



Victoria Daly
REGIONAL COUNCIL

AGENDA

**TIMBER CREEK LOCAL AUTHORITY MEETING
TUESDAY, 22 MARCH
2022 3:00PM
VDRC CONFERENCE ROOM**

VICTORIA DALY REGIONAL COUNCIL DISCLAIMER

No responsibility is implied or accepted by the Victoria Daly Regional Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The Victoria Daly Regional Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by any member or officer of the Victoria Daly Regional Council during the Course of any meeting is not intended to be and is not taken as notice of approval from the Victoria Daly Regional Council.

The Victoria Daly Regional Council advises that anyone who has any application lodged with the Victoria Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Victoria Daly Regional Council in respect of the application.

A handwritten signature in black ink, appearing to read 'Russell Anderson', with a stylized, cursive script.

Russell Anderson
Chief Executive Office

TABLE OF CONTENTS

1	MEETING OPENING
2	WELCOME INDUCTION PRESENTATION – Michelle Will <i>Appendix's A,B,C,D,E</i>
3	ATTENDANCE AND APOLOGIES
1.1	Apologies / Absentees
2	DISCLOSURE OF INTEREST
3	RESIGNATIONS, TERMINATIONS AND NOMINATIONS
3.1	Resignations
3.2	Terminations
3.3	Nominations
4	INVITATION FOR DEPUTATIONS TO PRESENT/SPEAK
5	CONFIRMATION OF PREVIOUS MINUTES <i>Timber Creek Local Authority – 16th November 2021 Appendix F</i>
6	BUSINESS ARISING FROM PREVIOUS MINUTES
7	INCOMING AND OUTGOING CORRESPONDENCE INCOMING
	<ul style="list-style-type: none">• Email – Big Rivers Liveability Survey <i>Appendix G</i>
8	REPORTS
8.1	Finance Reports <i>Appendix H</i>
8.1.1	Financial Report and LAPF Report will be tabled at meeting
8.2	Council Operations Manager's Reports <i>Appendix I</i>
8.3	Governance Reports
9	QUESTIONS FROM THE PUBLIC
10	GENERAL BUSINESS
10.1	Land Release
10.1.1	Timber Creek Land Release – Rebecca Myers
11	CLOSED SESSION
12	NEXT MEETING - TUESDAY 17 MAY 2022 at 3:00 pm
13	MEETING CLOSED

Appendix List

- A. Local Authority Presentation
- B. LA Electing a Chairperson
- C. LA Policy
- D. Code of Conduct and Breach of Code of Conduct
- E. Local Authority Project Funding Guidelines
- F. Minutes TCLA 16.11.2021 Timber Creek
- G. Big Rivers Livability Survey
- H. Finance Reports
- I. Com Report Timber Creek

Local Authority Presentation



Video Presentation 2022

Today we will talk about:

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

About Local Authorities

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

- Minister establishes local authorities as per Guideline 1 Schedule

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

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

Role of Local Authorities

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

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

What can a local authority member do?

Speak up

Speak up for your community about the issues that matter.

Hear about

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

Make

Make recommendations about priorities for the community.

Give

Give feedback to council about ways to improve services.

Who can attend? Who can be a member?

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

Voting at a meeting

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

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

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

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

Abstaining (not voting) is not allowed.

What are the Rules?

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

Code of Conduct



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



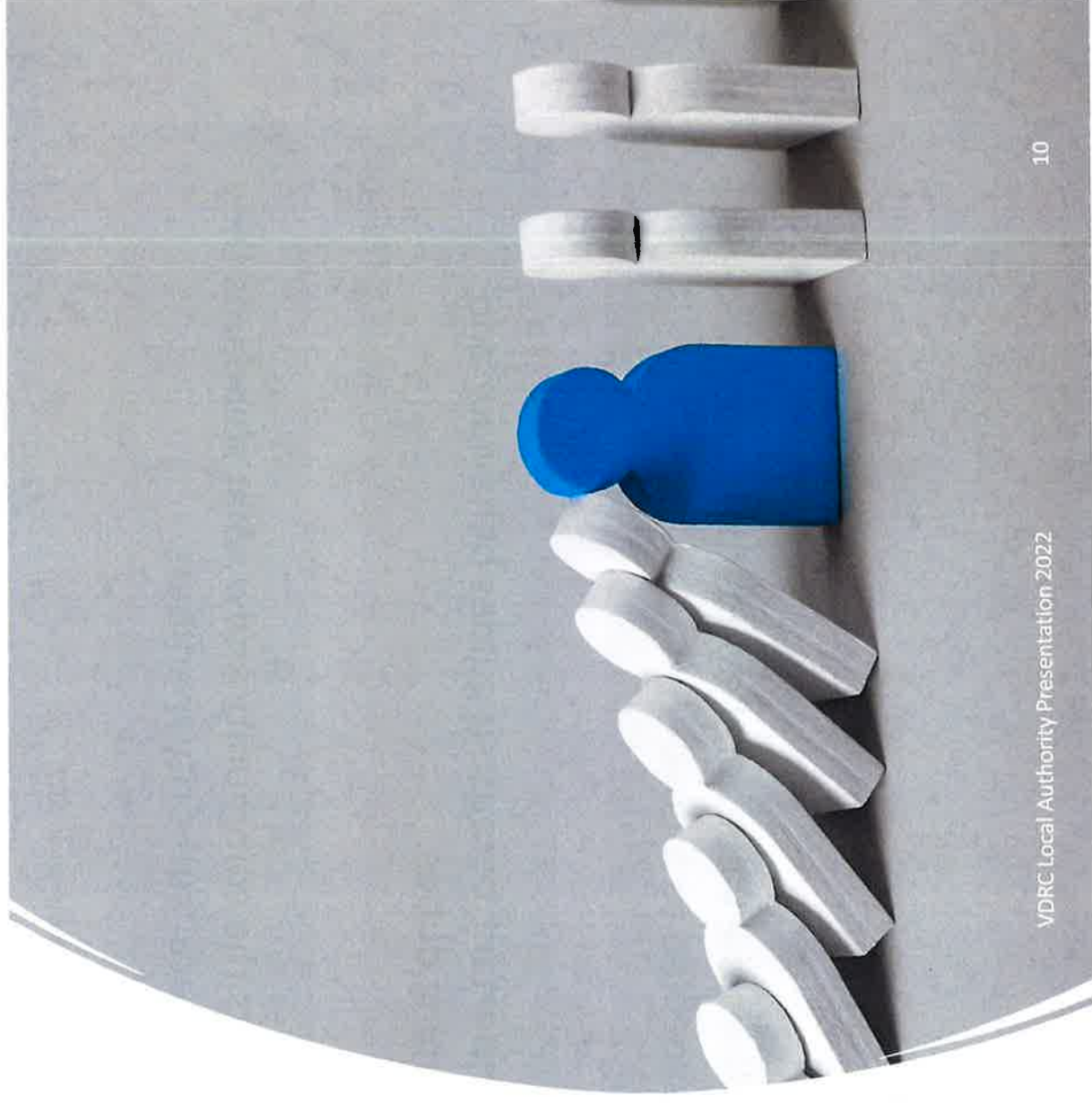
The Code of Conduct is important because it guides behaviour and decision making in performing duties.



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

Conflict of interest

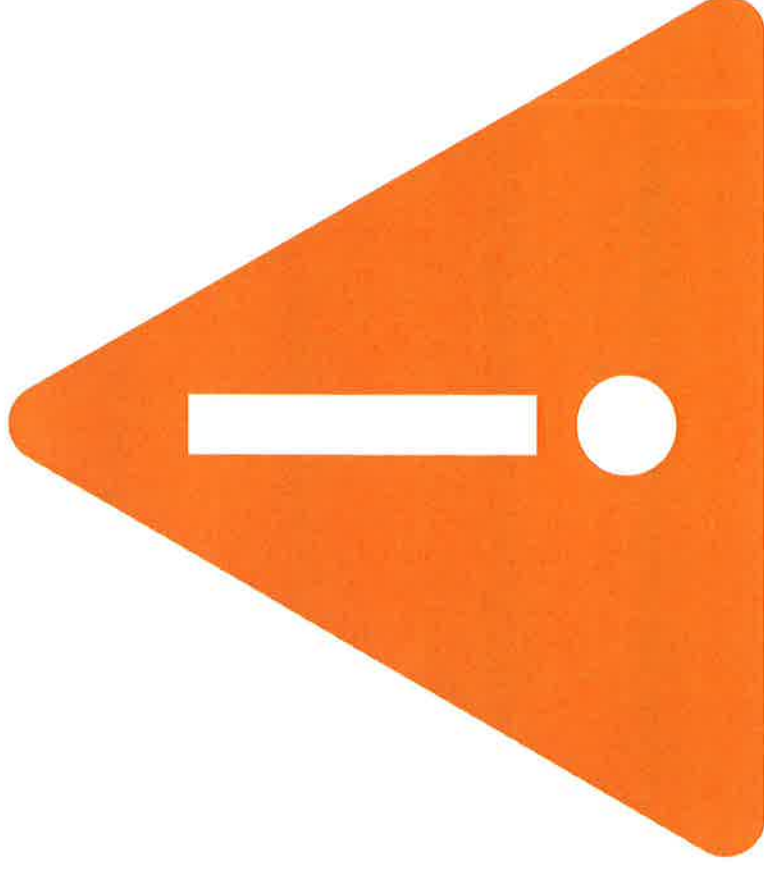
- A conflict of interest is when your duty as a local authority member conflicts with another interest that might mean you, or someone close to you, gets a benefit.



Conflict of interest cont.

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

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



VDRCLocal Authority Policy



The VDRCLocal Authority Policy includes:



Rules about the nominations and appointment.



Rules about resignation and termination of membership.



Rules for behaviour of local authority members.



Rules for how meetings are run.



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

Local Authority meeting papers

Local authority meeting papers will include:

Agenda:

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

Minutes:

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

Quorum or provisional meeting?

Quorum

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

Provisional Meeting

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

Four meetings must be held per year

Quorum or provisional meeting?

Minimum numbers of members present to
hold a provisional meeting

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

Different ways to attend meetings

Members can attend meetings:

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

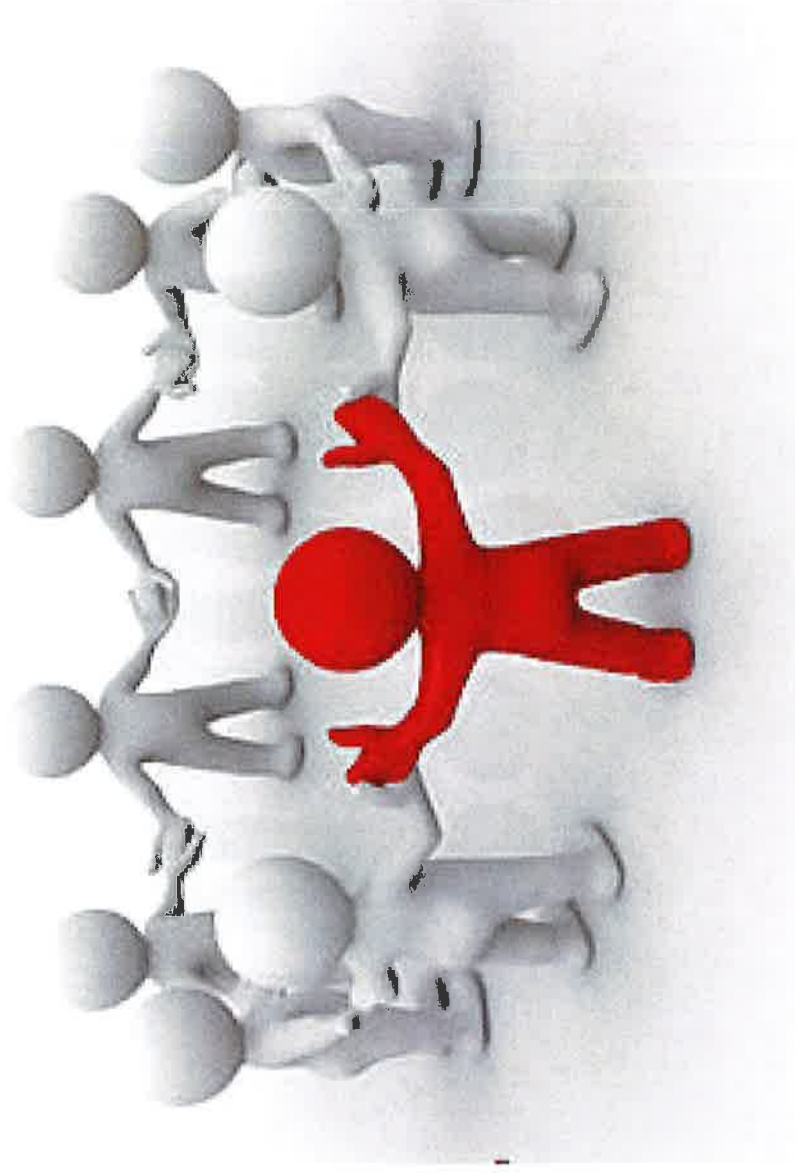
Chairperson

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



Key Responsibilities of the Chairperson

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



Local Authority Project Funding (LAPF)

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



Local Authority Project Funding (LAPF)



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

Examples of Acceptable Purposes for Expenditure

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

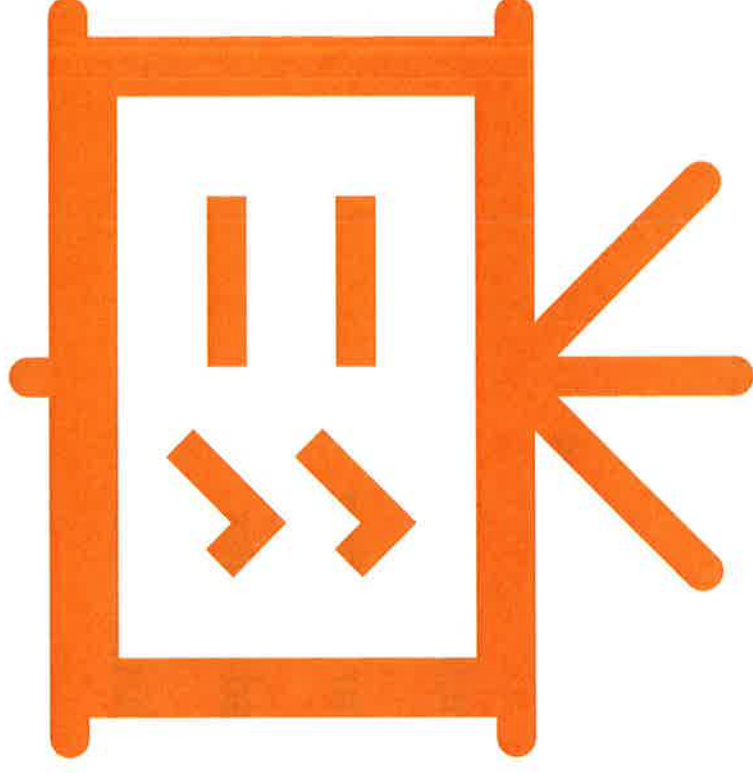
For example:-

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

(More examples in LAPF Guideline)

Regional Plan

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



Local authorities work best when everyone works together

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



Governance Training

Any questions?







Victoria Daly
REGIONAL COUNCIL

**VICTORIA DALY REGIONAL COUNCIL
TIMBER CREEK LOCAL AUTHORITY OF 22 MARCH 2022
Report for Agenda Item No**

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

BACKGROUND

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

Attachments



Victoria Daly
REGIONAL COUNCIL

LGP026 LOCAL AUTHORITY POLICY

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.



Victoria Daly

REGIONAL COUNCIL

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

2.3 Resignation and Termination

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



Victoria Daly REGIONAL COUNCIL

2.4 Local Authority Meetings

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

2.5 Local Authority Project Funding

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

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



Victoria Daly REGIONAL COUNCIL

- 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

Schedule 1 Code of conduct

section 119

1 Honesty and integrity

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

2 Care and diligence

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

3 Courtesy

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

4 Prohibition on bullying

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

5 Conduct towards council staff

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

6 Respect for cultural diversity and culture

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

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

7 Conflict of interest

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

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

8 Respect for confidences

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

9 Gifts

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

10 Accountability

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

11 Interests of municipality, region or shire to be paramount

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

12 Training

A member must undertake relevant training in good faith.



Victoria Daly
REGIONAL COUNCIL

LGP007 BREACH OF CODE OF CONDUCT

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.



Victoria Daly

REGIONAL COUNCIL

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.



Victoria Daly

REGIONAL COUNCIL

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.



Victoria Daly

REGIONAL COUNCIL

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).



Victoria Daly

REGIONAL COUNCIL

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.



Victoria Daly

REGIONAL COUNCIL

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.

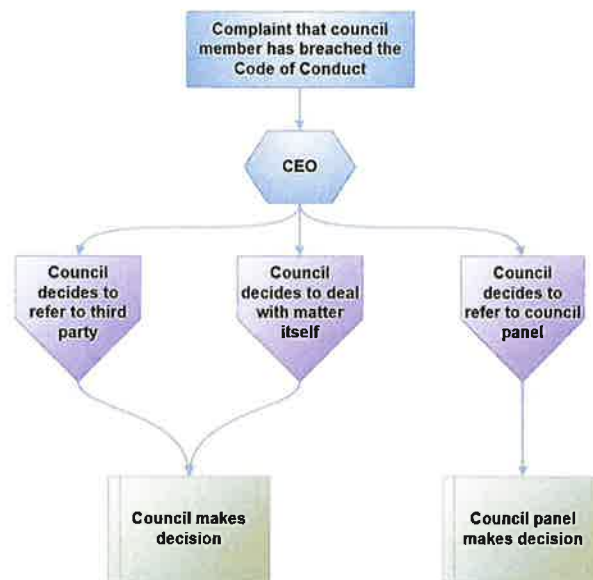
The Council or council panel will consider the summary of the decision and, subject to the Council's or council panel's approval of the information that is to be included, finalise the summary.



Victoria Daly REGIONAL COUNCIL

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

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.

- 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



Victoria Daly
REGIONAL COUNCIL

MINUTES

TIMBER CREEK LOCAL AUTHORITY MEETING

TUESDAY, 16 NOVEMBER 2021

3:00PM

VDRC CONFERENCE ROOM

VICTORIA DALY REGIONAL COUNCIL DISCLAIMER

No responsibility is implied or accepted by the Victoria Daly Regional Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The Victoria Daly Regional Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Victoria Daly Regional Council during the Course of any meeting is not intended to be and is not taken as notice of approval from the Victoria Daly Regional Council.

The Victoria Daly Regional Council advises that anyone who has any application lodged with the Victoria Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Victoria Daly Regional Council in respect of the application.



Russell Anderson
Chief Executive Officer

MINUTES
TIMBER CREEK LOCAL AUTHORITY MEETING
TUESDAY, 16 NOVEMBER 2021
3:00PM
VDRC CONFERENCE ROOM

1. MEETING OPENED

The meeting was opened by Chairperson Dwayne Jones at 3.00pm

2. WELCOME

Chairperson Dwayne Jones welcomed members and visitors

3. ATTENDANCE AND APOLOGOIES

Present:

Chairperson Dwayne Jones
Member Cecilia McKenzie
Member Becky Myers
Member Coralie Myer
Member Brian Bird
Member Graham Watts

Officers:

VDRC Council Operations Manager Jocelyn Moir
VDRC Council Operations Assistant Manager Amanda Wilson (Minute taker)

Visitors and Community Members:

RAAF John Calvert
RAAF Neil Wright
RAAF Jessica Aldred

Apologies:

VDRC Night Patrol Zone Coordinator Loretta Rima
VDRC Manager of Executive Services Michelle Will
Deputy Mayor Shirley Garlett
Member Larry Johns

Absent:

Member Ann Adams
Member Sharon Cameron
Member Jan Starr
Member Elaine Watts
Member Fiona McDonald

4. DISCLOSURE OF INTEREST

There were no declarations of interest at this meeting

5. RESIGNATIONS, TERMINATIONS AND NOMINATIONS

Member Ann Adams
Member Sharon Cameron
Member Jan Starr

6. CALL FOR GENERAL BUSINESS

- 6.1 International Women's Day
- 6.2 Stage Upgrade
- 6.3 Australia Day Celebration
- 6.4 Annual Report – 2021 – 2022 Timber Creek Project Priorities

7. INVITATION FOR DEPUTATIONS TO PRESENT/SPEAK

- 7.1 Mr John Calvert, Neil Wright and Jessica Aldred: Presentation – RAAF Diamond Storm Exercise
Proposal – RAAF use of Timber Creek NDTA 11- 24 June 2022

8. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the Timber Creek Local Authority Meeting held on 7th September 2021 read and be accepted as a true record of the Meeting

9. BUSINESS ARISING FROM PREVIOUS MINUTES

- 9.1.1 Department of Infrastructure, Planning and Logistics called for tenders to upgrade Gilwi Road
- 9.1.2 Wilson Street upgrade to commence November through to December 2021
- 9.1.3 Deputy Mayor to write to Minister with concerns about upgrading sewerage in Timber Creek

10. INCOMING AND OUTGOING CORRESPONDENCE

Nil

11. REPORTS

11.1 Local Authority Reports

- 11.1.1 Confirmation of Previous Minutes (refer to point 8)
- 11.1.2 NT Strategic Water Plan Directions Paper – Discussed
- 11.1.3 Australia Day Nominations – COM Jocelyn Moir advised of a grant submission and presented the Northern Territory Ambassadors 2022 paper

11.2 Finance Reports

- 11.2.1 Timber Creek Local Authority Financial Report – Read by COM Jocelyn Moir

11.3 Council Operations Manager's Report

- 11.3.1 Timber Creek Community Report- Read by COM Jocelyn Moir

11.4 Governance Reports

11.4.1 Draft Local Authority Policy 1.1.10 – Presented by COM Jocelyn Moir

11.4.2 Meetings and Code of Conduct 1.1.11 – Presented by COM Jocelyn Moir

12. QUESTIONS

Nil

13. GENERAL BUSINESS

13.1 2021 – 2022 Timber Creek Project Priorities

13.1.1 Upgrade of waste management site - remains a priority project for VDRC

13.1.2 Sewerage system upgrade for town – (refer 9.1.3) Councillor Garlett raised issue of upgrading

the sewerage system upgrade at Council – matter ongoing

13.1.3 Road drainage maintenance – Wilson Street drainage maintenance complete, earthen buns to

be installed to prevent erosion

13.1.4 Installation of Gilwi street lighting - has been actioned by Ngaliwurru-Wuli Aboriginal Corporation

13.1.5 Development of murals which connect the school to the community – Not a priority

Discussion around an art center for the whole of community to be involved in

13.1.6 Advocate for men's shed and women's shelter – no further action was recommended

13.1.7 Removal of abandoned vehicles in community - Ngaliwurru-Wuli Aboriginal Corporation

manages this but their tow truck is unregistered

13.1.8 Community Bus - Guidelines prevent Local Authority purchasing a community bus

13.1.9 Local Bird Hide and Heritage Trails - funding application submitted by the whole of council

13.1.10 Dump Point - DIPL and confirmed a possible site for a dump point will be at the former Covid-19

check point. COM suggested it could be something Local Authority members might like to financially support.

13.1.11 School holiday program – Recruitment in process

13.1.12 Gym – COM investigating legalities and responsibilities and management

13.1.13 International Women's Day - Grant submitted, 2022 theme is #Breakthebias, colour theme

is purple. Activities may include: cake decorating, baking cakes, finger food (BYO), music, alcohol free event and women coming together

13.1.14 Australia Day - Grant submitted and a request for feedback from Local Authority Members

seeking suggestions for the event

13.1.15 Stage upgrade – three quotes tabled, Local Authority members do not want to commit funds and

have requested a grant be sort to complete the upgrade

14. NEXT MEETING

Tuesday 15th February 2021

15 MEETING CLOSE

The meeting terminated at 4:33pm.

This page and the preceding five pages are the Minutes of the Meeting of Timber Creek Local Authority held on Tuesday, 15 February 2022.

Chairperson

Michelle Will

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

Morning Michelle,

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

Let me know if you have any questions

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

Big Rivers Government Centre, First Floor, 5 First Street, Katherine, NT 0850
PO Box 1571, Katherine, NT, 0851

T 08 8973 8410
M 0438 590 075
cmc.nt.gov.au



boundlesspossible.com.au



Use or transmittal of the information in this email other than for authorised NT Government business purposes may constitute misconduct under the NT Public Sector Code of Conduct and could potentially be an offence under the NT Criminal Code. If you are not the intended recipient, any use, disclosure or copying of this message or any attachments is unauthorised. If you have received this document in error, please advise the sender. No representation is given that attached files are free from viruses or other defects. Scanning for viruses is recommended.

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

Big Rivers Government Centre, First Floor, 5 First Street, Katherine, NT 0850
PO Box 1571, Katherine, NT, 0851

T 08 8973 8586

M 0408 057 346

cmc.nt.gov.au



boundlesspossible.com.au



Use or transmittal of the information in this email other than for authorised NT Government business purposes may constitute misconduct under the NT Public Sector Code of Conduct and could potentially be an offence under the NT Criminal Code. If you are not the intended recipient, any use, disclosure or copying of this

Victoria Daly Regional Council

Income and Expenditure

For the period ended on 31-Dec-2021



Victoria Daly
REGIONAL COUNCIL

Timber Creek

Description	Year To Date Ended on 31-Dec-2021		
	Actual	Budget	Variance
Income			
Grants and Subsidies	0	36,600	(36,600)
Contract Income	64,774	0	64,774
Fees and Charges	14,391	10,301	4,090
Other Current Income	1,882	3,087	(1,205)
Total Income	81,047	49,988	31,059
Expenditure			
Employees	146,634	202,060	55,427
Councillor and LA Expenses	1,468	2,750	1,282
Materials and Contracts	60,457	177,030	116,573
Depreciation	3,248	3,304	56

\$36,600 LA funding was receipts on 09/03/2022
Income from Yards and ground maintenances and Airport
More rental income from Employee housing than expected

Underspent is due to vacant position

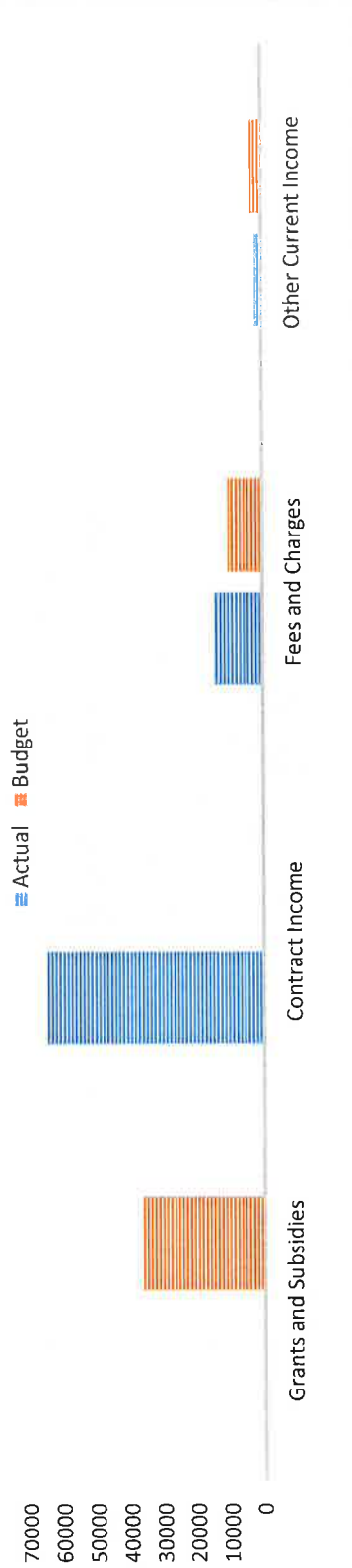
Works to upgrade waste management facility in Timber creek has not commenced. The budget for the upgrade is \$100,000

Fleet and Plant Expenses	10,868	22,564	11,696	Underspent on Repair and Maintenance (\$7,555) and Rego. Car regos is due in March. Overspent on fuel (\$1,182)
Utility and Communication Expenses	50,508	37,503	(13,005)	Overspent on water and sewerage (\$4,567), ICT hardware (\$6,082) and ICT Minot repair (\$4,358). Underspent on Electricity (\$1,562)
Other Operating Expenses	13,147	11,991	(1,156)	Overspent on Advertising (\$4,445) and underspent on training (\$1,886)
Finance Charges	10	43	32	
Allocated Expenses/(Income)	118,184	122,839	4,655	
Total Expenses and Allocations	404,523	580,084	175,561	
Surplus (Deficit) For the period	(323,476)	(530,096)	(144,502)	

Income

During the first half of financial, Timber Creek received \$81,047 which was \$31,059 more than budgeted \$49,988. Council receipted LA funding of \$36,600 on 09/03/2022

ACTUAL INCOME VS BUDGET

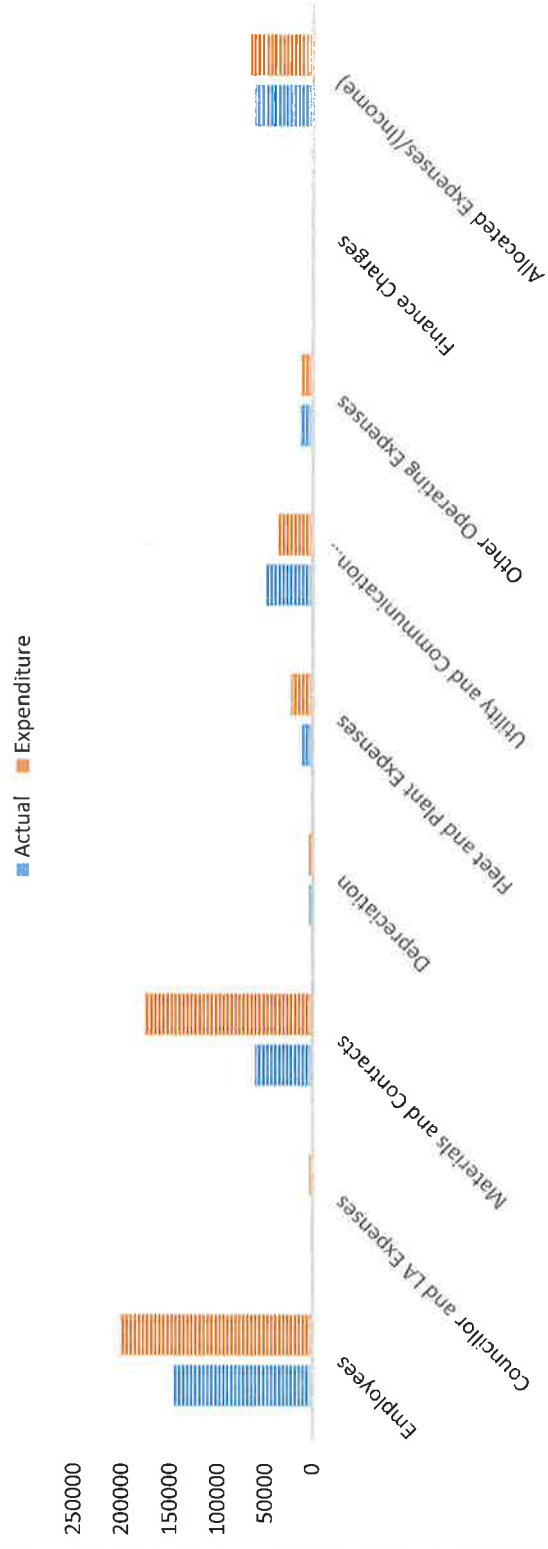


Expenditure

Council have spent \$345,507 in total. This has resulted underspend of \$174,570. The major contributor are vacant positions in Timber Creek (\$55,294) and waste management facility upgrade works has not commenced (\$100,000).

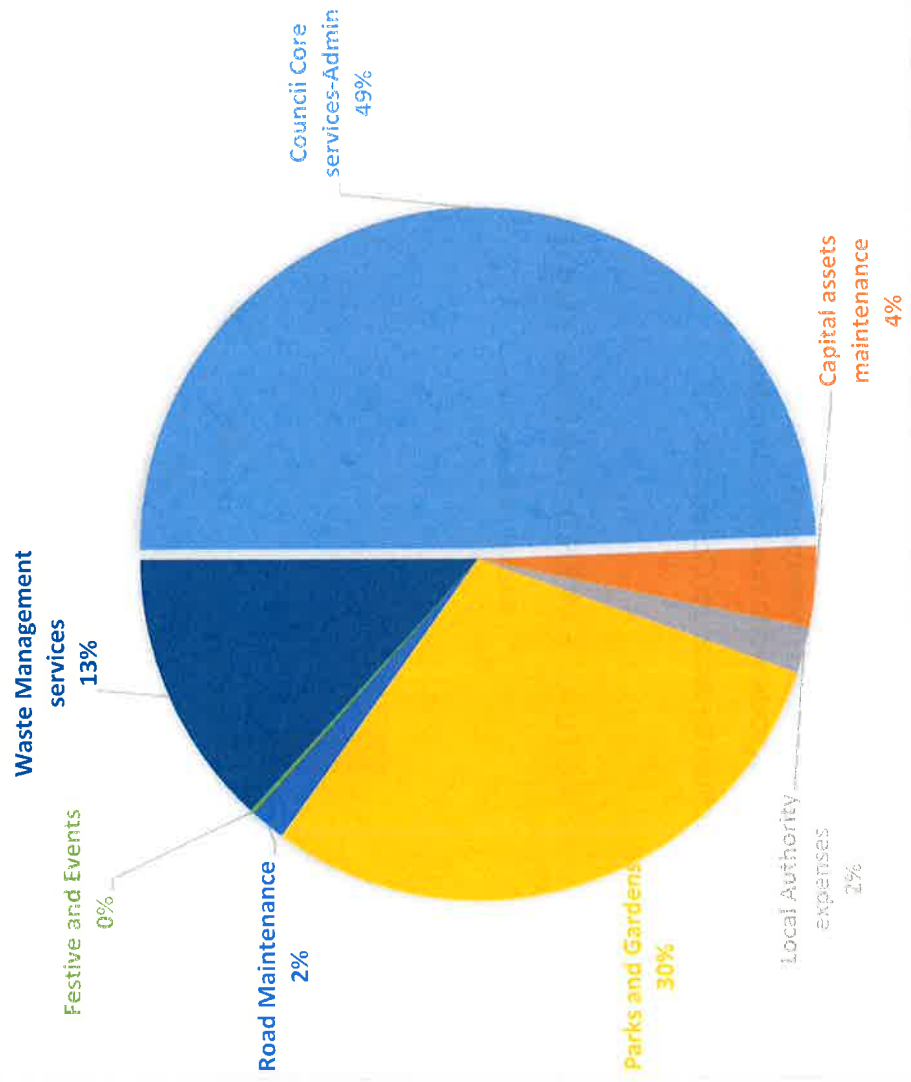
Bar chart shows actual vs budget expenditure by Account Categories

ACTUAL EXPENDITURE VS BUDGET



How \$ 345,507 was spent

HOW \$345,507 WAS SPENT



Fund Carried forward from last financial year
 Funds received this financial year

36,925
36,600
73,525
-63,064
10,461

Funds allocated to Project
 Funds available for future projects

Project ID	Project Name	Resolution passed on	Budget amount	Actual Amount	Status
60LB769	Timber Creek Stage Upgrade	039/2022	63,064	-	Ongoing
			63,064	-	



Victoria Daly
REGIONAL COUNCIL

**VICTORIA DALY REGIONAL COUNCIL
ORDINARY COUNCIL OF 29 MARCH 2022
Report for Agenda Item No 0**

**Timber Creek Community Report
Prepared by Jocelyn Moir, Council Operations Manager -
Pine Creek**

Visitors

Felicity McLaughlin	Resident
Shirley Garlett	Deputy Mayor
Coralie Myers	VDRC – Timber Creek
Graham Watts	Corrections
Travis Motlap	NWAC
Subash Hodor	Timber Creek Hotel
Tanya Brown	VDRC

Events And Activities

Unfortunately Timber Creek Australia Day Celebrations were cancelled due to Covid in the community. NAIDOC Day grant information was distributed throughout the community via noticeboards and Facebook. No interest was registered and no grant application has been submitted.
Advertising has commenced for the ANZAC Day volunteers.

Meetings

COM – Weekly staff meeting with Managers and Exec staff.
COM & TC Team Leaders attend weekly team meeting.
Local Authority meetings are scheduled for:
Bulla 22nd March 10.30am.
Timber Creek 22nd March 3pm.
Amanbidji 23rd March 12.30pm (pending road conditions and access)

Strategic Issues

Timber Creek CDP program staff have relocated back to the Council Office, Lot 79.
A severe storm Tuesday 08.03.2022 lifted the roof off one of the Silver Bullets. The Silver Bullet buildings are not owned by VDRC and no lease agreement or MOU is in place.
There is also no lease agreement or MOU in place for use of Aged Care facility owned by Katherine West Health Board, that the Timber Creek Aged Care program operates from.
COM has brought this to the attention of Program Managers.

Staffing

Timber Creek Council Operations Manager, Paul Buckley will commence mid April.
Timber Creek Council Operations Assistant Manager commenced 7th March, Renee Croton.

Timber Creek cleaner commenced 24th February, Coralie Myers.

Timber Creek Night Patrol Officer commenced 28th February, Quade McCann.

Sport and Recreation position still vacant.

Projects

- Bulla street signs to be installed in April
- Refurbished accommodation to be onsite April
- Timber Creek stage upgrade funding has been approved at Council, just waiting for a start date from the contractor.
- Amanbidji Phone box shelter – PO raised, will be completed when access is open to the community.

Public And Street Lighting

Repair to 13 streetlights now complete.

Maintenance Buildings And Fixed Assets

- New fans installed in the basketball court
- Exit Clean is required for 35 Lawler Street
- Floors in 35 Lawler require repair before it can be tenanted
- Exit Clean was undertaken 10 Fitzer Street
- Fletchers Plumbing have been onsite cleaning out septic tank at Lot 79 Council Office, unblocking both male and female toilets. Two new cisterns are required for male toilets (ordered)
- Two bathroom taps replaced 81 Fitzer Street.
- Applications in progress for prepaid electricity meters to be fitted to staff housing in Timber Creek.

Waste Management And Litter Control

Upgrade to the Timber Creek Waste Facility is ongoing.

Plant And Equipment

Bulla Night patrol vehicle was vandalised and has been transported back to Katherine for repairs. A replacement vehicle is onsite at Timber Creek Depot and will go back to Bulla in the next few weeks.

Vehicle rego inspections are due to take place Thursday 17th March 2022.

Airport Maintenance

Twice weekly inspections are undertaken.

Regular slashing is still being undertaken due to the wet season.

Recommendation

1. That Council accepts this report

Attachments

There are no attachments for this report.

