local government services and that should be addressed by another government agency.

Administration and/or project management fees are not to be levied on this grant funding.

Process for Grant Payment

Once the respective allocations for each local authority have been calculated regional councils will receive a letter of offer and acceptance documentation from the Department of the Chief Minister and Cabinet.

This advice will comprise the total grant amount being offered to the regional council as well as a breakdown of the amount to be made available to each local authority.

Regional councils eligible to receive these grants will need to comply with the following:-

- Ensure that there are no outstanding grant acquittals relevant to this Department's local government grants, otherwise there will be no payment made of approved grant/s
- Return the signed acceptance form back to the Department of the Chief Minister and Cabinet with appropriate authorisation.

These grants will be released around mid-September once the signed acceptance and the previous year's certification reports are received.

Annual Certification

- The grant must be fully expended within two years of receipt of funding. Failure to do so may result in the Department of the Chief Minister and Cabinet taking action, including but not limited to: withholding further grant payments under this program or requesting unspent funds to be repaid.
- Councils are to submit a certified income and expenditure report (financial report) for the year ended 30 June for each of its local authorities.
- The financial report must be completed in the format as required by the Department of the Chief Minister and Cabinet and formally approved by Council. The financial report is to be submitted to the Department of the Chief Minister and Cabinet on or before 31 August in each year. Failure to provide the financial reports by 31 August will result in delays in paying further funds.
- All approved projects are required to be procured in accordance with the *Local Government Act 2019* and, as far as practical under the NT Government's Buy Local Plan.
- Requests to carry-over unspent funds remaining after two consecutive years is to be submitted via email to: lg.grants@nt.gov.au. All requests will be considered on a case by case basis and approval is not automatic.

Funding Guidelines

- The Department of the Chief Minister and Cabinet reserves the right to request the full value of the grant to be returned if the council disposes of an asset acquired with this funding within four years of the payment of the grant.

Contact Details

For further information please contact lg.grants@nt.gov.au or by phone:

Donna Hadfield
Manager Grants Program
08 8999 8820

Omor Robin
Grants Officer
08 8999 8576

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Resource No. 17

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

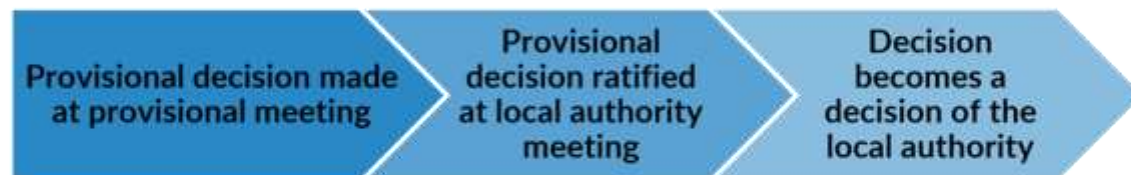
6 members total = 2 members	10 - 12 members total = 4 members
7 - 9 members total = 3 members	13 - 14 members total = 5 members

Local Authorities under the new Act

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;

Local Authorities under the new Act

- 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.*

Local Authorities under the new 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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Resource No. 18

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 Gazette notice, identify a council for a region that must establish and maintain one or more local authorities. A council identified in the Gazette notice must establish and maintain the local authority in accordance with any guidelines that the Minister may make. The Minister may, by Gazette 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>

Local Authorities

78	Functions of local authority The functions of a local authority are: <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	Limits on functions of local authority A local authority must comply with any guidelines that the Minister may make. A local authority is subject to control and direction by the council, subject to any guidelines that the Minister may make.
80	Reporting The local authority and the council must provide each other with reports in accordance with any guidelines that the Minister may make.

Local Authorities

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> <ol style="list-style-type: none"> the council's budget; and the council's priorities for expenditure; and the council's service delivery; and the council's regional plans; and the council's strategic directions; and 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"> 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. 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. 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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Local Authorities

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 on 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>Note</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>

Local Authorities

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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Local Authorities

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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Local Authorities

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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Local Authorities

101	<p>Minutes</p> <p>The CEO must ensure that proper minutes of meetings of a local authority are kept.</p> <p>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>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>Note</p> <p><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.</i></p>
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Local Authorities

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><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> <ul 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> <ul 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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Local Authorities

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>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>

Local Authorities

203(3)(b)	Adoption of an amended budget 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.
291	Content of annual report The annual report of a council must include: <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

SHARYN INNES CONSULTANCIES PTY LTD

STRATEGIC PLAN 2020- 2024

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STRATEGIC PLAN 2020- 2024

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.

STRATEGIC PLAN 2020- 2024

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

STRATEGIC PLAN 2020- 2024

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 STRATEGY

Ensure effective community leadership and representation to Council on local issues through Local Authority Committees

OUTCOMES

- Council meetings which have clear actions
- Clear costed action plans developed and implemented by Local Authority Committees

1.2 STRATEGY

Support and train elected regional representatives

OUTCOMES

- Training Plan developed and implemented for elected members and representatives
- Training attended to be reported in the Council's Annual Report

1.3 STRATEGY

Comply with all statutory, regulatory and reporting requirements

OUTCOMES

- No concerns identified by relevant statutory or regulatory authorities
- Unqualified Annual Financial Statements
- All grants acquitted according to funding guidelines.

1.4 STRATEGY

Create and implement an external communications plan which informs stakeholders of Council's activities

OUTCOMES

- 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 STRATEGY

Advocate on behalf of the region to address regional disadvantage

OUTCOMES

- Council identified priorities communicated to relevant Government, agency or organisation and
- Outcomes of Advocacy activity reported to Council and stakeholders concerned

1.6 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

OUTCOMES

- An approved reporting structure developed and implemented
- A responsive, proactive Council and structure which is resilient and responsive to change.

STRATEGIC PLAN 2020- 2024

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	STRATEGY Further develop and diversify the Council's Business division's contracts and activities to provide a wide range of incomes sources
	OUTCOMES <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	STRATEGY Work with key on-ground personnel to develop innovative budget solutions to minimise expenditure and maximise income streams
	OUTCOMES <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	STRATEGY Improve efficiencies within the Council to minimise resource wastage
	OUTCOMES <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	STRATEGY Creation of a reserve to address Council's short, medium and long-term infrastructure requirements
	OUTCOMES <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

STRATEGIC PLAN 2020- 2024

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 STRATEGY

Invest in training through the development and implementation of a comprehensive Training Plan covering all staff

OUTCOMES

- 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 STRATEGY

Review the current organisational structure to improve communications, maximise inter departmental support and to grow staff capabilities and remuneration

OUTCOMES

- 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 STRATEGY

Create and implement an internal communications and visitation plan which builds understanding between all divisions of the Council

OUTCOMES

- 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 STRATEGY

Grow local employment through the development and delivery of programs and contracts in communities and across the region.

OUTCOMES

- 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

STRATEGIC PLAN 2020- 2024

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

4. OBJECTIVE FOUR

Enhance the liveability of our communities and our regional lifestyle

4.1	STRATEGY Delivery of quality programs which support resident's well being
	OUTCOMES <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	STRATEGY Support and or facilitation of local and regional cultural and festival events
	OUTCOMES <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	STRATEGY Facilitate the provision of services which improve residents' lives
	OUTCOMES <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	STRATEGY Be business friendly to encourage the development of business and industry investment into the region
	OUTCOMES <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	STRATEGY Enhance the local sport and recreational environment within each community
	OUTCOMES <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.

STRATEGIC PLAN 2020- 2024

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

5. OBJECTIVE FIVE

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

5.1	STRATEGY Develop and implement an Asset Maintenance and Replacement Program
	OUTCOMES <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	STRATEGY Identify, plan and implement a comprehensive ITC Plan
	OUTCOMES <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	STRATEGY Create and implement a structured vehicle and plant replacement program
	OUTCOMES <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	STRATEGY Develop and implement an Environmental Plan which will minimise Council's foot print and maximise recycling opportunities
	OUTCOMES <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	STRATEGY Maximise grant income through targeting critical initiatives within the plans
	OUTCOMES <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.

STRATEGIC PLAN 2020- 2024

4. OBJECTIVES, STRATEGIES AND OUTCOMES CONT.

6. OBJECTIVE SIX

Improve the operating systems, policies and procedures

6.1 STRATEGY

Review all policies and procedures to ensure compliance and consistency of implementation within 12 months

OUTCOMES

- 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 STRATEGY

Overhaul the Council's Knowledge Management system to assist in improving staff efficiency and access to records within 12 months

OUTCOMES

- 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 STRATEGY

Upgrade software and hardware to improve work efficiency within 18 months

OUTCOMES

- Staff requirements built into ITC system
- Training on software and hardware included in Training Plan



Victoria Daly
REGIONAL COUNCIL

**VICTORIA DALY REGIONAL COUNCIL
KALKARINDJI LOCAL AUTHORITY OF 15 MARCH 2022
Report for Agenda Item No 11.2.1**

**Rates and Waste Revenue
Prepared by Jackson Bernard, Senior Accountant**

RECOMMENDATION

That the Kalkarindji Local Authority:

- A. Receive and note the Rates and Waste Revenue Charges report.

Attachments

- 1 [↓](#) Rates and Waste Charges Revenue - VDRC.pdf



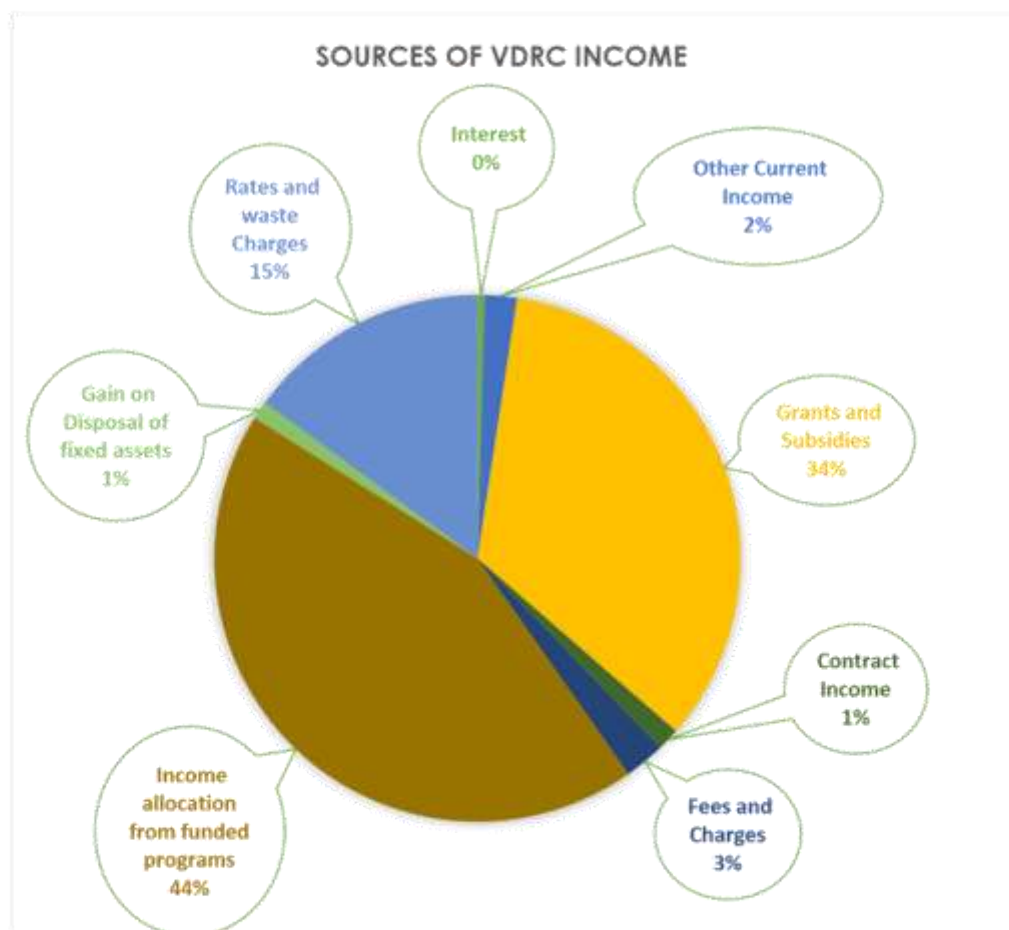
Rates and Waste Charges Revenue

Victoria Daly
REGIONAL COUNCIL

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

Rates and waste charges contribute 15% of total Revenue





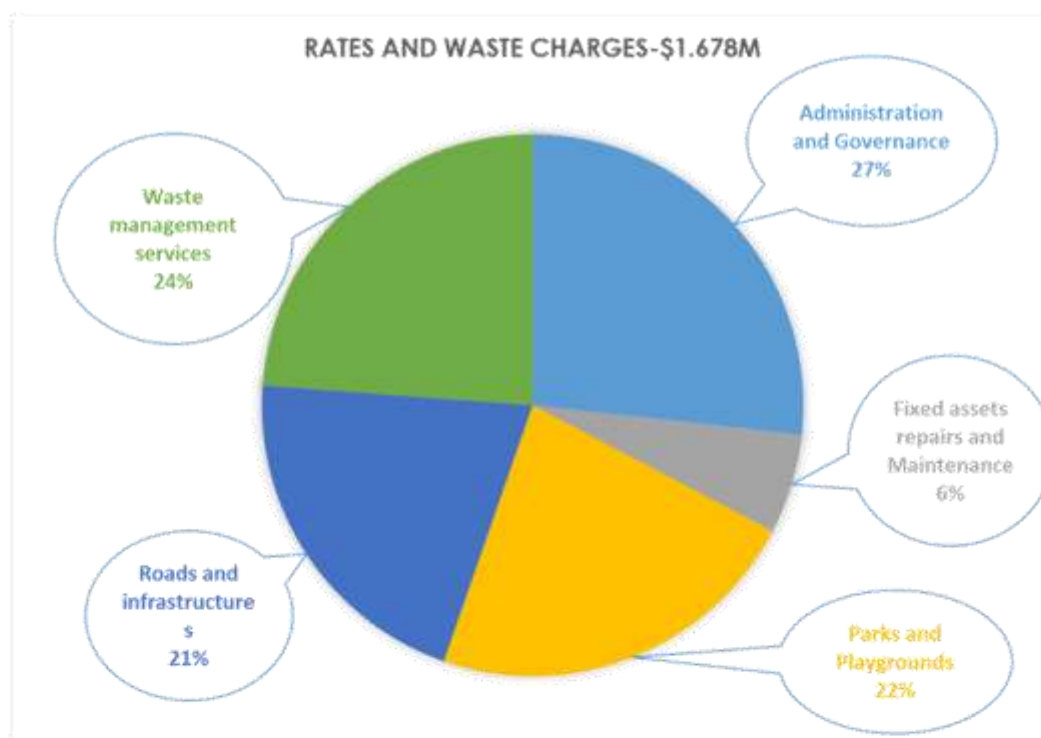
Rates and Waste Charges Revenue

Victoria Daly REGIONAL COUNCIL

\$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





Victoria Daly
REGIONAL COUNCIL

VICTORIA DALY REGIONAL COUNCIL
KALKARINDJI LOCAL AUTHORITY OF 15 MARCH 2022
Report for Agenda Item No 11.3.1

Kalkarindji Community Report
Prepared by Deb Bowd, A/Council Operations Manager

Visitors

Matthew Hamilton – PFES
Shane Felthan – Projects Manager, Gurindji Corp

Events and Activities

Sadly our Australia Day celebration has been cancelled. 6 positive COVID cases have been recorded in Lajamanu (as at 18 January, 2022) and we know quite a number of our community members are attending 'Sorry' business there. A large communal gathering would not be in the best interests of our community members.

Community Issues

There have been numerous break-ins over the Xmas and New Year period; including the home of our C.O.M. Rob Drew. Damage has been repaired. Thankfully things appear to have quietened down at the time of writing.

Staffing

Rob Drew C.O.M. is on a well-earned holiday from 21 December, 2021 to February 1, 2022. Deb Bowd is Acting C.O.M. during this time.

Ray Marks, Council Operations Team Leader voluntarily resigned and left the employment of Council on December 29, 2021. The position has been re-advertised with Scout and appears on the Council Website in the careers section.

Two casual cleaners, Shannette Victor and Dennis King have been employed and commenced with Council, Monday 17th January, 2022. They will be responsible for the weekly cleaning of council offices, public toilets, the airport toilets/waiting area, along with the cleaning of the VOQ's and Court room as required.

Council are pleased to announce the appointment of Simon Shoko to the position of Sport and Recreation Team Leader. Simon has a Bachelor Degree in Sports Science and extensive experience working in remote communities and third world countries. Simon, along with his partner Angie and by then, 4 week old baby, arrive at the end of February, 2022.

Core / Infrastructure Services

Local Emergency Management

Several 'Teams' meetings took place and are ongoing as necessary with regard to Covid-19. Safety measures were implemented in-line with protocols when a positive case was confirmed in Kalkarindji and continued throughout and during lockdown and lockout. The uptake in vaccinations is very encouraging and the wearing of masks indoors is currently mandatory.

There were 3 'Teams' meetings with relation to potential flooding; discussing evacuations, muster points and resources on the ground. Mother Nature decided each time to head further west out to Kununurra, thus we are still waiting for the first decent 'wet season' rains to arrive.

Maintenance Building and Fixed Assets

The front façade of the council offices are in need of repair and will be refurbished and repainted in February 2022.

Animal Welfare & Control

Dr Alex Burleigh from NT Vet Services visited December 6th – 10th 2021 to provide the ACVS Animal Health and Control Program. This program was approved and funded by the Local Authority. A detailed report of the visit is attached.

Waste Management & Litter Control

Council rolled out new, replacement bins for each property in Kalkarindji and Daguragu. The new bins were very well received by locals.

Plant and Equipment

Gurindji Corp have taken over the RSAS program from January 1st, 2022. The RSAS bus has been thoroughly cleaned and will be handed over to Gurindji. This will be facilitated by NIAA.

Community Services

Community Broadcasting

TEABBA (RIBS) will receive a new software and hardware upgrade on Tuesday February 1st, 2022. This will enable remote access in the future to troubleshoot any issues and a far more sophisticated set-up. Leo (Boydy) will attend online training over 3 days, week commencing January 24th, 2022.

Recommendation

- 1. That KALKARINDJI LOCAL AUTHORITY receive and note this report.**

Attachments

- [1](#) ACVS Animal Health and Control Program Dec 2021.pdf

Aboriginal Community Veterinary Services

SWAM Pty Ltd ACN 169 526 381 ABN 14169526381



PO Box 1610,
Katherine, NT. 0851
Katherine: 08 8972 3599
Alice Springs: 08 8952 4353
Email: info@ntvet.com.au
Website: www.ntvet.com.au

ATTN: Rob Drew
Victoria Daly Regional Council
PO Box 19
Katherine NT 0851

Dear Rob,

Please find attached the report on the ACVS Animal Health and Control Program performed on the Kalkaringi-Daguragu Community Dogs on the 6 - 10/12/2021.

At ACVS, we always strive to give you the best program for your community(s) along with the most accurate information as possible. Our unique program provides comprehensive treatments and evidence based outcomes which have shown to improve the health and welfare of the animals on communities as well as reducing populations in a sustainable manner that is both effective and culturally sensitive.

As of 2019, our report now contains community achievements. This will help further evaluate the success of programs in dog and cat management. This allows your community to truly identify how it is progressing in its dog and cat population management, and to help plan for the future.

If you have any questions, please don't hesitate to call us on (08) 89723599 or email us on info@ntvet.com.au. We look forward to servicing your communities in the future.

Sincerely,

Dr Alex Burleigh BSc(Vet) BVSc
Aboriginal Community Veterinary Services
Northern Territory Veterinary Services

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Healthy Animals, Strong Communities.

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Aboriginal Community Veterinary Services

SWAM PTY LTD ABN 14 169 526 381



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Website: www.ntvet.com.au

Community Dog Program Report

Date of Report: 13/12/2021
Date of Visit: 6 - 10 December, 2021
Community: Kalkaringi Community

Veterinarian: Dr Alex Burleigh BSc(Vet) BVSc
Nurse: Charlie Wijnbergen

This report relates to the Community Dog Health Program performed for the Victoria Daly Regional Council on the Kalkaringi Community Dogs on 6 - 10 December, 2021. Procedures performed are summarised below:

	Spayed	Castrated	Tick/Mange Injection	Tick Spray	MPA*	Vaccinations	Euthanasias
Number of Dogs	1	1	57	62	17	6	0
Number of Cats	5	1	26	N/A	6	N/A	5
Total	6	2	83	62	23	6	5

* MPA is a contraceptive that delays heat/decreases libido for up to 6 months.

The Community's Dog Population Health Status is summarized below:

Health Parameter	Mange / Skin Problems	Ticks	Fleas	Lice	Body Condition Score
Health Level	3.5% of total dog population (8.4%)	1.5/5 (1.9/5)	0/5 (0.2/5)	0/5 (0.1/5)	3.5/5 (3.0/5)
Previous Level	25%	2/5	0/5	0/5	3/5
Notes	Large decline	Slight decline	Nil	Nil	3/5 is optimum condition

(NT Community Average from same period in previous year is in brackets)

Summary:

The program went for 2 full day(s). A good proportion of the dog population was treated (approx. 65-75%). However, the visit was slightly overdue being 6 ½ months since the last visit. This should have ideally been done between 1 October and 20 November to maximise outcomes.

On average, there were 9.2 dogs completely treated per 10 aboriginal households, which gives an estimated population of 13.2 dogs per 10 aboriginal households (Range: 12.3-14.1). (Australian average = 3.6 dogs/10)

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households, Aboriginal Community Treated Average = 24.4 dogs/10 households¹) This equates to a total estimated dog population of 82 dogs (Range: 76-88)

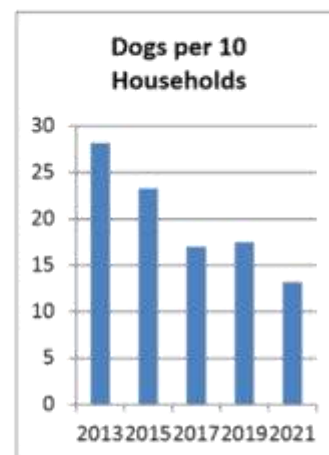
There were at least 46 cats within the community. We cannot estimate the true total number of cats due to the evasive nature of these animals.

19.3% of the treated dog population were puppies, which equates to 2.4 pups born per 10 adult dogs in the past 5 to 6 months. 3.5% of the treated dog population were desexed during the visit. 6.5% of the treated cat population were desexed during the visit. The rest of the treated female breeding populations were given contraceptive injections. This injection will last for 5 to 6 months, hence we recommend a revisit no later than 5 to 6 months time. Consequently we can help prevent any more unwanted dog and cat litters being born.

It is important to ensure that the animals within the community continue to be desexed regularly to maintain a low breeding level, especially as the female pups come into a breeding age. At the start of the veterinary visit, the Kalkaringi Community Dogs had a moderate female breeding level at 31.6% of the total treated dog population being able to produce pups. This has been reduced by 5.6% during this visit.

Tick injections were given to all treated animals and will last for approximately 4 to 6 weeks. This injection and the spray should help reduce the parasite burdens.

The vaccinations given to puppies will give good immunity to parvovirus, distemper and hepatitis.



Key Achievements

1. The community continues to have one of the lowest dog populations in the NT. The community should be proud
2. Lice and Fleas continue to be eliminated from the community
3. The amount of hair loss/mange has dropped by more than 70%

Comments/Issues:

- **General Health:** Overall the animals were in good health, but some individuals were identified as likely having Ehrlichia. The owners declined investigation and further treatment.
- **Compliance:** Overall there was good compliance amongst the owners which was a good result from the owners. The previous visit had poorer compliance. Of the animals missed, it was because the animals were evasive, or the owners were not present.
- **Dog Population:** The community continues to have one of the lowest dog population (13.2 dogs per 10 households) level in the NT. The community should be proud. The dog population has risen slightly, but still is low.

¹ Burleigh A, McMahon S, & Kiely S. Owned Dog and Cat Populations in Remote Indigenous Communities in the Northern Territory: a retrospective study. *Australian Veterinary Journal* 2015;93:145-150.

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- **Desexing:** During this visit, a moderate proportion of the treated dog population was desexed (3.5%), but a good proportion of the cat population was desexed (6.5%). Most people were willing to have their animals desexed...
- **Population Control:** To ensure that we have a dog population decline, at least 90% of the female dog population needs to be under breeding control (i.e. desexing and/or contraception)^{2,3,4}.

At the end of this visit, between 78% to 84% were under breeding control. This is a **moderate** level achieved in this community. **This means for the next 5 months, if no animals are introduced, the population will possibly rise.**

In 6 months time, if no programs are performed, the amount of animals under breeding control reduces to 39.5% or less. **This means from 5 to 6 months time, if no vet programs are performed, we can expect the population to rise rapidly.**

- **Pups:** The birth rate has dropped slightly and may be due to Ehrlichia
- **Parasites:** The tick level is lower than last visit. Fleas and lice are no longer present in Kalkaringi
- **Hair Loss / Mange:** The amount of hair loss/mange has dropped by more than 70%
- **Cats:** The cat numbers remain steady and the owners of the cats are keen to have them desexed. There are quite a few strays and we trapped and euthanased 5 this visit. We expect to continue to trap and remove cats in coming visits.
- **Ehrlichia:** Several owners said their dogs had died between visits. With the symptomatic dogs present, we expect that Ehrlichia has been taking its toll on many dogs.

Future Visits:

It would be ideal to have a visit in 6 months for a combined length of 4 to 5 days. It was a pleasure treating the animals of Kalkaringi.

We look forward to continue working with the community in the treatment of their animals.

If you have any more enquiries or concerns, please call us at the clinic on 8972 3599.

Sincerely,

Dr Alex Burleigh BSc(Vet) BVSc
Veterinarian
Northern Territory Veterinary Services &
Aboriginal Community Veterinary Services

² Nasser R, Mosier J. Projections of pet populations from census demographic data. *J Am Vet Med Assoc* 1991;198:1157-1159

³ Nasser R, Mosier J. Canine population dynamics: a study of the Manhattan, Kansas, canine population. *Am J Vet Res* 1980;41:1798-1803.

⁴ Nasser R, Mosier J, Williams L. Study of the feline and canine populations in the Greater Las Vegas areas. *Am J Vet Res* 1984;45:282-287.

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Aboriginal Community Veterinary Services

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Email: info@ntvet.com.au
Website: www.ntvet.com.au

Community Dog Program Report

Date of Report: 13/12/2021
Date of Visit: 6 - 10 December, 2021
Community: Daguragu Community

Veterinarian: Dr Alex Burleigh BSc(Vet) BVSc
Nurse: Charlie Wijnbergen

This report relates to the Community Dog Health Program performed for the Victoria Daly Regional Council on the Daguragu Community Dogs on 6 - 10 December, 2021. Procedures performed are summarised below:

	Spayed	Castrated	Tick/Mange Injection	Tick Spray	MPA*	Vaccinations	Euthanasias
Number of Dogs	0	0	39	40	12	4	0
Number of Cats	1	0	23	N/A	10	N/A	0
Others	0	0	2 donkeys	0	N/A	N/A	0
Total	1	0	64	40	22	4	0

* MPA is a contraceptive that delays heat/decreases libido for up to 6 months.

The Community's Dog Population Health Status is summarized below:

Health Parameter	Mange / Skin Problems	Ticks	Fleas	Lice	Body Condition Score
Health Level	23.1% of total dog population (8.4%)	2.5/5 (1.9/5)	0/5 (0.2/5)	0/5 (0.1/5)	3.5/5 (3.0/5)
Previous Level	24.1%	3/5	0/5	0/5	3/5
Notes	Slight decline	Slight decline	Nil	Nil	3/5 is optimum condition

(NT Community Average from same period in previous year is in brackets)

Summary:

The program went for 1½ day(s). A very good proportion of the dog population was treated (approx. 75-85%). The visit was slightly overdue being 6½ months since the last visit. This should have ideally been done between 1 October and 30 November to maximise outcomes.

On average, there were 11.5 dogs completely treated per 10 aboriginal households, which gives an estimated population of 14.4 dogs per 10 aboriginal households (Range: 13.5-15.3). (Australian average = 3.6 dogs/10)

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households, Aboriginal Community Treated Average = 24.4 dogs/10 households⁵) This equates to a total estimated dog population of 49 dogs (Range: 46-52)

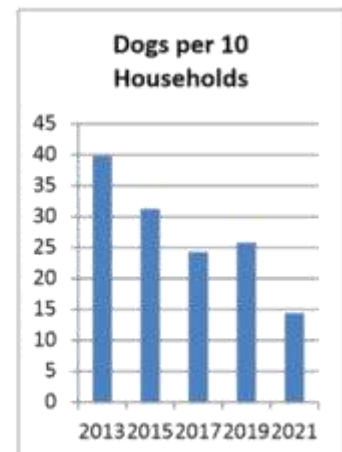
There were at least 48 cats within the community. We cannot estimate the true total number of cats due to the evasive nature of these animals.

10.3% of the treated dog population were puppies, which equates to 1.1 pups born per 10 adult dogs in the past 5 to 6 months. None of the treated dog population were desexed during the visit. 4.4% of the treated cat population were desexed during the visit. The rest of the treated female breeding populations were given contraceptive injections. This injection will last for 5 to 6 months, hence we recommend a revisit no later than 5 to 6 months' time. Consequently we can help prevent any more unwanted dog and cat litters being born.

It is important to ensure that the animals within the community continue to be desexed regularly to maintain a low breeding level, especially as the female pups come into a breeding age. At the start of the veterinary visit, the Daguragu Community Dogs had a moderate female breeding level at 30.8% of the total treated dog population being able to produce pups. This has not been reduced during this visit.

Tick injections were given to all treated animals and will last for approximately 4 to 6 weeks. This injection and the spray should help reduce the parasite burdens.

The vaccinations given to puppies will give good immunity to parvovirus, distemper and hepatitis.



Key Achievements

1. The dog population is now at its lowest level with only 49 dog estimated total population (one of the lowest dog per household in the NT).
2. The birth rate was very low with only 4 pups in the community
3. Continued elimination of Fleas and Lice

Comments/Issues:

- **General Health:** Overall the dogs and cats were in good health
- **Compliance:** Overall there was very good compliance amongst the owners which was due to the owners being keen for their animals to be treated
- **Dog Population:** The dog population is now at its lowest level with only 49 dog estimated total population. This is about the same as last visit, but a big decline compared to when we visited in 2013 and there was an estimated population of 159 dogs.
- **Desexing:** During this visit, none of the treated dog population was desexed. People were not too interested in getting their dogs desexed, but this is not an issue given the low numbers. Some people were interested in getting their cats desexed and only held off as some were too young. We will aim to desex these next visit.

⁵ Burleigh A, McMahon S, & Kiely S. Owned Dog and Cat Populations in Remote Indigenous Communities in the Northern Territory: a retrospective study. *Australian Veterinary Journal* 2015;93:145-150.

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- **Population Control:** To ensure that we have a dog population decline, at least 90% of the female dog population needs to be under breeding control (i.e. desexing and/or contraception)^{6,7,8}.

At the end of this visit, between 84.6 to 90.8% were under breeding control. This is a **moderately high** level achieved in this community. **This means for the next 5 months, if no animals are introduced, the population most likely will decline.**

In 6 months time, if no programs are performed, the amount of animals under breeding control reduces to 38.5% or less. **This means from 5 to 6 months time, if no vet programs are performed, we can expect the population to start to rise.**

- **Pups:** The birth rate was low with only 4 pups in the community
- **Parasites:** The tick level has dropped a little, but still continues to be the major parasite. There are no fleas or lice
- **Hair Loss / Mange:** There has been a slight drop in mange levels.
- **Cats:** One cat received penicillin for wounds. At house 100, the owner was interested in desexing the cats, and unfortunately not euthanasing. Most of the cats were too young to desex, so we will target that house next visit. Still we did desex the female which had been giving birth to the large numbers in that house.
- **Ehrlichia:** Ehrlichia continues to affect the dog population. One dog was diagnosed with this disease and the owner is having treatment for her dog. Many owners had reported their dogs dying in the past 12 months.

Future Visits:

It would be ideal to have a visit in 5 to 6 months for a combined length of 4 to 5 days. It was a pleasure treating the animals of Daguragu. .

We look forward to continue working with the community in the treatment of their animals.

If you have any more enquiries or concerns, please call us at the clinic on 8972 3599.

Sincerely,

Dr Alex Burleigh BSc(Vet) BVSc
Veterinarian
Northern Territory Veterinary Services &
Aboriginal Community Veterinary Services

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Treating the donkeys of Daguragu



Operating on a dog in Kalkaringi

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Victoria Daly
REGIONAL COUNCIL

MINUTES

KALKARINDJI LOCAL AUTHORITY MEETING

TUESDAY, 9 NOVEMBER 2021

12:30PM

KALKARINDJI COURT HOUSE BUILDING

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Russell Anderson
Chief Executive Officer

MINUTES

KALKARINDJI LOCAL AUTHORITY MEETING

TUESDAY, 9 NOVEMBER 2021

12:30PM

KALKARINDJI COURT HOUSE BUILDING

1 MEETING OPEN

Chair Anne Saunders opened the meeting, the time being 12:49pm.

2 WELCOME

Chair welcomed all members and guests to the meeting and proceeded to call for attendance and apologies.

3 ATTENDANCE AND APOLOGIES

3.1 ATTENDANCE

Anne Saunders (Chair)
Rob Roy
Michael George
Kylie Rowbottom
Pamela Morris
Angela Berd
Simeon Long
Leah Leaman
Councillor Georgina Macleod

3.2 APOLOGIES

Simeon Long

STAFF ATTENDANCE

Council Operations Manager	Robert Drew
A/Council Operations Assistant Manager	Jane Keegan (minute taker 1)
Director of Council Operations	Matthew Cheminant (via zoom)
Manager of Executive Services	Michelle Will (minute taker 2) (via zoom)

GUEST ATTENDANCE

Department of the Chief Minister & Cabinet	Amanda Haigh
--	--------------

4 DISCLOSURE OF INTEREST

Nil

5 RESIGNATIONS, TERMINATIONS AND NOMINATIONS

5.1 Resignations – NIL

5.2 Terminations – NIL

5.3 Nominations - Cassandra Algy

A nomination for Cassandra Algy has been received. The nomination will be considered following a 21 days notice calling for nominations to fill a vacancy.

ACTION: Council Operations Manager (COM) and Manager of Executive Services (MES) to publish the notice calling for nominations to fill two vacancies on the Kalkarindji / Daguragu Local Authority.

6 CALL FOR ITEMS OF GENERAL BUSINESS

Chair called for items of general business. The following items were raised are will be discussed when the meeting reaches agenda item 13 General Business.

Member	Item
▪ Councillor Macleod	Sport and Recreation
▪ Councillor Macleod	Update on pathway project
▪ Chair Anne Saunders	UHF Booster
▪ COM	Public Telephone
▪ COM	Roadworks flooding

7 REGULAR UPDATES AND INVITATION FOR GUESTS TO SPEAK

7.1 KALKARINDJI POLICE

Kalkarindji Police provided a verbal update to the Local Authority. Constables Gary and Jaime's postings are coming to an end. New police staff will be commencing soon. Rob Roy thanked Jaimie for their service.

7.2 COMMUNITY DEVELOPMENT PROGRAM (CDP)

Community Development Coordinator, Dallas, provided a verbal update to the Local Authority on the CDP activities in the region.

- Recruitment of a CDP liaison admin officer will be advertised.
- More community activities are planned for 2022.
- Next year's plans incorporate activities in Pigeon Hole.

7.3 GURINDJI ABORIGINAL CORPORATION (GAC)

Rob Roy provided a verbal update to the Local Authority on activities of Gurindji Aboriginal Corporation since the last meeting.

- Housing update – eight dwelling are almost complete with two more to be established after Christmas.
- GAC is looking to employ a permanent plumber to live on community.

7.4 KALKARINGI SCHOOL

Chair Anne Saunders provided a verbal update to the Local Authority on activities at the Kalkaringi School since the last meeting.

- School priorities are currently being reviewed
- Term three enrolment is 198
- Heel program has been successful
- Certificate III in Construction has been successful. Students are enjoying theory and practical aspects of the course.
- Remote School Attendance Strategy program is due to end in 2021. There has not been much advice from the Federal Government about what it will look like moving forward and this is a major concern.
- Site inspections have taken place.
- Oval soil tests have been conducted.
- Four teachers have been offered permanency.
- Recruitment of one high school teacher and one grade one teacher will take place.
- Target school attendance officers can issue fines to families for non-attendance.

8 CONFIRMATION OF PREVIOUS MINUTES

The previous minutes of the Kalkarindji Local Authority were confirmed.

11.1.1 Confirmation of Previous Minutes

MOTION:

That the Kalkarindji Local Authority:

- A. Accept the minutes from the Kalkarindji - Daguragu Local Authority

Moved: Leah Leaman

Seconded: Georgina Macleod

Carried: All in favour

9 INCOMING AND OUTGOING CORRESPONDENCE

INCOMING Kalkarindji Public Telephone

Discussion took place regarding a location site for a new public telephone. The Local Authority confirmed the following two options as first and second best suited for the community option 1 – Shop, option 2 - Basketball Court

10 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

11 REPORTS

11.1 Local Authority Reports

11.1.2 NT Strategic Water Plan Directions Paper

MOTION:

That the Kalkarindji Local Authority:

- A. Receive and note this report.

Moved: Rob Roy

Seconded: Kylie Rowbottom

Carried: All in favour

ACTION: Manager of Executive Services to look into arrangements for a NTG representative to attend a KDLA meeting to discuss the directions paper.

11.2 Finance Reports

11.2.1 Kalkarindji / Daguragu Local Authority Financial Report

MOTION:

That the Kalkarindji Local Authority:

- A. Receive and note this report.

Moved: Georgina Macleod

Seconded: Michael George

Carried: All in favour

ACTION: Request that a member of the VDRC finance team attend the next Local Authority meeting to provide the finance update (non-ongoing)

11.3 Council Service Manager's Reports

11.3.1 Kalkarindji Community Report

Motion:

- A. That this report is received and noted

Moved: Rob Roy

Seconded: Leah Leaman

Carried: All in favour

11.4 Governance Reports

Manager of Executive Services provided an update and overview of the changes proposed in the draft Local Authority Policy and requested comments and/or feedback before the end of the month.

Councillor Macleod asked if video conferencing does not work can an meeting proceed.
MES to follow up.

11.4.1 Draft Local Authority Policy 1.1.10

MOTION:

That the Kalkarindji Local Authority:

A. Receive and note this report.

Moved: Georgina Macleod

Seconded: Pamela Morris

Carried: All in favour

ACTION: Manager of Executive Services to clarify provision regarding video conferencing (2.4.6)

11.4.2 KDLA Member Update

MOTION:

That the Kalkarindji Local Authority:

A. Receive and note this report.

12 QUESTIONS

Nil

13 GENERAL BUSINESS

SPORT AND RECREATION

- There is funding for a full time position
- The staff house for sport and recreation position is currently being leased to another organisation.
- The lease is coming to an end which will free up the house to allow for recruitment.

PUBLIC TOILET PATH UPDATE

- Council Operations Manager provided a verbal update.
- There was a delay in getting a project code.
- This has now been resolved, a project code has been assigned and COM will commence requesting quotes in line with the new procurement requirements.

LOCAL FLOODING

- Regarding the new roadworks
- There is a two year period in which defects can be rectified.
- The surveyor is assessing the issues currently presenting.

GB MOTION

The Kalkarindji Local Authority approves proposed drainage rectification work to be undertaken with all necessary approvals at the intersection of Libanangu Road and Janama Street which in turn will allow water to traverse land identified as

Public Space through to the Buntine Highway as per the supplied proposed work and satellite map.

Moved: Leah Leaman

Seconded: Georgina Macleod

Carried

Member Rob Roy expressed concern about the works.

UHF BOOSTER

- Chair Anne Saunders added this general business item.
- A UHF booster would be useful in an emergency situation such as a flood.
- Director of Operations mentioned that CDP team utilise the Active8 program to access mobile data and it has proven reliable so far.

GB MOTION

That the option of UHF Booster and programs such as Active8 be investigated further.

Moved: Rob Roy

Seconded: Angela Berd

Carried: All in favour

14 CLOSED SESSION

Nil

15 NEXT MEETING

TUESDAY 8 FEBRUARY 2022

16 MEETING CLOSE

The meeting terminated at pm.

This page and the preceding 7 pages are the Minutes of the Meeting of Kalkarindji Local Authority held on Tuesday, 9 November 2021.

Chair Anne Saunders