



**Victoria Daly**  
REGIONAL COUNCIL

# **AGENDA**

**ORDINARY MEETING OF COUNCIL  
TO BE HELD ON TUESDAY 13 DECEMBER 2022  
AT 9:00 AM  
AT THE REGIONAL OFFICE - KATHERINE  
29 CRAWFORD STREET, KATHERINE EAST NT 0850**

## **COUNCILLORS**

Mayor Brian Pedwell - Walangeri Ward  
Deputy Mayor Andrew McTaggart – Milngin Ward  
Councillor Yvette Williams - Pine Creek Ward  
Councillor Georgina Macleod - Daguragu Ward  
Councillor Shirley Garlett - Timber Creek Ward

## **Chief Executive Officer**

Brian Hylands



## Our Vision

Council's vision for the Victoria Daly region is ***"Moving Forward Together"***, becoming a well respected and recognised leader within Australia's Local Government. Council aims to work towards developing a broad range of strategies that will help shape its vision for the region through excellent service delivery and community engagement; assisting to build one of the most sustainable, vibrant and diverse regions in Australia. The Council strives to form partnerships that ensure strategic goals are met.

## Our Values

The key core values and principles that are integral in achieving our vision are Respect, Integrity, Honesty, Openness and Equality

## Our Goals

The Council aims toward ensuring all communities are strong, safe and healthy; abundant with respect for culture and heritage. The Council aspires to provide good governance, leadership and advocacy and work towards building a strong regional economy by promoting local employment and high quality services within financial resources. The Council is also striving towards maintaining and developing Council assets, natural resources and country.



The Council strives to foster partnerships that will deliver our strategic goals. Council's goals for 2021-2022 are –

- **Quality Leadership**

Provide proactive leadership with transparent and accountable governance

- **Financial Sustainability**

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

- **Invest in our people**

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

- **Infrastructure**

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

- **Systems**

Improve the operating systems, policies and procedures

- **Liveability**

Enhance the liveability of our communities and our regional lifestyle



## **Schedule 1 - Code of conduct *Local Government Act 2019*** **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 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.

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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.

A handwritten signature in black ink, consisting of a large, stylized capital 'B' followed by a horizontal line extending to the right.

Brian Hylands  
**Chief Executive Officer**



## **Purpose of Council meetings**

(1) Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.

(2) Council is committed to transparency in decision making and, in accordance with the Local Government Act 2020, Council and Delegated Committee meetings are open to the public and the community are able to attend. (

3) Meetings will only be closed to members of the public, in accordance with section 66 of the Act, if: (a) there are clear reasons for particular matters to remain confidential; or (b) a meeting is required to be closed for security reasons; or (c) it is necessary to enable the meeting to proceed in an ordinary manner.

(4) A meeting closed to the public for the reasons outlined in sub-rule 3(b) or 3(c) will continue to be livestreamed. In the event a livestream is not available: (a) the meeting may be adjourned; or (b) a recording of the proceedings may be available on the Council website.



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## 1. Present

## 2. Apologies

Nil

## 3. Presentations - Deputations - Petitions

Nil

## 4. Public Question Time

## 5. Disclosure of Interest - Councillors and Staff

- (1) As soon as practicable after a member becomes aware of a conflict of interest in a matter that has arisen or is about to arise before an audit committee, a council, a council committee or a local authority, the member must disclose the interest that gives rise to the conflict (the ***relevant interest***):
  - (a) at a meeting of the audit committee, council, council committee or local authority; and
  - (b) to the CEO.
- (2) A member must not:
  - (a) be present at a meeting of the audit committee, council, council committee or local authority 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 audit committee, council, council committee or local authority's consideration of or decision in relation to the matter.



## **6. Confirmation of Minutes**

### **6.1. Ordinary Council Meeting held on 29 November 2022**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 29 November 2022 be taken as read and be accepted as a true record of the meeting.

#### **Attachments**

1. 20221129 OCM MIN unconfirmed [6.1.1 - 11 pages]



# MINUTES

**ORDINARY MEETING OF COUNCIL  
HELD ON TUESDAY 29 NOVEMBER 2022  
AT 9:00 AM  
AT THE REGIONAL OFFICE - KATHERINE  
29 Crawford Street, Katherine East NT 0850**



## VICTORIA DALY REGIONAL COUNCIL DISCLAIMER

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A handwritten signature in black ink, appearing to read "B. Hylands".

Brian Hylands  
**Chief Executive Officer**





**The meeting opened the time being 09:00am.**

## **1. Present**

### **Elected Members Present**

Mayor Walangeri Ward (Chair)	Brian Pedwell (via Teams)
Elected Member Daguragu Ward	Georgina Macleod
Elected Member Pine Creek Ward	Yvette Williams (via Teams)

### **Staff Present**

Chief Executive Officer	Brian Hylands
Manager of Executive Services	Michelle Will (minute taker)
Director of Corporate and Community Services	Trudy Braun
Director of Operations	Matthew Cheminant
Manager of Governance	Janelle Iszlaub
Executive Services Officer	Chellah Clancy
Senior Accountant	Jackson Bernard

## **2. Apologies**

**Apologies:** Councillor Shirley Garlett, Deputy Mayor Andrew McTaggart

**Leave of Absence:** Nil

## **3. Presentations - Deputations – Petitions - Nil**

## **4. Public Question Time – Nil**

## **5. Disclosure of Interest - Councillors and Staff**

1. Councillor Yvette Williams declared a perceived conflict of interest in relation to item 18.2.1.1 (Rates Request Property Number 700068)
2. Councillor Georgina Macleod declared a perceived conflict of interest in item 18.2.1.2 (Tender Recommendation)

## **6. Confirmation of Minutes**

### **6.1. Ordinary Council Meeting held on 25 October 2022**

#### **Motion**

That the minutes of the Ordinary Council Meeting held on 25 October 2022 be taken as read and be accepted as a true record of the meeting.

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams

**Resolution:OCM-2022/169:** Carried 3 / 0



## 6.2. Special Meeting of Council held on 8 November 2022

### **Motion**

That the minutes of the Special Meeting of Council held on 8 November 2022 be taken as read and be accepted as a true record of the meeting.

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams

**Resolution:OCM-2022/170:** Carried 3 / 0

## 7. Call for Items of General Business

1. Recognition for staff long service - Councillor Macleod
2. Request additional KDLA meeting - Councillor Macleod
3. Nominations for Grants Commission

## 8. Mayoral Report

Mayor Brian Pedwell provided a verbal update at the meeting.

- Mayor Pedwell attended the LGANT conference in November with Councillor Macleod and former CEO Russell Anderson.
- Full Cabinet was in attendance, topics discussed include anti-social behaviour, shortfall in Homelands funding, sewerage and land release for Timber Creek, and the relocation of Nitjpurru.
- Mayor Pedwell, Deputy Mayor McTaggart, and Councillor Georgina Macleod were recognised at the recent LGANT forum for 10 years of service in Local Government.
- Council staff members were also recognised for 10 years of service.

Mayor Pedwell thanked staff members for their dedication and service to their communities and the Local Government sector.

### **Motion**

That the Mayoral report is received and noted.

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams

**Resolution:OCM-2022/171:** Carried 3 / 0

## 9. CEO Update

### **Motion**

That the Chief Executive Officer's verbal report is received and noted.

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams

**Resolution:OCM-2022/172:** Carried 3 / 0

## 10. REPORTS TO COUNCIL

### 10.1. REPORTS FOR COUNCIL DECISION

#### 10.1.1. Approval of Policies LGP001, LGP002, LGP014, LGP004



**Motion**

- A. That the report Approval of Policies LGP001, LGP002, LGP014, LGP004 is received and noted
- B. Council approves the following policies;
  - \*LGP001 Filing Casual Vacancies
  - \*LGP002 Scheduling and Conduct of Council, Committee and LA Meetings
  - \*LGP014 Shared Services
  - \*LGP004 Reasonable expenses for travel and accommodation Policy

(Council members)

**Mover:** Cr Yvette Williams

**Second:** Cr Georgina Macleod **Resolution:OCM-2022/173:** Carried 3 / 0

## 10.2. REPORTS FOR INFORMATION

### 10.2.1. Financial Report year to date 31st Oct 2022

**Motion**

That the Financial Report year to date 31st Oct 2022 is received and noted.

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams **Resolution:OCM-2022/174:** Carried 3 / 0

### 10.2.2. 2023 Meeting Schedule

Elected members discussed where two Ordinary Council Meetings will be held in community in 2023. Suggested April meeting be held in Pine Creek and August meeting be held in Yarralin.

**Motion**

- A. That the 2023 Meeting Schedule is received and noted

**Mover:** Mayor Brian Pedwell

**Second:** Cr Georgina Macleod **Resolution:OCM-2022/175:** Carried 3 / 0

### 10.2.3. Inquiry into Northern Australia Workforce Development

**Motion**

- A. That the Inquiry into Northern Australia Workforce Development is received and noted

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams **Resolution:OCM-2022/176:** Carried 3 / 0

### 10.2.4. CDP Report

**Motion**

- A. That the CDP report is received and noted

**Mover:** Mayor Brian Pedwell



**Seconded:** Cr Yvette Williams      **Resolution:OCM-2022/177:** Carried 3 / 0

#### 10.2.5. Bitumen Reseal Nackaroo Road

**Motion**

A. That the Bitumen Reseal Nackaroo Road report is received and noted

**Mover:** Cr Georgina Macleod

**Seconded:** Cr Yvette Williams      **Resolution:OCM-2022/178:** Carried 3 / 0

### 11. COMMUNITY REPORTS

#### 11.1. Nauiyu Community Report

**Motion**

A. That the Nauiyu Community Report is received and noted

**Mover:** Mayor Brian Pedwell

**Seconded:** Cr Georgina Macleod      **Resolution:OCM-2022/179:** Carried 3 / 0

#### 11.2. Timber Creek Community Report

**Motion**

A. That the Timber Creek report is received and noted.

**Mover:** Cr Georgina Macleod

**Seconded:** Cr Yvette Williams      **Resolution:OCM-2022/180:** Carried 3 / 0

#### 11.3. Pine Creek Community Report

**Motion**

A. That the Pine Creek Community Report is received and noted

**Mover:** Cr Yvette Williams

**Seconded:** Mayor Brian Pedwell      **Resolution:OCM-2022/181:** Carried 3 / 0

#### 11.4. Kalkarindji Community Report

Discussion ensued regarding the returning of the dingo loader to the Katherine office.

Action item: report to council regarding the dingo loader and attachments explaining the state of the plant equipment and reason for its relocation (Director of Operations)

**Motion**

A. That the Kalkarindji Community Report is received and noted

**Mover:** Cr Georgina Macleod

**Seconded:** Mayor Brian Pedwell      **Resolution:OCM-2022/182:** Carried 3 / 0

### 12. LOCAL AUTHORITY



## 12.1. Local Authority Minutes

### 12.1.1. Pine Creek Local Authority meeting held on 7 November 2022

<b>Motion</b>		
A. That the minutes of the Pine Creek Local Authority meeting held on 7 November 2022 be adopted as a resolution of Ordinary Council; and		
B. That Council endorse the following Pine Creek Local Authority resolution:		
• <b>PCLA-2022/26</b> That the Local Authority pay the variance of \$31,605.50 to build and install two Troppo Bird Hides.		
<b>Mover:</b>	Cr Yvette Williams	
<b>Seconded:</b>	Mayor Brian Pedwell	<b>Resolution:OCM-2022/183:</b> Carried 3 / 0

### 12.1.2. Daly River Local Authority meeting held on 2 November 2022

Elected members discussed the recommendations and decided that DRLA-2022/17 will be considered at the December Ordinary Council Meeting when Deputy Mayor McTaggart is present.

**(DRLA-2022/17** - That Council approve ongoing cost and maintenance expenses of front deck mower purchase as part of the operational costs)

<b>Motion</b>		
1) That the minutes of the Daly River Local Authority meeting held on 2 November 2022 be adopted as a resolution of Ordinary Council.		
2) That Council endorse the following Daly River Local Authority resolutions:		
I. <b>DRLA-2022/13</b> - That the Daly River Local Authority commit \$5000 ex.GST for the hire of a skip bin for waste management during the 2022-23 wet season at Nauiyu; and		
II. <b>DRLA-2022/14</b> - That the Daly River Local Authority commits \$2,800 of their funds to the Bi-Annual vet visit from The Ark Animal Hospital as per the attached quote dated 21 October 2022; and		
III. –		
IV. <b>DRLA-2022/18</b> - That the DRLA donate the amount of \$1500 toward a Community Christmas event and \$500 each to St Francis Xavier School and Wooliana School.		
<b>Mover:</b>	Mayor Brian Pedwell	
<b>Seconded:</b>	Cr Georgina Macleod	<b>Resolution:OCM-2022/184:</b> Carried 3 / 0

### 12.1.3. Kalkarindji | Daguragu Local Authority meeting held on 8 November 2022



**Motion**

- A. That the minutes of the Kalkarindji | Daguragu Local Authority meeting held on 8 November 2022 be adopted as a resolution of Ordinary Council; and
- B. That Council endorse the following Kalkarindji | Daguragu Local Authority resolution:
  - **KLA-2022/3** - That the Kalkarindji | Daguragu Local Authority commit up to \$25,000 for the Katherine Vet Services to deliver vet program two times in 2023.

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams

**Resolution:OCM-2022/185:** Carried 3 / 0

**12.2. Local Authority Resignations/Nominations**

**12.2.1. Nomination of Chris Flood to the Timber Creek Local Authority**

**Motion**

- A. That Council endorses the Nomination of Chris Flood to the Timber Creek Local Authority

**Mover:** Mayor Brian Pedwell

**Second:** Cr Georgina Macleod

**Resolution:OCM-2022/186:** Carried 3 / 0

**12.2.2. Nomination of Darryl Darby to the Timber Creek Local Authority**

**Motion**

- A. That Council endorses the Nomination of Darryl Darby to the Timber Creek Local Authority

**Mover:** Mayor Brian Pedwell

**Second:** Cr Georgina Macleod

**Resolution:OCM-2022/187:** Carried 3 / 0

**12.2.3. Nomination of Clare Merritt to the Pine Creek Local Authority**

**Motion**

- A. That Council endorses the Nomination of Clare Merritt to the Pine Creek Local Authority

**Mover:** Cr Yvette Williams

**Second:** Cr Georgina Macleod

**Resolution:OCM-2022/188:** Carried 3 / 0

**12.2.4. Nomination of John Lee to the Pine Creek Local Authority**

**Motion**

- A. That Council endorses the Nomination of John Lee to the Timber Creek Local Authority

**Mover:** Cr Yvette Williams

**Second:** Cr Georgina Macleod

**Resolution:OCM-2022/189:** Carried 3 / 0

*The meeting adjourned for morning tea, the time being 10:51am.*

*The meeting readjourned, the time being 11:11am.*



## 13. ACTION SHEET

### 13.1. Action Sheet

**Motion**

- A. That the Action Sheet report is received and noted

**Mover:** Cr Georgina Macleod

**Second:** Cr Yvette Williams

**Resolution:OCM-2022/190:** Carried 3 / 0

## 14. CORRESPONDENCE

### 14.1. Correspondence Report

**Motion**

- A. That the Correspondence Report is received and noted
- B. That Council acknowledges the letter dated 17 November 2022 from Minister for Local Government Chansey Paech regarding Council's By-laws (*Pine Creek (Control of Dogs) By-Laws, Pine Creek (Litter and Flammable and Noxious Weeds) By-Laws, and Timber Creek By-Laws*); and
- C. That Council approves the process of repealing the abovementioned by-laws recommences

**ADDITIONAL RESOLUTION**

- D. That the outcome of the Repeal By-Laws consultation be tabled at the Timber Creek and Pine Creek Local Authority, including a report with an explanation of the Repeal process since it commenced

**Mover:** Cr Yvette Williams

**Second:** Cr Georgina Macleod

**Resolution:OCM-2022/192:** Carried 3 / 0

## 15. Notices of Motion - Nil

## 16. General Business

### 16.1 Recognition for staff long service

**Motion**

VDRC recognition certificate and engraved yeti to be presented to staff (TBC) who received long service recognition at the November 2022 LGANT Forum. Staff members to be invited to Katherine office to be presented their certificate an yeti.

**Mover:** Mayor Brian Pedwell

**Second:** Cr Yvette Williams

**Resolution:OCM-2022/193:** Carried 3 / 0

### 16.2 Request for an additional KDLA meeting

Staff to investigate KDLA resolution regarding vet program for 2022. At present there is a shortfall of approximately \$2,500 allocated to the project for the remainder of the year.





Action: Staff will investigate KDLA resolutions regarding vet program in 2022 and inform elected member.

### 16.3 Nominations for Grants Commission

No nominations were received

## 17. Supplementary Reports - Nil

### 18. Confidential

THAT pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

**Mover:** Cr Georgina Macleod

**Seconded:** Mayor Brian Pedwell

#### 18.1. Confirmation of Minutes Confidential OCM 25 October 2022

**Status 51(1)(c)(iv)** - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(iv) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

#### 18.2. Rate Request Property Number 700068

**Status 51(1)(b)** - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(b) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.

#### 18.3. Tender Recommendation - Sports and Recreational Hall Repair and Upgrade Daguragu Community

**Status 51(1)(a)** - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021*, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, 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.





#### 18.4. RSAS Yarralin - Annexure A - 4-GIAQU42

**Status 51(1)(c)(iv)** - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

#### 18.5. Policies to be removed from Policy Register

**Status 51(1)(c)(iv)** - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

#### 18.6. Progress Report on Grant Applications

**Status 51(1)(c)(iv)** - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(iv) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, Information that would, if publicly disclosed, be likely to: subject to subregulation (3) - prejudice the interests of the council or some other person

**The confidential session closed, and open session resumed, the time being 12:32pm.**

**The meeting was closed by the Mayor, the time being 12:35pm.**

#### 19. Next Meeting

The next Ordinary General Meeting of Victoria Daly Regional Council will be held Tuesday, 13 December 2022.

This page and the preceding ten (10) pages are the minutes of the meeting of Ordinary Council held on Tuesday 29 November 2022.

-----  
Mayor Brian Pedwell



## **7. Call for Items of General Business**

## **8. Mayoral Report**

The Mayor will circulate a Mayoral report at the meeting and provide a verbal update.



## 9. CEO Update

### 9.1. CEO Update

**Report Type**    **Officer Report For Information**

**Prepared by**    **Chief Executive Officer**

---

#### **Purpose**

To inform the Elected Members of the CEO's activities between Council meetings.

#### **Recommendations**

- A. That the CEO Update be received and noted.

#### **Key Issues**

- Warnkurr Club
- Pearce Street

#### **Meetings**

- Maree DeLacy - Executive Director Local Government
- Mark Keyworth – Acting CEO Karu Bulangkarni

#### **Council officer conflict of interest declaration**

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

#### **Attachments**

Nil



## 10. Reports to Council

### 10.1. Reports for Council Decision

#### 10.1.1. Allocation of 2022-2023 FY WaRM Funding

**Report Type**    **Officer Report For Information**

**Department**    **Community Council Operations Council Operations**

**Prepared by**    **Contracts Manager**

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#### **Purpose**

To seek Council's approval to allocate the 2022-2023 Waste and Resource Management (WaRM) funding totaling \$148,800 to the sealing of the Timber Creek Waste Transfer Station (WTS) access Road, Line marking the WTS internal roads and installation of bollards and verge safety barriers to increase safety of the WTS.

#### **Recommendations**

- A. That the Allocation of 2022-2023 FY WaRM Funding report is received and noted
- B. That the Council approves allocating WaRM funding totaling \$148,800 to sealing the Timber Creek WTS access Road including line marking, installation of bollards and verge safety barriers.

#### **Regional Plan**

##### ***Goal 5: Infrastructure***

5.1 Develop and implement an Asset Maintenance and Replacement Program

#### **Key Issues**

Due to ongoing increases to material and resource costs, the Council Operations Team may need to adjust the scope of the project accordingly.

#### **Background**

As part of the NTG's WaRM program, Council has been allocated a further \$148,800 to support a waste and resource management project in the 2022-2023 FY. In order to receive the funding, Council must provide the Department with a Council resolution stating what the funding will support.

#### **Considerations**

NIL



**Policy implications**

NIL

**Budget implications**

The Council intended to apply for the Waste and Resource Management Grant Program (WaRM) proposing the WTS access road construction work and other WTS infrastructure upgrades. The expected funding is \$148,800.00 for the 2022-2023 FY.

**Risk statement**

No risk assessment has been carried out at this stage.

**Council officer conflict of interest declaration**

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

**Attachments**

Nil



## **10.2. Reports for Information**

### **10.2.1. Financial Report year to date 30 Nov 2022**

**Report Type**    **Officer Report For Information**  
**Department**    **Financial Services Corporate Services**  
**Prepared by**    **Senior Accountant**

#### **Purpose**

Financial report till 30 November 2022

#### **Recommendations**

- A. That the report Financial Report year to date 30 Nov 2022 is received and noted

#### **Regional Plan**

##### ***Goal 1: Quality Leadership***

1.3 - Comply with all statutory, regulatory and reporting requirements

##### ***Goal 2: Financial Sustainability***

2.3 Improve efficiencies within the Council to minimize resource wastage

#### **Risk statement**

Yes - a risk assessment has been completed

#### **Council officer conflict of interest declaration**

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

#### **Attachments**

1. 1370 001 [**10.2.1.1** - 1 page]
2. Finance report for the month ended Nov 2022 [**10.2.1.2** - 13 pages]



**VICTORIA DALY REGIONAL COUNCIL**  
**ABN 66 931 675 319**

**MONTHLY FINANCE REPORT FOR PERIOD ENDED 30<sup>th</sup> NOVEMBER 2022**

**CHIEF EXECUTIVE OFFICER'S CERTIFICATION**

To the Councilors,

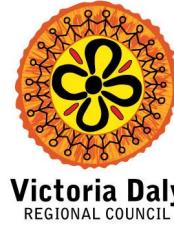
I, Brian Hylands, Chief Executive Officer of Victoria Daly Regional Council ('the Council'),  
certify that to the best of my knowledge, information, and belief:

- (i) The internal controls implemented by the Council are appropriate; and
- (ii) The accompanying finance report best reflects the financial affairs of Council.

Signed

Brian Hylands  
Chief Executive Officer

Dated this 7<sup>th</sup> December 2022



**VICTORIA DALY REGIONAL COUNCIL**  
**ABN 66 931 675 319**

**Monthly Income and Expenditure Statement for the Period Ended 30 November 2022**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	1,077,556	1,019,173	58,383	1,019,173
Charges	726,702	723,472	3,230	723,472
Fees and Charges	2,817,005	3,084,279	-267,273	7,402,269
Operating Grants and Subsidies	3,607,508	3,730,004	-122,496	8,952,009
Interest / Investment Income	144,085	78,385	65,700	188,123
Commercial and Other Income	335,085	423,488	-88,404	1,016,372
Grant Income Opening Balance Brought Forward	1,237,304	-	-	-
<b>TOTAL OPERATING INCOME</b>	<b>9,945,244</b>	<b>9,058,800</b>	<b>(350,860)</b>	<b>19,301,417</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	3,656,859	5,678,909	(2,022,050)	13,629,381
Materials and Contracts	2,472,638	2,350,841	121,797	5,642,018
Elected Member Allowances	79,022	87,495	(8,473)	209,988
Elected Member Expenses	32,329	49,006	(16,677)	117,615
Council Committee & LA Allowances	9,609	24,650	(15,041)	49,300
Council Committee & LA Expenses	741	3,950	(3,209)	7,900
Depreciation, Amortisation, and Impairment	1,099,675	1,242,265	(142,590)	2,981,437
Interest Expenses	0	0	0	
Other Expenses	4,309	10,883	(6,574)	26,119
<b>TOTAL OPERATING EXPENDITURE</b>	<b>7,355,182</b>	<b>9,447,999</b>	<b>(2,092,818)</b>	<b>22,663,758</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>2,590,063</b>	<b>(389,199)</b>	<b>1,741,958</b>	<b>(3,362,341)</b>



VICTORIA DALY REGIONAL COUNCIL  
ABN 66 931 675 319

**Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	2,590,063	-389,199	1,741,958	-3,362,341
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income			0	
Add Back Non-Cash Expenses	1,099,675	1,242,265	-142,590	2,981,437
<b>TOTAL NON-CASH ITEMS</b>	<b>1,099,675</b>	<b>1,242,265</b>	<b>-142,590</b>	<b>2,981,437</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure/Capital works	3,076,382	3,076,382	0.34	8,475,241
Borrowing Repayments (Principal Only)			-	
Transfer to Reserves			-	0
Other Outflows			-	
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>-3,076,382</b>	<b>-3,076,382</b>	<b>0.34</b>	<b>-8,475,241</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income			-	3,761,531
Prior Year Carry Forward Tied Funding			-	2,150,000
Other Inflow of Funds			-	
Transfers from Reserves			-	3,584,684
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,496,215</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>613,356</b>	<b>-2,223,316</b>	<b>1,599,368</b>	<b>640,070</b>

Total revenue year to date is \$9.945m and under budget by \$350k.

- Rates and Charges income is over budget by \$62k. The Positive variance is due to additional rates from mining lease
- Fee and Charges is under budget by \$267k. The Variance is due to CDP revenues is paid in arrears. That's, CDP revenue for Nov will be received in December.
- Grant and Subsidies is over the budget by \$122. The variance is due to timing difference. Some grants were received earlier date than budgeted
- Interest income is over budget by \$66k. This due to increase in interest rate.
- Commercial and other Income is under the budget by \$88k. Revenue from Aged Care services is lower than anticipated and Revenue for the months of October and November has not yet been received.

In November, Council received \$840k in Fees charges, \$349k in Grant and Subsidies, \$101k in interest income and \$45k in other income. Grants for Pine Creek (\$194,576) and Timber Creek (\$1,402,727) waste management facilities carried forward from financial year 2021/22, was recognized as income account upon meeting the grant contract obligation.

<b>OPERATING INCOME</b>	<b>Nov</b>	<b>TYD Actual</b>
Rates	227	1,077,556
Charges	- 1,581	726,702
Fees and Charges	840,974	2,817,005
Operating Grants and Subsidies	349,212	3,607,508
Interest / Investment Income	101,615	144,085
Commercial and Other Income	44,653	335,085
Grant Income Opening Balance Brought Forward	1,237,304	1,237,304
	<b>2,572,406</b>	<b>9,945,244</b>

Total expenditure year to date is \$7.355m and under budget by \$2.092m.

- Employees expenses is under budget by \$2.022m. This due to vacant position across the organization.
- Material and Contract costs is over the budget by \$121. \$976k insurance costs was charged in full to income and expenditure a/c when it was paid rather than distributed over 12 months. In addition, there is under spends in contractors' expenses.
- Elected Member Allowance is under budget by \$8k. The variance is due to timing difference. Allowance is paid fortnightly rather than monthly
- Elected Member Expenses is under budget by \$16k. Underspend on accommodation and TA expenses
- Council Committee and LA expenses is under budget by \$15k. Variance is due to fewer meetings being held and low turnout.
- Council Committee & LA Expenses is under budget by \$3.2k. Variance is due to fewer meeting held and low attendance.

In November, council paid \$709k to employee's, \$516k for materials and contracts, 15k to Elected members, 7k Elected members expenses, 3.8k LA members, 0.231k LA member expenses and 0.641 other expenses

<b>OPERATING EXPENDITURE</b>	<b>Nov</b>	<b>TYD Actual</b>
Employee Expenses	709,283	3,656,858
Materials and Contracts	516,110	2,472,638
Elected Member Allowances	15,425	79,022
Elected Member Expenses	7,401	32,329
Council Committee & LA Allowances	3,843	9,609
Council Committee & LA Expenses	231	741
Depreciation, Amortisation, and Impairment	215,393	1,099,675
Interest Expenses	-	-
Other Expenses	614	4,309
<b>TOTAL OPERATING EXPENDITURE</b>	<b>1,468,300</b>	<b>7,355,182</b>

**VICTORIA DALY REGIONAL COUNCIL**  
**ABN 66 931 675 319**

**Total capital expenditure Year to date is \$3,076,382. It comprises of**

- Waste management -Timber Creek \$1,042,727
- Waste management -Pine creek \$988,182
- Fencing Pine Creek waste manages facility \$124,473
- Lingara Small Cell-Final Payment \$54,950
- 18 Pearce St project \$103,314
- New Car \$52,831.62
- New Mower for Bulla LA \$6,360
- Fencing Timber Creek waste management facility \$38,200
- Fencing Small Cell site-Lingara \$17,281.82
- Cameras Installed \$43,242
- New Mower \$20,136

**In November, council paid \$1.633m for the following capital works**

- Waste management -Timber Creek \$1,042,727
- Waste management -Pine creek \$460,909
- Cameras Installed \$43,242
- New Mower \$20,136
- 18 Pearce St project \$80,382

**Capital Expenditure and Funding**  
**By class of infrastructure, property, plant, and equipment**

<b>CAPITAL EXPENDITURE **</b>	<b>YTD Actuals \$</b>	<b>YTD Budget * \$</b>	<b>YTD Variance \$</b>	<b>Current Financial Year (Annual) Budget * \$</b>
Waste management facility Upgrade-Pine Creek	988,182	988,182	-	1,144,090
Waste management facility Upgrade-Timber Creek	1,042,727	1,042,727	-	1,148,179
Land /Building/Structures	278,147	278,147	-	400,000
Motor vehicles (6x)	52,832	52,832	- 1	400,000
Infrastructure-Road Works	-	-	-	500,000
Zero turn mowers	26,496	26,496	0	60,000
Office Equipments			-	49,026
New office Building-18 Pearce St	103,314	103,314		3,000,000
Cab tractor(2x)	-			320,000
Duplex - Yarralin				675,262
Libanagu Road Drainage				194,000
Timber Creek new Building	584,684	584,684		584,684

			-	
<b>TOTAL CAPITAL EXPENDITURE*</b>	<b>3,076,382</b>	<b>3,076,382</b>	<b>- 0</b>	<b>8,475,241</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY: **</b>				
Waste management facility Upgrade-Core fund and grant	793,605	793,605	-	949,513
Waste management facility Upgrade- grant	194,577	194,577		194,577
Waste management facility Upgrade-Timber Creek-Grants	1,042,727	1,042,727	-	1,148,179
Land /Building/Structures-Core fund and Grants	278,147	278,147	-	400,000
Motor vehicles (6x)-Core fund	52,832	52,832	- 1	400,000
Infrastructure-Road Works-Grants	-	-	-	500,000
Zero turn mowers-Core fund	20,136	20,136	0	53,640
Zero turn mowers -Bulla LA funding	6,360	6,360	-	6,360
Office Equipments-Core fund			-	49,026
New office Building-18 Pearce St-Reserves	103,314	103,314	-	3,000,000
Cab tractor(2x)-Core fund			-	320,000
Duplex - Yarralin-Grant 50%			-	325,262
Duplex - Yarralin-Core fund 50%			-	350,000
Libanagu Road Drainage-Grant			-	194,000
Timber Creek new Building-reserves	584,684	584,684		584,684
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>3,076,382</b>	<b>3,076,382</b>	<b>(0)</b>	<b>8,475,241</b>

### Monthly Balance Sheet Report

BALANCE SHEET AS AT 30 NOVEMBER 2022	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	4,255,579	
Untied Funds	14,146,088	
Accounts Receivable		
Trade Debtors	237,382	(2)
Rates & Charges Debtors	1,108,487	(2)
Other Current Assets	(249,836)	
<b>TOTAL CURRENT ASSETS</b>	<b>19,497,700</b>	
Non-Current Financial Assets	126,954	
Property, Plant and Equipment	32,472,451	(3)
<b>TOTAL NON-CURRENT ASSETS</b>	<b>32,599,406</b>	
<b>TOTAL ASSETS</b>	<b>52,097,106</b>	
<b>LIABILITIES</b>		
Accounts Payable	736,596	(4)
ATO & Payroll Liabilities	(44,157)	(5)
Current Provisions	1,033,950	(6)
Accruals		
Other Current Liabilities	1,245,218	(7)
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,971,607</b>	
Non-Current Provisions	104,260	
Other Non-Current Liabilities	59,839	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>164,099</b>	
<b>TOTAL LIABILITIES</b>	<b>3,135,706</b>	
<b>NET ASSETS</b>	<b>48,961,400</b>	
<b>EQUITY</b>		(8)
Asset Revaluation Reserve	1,455,776	
Reserves	29,190,414	
Accumulated Surplus	18,315,210	
<b>TOTAL EQUITY</b>	<b>48,961,400</b>	

**Note 1: Cash and Investment Held**

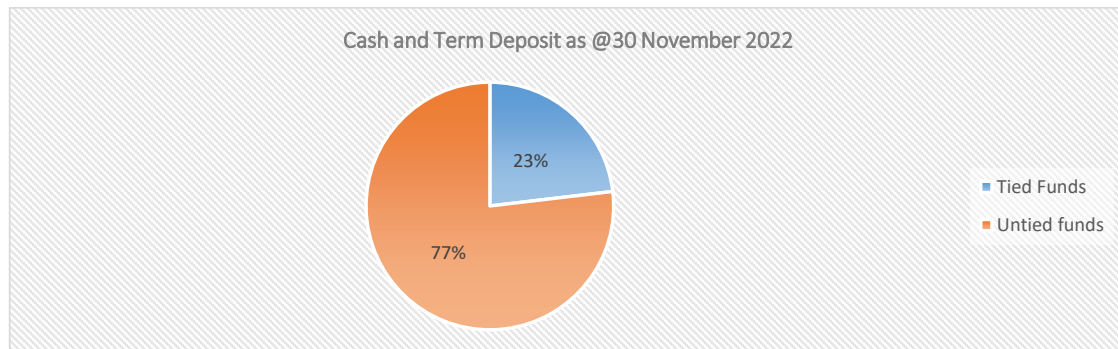
As of 30 November, the Council's cash and cash equivalent decreased by \$0.328m, from 6.829m in Oct to 6.501m in November. There was not change in amount held in Term deposit investment (\$11.9m). However, term deposit of \$10.40m matured during the of November and the amount was reinvested with CBA for term periods ranging from 3months to 8 months. Tied funds decreased from \$5.2m to \$4.255

**Cash in Hand and at Bank**

Transaction Account				1,063,151
Trust account				2,715,469
Business Saver				2,721,527
Petty Cash				1,519
				<u>6,501,667</u>

Cash Investments	Interest Rates	Maturing date	Maturing Term	
Term Deposit-CBA	3.67%	28/02/2023	3 months	2,000,000.00
Term Deposit-CBA	3.80%	31/03/2023	4 months	2,000,000.00
Term Deposit-CBA	3.97%	26/04/2023	6 months	1,500,000.00
Term Deposit-CBA	4.00%	31/05/2023	6 months	2,000,000.00
Term Deposit-CBA	4.08%	30/06/2023	7 months	800,000.00
At Call Deposit	0.20%			3,600,000.00
				<u>11,900,000</u>

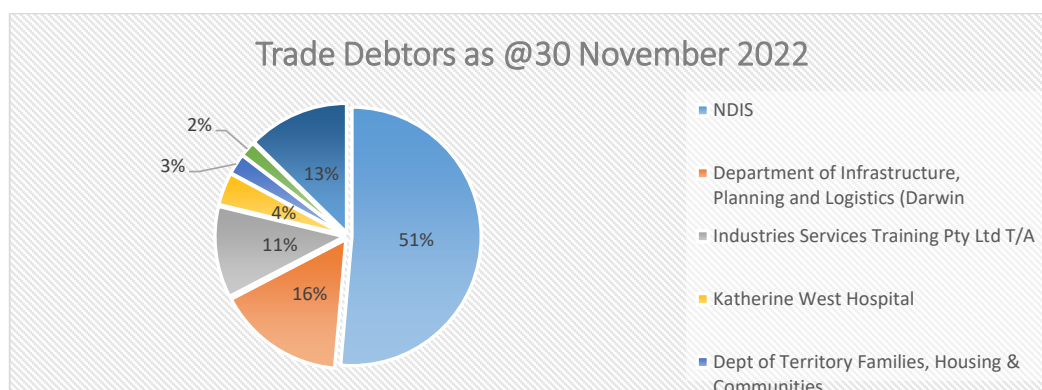
Tied Funds	4,255,579
Untied funds	14,146,088



**Note 2: Statement of Trade Debtors**

The Council's trade receivables balance as of 30 November 2022 was \$237,382 of which \$152,651 or approximately 64% per cent was more than 90 days old.

Contact	Current	1 Month	2 Months	3 Months	>3 Months	Total	
NDIS	32,579	-	-	13,158	76,271	122,008	51%
Department of Infrastructure, Planning and Logistics (Darwin)	15,009	-	-	-	22,877	37,885	16%
Industries Services Training Pty Ltd T/A	-	-	-	-	27,087	27,087	11%
Katherine West Hospital	9,649	-	-	-	-	9,649	4%
Dept of Territory Families, Housing & Communities	-	-	-	-	6,122	6,122	3%
Pension Concession Unit NT	-	-	4,555	-	-	4,555	2%
Others	5,772	710	1,800	1,500	20,294	30,076	13%
	63,008	710	6,355	14,658	152,651	237,382	
	27%	0%	3%	6%	64%		



- NDIS – Finance team and NDIS Manager are following up the outstanding invoices.
- Industries Services Training Pty Ltd T/A – Tried to contact the debtor several times but unsuccessful. Listed email, telephone and Fax are not working. This account will be assigned to debt collector in January 2023
- Dept of Territory Families, Housing & Communities – Several reminders have been sent to debtor.
- Department of Infrastructure, Planning and Logistics –Debtor disputed the rates used in the billing. Issues was resolved last week; the payment is expected in November 2022.
- Pension Concession Unit NT – This is Rates rebate and reminder have been sent.

#### Rates and Refuse charges

##### Rates and Refuse charges

During the month of Nov, Council collected \$786k from Rate payers

Balance as at 01/11/2022	1,894,911
Cash received in Nov	786,424
Balance as at 30/11/2022	<b>1,108,487</b>

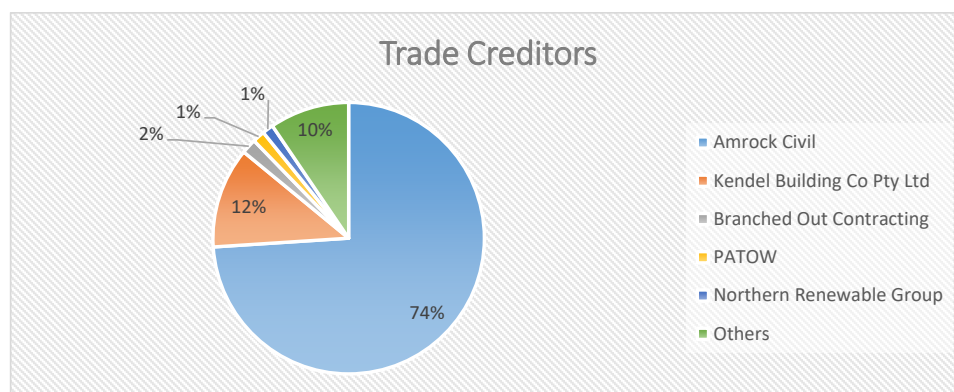
**Note 3: Statement on Trade Creditors**

The Council's trade payables balance as of 30 Nov was \$736,595.82.

Settlement of the Council's trade payables is generally within 30 days.

The Council does not have any trade payables for which it classifies as non-current i.e., not payable within 12 months.

Contact	Current	1 Month	2 Months	3 Months	>3 Months	Total	
Amrock Civil	544,825.00	-	-	-	-	544,825.00	74%
Kendel Building Co Pty Ltd	88,273.64	-	-	-	-	88,273.64	12%
Branched Out Contracting	13,157.10	-	-	-	-	13,157.10	2%
PATOW	10,705.00	-	-	-	-	10,705.00	1%
Northern Renewable Group	9,714.21	-	-	-	-	9,714.21	1%
Others	69,779.67	141.20	-	-	-	69,920.87	9%
	736,454.62	141.20	-	-	-	736,595.82	
	100%	0%	0%	0%	0%		



**Note 4: Corporate credit cards**

The Council has a credit card facility of \$200,000 of which \$110,000 of that has been allocated to a total of 15 cardholders.

For the month of November 2022 there was an aggregate spend of \$25,223.87



Masked Card Number	Amount	
5550-05XX-XXXX-8147	15.18	Mayor's Credit Card
5550-05XX-XXXX-4529	426.27	
5550-05XX-XXXX-9718	3,550.47	
5550-05XX-XXXX-9622	377.67	
5550-05XX-XXXX-0500	4,515.69	
5550-05XX-XXXX-6341	692.69	CEO's Credit Card
5550-05XX-XXXX-6309	656.85	
5550-05XX-XXXX-2379	911.07	
5550-05XX-XXXX-3618	1,751.71	
5550-05XX-XXXX-5850	809.91	
5550-05XX-XXXX-1528	5,261.85	
5550-05XX-XXXX-2105	4,897.96	
5550-05XX-XXXX-2298	1,154.55	
5550-05XX-XXXX-6346	152.00	
5550-05XX-XXXX-1159	50.00	
5550-05XX-XXXX-4541	-25,223.87	

Mayor's credit cards:

Mayors paid \$15.18 for carpark at Adina apartments while attending LGANT forum

CEO Credit card:

CEO paid \$822.35 for accommodation and \$60.72 for carpark at Adina apartments accommodation while attending LGANT forum. He also paid \$28 for monthly subscription for newspapers

#### **Note 5: Statement on Australian Taxation Office, Superannuation, and Insurance Obligations**

##### **1) Australian Taxation Office**

The Council has the following reporting and payment obligations with the Australian Taxation Office:

- (i) Goods and Services Tax – Amounts are reported and remitted monthly.
- (ii) PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements; and
- (iii) Fringe Benefits Tax – Instalment amounts are paid quarterly with an FBT return for the 12-month period ended 31 March required to be lodged each year.

As of 30 November 2022, \$238 of PAYG and \$120,954 GST refund was outstanding. PAYG was paid on 9<sup>th</sup> December and refund of \$120,954 is expected to be received before 21 December 2022.

##### **2) Superannuation**

Employees are paid defined superannuation contributions in accordance with the superannuation legislative framework. Superannuation contributions are paid to either an employee's choice of complying fund or the Council's default fund, which is currently Statewide Super.

Council contributes 10.5 per of employee's ordinary time earnings into their selected super account. Some employees of the Council receive an additional superannuation contribution as part of their agreed remuneration package.

Superannuation payments are remitted on monthly basis.

As of 30 November 2022, \$76,559 super contributions was outstanding. Council remitted super on 4<sup>th</sup> December 2022.

		Month Obligation Accrued	To be paid/refunded
PAYG	238	Nov	Dec
Super	76,559.13	Nov	Dec
GST	(120,954.40)	Nov	Dec
	<u>(44,157.27)</u>		

#### (6) Provisions

Provision for employees leave decreased by \$3k from \$1,037,178 in Oct to \$1,033,950 in Nov

Provision - Annual Leave	727,470
Provision - LSL (Current)	306,749
Provision - TOIL	-269
	<u><b>1,033,950</b></u>

#### (7) Other Current Liabilities

Other current liabilities decreased by \$1.176m from \$2.421m in Oct to \$1.245m in Nov

Current Liabilities	Nov
Client Contribution clearing	1,054
Community Fund (Generated from CDP IGA)	6,837
Council Rates Received in Advance	38,471
Current Lease Liability	89,517
Current Liability Other General	44,922
HCP Client Contingencies	29,710
Material Fund (CDP IGA)	7,682
Payables - Bond and Deposit	14,216
Payables - CDP Income Generation Activity	21,637
Payables - CDP Outcome Pay	60,000
Payables - Employee	150
Payables - Others	1,197
Payables - Retention Money	228,607
Payroll Clearing Account	3,406
Rounding	20
Unexpended Grants	785,511
Workers Compensation Clearing	-87719.06
	<u><b>1,245,218</b></u>

2,421,828

## (8) Equity

Equity balance decreased by \$399k from \$49.36m in Oct to \$48.961m in Nov

Equity	Nov	Oct
Accumulated Surplus/Deficit	17,756,057	17756056.66
Asset Reval Reserve	25,972,951	25972950.89
Asset Revaluation-Motor Vehicles	328,096	328095.96
Asset Revaluation-Plant & Equipment	1,127,680	1127680.09
Assets Replacement Reserve	530,000	530000
Operating Surplus / Deficit	2,590,063	1485955.56
Unexpended Grants Reserve	2,687,463	2687462.67
	<b>50,992,309</b>	<b>49,888,202</b>

Less: Project Claims-1 & 2 Pine and Timber creek waste management facility upgrades

	<b>-2,030,909</b>	<b>-527,272.73</b>
	<b>48,961,400</b>	<b>49,360,929</b>

\$4.835m Council reserves is committed to ongoing projects

### Reserve committed

Yarralin duplex	350,000
Pine creek waste management facility	901,200
18 Pearce Project-New Regional office	3,000,000
New Building Timber Creek	584,684
	<b>4,835,884</b>

## (9) Insurance for financial year 2022/23

Details of the Council's current insurance arrangements for financial year 2022/23 are as follows

Insurance	Amount \$	GST	Net	Paid in
Motor vehicle	67,678.83	6,152.62	61,526.21	July
Property	781,057.83	63,147.64	717,910.19	August
1st Instalment Workers Comp	108,257.87	9,841.60	98,416.00	July
2nd Instalment Workers Comp	108,257.87	9,841.62	98,416.23	Sept
	<b>1,065,252.40</b>	<b>88,983.48</b>	<b>976,268.63</b>	

**(10) Key Indicators year to date**

Key indicator	Jul-Nov 2022	Jul-Oct 2022	Variance
<b>Cash</b>			
Cash received	9,730,091.63	7,445,490.00	31%
Cash spent	9,849,619.64	7,253,711.00	36%
Closing bank balance	6,538,757.42	6,850,064.00	-5%
<b>Profitability</b>			
Income	9,945,244.11	7,372,839.00	35%
Expenses	9,386,090.73	6,414,156.00	46%
Profit (loss)	559,153.38	958,683.00	-42%
<b>Balance Sheet</b>			
Debtors	237,381.95	176,059.00	35%
Creditors	736,595.82	12,993.00	5569%
Net assets	48,961,399.65	49,360,929.00	-1%
<b>Ratios</b>			
Current assets to liabilities	3.45	3.18	8%
Liabilities to assets Ratio	0.064	0.075	-14%



### 10.2.2. NDIS Program Report

**Report Type** Report for Information

**Department** NDIS Programs

**Prepared by** NDIS Manager

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#### Purpose

To provide an update on the NDIS Program and provision of services as requested by Council at the 25 October 2022 Ordinary Council meeting.

#### Recommendations

- A. That the report NDIS Program Report is received and noted

#### Regional Plan

Not Applicable

#### Programs and Service Provision

- September 2022 to December 2022.
  - o 1836 hours of direct support provided across participants for period and 1600km of transport support.
  - o 203 hours of coordination of supports provided across 17 participants for period
  - o 5 participants accessed respite in Katherine or Darwin
  - o 1 new participant onboarded from Pine Creek for coordination of support and service provision for the period
  - o 1 new participant onboarded from Yarralin for coordination of supports and Service provision for the period
  - o 1 new participant onboarded from Kalkaringi for coordination of supports for the period
  - o 1 Participant has ceased services due to death of participant
  - o 3 Participant transferred to new Coordinator of Supports
  - o 3 Participants reconnected to Vic Daly for Coordination of Supports and service provision for period

In response to a significant decline in coordination of support hours which was impacting the viability of the NDIS program, the NDIS Manager urgently initiated a 'Launch' of a new **Participant Journey Booklet** to provide an explanation to participants the value of choosing Vic Daly as a service provider and what being a participant of the NDIS means for the participant, their informal support networks and their communities.

Also created for implementation at the launch was the new **NDIS Participant Activity Choices Booklet** which provides participants or their representatives with



an overview of just some of the activity options available for participants and how these align to their NDIS goals and outcomes.

The NDIS team travelled to Kalkaringi and Yarralin and provided a BBQ, Morning Tea and opportunity for participants and the community to attend and find out more about the NDIS in their community, the events were well attended given the short notification period, with Maggie Coggin assisting with the promotion of the launch and the many new resources developed to support participants meet their NDIS goals, especially with the encroaching wet season requiring more center based activity options.

Some learning resources have been developed by the NDIS Manager to support participants are:

- Participant Personal Activity Booklets
- Food Safety for Participants Workbook and Activity Booklets
- Personal Hygiene and Laundry Skill Development Workbook and Activity Booklets
- Understanding Basic Documents and Writing Workbook and Activity Booklets
- Understanding Your Money Workbook and Activity Booklets
- Basic Computer and Email Learners Workbook and Activity Booklets
- Participant Induction Easy Reads – Feedback and Complaints – Restrictive Practices – Reportable Incidents
- Participant Support Plan, Emergency Plan, Mealtime Management Plan, Personal Care Support Plan, Participant Risk Assessment Form and Home Visit Risk Assessment Form, Participant Incoming Referral Form
- Basic Pictorial Communication Cards – Indigenous theme
- Basic Auslan and Finger Spell Alphabet for display on the wall at each of the centers

The creation of compliance documents and implementation include:

- Participant Shift Report (Pictorial Format to assist staff with lower literacy abilities)
- Incident Reporting Form
- Missing Persons Reporting Form
- NDIS compliant Photo and Images Consent Form and Third Party Consents
- Coordination of Support and Service Delivery Service Agreement Templates
- Aged Care Meal Preparation and Delivery Service Agreement Templates
- Community Based Staff rosters and Participant Rosters of Supports.
- Creation and Implementation of effective and informative Coordination of Support and Participant Register/Tracker
- Creation and Implementation of effective participant supports Delivered tracker to automate the monthly claiming for NDIS supports and services delivered.

## **Human Resources**



- NDIS Program Support Officer undertook higher duties to Regional Coordinator of Supports based in regional office to cover for annual leave and continues in this role to further cover leave and assist the NDIS Manager with the review and establishment of appropriate service provision supports, documentation and reporting processes.
- Vacancies still exist for NDIS Support Workers across several communities to enable the NDIS program to capture and deliver full capacity of supports available within the service provision income stream.
- Two Disability Support Workers are identified for offer of permanent employment, pending finalization of performance reviews.
- All NDIS regional office staff have completed 4WD Training with Charles Darwin University.
- Several staff have completed the First Aid and CPR Training qualification and the Fire Safety Training.
- In the absence of a Team Leader, one Disability Support Worker and Aged Care Support Worker at Kalkaringi were set up with access to email, teams, g-drive and one drive along with printing ability. Some basic training in accessing computer and programs has been provided to staff and this has assisted dramatically with communications, documentation and payroll processes.
- Approval has been obtained for NDIS Disability Support Workers to have included in the uniform, the approved 'We Support NDIS' Slogan to enable participants and community members to identify these staff as Disability sector trained workers.
- A Comic has been created to represent each community, the Comic is intended to encourage people to work in the disability sector and explains how important it is that their families are support at home and by their own community members- wherever possible and of course how extremely valuable disability support workers are for their communities. These are available at the center and council offices.

Staff Resources developed and implemented to assist staff learning and keeping participants safe include:

- Supporting participants with personal care (Male and female version)
- Travelling Safely with Wheelchairs Guide
- Disability Parking Permit Agreement

The plan has been finalized on the process of NDIS Induction for existing staff and new staff while still under supervision to complete before being able to work independently with vulnerable persons:

### **NDIS Support Worker – Mandatory Requirements and Training Clearances**

1. Working With Children's Clearance
2. Criminal History Check
3. NDIS Worker Clearance – Quality Safeguards Commission
4. First Aid and CPR Certificate
5. COVID19 Vaccination Record (or exemption notice)



### **Acknowledgements**

1. Read and Sign NDIS Code of Conduct for Workers
2. Read and Sign Disability Parking Permit Acknowledgement
3. Read, Observation of Task and Sign Safe Loading and Unloading of Wheelchairs

### **Mandatory Learning Modules**

1. Complete NDIS Worker Orientation Module: [Worker Orientation Module | NDIS Quality and Safeguards Commission \(ndiscommission.gov.au\)](https://www.ndiscommission.gov.au/worker-orientation-module)
2. Complete COVID19 Infection Control Module (Department Health and Aged Care): [COVID-19 infection control training | Australian Government Department of Health and Aged Care](https://www.health.gov.au/covid-19-infection-control-training)
3. Complete Supporting effective Communication Module (Quality Safeguard Commission): [Supporting effective communication | NDIS Quality and Safeguards Commission \(ndiscommission.gov.au\)](https://www.ndiscommission.gov.au/supporting-effective-communication)
4. Complete Supporting safe and enjoyable Meals Module (Quality Safeguards Commission): [Supporting safe and enjoyable meals | NDIS Quality and Safeguards Commission \(ndiscommission.gov.au\)](https://www.ndiscommission.gov.au/supporting-safe-and-enjoyable-meals)
5. Complete New Worker – NDIS Induction Modules: [NDIS Quality and Safeguards Commission: Log in to the site \(ndiscommission.gov.au\)](https://www.ndiscommission.gov.au/log-in-to-the-site)
6. Disability awareness
7. Privacy and confidentiality
8. Safe workplace
9. NDIS Code of Conduct and Dignity of risk
10. Incident management
11. Know the person
12. Risk identification and management
13. Managing challenging situations

Further NDIS training required is to be delivered through the NDIS learning platform already licenced to Vic Daly and this training will form the basis of each staff members training and development plan.

Disability Support Workers have commenced the Certificate III Individual Support qualification with CREST NT visiting communities to enable all staff and other interested community members to undertake the qualification.

### **Compliance and Risk Management**

To assist Vic Daly with managing the risks associated with the sudden decline in participants for coordination of supports services, a partnership has been formed with Katherine West Health Board, who currently delivers the Remote Community Connector (RCC) service for NDIA. The alliance with the RCC based at each of the communities ensures NDIS participants have a place to attend within their community and seek advice or ensure they understand any communication or documentation received before they make any decisions that may impact them or their NDIS services or supports. Several participants have utilized this service since the Vic Daly NDIS team has been actively advocating their role to support participants wishing to access the scheme, change their service provider or supports receiving.





### **Finance and Assets**

Creation and Implementation of effective participant supports Delivered data capture and tracker which has been designed to automate the monthly claiming for NDIS supports and services delivered and make a more efficient claiming process.

The NDIS team has purchased several activity items and delivered to communities and individuals, including art and craft material, games, puzzle and personalized coloring booklets and fishing equipment to assist staff with being able to offer engaging and interesting activities for participants and increase attendance of scheduled supports.

### **Work Health and Safety**

NDIS Manager monitors any new releases by NDIA for NDIA Practice Alerts and ensures these are provided to staff and included in NDIS induction documentation for all new staff.

The NDIS Regional staff have undertaken several visits to each of the communities to support participants understanding documentation requiring their agreement, supporting staff with staff meetings, staff development and training, supporting staff to meet their obligations regarding payroll and reporting, and ensure that standards are maintained within the center and all assets such as equipment and vehicles. NDIS Team continue to work with the Aged Care team to rectify issues identified and reported by the Vic Daly Work Health Safety Manager during community visits/audits.

### **Budget implications**

New data capture and claiming processes have been implemented and streamlined to manage workflow and provide more transparency and effectiveness of the data captured.

New record-keeping and more user-friendly documentation and processes have been implemented and staff mentored on correct completion is ongoing, to provide more access to quantifiable data, which has increased the program's ability to process claims for services and supports provided.

### **Risk statement**

No risk assessment has been carried out at this stage.

### **Council officer conflict of interest declaration**

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

### **Attachments**

1. Remedial Action Letter - Victoria Daly Regional Council [**10.2.2.1** - 2 pages]
2. . Participant Activity Choices Booklet [**10.2.2.2** - 14 pages]
3. . Comic You can be a Disability Support Worker - Kalkarindji ( Separate on print) [**10.2.2.3** - 24 pages]
4. . Your Journey with Vic Daly NDIS Participant Booklet [**10.2.2.4** - 20 pages]



**NDIS Quality  
and Safeguards  
Commission**

Our Reference: 4-HPLJKR4  
Provider Registration No: 4-433C-1454

Victoria Daly Regional Council  
Rebecca Mehew  
Victoria Daly Regional Council 29 Crawford Street  
KATHERINE NT 0850

Dear Rebecca Mehew,

**Remedial Action Letter – Potential failure to notify reportable incident**

The purpose of this letter is to raise to your attention potential non-compliance by *Victoria Daly Regional Council* concerning its obligations to notify reportable incidents to the NDIS Quality and Safeguards Commission (NDIS Commission). This letter also outlines how *Victoria Daly Regional Council* can comply with its obligations under the *NDIS (Incident Management and Reportable Incidents) Rules 2018* (the Rules).

**Nature of potential breach**

*Victoria Daly Regional Council* is registered to deliver services under the Registration Group 115: Assistance with daily life tasks in a group or shared living arrangement. Given the complexity of care required for participants in this setting, the NDIS Commission expects *Victoria Daly Regional Council* should have already advised of reportable incidents during the course of service provision.

Our records show *Victoria Daly Regional Council* has not submitted any reportable incidents to the NDIS Commission, or the numbers of incidents reported suggest under-reporting of incidents.

**Registered NDIS provider obligations**

*Victoria Daly Regional Council* is required by the Rules to notify the NDIS Commission of a reportable incident within either 24 hours of personnel becoming aware, or five business days where the incident pertains to the use of an unauthorised restrictive practice. It is a condition of *Victoria Daly Regional Council's* registration that it comply with this reporting requirement.

The NDIS Commission requests a response to this letter to advise the following:

- Any reportable incidents that have not previously been advised to the Commission;
- Any changes in your policies and procedures that might be required in your organisation to ensure reportable incidents are identified and notified to the NDIS Commission

**You should respond to this letter by 5pm on 22 November 2022.**

The NDIS Commission may consider further action pending your response to this letter however a forthright, open response will be viewed favourably where a genuine willingness and capacity to comply can be demonstrated.

Moving forward, the NDIS Commission reminds you of your organisation's obligations to report incidents within the timeframes prescribed by the Rules.

T 1800 035 544

PO Box 210  
Penrith NSW 2750

[www.ndiscommission.gov.au](http://www.ndiscommission.gov.au)

The NDIS Commission will continue to monitor *Victoria Daly Regional Council's* compliance with reporting requirements under the Rules and will take compliance and enforcement action where appropriate. Action available to the NDIS Commission includes issuing *Victoria Daly Regional Council* with an infringement notice or compliance notice, suspending its registration, and court action to have a civil penalty of up to \$52,500 imposed on *Victoria Daly Regional Council* for breaching a condition of its registration.

**Update your details:**

Ensure you're getting our correspondence by updating your details on the NDIS Commission Portal.

For fact sheets and guides, please see: [NDIS Commission Portal Quick Reference Guides](#) | [NDIS Quality and Safeguards Commission](#).

**Further information:**

If you have any questions or wish to discuss this matter, please contact the Northern Territory Compliance Team on (08) 8928 6921 or email [NTCompliance@ndiscommission.gov.au](mailto:NTCompliance@ndiscommission.gov.au). Further information concerning incident management, reporting and prevention is available at <https://www.ndiscommission.gov.au/providers/incident-management-and-reportable-incidents>.

Yours sincerely



Válli Camara

Director – Northern Territory

7 November 2022

ACTIVITY CHOICES AND OUTCOMES

## Participant Choices



**Victoria Daly**  
REGIONAL COUNCIL

## NDIS Activity Choices and Outcomes

## ACTIVITY CHOICES AND OUTCOMES

### **Purpose of this booklet**

The purpose of this booklet is to provide participants with an overview of just some of the programs or activities participants can select when deciding their own person-centred activity plans.

This ensures activities are designed and delivered appropriate to each participants individual needs and interests.

Participants are of course able to change activities at any time, and in fact participants may decide to try many activities before choosing the activities they would like to continue doing and stopping those they believe they are not benefiting from or enjoying.

A description of the content of each of just some of the choices of programs are listed on the following pages and a more detailed activity plan will be developed once the participant has identified which parts of the activity, they believe would be beneficial to them.

A detailed overview is also provided in the booklet so participants have information on the Aim, Objective, Strategy and Outcome of each of the programs and how they may meet some or all of their NDIS goals.

## ACTIVITY CHOICES AND OUTCOMES

# INDEX

## Activity Options with Vic Daly NDIS Program Or of course you can create your own activity

### Personal Wellbeing Program

- Group Sport and Recreation Activity
- Healthy Cooking Activity

### Individual Support Program

- Personal Support Activity
- Personal Shopping Activity

### Arts Program

- Art Activity
- Repurposed Craft Activity

### Employability Skills Program

- Yard Maintenance Activity
- Personal Learning Activity

### Bus Program – Planned and Approved

(Risk Assessed, Diet Considerations, Vehicle Checks and Travel etc)

- Wider Community Excursion Activity
- Group Community BBQ Activity

## ACTIVITY CHOICES AND OUTCOMES

### Participant Learning Resources

Participant Learning Resources are being developed in response to meeting participants goals identified in their NDIS plan.

Learning resources will be introduced as they are developed.

If you would like to see something developed, please speak with NDIS staff who can ensure this happens for you.

Some of the Participant Learning Resources currently available are:

- Basic Computer and Email
- Food Safety
- Understanding Your Money
- Basic Documents and Writing Skills
- Personal Hygiene and Laundry Skills

## ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	<b>PERSONAL WELLBIENG PROGRAM Group Sport and Recreation Activity</b>
<b>Aim</b>	To provide participants with enjoyable planned activities that are interesting and fun
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide participants with activities that encourage physical fitness and mobility</li> <li>• To provide participants to regularly experience the outdoor environment</li> <li>• To expand participants experiences by offering a range of different sports, games, and activities</li> <li>• To provide opportunities for participants to socialise</li> <li>• To work with allied health professional guidance in exercise programs based on individual needs</li> <li>• To provide participants with opportunity to be supported to engage in external wellbeing activities</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Fishing</li> <li>• Cricket</li> <li>• Football</li> <li>• Basketball</li> <li>• Walking</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Development and maintaining of fitness and mobility</li> <li>• Experience of a variety of activities</li> <li>• Encourage teamwork</li> <li>• Enjoyment</li> </ul>





## ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	<b>PERSONAL WELLBIENG PROGRAM</b> <b>Healthy Cooking Activity</b>
<b>Aim</b>	To provide a practical and enjoyable activity that will encourage participants to experiment with different foods and to work in a group activity. Increase shopping and money handling skills.
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide the opportunity to develop and/or maintain food preparation skills</li> <li>• For participants to experience a variety of smells and tastes</li> <li>To provide participation in an activity that produces visible enjoyable results</li> <li>• To promote and demonstrate safe use of cooking appliances and utensils</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Select a range of foods to prepare</li> <li>• Select recipes that meet diet requirements</li> <li>• Encourage maximum participation</li> <li>• Enhancement of activity (table setting/music)</li> <li>• Invite others outside of group to share the meal</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Opportunities to try different foods</li> <li>• Increased decision-making skills</li> <li>• Sense of achievements</li> <li>• Enjoyable rewarding activity</li> <li>• Increased self-esteem</li> </ul>



## ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	<b>INDIVIDUAL SUPPORT PROGRAM</b> <b>Personal Support Activity</b>
<b>Aim</b>	To provide a gross motor skill that will promote enjoyment, exercise, and expand participants' range of life experiences
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide participants with an activity to encourage physical fitness and mobility</li> <li>• To provide participants to regularly experience outdoor environment</li> <li>• To work with allied health professional guidance in exercise and dietary programs based on individual needs</li> <li>• To provide participants with opportunity to be supported to engage in external wellbeing workshops and activities</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Plan/offer different locations</li> <li>• Select destinations that are safe for each person</li> <li>• Plan to suit participant's abilities/interests</li> <li>• Discuss the walk with participants</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Development and maintaining of fitness and mobility</li> <li>• Experience of a variety of environments</li> <li>• Familiarity of local area</li> <li>• Enjoyment</li> </ul>



## ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	<b>INDIVIDUAL SUPPORT PROGRAM Personal Shopping Activity</b>
<b>Aim</b>	To provide an enjoyable activity that gives participants the opportunity to access the community with observable outcomes
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide participants with a range of different shopping experiences</li> <li>• To provide participants with the opportunity to socialize when in the community</li> <li>• To provide participants with the opportunity to handle money in a structured manner</li> <li>• To promote informed decision-making</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Encourage and support individuals to make informed choices between products</li> <li>• Create a purpose for each shopping activity and share this with the participants</li> <li>• Support participants when paying for purchases</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Increased access to the community</li> <li>• Observable results from shopping activity</li> <li>• Experience of making personal purchases</li> <li>• Enhanced money-handling skills</li> <li>• Enhanced informed decision-making</li> <li>• Enjoyment</li> </ul>



### ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	ARTS PROGRAM Art Activity
<b>Aim</b>	To provide different projects that will encourage participants creativity
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide an enjoyable activity</li> <li>• To encourage individual creativity</li> <li>• To allow freedom of expression</li> <li>• To promote decision making</li> <li>• To see different stages and steps involved</li> <li>• To be involved in selling direct to public</li> <li>• To be involved in producing products for sale</li> <li>• Positive engagement and sense of valued status in giving to the community while self-generating funds to develop activity</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Select a range of projects that are enjoyable</li> <li>• Promote interaction and share ideas</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Feeling of achievement and self-worth</li> <li>• Development of new interests</li> <li>• Acquiring of new skills</li> <li>• Exploring social enterprise or income sources and develop these opportunities</li> </ul>



## ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	ART PROGRAM Repurposed Craft Activity
<b>Aim</b>	To provide different projects that will encourage participants participation and creativity
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide an enjoyable activity</li> <li>• To encourage individual creativity</li> <li>• To allow freedom of expression</li> <li>• To promote decision making</li> <li>• To see different stages and steps involved</li> <li>• To be involved in selling direct to public</li> <li>• To be involved in producing products for sale</li> </ul> Positive engagement and sense of valued status in giving to the community while self-generating funds to develop activity
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Select a range of projects that are enjoyable</li> </ul> Promote interaction and share ideas
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Feeling of achievement and self-worth</li> <li>• Development of new interests</li> <li>• Acquiring of new skills</li> <li>• Exploring income sources and develop these opportunities</li> </ul>



### ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	EMPLOYABILITY SKILLS PROGRAM Yard Maintenance Activity
<b>Aim</b>	To support participants to develop skills and knowledge in basic upkeep and development of gardens and lawns, in a safe and supported environment.
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide opportunities to develop understanding of work health and safety.</li> <li>• To develop opportunities to deliver yard maintenance services in a supported working environment.</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• To provide opportunities to develop skills and safe use of machinery.</li> <li>• Provide opportunities to work as a team and gain a understanding of time and time management</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• To provide opportunities for interaction with community through participating in yard maintenance services for approved community based groups</li> <li>• To be involved as much as possible in the development of Vic Daly Council gardens and yards, from development of ideas to the completion of works</li> </ul>





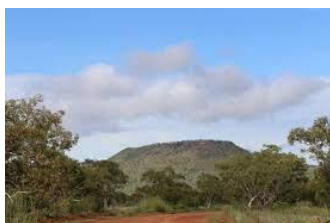
### ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	EMPLOYABILITY SKILLS PROGRAM Personal Learning Activity
<b>Aim</b>	To support participants to experience a relaxing, enjoyable and learning orientated activity
<b>Objective</b>	<ul style="list-style-type: none"> <li>To support each person's learning style preference and capacity while providing opportunity to learn basic literacy, numeracy and money handling skills</li> <li>To provide a sense of progression with appropriate training plans</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>To provide a sense of independence and decision making in relation to planning and learning content relevant to individuals</li> <li>Assess current understanding and literacy abilities and provide advocacy and support to overcome any obstacles to engaging in learning and development activities.</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>Expanded knowledge base</li> <li>Improved motor skills and/or implementation of appropriate learning aides</li> <li>Participate in work readiness and work health and safety training prior to commencement in programs with potential risks</li> </ul>



## ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	BUS PROGRAM - PLANNED Wider Community Excursion Activity
<b>Aim</b>	To provide participants with enjoyable planned activities that are interesting and fun outside their immediate environment
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide enjoyment, participation and awareness of community events and activities</li> <li>• To provide opportunity for participation in a larger variety of activities and personal interests</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• To provide opportunities to develop planning skills and preparation skills.</li> <li>• Provide opportunities to work as a team to ensure everyone is included</li> <li>• To provide a sense of independence and decision making in relation to planning and events</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Increased range of experiences and conversation topics</li> <li>• Fun, involved, rewarding activities</li> <li>• Experiencing of an enjoyable, relaxed activity</li> <li>• Promotion of self-esteem</li> <li>• Developing of communication and social interaction</li> <li>• Developing of decision-making skills</li> <li>• To increase meaningful participation</li> </ul>





## ACTIVITY CHOICES AND OUTCOMES

<b>Activity</b>	BUS PROGRAM Group Community Barbeque Activity
<b>Aim</b>	To provide an enjoyable activity that will encourage participants to experiment with different foods and to participate in a casual fun group activity within a welcoming community setting (Vic Daly Community Care Centre) or out within the community
<b>Objective</b>	<ul style="list-style-type: none"> <li>• To provide an activity that produces visible enjoyable results</li> <li>• To encourage and provide maximum participation</li> <li>• To promote and demonstrate safe use of cooking appliances and utensils</li> <li>• To provide an opportunity to develop and/or maintain food preparation skills</li> <li>• For participants to experience a variety of smells and tastes</li> </ul>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>• Select a range of foods to prepare</li> <li>• Select foods that meet dietary requirements</li> <li>• Encourage maximum participation</li> <li>• Invite others outside of group to share the meal</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Opportunities to try different foods</li> <li>• Increased decision-making skills</li> <li>• Sense of achievements</li> <li>• Enjoyable rewarding activity</li> <li>• Opportunity to learn different methods of cooking</li> <li>• Increased self-esteem</li> </ul>



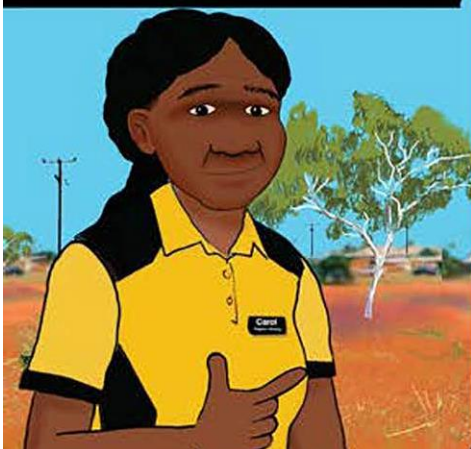
Kalkarindji

Daguragu

# DISABILITY SUPPORT WORKERS

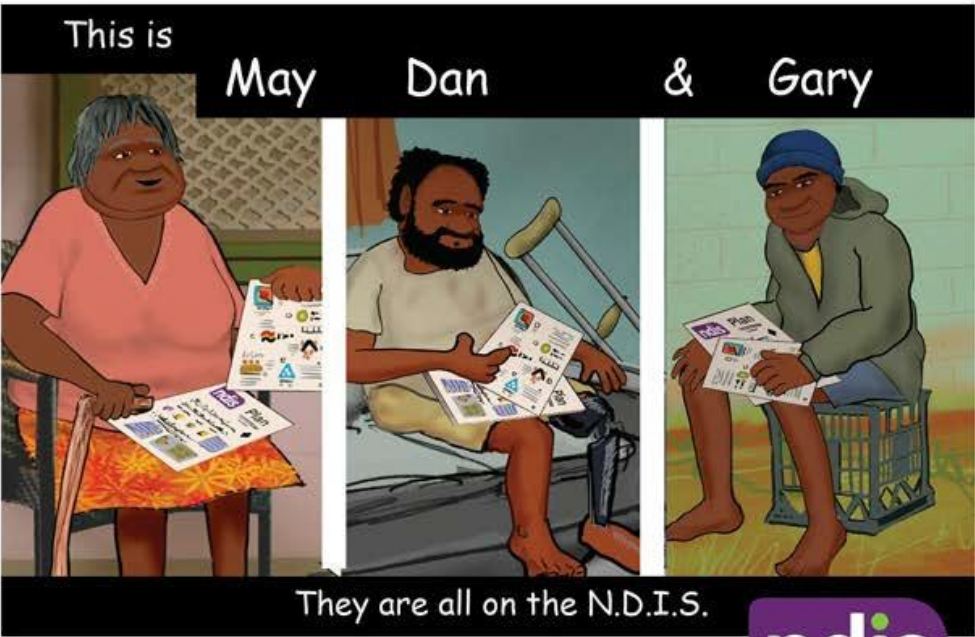


Our people know about  
caring for one another



We have been caring for  
one another for a long time





Victoria Daly Regional Council NDIS Program employ  
Kalkarindji and Daguragu people to be Disability Support  
Workers...



This is important work for our community



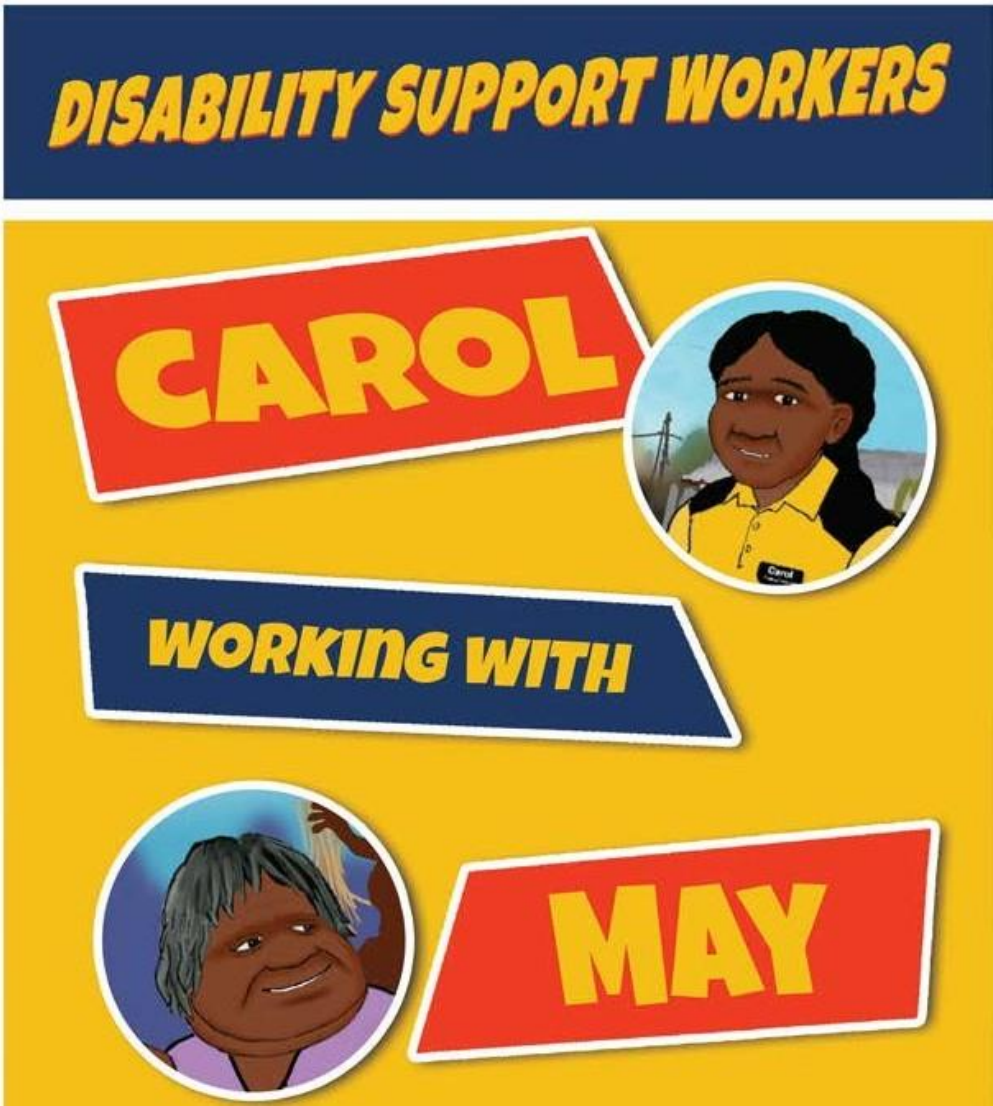












To find out about Support Worker Jobs  
see your Disability Support  
Workers or NDIS Manager working in  
your community.





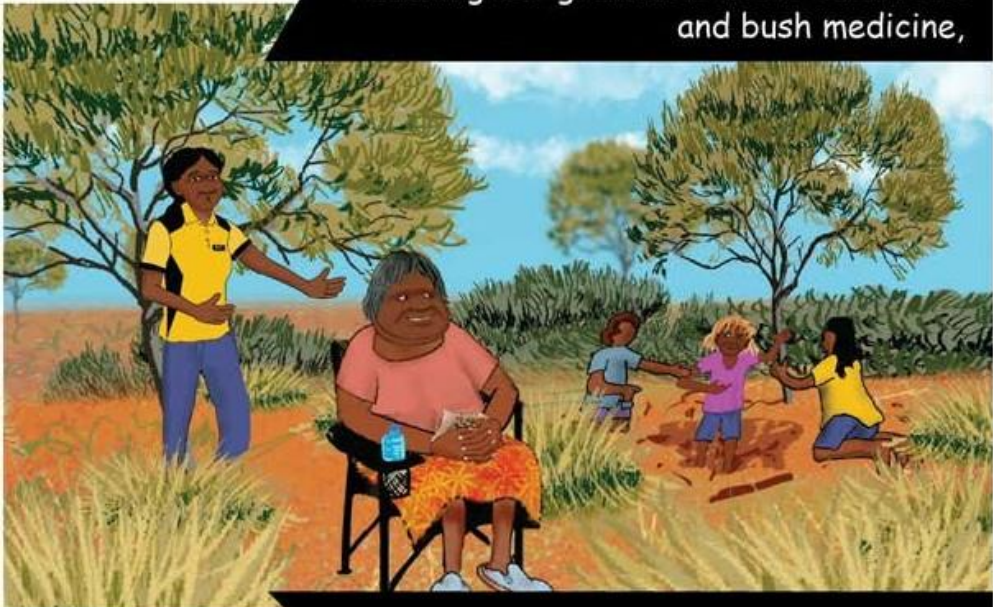




Culture is important to May.  
She loves going out bush



Teaching her grandkids about bush food  
and bush medicine,



just like her Grandmother showed her













To find out about Support Worker Jobs see  
your Disability Support Workers or  
NDIS Manager working in your  
community.







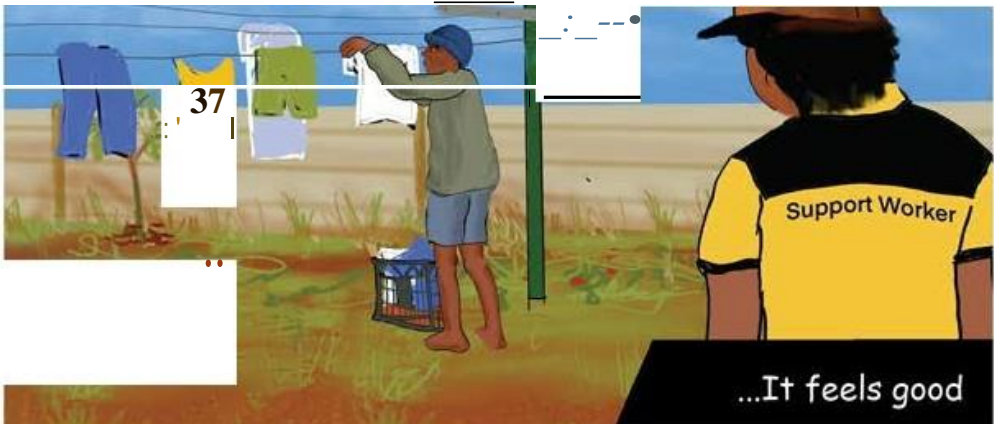


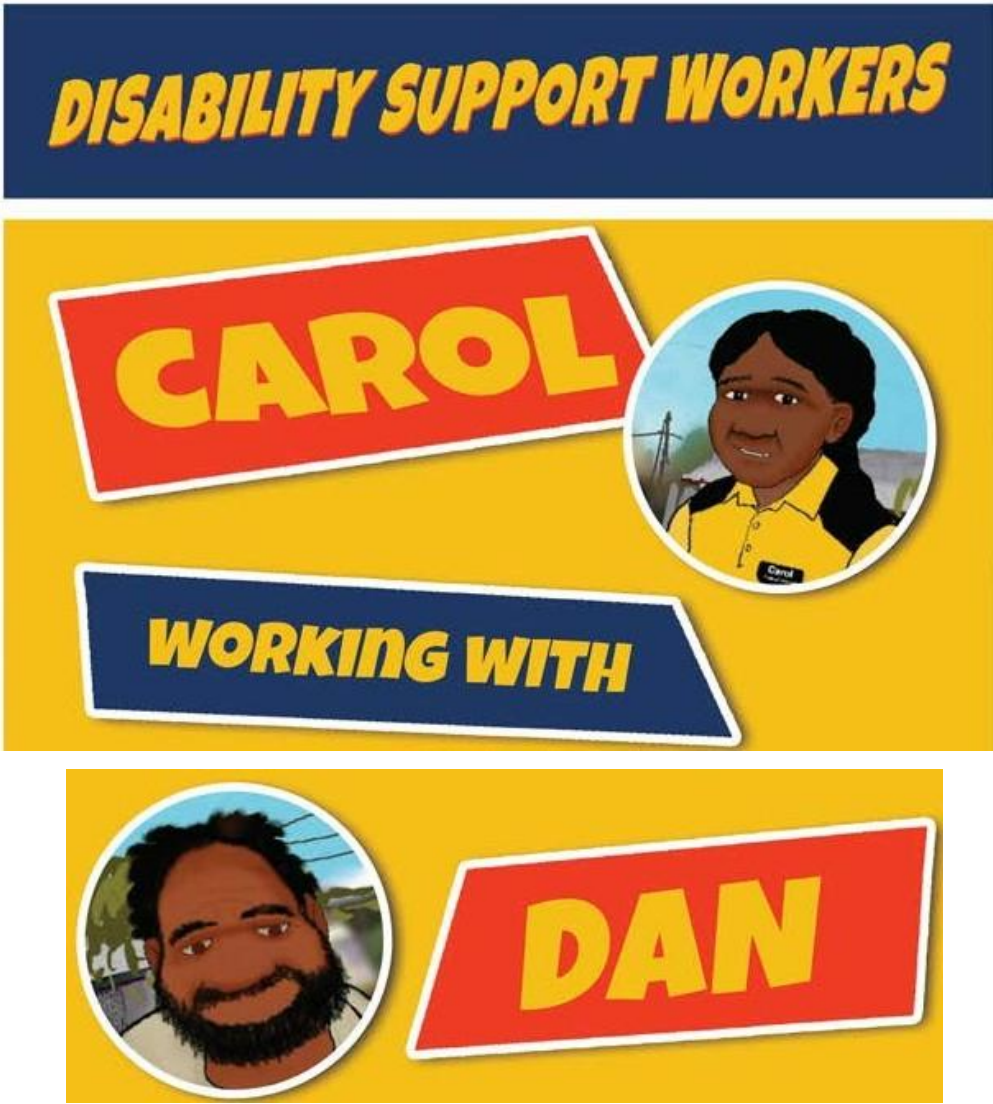






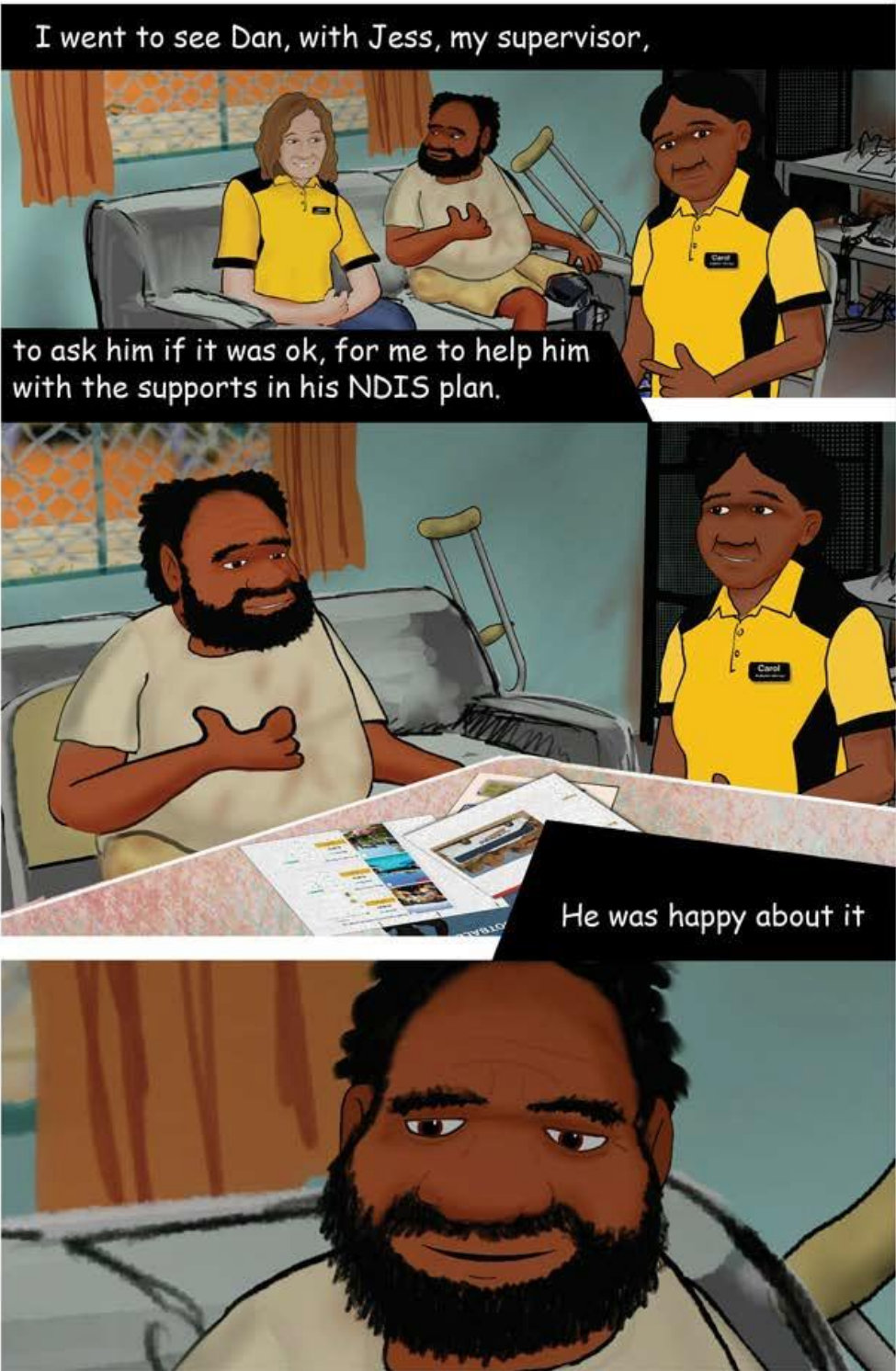
To help Gary become stronger, I need to be strong too..

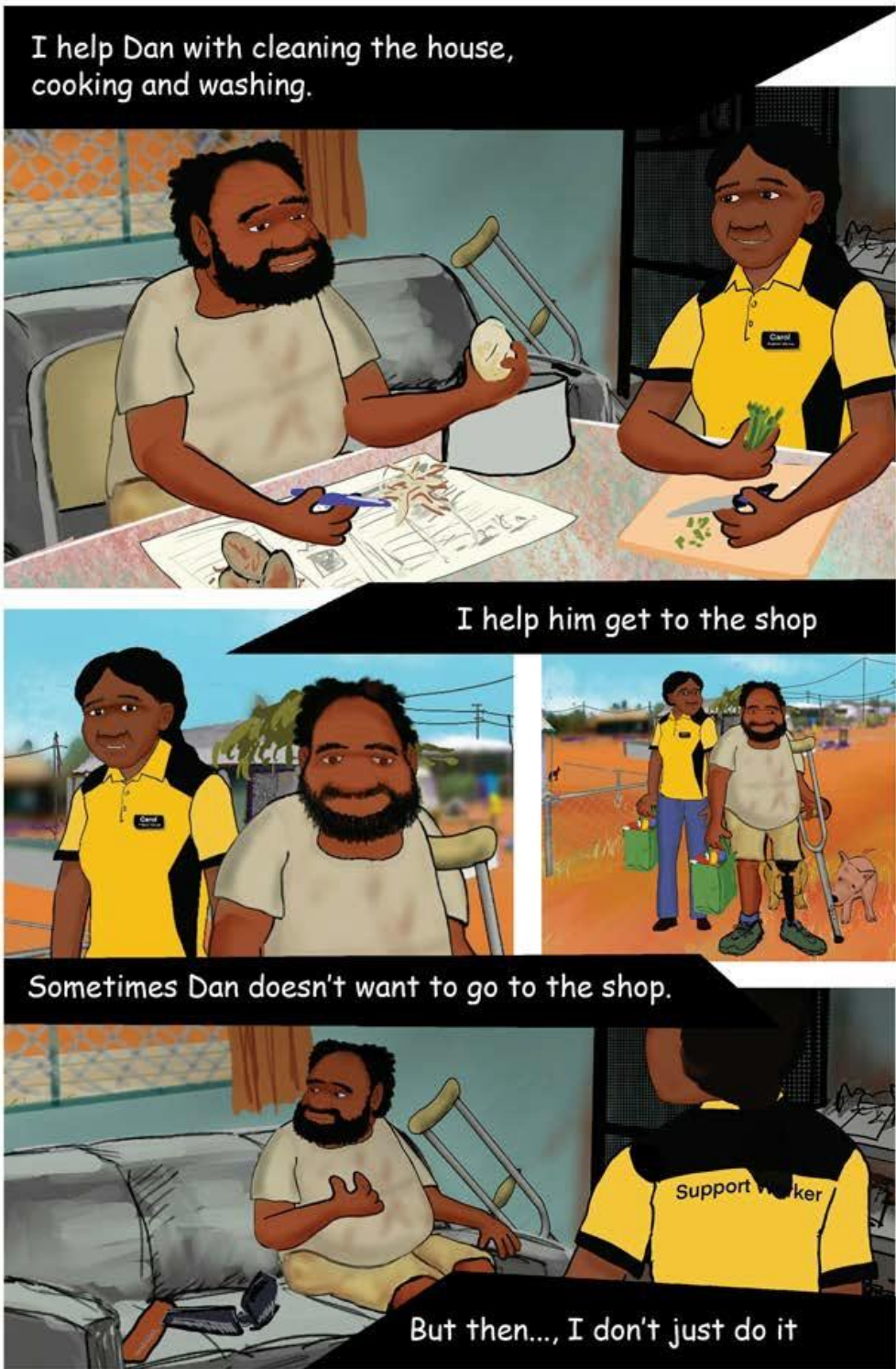




To find out about Support Worker Jobs see  
your Disability Support Workers or  
NDIS Manager working in your  
community.









My job is not to do everything for Dan.

My job is to help Dan do things for himself





I have been helping Dan a while now  
I talk with him about what he wants to do



It's good to  
respect Dan  
like this.

He is making choices that are important to him, big and small.



We're now talking about  
how he can get to the  
footy carnival in town!



You might think about being  
a Disability Support worker

# YOUR JOURNEY

## WITH

### VICTORIA DALY REGIONAL COUNCIL NDIS PROGRAM



**Victoria Daly**  
REGIONAL COUNCIL

#### SUMMARY

This Booklet explains your journey alongside of the Victoria Daly NDIS Program while achieving your NDIS goals

Victoria Daly Regional Council – NDIS Registered Provider

October 2022



Registered NDIS Provider





**Thank you** for choosing **Victoria Daly Regional Council NDIS Program** as your NDIS Provider.

We look forward to working with you to reach your goals to maintain the life you want, where you want.



## DID YOU KNOW...

BY CHOSING

**Victoria Daly Regional Council As Your NDIS Provider:**

**You are helping create local jobs on your community**



**Your NDIS funding is used to support your own community**

**Your NDIS funding is used to improve your opportunities**

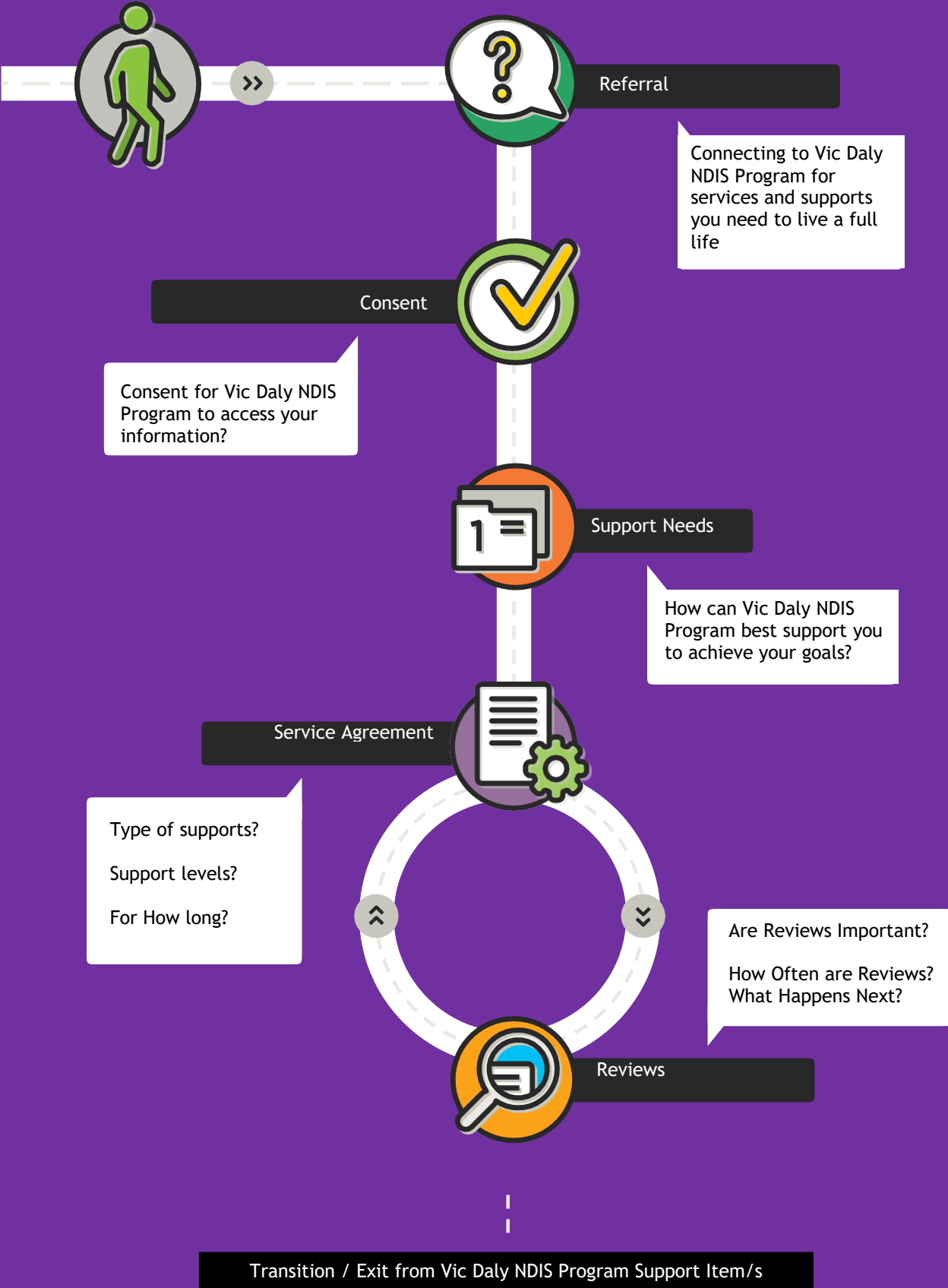


**You can maintain your connection to your family and culture**

**You can access the supports you need on your own community**



Your Journey with Victoria Daly Regional Council NDIS Program



## WHY DO YOU NEED A REFERRAL?

As a Participant you will have already received a letter from the NDIS confirming your eligibility.

A NDIS Plan means you have complete choice and control over how you want to use your funded supports, and which service providers you want to use.

As you have chosen us, and so we are sure of what support you would like, and how we can support you in the safest way possible, Vic Daly NDIS Program gathers as much information as necessary from you during the referral process.





## Referral

Connecting to Vic Daly NDIS Program for services and supports you need to live a full life.

1

You can choose to be referred to Vic Daly NDIS Program to support you with **maintaining and building relationships**.

- Developing skills in social and family situations
- Dealing with conflict or unacceptable behavior of others.
- Informal supports are provided with respite to enable them to continue to support you.

2

You can choose to be referred to Vic Daly NDIS Program to support you with **Inclusion and Participation in your Community**.

- Attending community events or public events.
- To participate as an active community member.
- Be involved in groups of similar interests.
- Participating in Arts, Sports or Recreational Activities.

3

You can choose to be referred to Vic Daly NDIS Program to support you with **Capacity Building and Meaningful Activities**.

- Support with independence with personal care tasks
- Upskilling in work readiness
- Understand and manage your own personal business.
- Exploring and trying new things.

4

You can choose to be referred to Vic Daly NDIS Program to support you with **Staying Safe and Making Healthy Choices**.

- Focus on your health related or your mental health or behavioral related support plans.
- Accessing your community safely or upskilling in road safety or accessing public transport.



Referral



Consent



Support Needs



Service Agreement



Reviews

## Referral Procedure

### Who makes the referral?

- You can refer yourself
- The NDIA Planner when building your NDIS Plan
- Another Service Provider on your behalf

### How is the referral made?

- Complete the Vic Daly NDIS Program referral form and email to [vivian.bailey@vicdaly.nt.gov.au](mailto:vivian.bailey@vicdaly.nt.gov.au)
- You can answer the questions over the phone with a Vic Daly NDIS Program staff member or in person with the Community Care Team Leader at your community
- In person at the Vic Daly NDIS Program regional office at 29 Crawford Street, Katherine NT 0850

### What happens once the referral is submitted?

- Vic Daly NDIS Program will contact you within 1 day of receiving your referral
- With your consent, Vic Daly NDIS Program will gather all your relevant information, including your NDIS plan to make sure you are supported safely and within your budget and in line with your NDIS goals.
- Vic Daly NDIS Program will confirm the supports, activities and support levels you want and check that staff are available for the times you requested



Referral



Consent



Support Needs



Service Agreement



Reviews

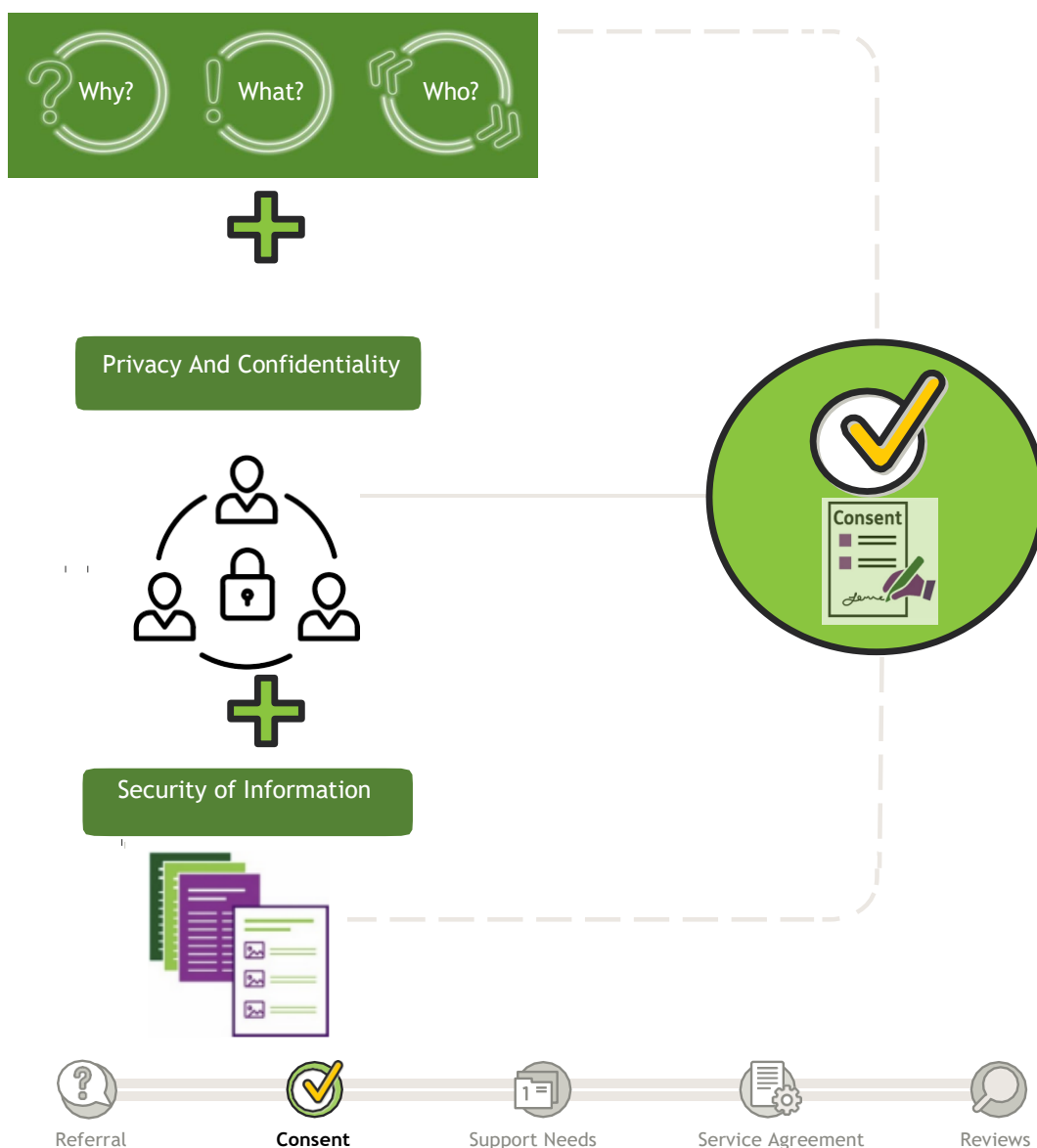
## WHY DO YOU NEED TO PROVIDE CONSENT?

**Consent** If someone gives consent, they say it is ok to do something.

If you want Vic Daly NDIS Program to receive information from others, or for other people to receive things on your behalf, you need to give us consent.

We accept both written and verbal consent and there are consent forms you can use. You don't have to use the forms if you provide the information we need.

You can take away your consent at any time. You can let us know by mail, email, in person or over the phone that you no longer consent to us sharing your information.





## Consent

### Do you Consent for Vic Daly NDIS Program to Access Your Information?

1	<ul style="list-style-type: none"><li>• Decision making is all about what you want and what you do not want, and this must be respected at all times.</li><li>• The Vic Daly NDIS Program can support you to make decisions about the way you live your life but may need your consent first.</li><li>• No decisions about your life should be made unless you are sure you know all the information or seek support.</li><li>• This is to make sure you agree, if you no longer wish for Vic Daly NDIS Program to have your consent you can withdraw this at any time.</li></ul>
2	<ul style="list-style-type: none"><li>• There are laws to protect your personal information.</li><li>• Vic Daly NDIS Program have a duty of care to keep your personal information private.</li><li>• If you ever believe your information has been shared without your consent, you can make a complaint.</li><li>• Sometimes your personal information is sensitive, and Vic Daly NDIS Program will keep your information private unless of circumstances such as emergency medical attention that may be required.</li></ul>
3	<ul style="list-style-type: none"><li>• All your information is stored electronically within systems that do not go outside of Australia.</li><li>• Vic Daly NDIS Program secure all personal information by having rules on who can access this information, securing hard copy documents in lockable cabinets, electronic and phone records have security access protocol and are password protected.</li><li>• You have the right to gain access to the information or correct the information Vic Daly NDIS Program holds about you.</li></ul>



Referral



Consent



Support Needs



Service Agreement



Reviews

## Consent Procedure

### Who Needs to Provide Consent?

- You or your nominated person are able to provide consent to Vic Daly NDIS Program .
- You have the right to access a interpreter service to assist you with understanding what you are providing consent for.
- If you do not sign the consent authorisation, Vic Daly NDIS Program will not exchange information with the person or agency listed.
- Vic Daly NDIS Program may not be able to or may be limited to provide services or support to you if you do not provide personal information

### How is the consent provided to Vic Daly NDIS Program?

- For each person and/or agency you would like to give consent for Vic Daly NDIS Program to exchange information, you will need to complete a separate form for each person and/or agency or a multi agency consent form.
- For each image or video or voice recording to be used or stored by Vic Daly NDIS Program that you would like to give consent for Vic Daly NDIS Program to use, you will need to complete a separate photo and image consent form for each.

### What happens once the consent is provided?

- Vic Daly NDIS Program will keep your consent form on your hard copy and electronic record, stored securely with access only by authorised persons of Vic Daly NDIS Program.
- Any information stored with your consent is retained on file for seven years, as per Australian Securities and Investment Commission (ASIC) regulations, after which time all information is securely disposed of unless information is required to be held longer for legal reasons.



Referral



Consent



Support Needs



Service Agreement



Reviews

# HOW DOES VIC DALY NDIS PROGRAM BEST SUPPORT YOU?

How Vic Daly NDIS Program support and work with you, depends on, the things that improve your quality of life, make you more independent, provide more social inclusion and assist you to achieve your goals that have been funded in your NDIS plan.

Your NDIS plan has two sections: how you will achieve your goals; and how you will be supported.



## Support Needs

How Can Vic Daly NDIS Program Best Support You to Achieve Your Goals?

1

Vic Daly NDIS Program can support you with **Staying Connected and Informed.**

- Learning new technology skills to enable you to connect to your friends and family.
- Understanding documentation provided from others
- Assistance to prepare, complete forms or apply for work.

2

Vic Daly NDIS Program can support you with **Attending Appointments and Structured Activities.**

- Transport to and from your appointments, support during your appointments if wanted.
- You can select from many options for structured activities which you will find in the NDIS Participant Activity Choices Booklet.

3

Vic Daly NDIS Program can support you with **Accessibility and Communication support.**

- Use of assistive technology or adaptive equipment to increase your independence, accessibility, and inclusion.
- Development of your own personal communication cards, using assistive technology or learning basic sign language.

4

Vic Daly NDIS Program can support you with **Personal Wellbeing and Light Physical Support.**

- Suitably trained support staff to assist or provide physio support.
- Developing healthy food choices and meal planning
- Developing a suitable exercise plan in consultation with your occupational therapist.



Referral



Consent



Support Needs



Service Agreement



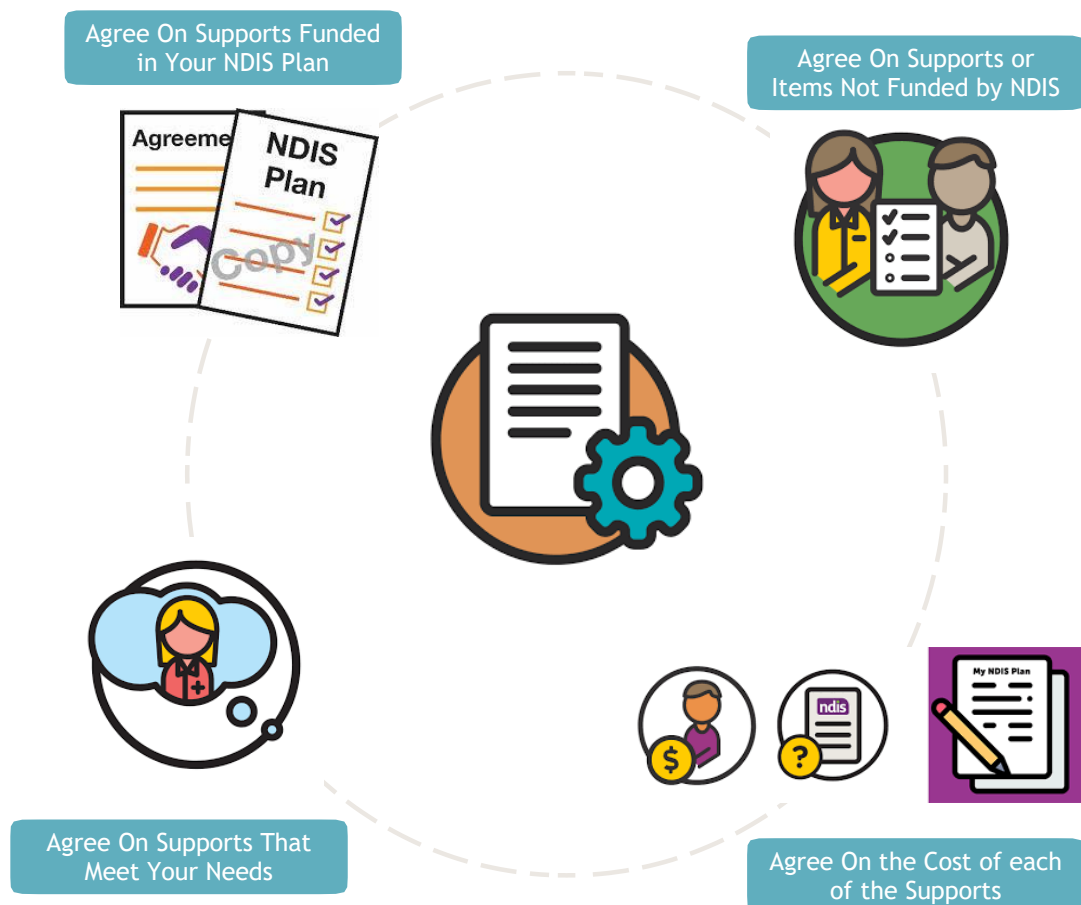
Reviews

## WHY DO YOU NEED A SERVICE AGREEMENT?

You can tell Vic Daly NDIS Program what you support you need and agree on how supports will be delivered. This can include when or how often the service will be provided.

Service Agreements also provide you with the costs of each of the supports being provided and how the payments will be claimed.

Service agreements help everyone understand what they should do. By having this information in writing it's available for future reference.



## Service Agreement

How do yourself and Vic Daly NDIS Program agree on your support needs and the cost of services and supports?

1

The service agreement between yourself and Vic Daly NDIS Program is to **agree on the supports funded in your NDIS Plan** that you would like to do.

- You can choose which provider delivers which and how much of each support in your plan, therefore it is important to agree on exactly what supports funded in your NDIS plan you would like Vic Daly NDIS Program to deliver.

2

The service agreement between yourself and Vic Daly NDIS Program is to **agree on the supports or items not funded in your NDIS Plan** that you would like to do.

- You may want to do activities or purchase items while accessing support from Vic Daly NDIS Program, that are not a part of the funded items in a NDIS plan, such as entry fees, meals or tickets, which you agree to personally fund.

3

The service agreement between yourself and Vic Daly NDIS Program is to **agree on the supports that meet your needs** that you would like Vic Daly NDIS Program to do.

- The service agreement can advise Vic Daly NDIS Program how you want to be supported to meet your goals across many types of support categories. This can be changed or renegotiated as your needs or goals may change.

4

The service agreement between you and Vic Daly NDIS Program is to **agree on the costs of each of the supports** funded in your NDIS Plan that you would like Vic Daly NDIS Program to do.

- The service agreement provides the cost of each service or hourly cost of support. Vic Daly NDIS Program cannot charge extra unless a new service agreement is negotiated.



Referral



Consent



Support Needs



Service Agreement



Reviews

## Service Agreement Procedure

### Who Needs A Service Agreement?

- You should have a service agreement every time Vic Daly NDIS Program deliver supports or services to you outlining what has been agreed and at what cost against your plan and what personal costs to you may involved.
- The service agreement is to protect you to ensure you are able to access suitable support for the time of your plan.

### How is the Service Agreement Made?

- When a request for services or support is received by Vic Daly NDIS Program, the NDIS Regional Coordinator will produce a quote for you and/or your nominee to check against your goals and funding.
- Once the quote has been accepted, Vic Daly NDIS Program the NDIS Regional Coordinator will draft a service agreement for you and/or your nominee to review to ensure it is the same as the quote that was provided.
- If you are happy with the service agreement, this will require signing both by yourself and a representative from Vic Daly NDIS Program before supports or services can commence.

### What happens if your plan or support needs change?

- You can request Vic Daly NDIS Program provide you with a new service agreement to continue your supports if you have a scheduled plan review, or to change or stop any services or supports being delivered by Vic Daly NDIS Program .
- If your needs change significantly, you may require a NDIS plan review to have additional or different funding made available to you in your plan, if this occurs, Vic Daly NDIS Program will provide you with a new quote to develop a new service agreement based on your changed circumstances.



Referral



Consent



Support Needs



Service Agreement



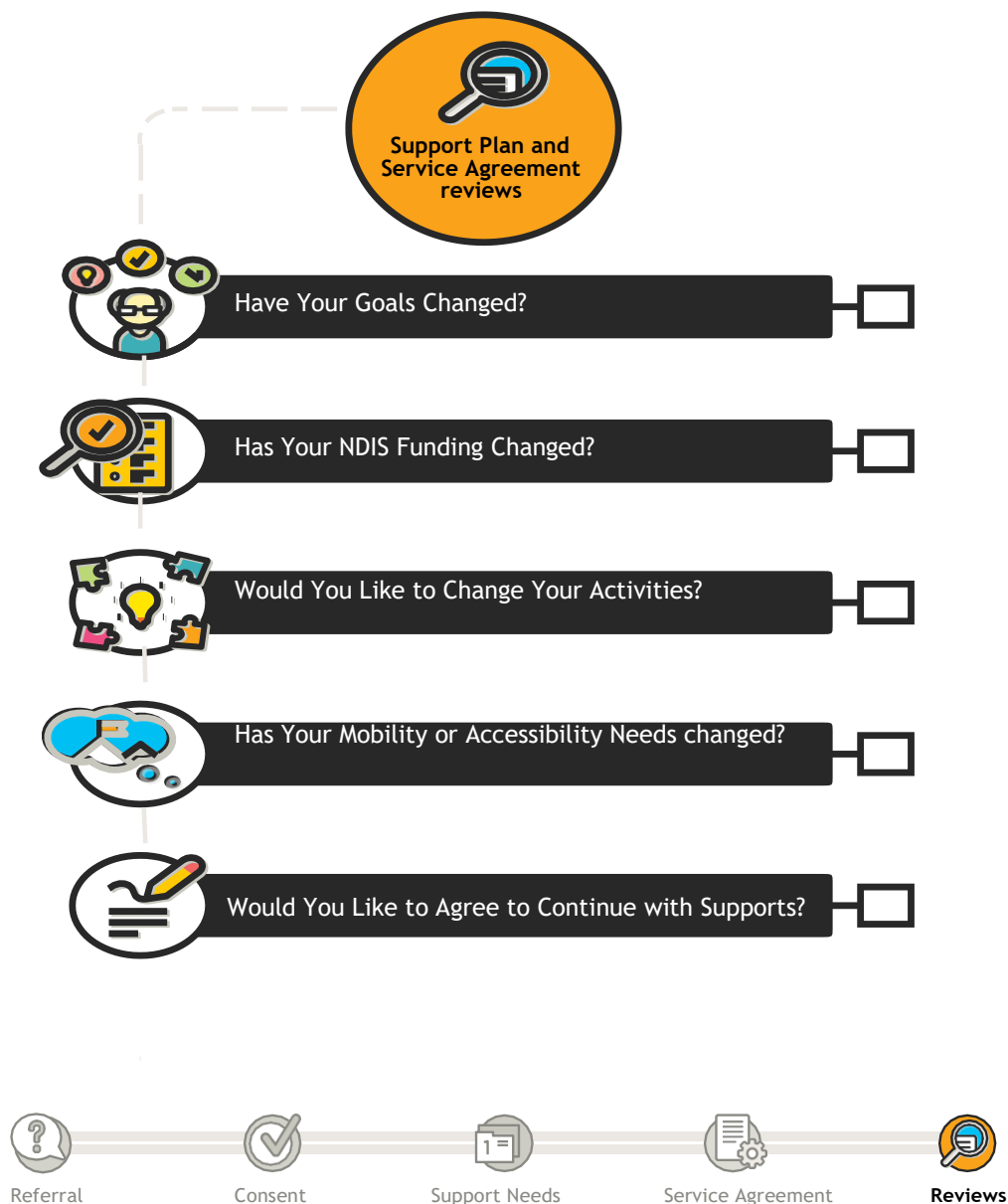
Reviews



A support plan review is an opportunity for you to check if your supports are working for you and that they are still helping you work towards your goals.

Your first review usually falls 12 months after your Vic Daly NDIS Program support plan started.

You can request a review at any time and will usually occur when your circumstances or your level of independence changes.



## Reviews

Why are reviews of your support plan important and what does a support plan review mean for you?

1

Your support plan may require a review **if your goals have changed.**

- This can be if you believe you have reached your goal
- You no longer wish to progress toward any of your goals
- You would like to change how you can meet these goals.

2

Your support plan may require a review **if your NDIS funding has changed.**

- Your support plans may need to change if you have had the results from any pending assessments that identify different support needs which have caused a change to

3

Your support plan may require a review **if you would like to change your activities.**

- You may want to change your support plan if you would like to try new or additional activities, changing your plans is important so everyone is informed of the changes.

4

Your support plan may require a review **if your mobility or accessibility needs have changed.**

- You may need to change your plan for a short period while you seek medical attention, or if your needs change due to reduced mobility or you are unable to access services.

5

Your support plan may require a review **if you would like to continue with the current support arrangements.**

- Regular reviews will be undertaken to ensure you are happy with the supports you are receiving or to continue with support arrangements after a NDIS plan review.



Referral



Consent



Support Needs



Service Agreement



Reviews

## Review Procedure

### What Documents should be reviewed?

- Your support plans that are agreed between yourself and Vic Daly NDIS Program should be reviewed whenever necessary to ensure the information or procedures are still current and are being effective for you.

Documents to be reviewed can include:

- Personal Support Plan
- Personal Mealtime Management Plan
- Personal Activity Plan
- Personal Risk Assessment and Management Plan
- Personal Emergency Evacuation Plan

### How often should your plan/s be reviewed?

- Your personal support plans should be reviewed whenever there is a change of circumstances or activities.
- If there has been no changes all plans should be reviewed at least annually at a minimum, however ideally these should be reviewed every three months in line with progress reporting against these plans to yourself and your representative.
- Vic Daly NDIS Program may recommend your support plans are reviewed if there has been a significant increase in risks identified or incidents to ensure you are kept as safe as possible at all times.

### What happens if your plan or support needs change?

- Vic Daly NDIS Program will always work with you to ensure your support plans are up to date with your current circumstances and goals, if you believe they may require a review, you can ask for a review of your support plans at any time.



Referral



Consent



Support Needs



Service Agreement



Reviews

## WHAT HAPPENS IF I NEED TO TRANSFER OR EXIT?

### **Transfer** From Vic Daly NDIS Program to a New Provider

You can change providers at any time, if you are moving to a different location, are looking for a better fit, or have unmet needs with Vic Daly NDIS Program.

You can change providers for some or all your support requirements.

Vic Daly NDIS Program also acknowledges that they may discontinue a service after consultation with you, your family and other important members of your support network if the service is no longer sustainable or appropriate for you.



### **Exit** From Vic Daly NDIS Program Services

You may exit from Vic Daly NDIS Program for many reasons.

You may not be happy with services or supports provided

You may no longer be eligible for NDIS funding

You may have obtained your goals

You may want to try different options or activities

### **Transfer or Exit**

As appropriate to your circumstances, you will be provided information about referral processes or supported introduction to other service providers, community agencies or organisations, which can offer supports and services you require after you have transferred or exited from Vic Daly NDIS Program.

Vic Daly NDIS Program uses all funds received for services and supports from your plan to improve your services, to keep the facilities operating, updated and accessible, to provide transport options, to provide local jobs and local support worker training, and to assist with improving your local community through dignified and culturally appropriate and sensitive support and assistance in your own community.



## Transfer or Exit Procedure

### Why may you want or need a transfer or exit?

- You may need to consider a transfer or exit from Vic Daly NDIS Program if you believe Vic Daly NDIS Program are not able to meet your support needs but another provider can.
- You may need to transfer or exit from Vic Daly NDIS Program if you wish to access services or supports that are not offered or delivered by Vic Daly NDIS Program.
- You may want to transfer from Vic Daly NDIS Program in one location to Vic Daly NDIS Program in another location as you are now living or staying in the new location.

### How does the transfer or exit happen?

- Regardless if you are transferring or exiting, Vic Daly NDIS Program will work with you and your nominated supporters to ensure the transition is as smooth as possible with minimal interruption to your supports and services as possible and to ensure continuity of supports.
- Vic Daly NDIS Program, with your permission, will provide all current support plans and assessments internally, or to the new provider to ensure supports remain as safe as possible for you at all times.
- Vic Daly NDIS Program will complete an exit interview with you if you are transferring or exiting from Vic Daly NDIS Program.

### What happens after you transfer or exit?

- Vic Daly NDIS Program will support you during and after the transition, this may be by way of providing information to your new provider, supporting you with information about other services available or supporting you with introductory meetings with potential new providers.
- You have the right to return to Vic Daly NDIS Program at any time, and the need to transfer or exit does not mean that you can no longer access support from Vic Daly NDIS Program in the future.



[illegible]



### 10.2.3. Aged Care Update

**Report Type**    **Officer Report For Information**

**Department**    **Aged Care Programs**

**Prepared by**    **Community Care Manager**

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#### **Purpose**

To provide an update on Aged Care program. Below information is included in this report:

1. Service Delivery – Aged Care assisting with meals, domestic assistance, transportation, linen and laundry services to its current consumers.
2. Claiming- All Aged Care claiming including DEX is up to date.
3. Reporting – All Reports including financial reports and IEI funding reports have been submitted to the department on time.
4. New Referrals- Received two referrals for new consumers in Amanbidji and one in Nauiyu.
5. Aged Care Assessment Team (ACAT) and Regional Assessment Team (RAS) Assessments- Meetings have been held with Aged Care and Team Leader of ACAT, to discuss consumers who require a new assessment to be undertaken to ensure the consumer is receiving the right package as per their needs.
6. Preplanning for the wet season has occurred with food and baking goods being stocked in the community. Consumers who are easily cut off in the wet have had other arrangements made to ensure they can continue to be supported and receive the services they require.

#### **Recommendations**

- A. That the report Aged Care Update is received and noted

#### **Regional Plan**

##### ***Goal 1: Quality Leadership***

1.3 - Comply with all statutory, regulatory and reporting requirements

The Aged Care Department has developed some plans to put in place to train our current and upcoming staff.



1. Three days of workshop was organised in October 2022 to train our Aged Care Team Leader on Aged Care Standards, using the E-Tools database and the importance of care plans. Another workshop will be in February 2023.
2. SIRS training (Serious Incident Report Scheme) has been delivered in all communities except Kalkarindji. Kalkarindji will be organised asap via TEAMS.
3. We continue to work closely with Keogh Bay to develop our new service agreements, service delivery sheets and consumer booklet in plain english and easy to understand for our consumers.

**Budget implications**

Nil

**Risk statement**

No risk assessment has been carried out at this stage.

**Council officer conflict of interest declaration**

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

**Attachments**

Nil



#### 10.2.4. Corporate Services Report

**Report Type** Report for Information  
**Department** Corporate Services  
**Prepared by** Director of Corporate Services

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##### **Purpose**

To keep the Council up to date with Corporate Services across the Council.

##### **Recommendations**

- A. That the report Corporate Services Report is received and noted

##### **Regional Plan**

###### ***Goal 2: Financial Sustainability***

2.3 Improve efficiencies within the Council to minimize resource wastage

###### ***Goal 3: Investing in our people***

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

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

###### ***Goal 4: Liveability***

4.1 Delivery of quality programs which support resident's well being

4.5 Enhance the local sport and recreational environment within each community

###### ***Goal 6: Systems***

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

6.3 Upgrade software and hardware to improve work efficiency within 18 months

##### **Background**

###### **We Welcome New Staff**

Council Operations Manager Kalkarindji – Allan Hawke

Community Care Program Support Officer Regional Office – Bipendra Bajracharya

Employment Coordinator Yarralin – filled by an internal staff member – Peter Valentine-Smith

Council Operations Team Leader – Timber Creek – Mark Rainey

Sport and Recreation Officer – Pine Creek – Mohak Jakhar



- Council Operations Assistant Manager Kalkarindji has been advertised twice with a applicant being appointed – **unfortunately the applicant withdraw now being readvertised through scout.**
- Fixed and Mobile Asset Manager – **Successful applicant withdrew application**
- We have advertised the Indigenous Mentor Support Coordinator position and received 8 applicants.
- Recreation Coordinator positions have been advertised and we are starting to receive applicants.

HR has moved from hand signing of forms and employment contracts to a digital system. This not only streamlines the process but assists in better online records management.

Applying for leave is no longer in a paper format as this process has also moved across to the new digital system through our payroll platform.

Two Roubler training sessions have been conducted with all the managers; the staff and managers are now successfully using the Roubler payroll system including the clock in and clock and apply for leave online.

### Employee Management

We have spent \$3,656,859 from our annual salary budget of \$13,450,870

#### SEPT 2022

*Council Employee Count:* 139

FTE Rate: 120.43

ATSI: 87 = 62.58 %

*Program employees:* 83

*Core employees:* 56

*New commencement:* 10

*Resignations:* 4

Location	Employee Count	FTE	Full Time	Part Time	Casual
Kalkarindji	22	18.16	15	5	2
Lajamanu	4	3.05	2	2	0
Naiyu	17	14.76	11	5	1
Pine Creek	14	11.16	8	5	1
Timber Creek	17	14.14	10	6	1
Yarralin	23	20.39	15	18	0
Regional Office	36	34.66	35	0	1

#### OCT 2022

*Council Employee Count:* 140

FTE Rate: 121.59

ATSI: 88 = 62.85 %

*Program employees:* 81

*Core employees:* 59

*New Commencement:* 6

*Resignations:* 2

Location	Employee Count	FTE	Full Time	Part Time	Casual
Kalkarindji	23	18.95	15	6	2
Lajamanu	4	3.05	2	2	0
Naiyu	17	14.76	11	5	1
Pine Creek	13	9.32	6	6	1
Timber Creek	19	15.20	10	8	1
Yarralin	26	22.66	17	9	0



<b>Regional Office</b>	37	36.66	37	0	0
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**NOV 2022**

*Council Employee Count:* 143

FTE Rate: 124.96

ATSI: 92 = 64.33%

*Program employees:* 89

*Core employees:* 54

*New Commencement:* 7

*Resignations:* 3

Location	Employee Count	FTE	Full Time	Part Time	Casual
Kalkarindji	24	19.68	16	4	2
Lajamanu	5	4.05	3	2	0
Naiyu	17	14.55	11	5	1
Pine Creek	13	10.32	7	6	0
Timber Creek	19	15.46	10	8	1
Yarralin	27	23.45	15	12	0
Regional Office	35	34.66	35	0	0

**Training and development**

Aged Care / NDIS – Cert III Individual Support

COAMS – Cert IV in Local Government

First Aid Training

CPR Training

Defibrillator

Fire Warden

Fire Extinguisher / Safety

4WD Training

Drugs and Alcohol in the Workplace

Meraki ECMS1 training

AvePoint M365 and SharePoint records management training part 1 completed

Canva Training

Indesign & Photoshop

Website Training

Roubler

PSMP

The most recent training was provided by RTO – Fire and Safety Australia. This training covered First Aid/CPR – Fire Warden and Fire Extinguisher safety and was held in Yarralin between 31.10.22 and 4.11.22. The First aid/CPR training was divided into two separate sessions to accommodate staff from Operations/Parks and Gardens/Aged Care/NDIS/CDP and Night Patrol. 22 VDRC staff members were organised to participate in the three sessions from Yarralin, Pigeon Hole and Timber Creek. Of the 22 participants nominated to do this training 17 staff completed either First Aid/CPR – Fire Warden/fire extinguisher training or both.

The feedback from participants who attended this training was that the content was good, the trainer was excellent, and staff benefitted from the information provided. This training is due to be rolled out to Kalkarindji staff in late February 2023, weather permitting.





VDRC staff at Nauiyu can participate in First Aid training being delivered in the community in December 2022. Ironbark is facilitating this training.

Several Regional Office staff who travel to our communities regularly have completed the four-wheel drive operations training courses held at CDU in Katherine. The feedback received from the VDRC staff who have completed this training now feel confident driving our 4-wheel and 2-wheel drive vehicles. The timing of the training in conjunction with the wet season could not have been better.

## **Work Health and Safety**

### **Incident/accident/near miss reports**

Between September – November 2022 WHS has received a total of 21 Incident Reports. This total includes all incidents, near misses and accidents for this period and covers all VRDC communities, Regional Office, and Pearce Street.

The type of incidents/near misses and accidents report are as follows:

- Break in's/attempted break in's at VDRC assets
- Minor motor vehicle accidents and damage to VDRC vehicles
- Travel and vehicle issues (ie vehicles being bogged)
- Flooding
- Minor injuries (cuts/abrasions/bruising)
- Snakes

The location of these incidents/near misses are as follows:

- Regional office – 3
- Kalkarindji – 5
- Timber Creek – 6
- Nauiyu – 4
- Lajamanu – 1
- Pine Creek – 0

### **Proposed training for 2023**

- Conducting Vehicle Inspections
- Completing Vehicle Checklists
- Completing Journey Management documentation
- Road and weather safety checks prior to undertaking travel
- Electrical safety
- Fatigue Management
- Drugs and Alcohol in the workplace

### **Community visits**

Since September 2023 the WHS manager has visited as many of our communities as possible on a regular basis to conduct site inspections and to provide advice and assistance to our staff.

There are always areas that could be improved, and my goal is to keep everyone safe at work and ensuring that we are compliant and meeting our legislative obligations under the Work Health and Safety (National Uniform Legislation) Act.



## **Defibrillators**

With the assistance of Keira Townsend, we were able to secure grant funding to purchase six automatic defibrillators.

These defibrillators are a great addition to our communities and could save many lives.

I have also registered these defibrillators with an App called Pulse Point. Anyone can download this App to ascertain the location of a defibrillator basically anywhere. Our defibrillators have been registered with Pulse Point.

We have installed these defibrillators at the following locations:

- Pine Creek Office
- Kalkarindji office and Aged Care
- Nauiyu office and Aged Care

The remaining defibrillator will be installed at Pearce Street once we have moved into the new facilities there.

We also have a defibrillator installed at Regional Office.

Once the defibrillators were installed in our communities, I provided basic training in their usage as well as advising re monthly inspection of these. More comprehensive instruction is provided to staff participating in the First Aid/CPR training.

## **Finance**

Assisted in the Audited financial reports

Provided a huge amount of assistance with the financial details for acquittals and auditing of funded programs and grants.

Finalised the budget review

Assisted in rolling out Roubler training sessions with all the managers to enable staff and managers to successfully use the Roubler payroll system to clock in and clock out.

## **Information Technology**

There are several ongoing projects occurring in IT as follows -

- Setting up ZOLEOs for employees when they travel
- Updating Councils contact lists
- linking doc assembler to our platform by building a SharePoint site and working on establishing connections between them
- Moving away from liberate and across to teams calling
- Implement new printers across the council
- AvePoint (Records Management) project commenced
- Telstra billing review
- 18 Pearce Street network planning and implementation
- Cctv cameras deployment in Nauiyu
- Planning and termination of network and cctv setup in Crawford street-ongoing
- Completed Meraki upgrades

## **Grant Management**



Grants has been busy over the past three months with the following

- Applications have been lodged for the following:

Grant name	Project description	Govt / Agency	Outcome	Total Value Ex GST
Aboriginal Benefits Account	Development of 4 Fitzer Road Timber Creek	NIAA	Awaiting Outcome	\$ 626,883.00
Strengthening Rural Communities	Noise reduction Pine Creek MRC	Foundation for Rural & Regional Renewal	Awaiting Outcome	\$ 9,973.00
Harmony Day	Celebrating Harmony Day at Timber Creek and Pine Creek	NTG	Awaiting Outcome	\$ 1,000.00
Australia Day Community Grants	Australia Day events at Kalkarindji, Pine Creek and Timber Creek	Australia Day Council NT	Awaiting Outcome	\$ 3,000.00
International Women's Day	International Women's Day, Pine Creek	NTG	Awaiting Outcome	\$ 1,510.00
Community Benefit Fund	Pine Creek Tree Removal	NTG	Awaiting Outcome	\$ 15,000.00
Community Benefit Fund	6 x Defibrillators	NTG	Successful	\$ 12,832.00

- Contract Negotiations and Renewals completed since September:
  - o RSAS - NIAA
  - o Sport and Recreation – NIAA & NTG
  - o OSHC – NIAA
  - o Community Night Patrol – NIAA
  - o Centrelink
- Additionally, a new service delivery model for Sport and Recreation was developed and proposed to NIAA and NTG – Council has now been given approval to trial the new service delivery model and 2 x new recreation coordinator roles are currently being recruited to.
- Acquittals and Reporting – All grant funded projects and programs have now been acquitted for the 2021-2022 FY. Additionally, audited financials have been submitted for all programs and projects that require an audited financial statement. Progress and performance reports have also been completed and submitted for approximately 30 grant funded projects and programs (NTG & Commonwealth).
- Local Roads and Community Infrastructure funding for Phase 1, 2 and 3 - Quarterly reports and Annual reports submitted for each phase.
- Homelands statistical and financial reporting also completed and submitted.
- The sale of 2 Heron Crescent has also been coordinated through the grants function with the Contract of Sale now signed by both parties and settlement is due on 19 December 2022.



- Purchase of 4 Fitzer Rd was also coordinated through the grants function and completed in September.
- On behalf of NIAA, Price Waterhouse Cooper undertook an audit of our RSAS program at Yarralin – very positive outcome with a further 12-month extension of funding confirmed

### **Public Relations**

There have been several significant media activities rolled out, as well as training sessions undertaken and delivered to other staff members.

Canva training: Delivered to staff members

- Delivered training to all Council Operations Managers and Council Operations Assistant Managers on how to use graphic design program, Canva, and edit the new job ad template.
- Training ensures consistency in design and information across the region when advertising for vacant roles.
- Prior to this, each community office was using their own template with differing design and necessary information. A follow up training session will be held in the new year to identify progress and obstacles.

Website training undertaken by Captivate to improve our usage of our website and its functions from the front end and gain a better understanding of the backend.

Indesign and Photoshop workshop training was completed to enable a better understanding of Adobe programs through these platforms.

### **Media Activity**

- Published and emailed out seven media releases promoting Council activity
- Publicly launched the NDIS participant guide and activity booklets
- Continued to grow and monitor social media accounts (LinkedIn, Facebook, and Instagram)
- Hit over 100 followers on Instagram
- Hit over 1,600 followers on Facebook (this is up from 1,500 previously)
- Began work on the draft Victoria Daly Regional Council Communications Plan
- Attended and promoted community events such as the Police Memorial service with former CEO, Russell Anderson, and the Dingo Cricket Cup in Timber Creek.
- VDRC representatives, events and news featured in various media outlets including ABC Online, Katherine Times, The Council Magazine, Local Government Focus, and Pro Bono Australia.
- 

### **Governance & Compliance**

The past three months have been occupied with the following occurring

- PSMP workshop in Darwin
- Assisted with CEO recruitment
- Risk Matrix review
- Audit and Risk meeting
- Attending Pine Creek LA
- LGANT training day in Darwin



- Reviewed policies, removal, renew by Council
- Reviewed policies for approval by CEO
- Letter to minister and researched history of by-laws
- Contract investigation for CEO including Club, Auditors, lease of 29 Crawford st.
- Several rates investigation

**Policy implications**

Nil

**Budget implications**

Nil

**Risk statement**

No risk assessment has been carried out at this stage.

**Council officer conflict of interest declaration**

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

**Attachments**

Nil



### **10.2.5. Budget review**

**Report Type**    **Officer Report For Information**

**Department**    **Financial Services Corporate Services**

**Prepared by**    **Senior Accountant**

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#### **Purpose**

Reviewing Budget

#### **Recommendations**

- A. That the report Budget review is received and noted

#### **Regional Plan**

##### ***Goal 1: Quality Leadership***

1.3 - Comply with all statutory, regulatory and reporting requirements

##### ***Goal 2: Financial Sustainability***

2.3 Improve efficiencies within the Council to minimize resource wastage

#### **Risk statement**

Yes - a risk assessment has been completed

#### **Council officer conflict of interest declaration**

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

#### **Attachments**

1. Budget review [**10.2.5.1** - 13 pages]



Assumptions used to prepare revised budget is same as adopted budget 2022/23. Revised budget forecasts a decrease in the operating surplus by \$384k from \$640k to \$256k when compared to the original budget 2022/23. Operating Revenue is forecast to increase by \$410k from \$19.301 m to \$19.711m. Operating expenses is also forecasted to increase from \$22.663 to \$23.09. Council is planning to invest additional \$1.501m capital works this financial year across communities. These projects are partly funded by council and grants.

Below is first revised budget for the financial year 202/223

Income	Annual Budget	Regional office	Kalkarindji	Naiyu	Pine Creek	Timber Creek	Yarralin
Rates	1,077,596	1,077,596					
Statutory charges	726,702	726,702					
Fees and Charges	7,830,930	344,502	4,830,821	90,175	28,200	1,466,790	1,070,442
Grant Income	8,810,111	3,688,867	1,249,691	787,796	622,464	1,306,031	1,155,262
Interest income	407,135	407,135					
Other Income	858,807	244,203	119,090	197,510	24,467	84,347	189,190
<b>Total income</b>	<b>19,711,279</b>	<b>6,489,003</b>	<b>6,199,602</b>	<b>1,075,482</b>	<b>675,131</b>	<b>2,857,168</b>	<b>2,414,893</b>
<b>Expenses</b>							
Employees expenses	13,492,496	4,913,095	2,816,085	1,186,937	764,273	1,779,337	2,032,769
Material and Contracts	6,496,162	3,338,159	692,119	592,775	529,778	610,311	616,647
Elected Member Allowances	206,396		27,460	30,505	27,460	26,083	94,888
Elected Member Expenses	97,261	2,500	23,620	21,129	12,268	14,420	23,323
Council Committee & LA Allowances	32,175	6,400	3,799	3,282	5,871	9,499	3,325
Council Committee & LA Expenses	7,040		880	880	880	2,200	2,200
Depreciation,Amortisation and impairment	2,677,757	2,675,007		1,350	1,400		
Other expenses	120	120					
<b>Total Expenses</b>	<b>23,009,407</b>	<b>10,935,281</b>	<b>3,563,964</b>	<b>1,836,857</b>	<b>1,341,930</b>	<b>2,441,850</b>	<b>2,773,152</b>
<b>Budgeted Operating Surplus/Deficit</b>	<b>(3,298,128)</b>	<b>17,424,284</b>	<b>9,763,566</b>	<b>2,912,339</b>	<b>2,017,061</b>	<b>5,299,019</b>	<b>5,188,046</b>
Capital Grants b/f	2,022,815						

Capital income expected to be received during the year	500,000	500,000					
<b>Budgeted Surplus/Deficit</b>	<b>(775,313)</b>	<b>17,924,284</b>	<b>9,763,566</b>	<b>2,912,339</b>	<b>2,017,061</b>	<b>5,299,019</b>	<b>5,188,046</b>
Borrowing Repayments (Principal Only)	-	-	-	-	-	-	-
Capital expenditure	9,169,514	3,698,000	930,486	290,369	1,354,434	1,990,963	905,262
Add back non-cash expenses	2,677,757						
<b>Net Budget Surplus/Deficit</b>	<b>(7,267,069)</b>						
Prior Year Carry Forward Tied Funding	2,687,463						
<u>Transfer from Reserves</u>							
Yarralin Duplex	350,000						
Pine Creek Waste Management facility upgrade	901,200						
New office Building-18 Pearce St	3,000,000						
New Building Timber Creek	<u>584,684</u>						
	4,835,884						
<b>Net Budgeted Operating Position</b>	<b>256,277</b>						

## Commentary on the Budget

### (1) Revenue

Revenue in general is expected to increase by 409,861

Income	Original budget	Increase/decrease	Revised Budget	Comments
Rates and statutory charges	1,742,645	61,652	1,804,297	Rates on Mining tenements increased compared to last year and charges on additional bins requested by Rates payer
User Fees and Charges	7,402,269	428,661	7,830,930	Council expected revenue from CDP program to more than originally budgeted.
Operating Grants and Subsidies	8,952,009	-141,899	8,810,111	NIAA have off set unspent grants in financial year 2021/222 against grants allocated this financial year
Interest / Investment Income	188,123	219,012	407,135	increase in interest income is expected due increase in interest rates since Feb 2022
Other Income	1,016,372	-157,565	858,807	Less income is expected to be received from HCP and aged cares services
	<b>19,301,418</b>	<b>409,861</b>	<b>19,711,279</b>	

(2) Employees cost. Council is forecasting the employees' cost will decrease by \$136k

Employees costs	13,629,381	-136,885	13,492,496	Several positions were made redundant/scrapped
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(3) Elected Member and LA expenses

Councillor's and LA expenses is expected to reduce by \$45k

Elected Members and LA expenses		-		
Councillors - Accommodation	26,500	-8,100	18,400	Elected members attending Council meeting Via teams
Councillors - Electoral Allowances	182,969	-4,943	178,025	
Councillors - Extra Meeting Allowances	27,020	1,351	28,371	
Councillors - Meals and Incidentals	35,000	-8,519	26,481	Elected members attending Council meeting Via teams
Councillors - Other Expenses	0	6,725	6,725	
Councillors - Professional Development	18,815	-49	18,766	
Councillors - Travel and Mileage Allowance	33,800	-9,411	24,389	Elected members attending Council meeting Via teams
LA Sitting Fees and Audit and risk management committee expenses	49,300	-17,125	32,175	Payment to LA expected to be lower than budget. Fewer meeting will be held and low turnout.
Catering -Councillors, Audit Committee and LA	14,067	-4,527	9,540	Payment to LA expected to be lower than budget. Fewer meeting will be held and low turnout. This contributed by Council members electing to attend Council meeting via teams
	<b>387,471</b>	<b>-44,598</b>	<b>342,872</b>	

(4) Depreciation

Decrease in depreciation is due to the following reasons:

- Several assets are fully depreciated last financial year.
- Several assets were sold in September and October but were not replaced.

<b>Depreciation</b>		0	
		0	
Depreciation-Building	1,335,850	-81,538	1,254,312
Depreciation-Motor Vehicles	549,200	-138,945	410,255
Depreciation-Plant & Equipment	232,053	-22,092	209,961
Depreciation-Road Infrastructure	499,000	322	499,322
Depreciation-Structures	225,600	75,558	301,158
Depreciation-Leased Assets	139,734	-136,984	2,750
	<b>2,981,437</b>	<b>-303,679</b>	<b>2,677,757</b>



(5) Materials and Contract costs

Materials and Contract forecasted to increase by \$ 830,811. The following expenses were main contributors to increase in spending.

- Consulting Fees        67,890.00
- Doubtful Debts        20,000.00
- Fees and Charges    39,108.16
- ICT - Software and Licenses        46,317.87
- Public Liability        43,701.00
- Rent Expenses - Facilities    117,256.80
- Training, Seminars and Professional Development        404,017.31
- Cleaning expenses 122,850

Material and Contract costs		0		
Accommodation	103,232	20,025	123,257	More community trips have been planned between January 2023 to June 2023 by executive team to visits communities. Sport and Recreation personnel for Kalkarindji and Timber Creek they will be stationed in Katherine but travel to these communities every fortnightly to supervise Sport and rec activities
Advertising	28,800	22,395	51,195	Council decided to advertise vacant positions via Scout talent

Air/Car/Taxi Fares	1,850	8,450	10,300	More trips to Canberra. CDP personnel have organise trips to Canberra to learn new changes government is planning to introduce in July 2023
Vet services	25,500	500	25,000	
Audit Fee - Finance Only	53,500	4,159	49,341	
Bank Fee and Charges		5,960	5,960	
Catering - Training and Seminar (for Staff)	0	6,169	6,169	
Cleaning Products and Contractors	172,217	122,850	295,067	additional costs for waste management and operation at pine Creek
Client Purchases	14,198	9,468	4,730	
Consulting Fees	137,750	67,890	205,640	This payment to GRAC. Council has outsourced sport and rec activities in Naviyu
Program event	19,491	3,991	15,500	
Contractors - Electrical	837,848	29,742	808,106	Contractors' expenses is forecasted to decrease by 29k from \$837 to \$808k
Doubtful Debts		20,000	20,000	Provision for bad debts was not included in original budget.
Electricity - Streetlight expenses	29,392	2,683	26,709	
Employee Amenities	11,958	658	11,300	
Equipment and Vehicle Hire		18,025	18,025	No provision was made in original budget for this expense
Fees and Charges	80,542	39,108	119,650	These are fees paid to JLT insurance. Insurance fees
Food Expenses	129,452	32,375	97,077	Council is expected to spend less on food expenses on Aged care program than originally expected
Freight Expenses	62,096	3,141	58,955	
Fuel Expenses	270,272	11,861	282,133	Cost is expected to increase due to more planned trips by Executive team visit to communities between January 2023 to June 2023
General Materials and Consumables	130,486	17,702	112,784	Council is expected to spend less on materials and Consumables based on last year actuals
ICT - Mobile/ Modem Telephone	294,943	6,786	288,157	
ICT - Software and Licenses	110,609	46,318	156,927	Council is planning to install new Aged care software system. Current system is not user friendly and efficient and Aged care are facing challenges operating the system. Cost will be funded by the Aged program
ICT - Consultants / Service Providers	32,936	19,518	52,454	Payment made to Councilbiz to allow Council to have access TECH1 records

ICT - Hardware < \$5,000	118,978	46,133	72,845	Council is planning to spend less on Hardware this financial year. Most of Hardware were replaced/upgrade last financial year
ICT - Phone/Fax/Internet		20,551	20,551	No provision was made in original budget for these expenses
ICT - Satellite Telephone		26,827	26,827	Council has purchased several Satellite phones and expected this expenses to increase
ICT - Minor R&M	900	1,915	2,815	
Insurance Excess/ Payout Expense		2,000	2,000	No provision was made in original budget for this expense
Insurance Premium Exp Industrial Special	710,768	7,142	717,910	Increase is due to CPI
Insurance Premiums - Plants and Motor Vehicles	63,949	1,121	62,828	
Ins Expenses General	16,920	0	16,920	
Venue Hire	3,680	2,401	1,279	
Legal fees and Charges	16,600	6,600	10,000	Council is expected to spend less on legal fees
Licences & Registration-Other than MV and PE	9,777	568	9,209	
Materials WHS including PPE	85,390	7,550	92,940	Council is planning on spending more fund on WHS
Minor Assets < \$5,000 (Do not use for general material)	95,061	48,778	46,283	Council is planning to spend less on Minor Assets this financial year. For last two-year Council have been replacing its pool of minor assets and most of have been completed.
Sport equipments	19,787	1,723	21,510	
Operating Leases Office Equipment	11,144	12,998	24,142	Council leased additional five new printers this current year.
Other expenses		120	120	
Pest Control Expenses	48,097	7,403	40,694	
Printing, Postage (stamps) & Stationery	42,366	2,936	39,430	
Public Liab		43,701	43,701	No provision was made in original budget for this expense
Publications and Information Resources	14,662	2,188	16,850	
Recruitment and Relocation Expenses	23,323	23,330	46,653	Council expected to pay more on recruitment/relocation costs due to vacant positions across the organisation
Registrations & Renewal - MV & Plants	113,216	18,515	94,701	Council received a refund from MVR for plants and equipment and motor vehicles sold this financial year and these sold assets have not been replaced.
Rent Expenses - Facilities	373,923	117,257	491,180	Council paid for leases lots in Yarralin and Timber creek and CPI increase

Repairs & Maintenance MV and Plant	340,940	6,381	334,559	
Subscriptions and Memberships	61,120	19,946	81,066	Document assembler annual subscription and Adobe subscription fees
Tools and Equipments (Other than Minor Assets)	19,418	3,392	16,026	
Training, Seminars and Professional Development	376,317	404,017	780,334	\$629,207 of training budget is funded by Aged Care program. Council is planning to carry out training this financial year
Travel and Mileage Allowance	143,013	39,390	182,403	More community trips have been planned between January 2023 to June 2023 by Executive team in regional office to visit communities plus travelling expenses for sport and Recreation personnel for Kalkarindji and Timber Creek who will be station in Katherine.
Utilities - Electricity	223,974	21,458	202,516	
Utilities - Water & sewerage	157,776	4,223	153,553	
Utilities - Gas	1,180	1,180	0	
Finance costs	23,299	23,299	0	Finance costs was attributed to lease of 29 Crawford St building. Since Regional office is leased on monthly basis there is no need to budget for this cost. Lease cannot be capitalised because it does not meet conditions
Other Expenses	2,820	2,820	0	
	<b>5,639,351</b>	<b>830,811</b>	<b>6,379,909</b>	

(6) Capital expenditure

Council has spent/expected to spend additional \$1,501m on CAPEX/Capital works

Description	Amount	Location
Main Water relocation	\$ 130,000	Yarralin
New Building	\$ 584,684	Timber Creek
New playground	\$ 150,000	Pine Creek
Sports & Rec Hall Upgrade	\$ 636,486	Daguragu
	\$ 1,501,170	
Projects		Finance by
Main Water relocation	\$ 130,000.00	Grants
New Building	\$ 584,684.00	Council Reserves
New playground	\$ 150,000.00	Grants
Sports & Rec Hall Upgrade	\$ 636,486.00	Grants
	1,501,170.00	

#### **New Premise at 18 Pease St**

Council passed a resolution to purchase Demountable building rather than building from scratch. Council initially planned to fund the project from three source, Grant, loan, and reserves. Council set aside \$3m for the project but did not manage to secure grant and opted to purchase demountable due to affordability. The project will cost less than \$3m and this will affect Council's long-term budget. Council will save on interest on loan which was factored in long term budget.

Below is revised long term budget. Assumptions remain the same.

	2022/23	2023/24	2024/25	2025/26	2026/27
Rates	\$ 1,077,596	\$ 1,099,148	\$ 1,121,131	\$ 1,143,554	\$ 1,166,425
statutory charges	\$ 726,702	\$ 741,236	\$ 741,236	\$ 741,236	\$ 741,236
Fees and charges	\$ 7,830,930	\$ 8,222,477	\$ 8,633,601	\$ 9,065,281	\$ 9,518,545
Grant income	\$ 8,810,111	\$ 8,986,313	\$ 9,166,039	\$ 9,349,360	\$ 9,536,347
Interest income	\$ 407,135	\$ 411,206	\$ 415,318	\$ 419,472	\$ 423,666
Other income	\$ 858,807	\$ 875,983	\$ 893,503	\$ 911,373	\$ 929,600
	\$ -				
<b>Total income</b>	<b>\$ 19,711,281</b>	<b>\$ 20,336,363</b>	<b>\$ 20,970,828</b>	<b>\$ 21,630,276</b>	<b>\$ 22,315,819</b>

Employee expenses	\$ 13,492,496	\$ 13,762,346	\$ 14,037,593	\$ 14,318,345	\$ 14,604,712
Materials and contracts	\$ 6,496,162	\$ 6,561,124	\$ 6,791,735	\$ 6,859,652	\$ 6,928,249
Elected Member Allowances	\$ 206,396	\$ 208,460	\$ 210,545	\$ 212,650	\$ 214,777
Elected Member Expenses	\$ 97,261	\$ 98,234	\$ 99,216	\$ 100,208	\$ 101,210
Council Committee & LA Allowances	\$ 32,175	\$ 32,497	\$ 32,822	\$ 33,150	\$ 33,482
Council Committee & LA Allowances	\$ 7,040	\$ 7,110	\$ 7,181	\$ 7,253	\$ 7,326
Depreciation, amortisation, and impairment	\$ 2,677,757	\$ 2,770,007	\$ 2,809,007	\$ 2,848,007	\$ 2,887,007
Other expenses	\$ 120	\$ 121	\$ 122	\$ 123	\$ 124
<b>Total expenses</b>	<b>\$ 23,009,407</b>	<b>\$ 23,439,899</b>	<b>\$ 23,988,221</b>	<b>\$ 24,379,388</b>	<b>\$ 24,776,887</b>
<b>Budgeted operating surplus / (deficit)</b>	<b>-\$ 3,298,126</b>	<b>-\$ 3,103,536</b>	<b>-\$ 3,017,392</b>	<b>-\$ 2,749,112</b>	<b>-\$ 2,461,067</b>
Capital grants	\$ 2,022,815				
Grant expected to be received	\$ 500,000	\$ 650,000.00	\$ 600,000.00	\$ 600,000.00	\$ 600,000.00
<b>Budgeted Surplus/Deficit</b>	<b>-\$ 775,311</b>	<b>-\$ 2,453,536</b>	<b>-\$ 2,417,392</b>	<b>-\$ 2,149,112</b>	<b>-\$ 1,861,067</b>
Capital expenditure	-\$ 9,169,514	-\$ 650,000.00	-\$ 600,000.00	-\$ 600,000.00	-\$ 600,000.00
Capital expenditure		\$ -	\$ -	\$ -	\$ -
Non-cash (depreciation, amortisation, and impairment)	\$ 2,677,757	\$ 2,770,007	\$ 2,809,007	\$ 2,848,007	\$ 2,887,007
<b>Net Budget Surplus/Deficit</b>	<b>-\$ 7,267,068</b>	<b>-\$ 333,529</b>	<b>-\$ 208,385</b>	<b>\$ 98,895</b>	<b>\$ 425,940</b>



Grant funding brought forward	\$ 2,687,463.00	\$ 500,000.00	\$ -	\$ -	\$ -
Proceeds from borrowings		\$ -			
Interest on borrowings		\$ -	\$ -	\$ -	\$ -
Repayment of principal		\$ -	\$ -	\$ -	\$ -
Transfers from Reserves		\$ -	\$ 300,000.00	\$ -	
Yarralin Duplex	\$ 350,000.00				
Pine Creek Waste Management facility upgrade	\$ 901,200.00				
New office Building-18 Pearce St	\$ 3,000,000.00				
New Building Timber Creek	\$ 584,684.00				
	\$ 4,835,884.00				
	\$	\$	\$	\$	\$
	<b>256,279.00</b>	<b>166,471.47</b>	<b>91,614.62</b>	<b>98,894.94</b>	<b>425,939.76</b>



## 11. Community Reports

## 12. Local Authority

### 12.1. Local Authority Minutes

#### 12.1.1. Daly River Local Authority meeting held on 2 November 2022

##### Recommendation

- 1) That Council endorse the following Daly River Local Authority resolution.
  - I. **DRLA-2022/17** - That Council approve ongoing cost and maintenance expenses of front deck mower purchase as part of the operational costs; and

##### Background (DRLA-2022/17)

- DRLA LAPF (Local Authority Project Funding) funds were committed to the purchase of a new front deck mower at a meeting held on 4 May 2022.  
*(DRLA-2022/3: That the Daly River Local Authority approve the purchase of appropriate front deck mower of up to \$30,000 excluding GST.)*
- Nauiyu operations previously had three front deck mowers which were returned to the regional office due to issues which made them unviable to repair.
- These plant items have not been replaced.

##### Attachments

1. 20221102 DRLA MIN unconfirmed [12.1.1.1 - 7 pages]



# MINUTES

**DALY RIVER LOCAL AUTHORITY MEETING  
HELD ON WEDNESDAY 2 NOVEMBER 2022  
AT 12:30 PM  
AT THE DALY RIVER COUNCIL OFFICE  
VDRC Office**



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

Russell Anderson  
Chief Executive Officer



## 1. Meeting Opening

*The Daly River Local Authority Meeting 02 NOV 2022 opened the time being 12:31 PM.*

## 2. Welcome

Chairperson welcomed members and visitors to the meeting.

" We acknowledge traditional owners, past and present, of the land on which we meet."

## 3. Attendance and Apologies

### 3.1. Attendees

#### Appointed Members Present

Peter Hollowood	Chairperson
Andrew Mc Taggart	Deputy Mayor (arrived at 12:56PM)
Brian Muir	Member (arrived at 12:44PM)
Nadine Daly	Member
Mark Mullins	Member
Robert Austral	Member
Wayne Buckley	Member

#### Staff Present

Pat Hollowood	Council Operations Manager
Ingrid Schreiner	Council Operations Assistant Manager (minute taker)
Michelle Will	Manager of Executive Services (via Teams)
Matthew Cheminant	Director of Council Operations (via Teams)
Gillian Hylton	Work Health and Safety Manager (via Teams)

#### Guests – Nil

### 3.2. Apologies and Absentees

Apologies: Michelle Will, Gillian Hylton, Matthew Cheminant left the meeting early due to Teams internet connectivity issues.

Leave of Absence: Nil

## 4. Disclosure of Interest

There were no declarations of interest at this meeting.

## 5. Resignations, Terminations and Nominations

### 5.1. Resignations - Nil

### 5.2. Terminations - Nil



**5.3. Nominations - Nil**

**6. Confirmation of Minutes**

**6.1. Daly River Local Authority meeting held on 3 August 2022**

**Motion**

That the minutes of the Daly River Local Authority meeting held on 3 August 2022 be taken as read and be accepted as a true record of the meeting.

**Mover:** Mark Mullins

**Second:** Nadine Daly

**Resolution:**DRLA-2022/9: Carried 4 / 0

**7. Business Arising from Previous Minutes**

**7.1. Business Arising from previous minutes**

1. Marquee for Daly River Buffaloes Football Club Inc. has been approved, and in process of being ordered.
2. BAI Communications provided report and official Australian Government link in regard to information on EME frequency and questions on any health concerns due to upgrades to current telecommunications tower.

**8. Councillor Update**

**8.1. Councillor Update from Cr Andy Mc Taggart**

*Deputy Mayor Andrew McTaggart arrived at the meeting at 12:56 pm.*

**Motion**

That the Councillor Update from Cr Andy Mc Taggart is received and noted.

**Mover:** Brian Muir

**Second:** Mark Mullins

**Resolution:**DRLA-2022/10: Carried 4 / 0

Deputy Mayor Andrew McTaggart advised that Brian Hylands ex CEO of West Arnhem Council will be taking on role as new Victoria Daly Regional Council CEO and will endeavor to visit all Communities in the VDRC region in the New Year after commencing appointment.

**9. Invitation for Deputations to Present/Speak**

**9.1. Representatives from the office of Marian Scrymgour MP**

Manager of Executive Services - Michelle Will Informed the DRLA that in the future a representative of the office Marian Scrymgour MP may attend future meetings at their discretion.

**10. Reports**

**10.1. Quarterly Finance Report Nauiyu**





**Motion**

A. That the report Quarterly Finance Report Nauiyu is received and noted

**Mover:** Nadine Daly

**Seconded:** Robert Austral

**Resolution:**DRLA-2022/11: Carried 5 / 0

**10.2. Daly River Council Operations Managers Report September to OCT 2022**

**Motion**

A. That the report "Daly River Operations Managers Report September to October 2022" is received and noted.

**Mover:** Nadine Daly

**Seconded:** Robert Austral

**Resolution:**DRLA-2022/12: Carried 5 / 0

Council Operations Manager Pat Hollowood spoke and thanked Ingrid Schreiner and Kiriana Thackeray for filling in while she was away for a 7 week leave period. She stated Naidoc day jumping castle was a huge success as well as recent Greys online Auction with the Council Yards now being clear of clutter and vehicles are able to be garaged in an enclosed safe area due to this. Council Operations Manager Pat Hollowood stated she will continue developing Regional Plan priorities.

**10.3. Waste Management for Wet Season**

**Motion**

A. That the Daly River Local Authority commit \$5000 ex.GST for the hire of a skip bin for waste management during the 2022-23 wet season at Nauiyu.

**Mover:** Nadine Daly

**Seconded:** Mark Mullins

**Resolution:**DRLA-2022/13: Carried 5 / 0

**10.4. Bi-Annual Vet Visit**

**Motion**

A. That the report Bi-Annual Vet Visit is received and noted

B. That the Daly River Local Authority commits \$2,800 of their funds to the Bi-Annual vet visit from The Ark Animal Hospital as per the attached quote dated 21 October 2022.

**Mover:** Wayne Buckley

**Seconded:** Robert Austral

**Resolution:**DRLA-2022/14: Carried 5 / 0

**11. General Business**

**11.1**

**Motion**

A. That the report "Local Authority Review Report" by the Dept. of Chief Minister and Cabinet is received and noted.

**Mover:** Brian Muir

**Seconded:** Nadine Daly

**Resolution:**DRLA-2022/15: Carried 4 / 0



The DRLA discussed the report and noted that the Department of the Chief Minister and Cabinet required feedback and encouraged comment and input to develop final draft.

#### 11.2

Local Authority Member Nadine Daly spoke on behalf of Wooliana School. The school would like to ask the DRLA for assistance in purchasing further water tanks as the schools well is currently contaminated, water is carted in from Batchelor to fill current tank.

Discussion ensued for different options including a new bore to be drilled which may be a better alternative. In conclusion of discussion, it was suggested that school approach Drilling company for feedback on viability of bore being drilled and if this does not resolve the issue then the DRLA would consider offering financial assistance to purchase tanks once other solutions are investigated.

#### 11.3

Council Operations Manager Pat Hollowood presented information on correspondence from the Australian Competition and Consumer Commission (ACCC) regarding visiting Daly River Community inviting members and Stakeholders to attend a public meeting in regard to inadequate mobile reception in the Region. The ACCC would like to hold a public enquiry to access evidence-based findings with the outlook to improve mobile coverage and capacity in the region. The meetings will be held on Monday the 21st and 22nd of November 2022. A discussion ensued on promoting public awareness of the meeting and encouraging community members to attend.

#### 11.4

New Front Deck Mower update given by Pat Hollowood - Council Operations Manager. According to funding guidelines operational costs are not included in current resolution and proposed new a motion and recommendation to approve ongoing costs.

**Motion**

To reconfirm purchase of front deck mower Resolution number DRLA -2022/3 provided that council agree to accepting ongoing costs and maintenance expenses.

**Mover:** Mark Mullins

**Second:** Wayne Buckley

**Resolution:**DRLA-2022/16: Carried 5 / 0

**Motion**

To Recommend Council approve ongoing cost and maintenance expenses of front deck mower purchase as part of the operational costs.

**Mover:** Nadine Daly

**Second:** Mark Mullins

**Resolution:**DRLA-2022/17: Carried 5 / 0



#### 11.5

The Youth Engagement fund for events and activities was discussed and it was encouraged that ideas to be brought forward and any expenditure for local events and activities to go through Council Operations Manager in accordance with the Funding Guidelines - Local Authority Project Funding - Department of Chief Minister and Cabinet.

#### 11.6

**Motion**

That the DRLA donate the amount of \$1500 toward a Community Christmas event and \$500 each to St Francis Xavier School and Wooliana School.

**Mover:** Mark Mullins

**Second:** Nadine Daly

**Resolution:**DRLA-2022/18: Carried 5 / 0

### 12. Next Meeting

The next Meeting of Daly River Local Authority – to be advised.

This page and the preceding six (6) pages are the minutes of the Daly River Local Authority held on 2 November 2022.



### **12.1.2. Bulla Local Authority minutes 15 November 2022**

#### **Recommendation**

That the minutes of the Bulla Local Authority minutes 15 November 2022 be adopted as a resolution of Ordinary Council.

#### **Attachments**

1. 2022 11 15 Bulla LA Minutes [**12.1.2.1** - 5 pages]



# MINUTES

**BULLA LOCAL AUTHORITY MEETING  
HELD ON TUESDAY 15 NOVEMBER 2022  
AT 10:30 AM  
AT THE BULLA COUNCIL OFFICE  
VDRC Office**



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

Russell Anderson  
**Chief Executive Officer**





## 1. Meeting Opening

The Bulla Local Authority meeting opened the time being 10:36 am.

### 1. Present

#### Appointed Members

##### Present

Shadrack Retchford	Chairperson
Duncan Bero	Deputy Chairperson
Nicholas Laurie	Member
Stan Retchford	Member
Penny Archie	Member
Joseph Archie	Member

#### Staff Present

Paul Buckley	Council Operations Manager
Renee Croton	Assistant Council Operation Manager

## 2. Welcome

Chairperson welcomed members and visitors to the meeting.

## 3. Attendance and Apologies

### 3.1. Community Attendees

Nil.

### 3.2. Apologies and Absentees

Councillor Shirley Garlett was absent.

Apologies: Nil.

Leave of Absence: Nil

## 4. Disclosure of Interest

There were no declarations of interest at this meeting.

## 5. Confirmation of Minutes

<b>Motion</b>
---------------



That the minutes of the Bulla Local Authority meeting held on 16th August 2022 be taken as read and be accepted as a true record of the meeting.

**Mover:** Shadrack Retchford

**Seconded:** Nicholas Laurie

**Resolution:BLA-2022/8:** Carried 6 / 0

## 6. Councillor Update

### 7.1. Councillor Update from Shirley Garlett

No update from Councillor Shirley Garlett.

## 7. Reports

### 8.1.1. com report

**Motion**

A. That the COM report is received and noted

**Mover:** Shadrack Retchford

**Seconded:** Duncan Bero

**Resolution:BLA-2022/9:** Carried 6 / 0

### 8.2.1. BLA Financial Report

**Motion**

A. That the report BLA Financial Report is received and noted

**Mover:** Joseph Archie

**Seconded:** Stan Retchford

**Resolution:BLA-2022/10:** Carried 6 / 0

### 8.3.1. Actions Update

**Motion**

A. That the Actions Update report is received and noted

**Mover:** Shadrack Retchford

**Seconded:** Duncan Bero

**Resolution:BLA-2022/11:** Carried 6 / 0

**Motion**

That Timber Creek Council Operations Manager, Paul Buckley, will produce photos of the current Bulla playground and source options (including quotes) for potential developments. Funding sources will also be considered, including the option of applying for grant funding to supplement the project.

**Mover:** Shadrack Retchford

**Seconded:** Duncan Bero

**Resolution:BLA-2022/12:** Carried 6 / 0

{item-no} {item-title}



**Motion**

A. That the 2022-23 Regional Plan is received and noted

**Mover:** Penny Archie

**Second:** Duncan Bero

**Resolution:BLA-2022/13:** Carried 6 / 0

## 8. Questions from the Public

Nil.

## 9. General Business

### 13.1 Cement Slab and Shed

Action: Source quotes for cement slab and shed to house mower, and marquee equipment.

**Motion**

That the Bulla Local Authority have received the quotes for event equipment and have agreed upon receiving a requote for the following items:

- Marquee aluminium bistro chair (x50)
- Jonnie dining chair (x50)
- Wanderer 4.5 by 3m gazebo (x1)
- Wanderer 6 by 3m gazebo (x1)
- Folding plastic tables (x5)

In addition to the above, table quotes are to be presented to the Bulla Local Authority at their next meeting.

**Mover:** Shadrack Retchford

**Second:** Nicholas Laurie

**Resolution:BLA-2022/14:** Carried 6 / 0

## 10. Next Meeting

The next Meeting of the Bulla Local Authority will be advised shortly.



### 12.1.3. Timber Creek Local Authority Minutes 15 November 2022

#### Recommendation

- a. That the minutes of the Timber Creek Local Authority Minutes 15 November 2022 be adopted as a resolution of Ordinary Council.
- b. Council approves the donation of \$500 to LAPF for the International Woman's Day event from Timber Creek LA funds.

#### Motion

That the Timber Creek Local Authority donate \$500.00 of LAPF to the International Woman's Day event being held in March 2023.

**Mover:** Rebecca Myers

**Seconder:** Cecelia  
McKenzie

**Resolution:** **TCLA-2022/17:** Carried 4 / 0

#### Attachments

1. 2022 11 15 Timber Creek LA Minutes [12.1.3.1 - 6 pages]



# MINUTES

**TIMBER CREEK LOCAL AUTHORITY MEETING  
HELD ON TUESDAY 15 NOVEMBER 2022  
AT 3:00 PM  
AT THE TIMBER CREEK COUNCIL OFFICE  
VDRC Office**



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

Russell Anderson  
**Chief Executive Officer**





**Victoria Daly**  
REGIONAL COUNCIL

MINUTES  
Timber Creek Local Authority Meeting Tuesday 15 November 2022

## 1. Meeting Opening

The Timber Creek Local Authority Meeting 15 NOV 2022 opened the time being 3:14 pm.

### 1. Present

#### Appointed Members

##### Present

Coralie Myers	Chairperson
Rebecca Myers (via telephone)	Member
John Horgan	Member
Cecilia McKenzie	Member

#### Staff Present

Paul Buckley	Council Operations Manager
Renee Croton	Council Operations Assistant Manager
Leanne Buckley	Community Care Coordinator

## 2. Welcome

Chairperson welcomed members and visitors to the meeting.

## 3. Attendance and Apologies

### 3.1. Community Attendees

Nil.

### 3.2. Apologies and Absentees

Apologies: Matthew Cheminant.

Leave of Absence: Nil

## 4. Disclosure of Interest

- (1) As soon as practicable after a member becomes aware of a conflict of interest in a matter that has arisen or is about to arise before an audit committee, a council, a council committee or a local authority, the member must disclose the interest that gives rise to the conflict (the ***relevant interest***):



- (a) at a meeting of the audit committee, council, council committee or local authority; and
- (b) to the CEO.
- (2) A member must not:
  - (a) be present at a meeting of the audit committee, council, council committee or local authority 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 audit committee, council, council committee or local authority's consideration of or decision in relation to the matter.

## 5. Resignations, Terminations and Nominations

### 5.1. Resignations

#### 5.1.1. Resignation of Felicity McLaughlin from the Timber Creek Local Authority

**Motion**

That the Resignation of Felicity McLaughlin from the Timber Creek Local Authority is noted.

**Mover:** Rebecca Myers

**Second:** John Horgan

**Resolution:** **TCLA-2022/18:** Carried 4 / 0

### 5.2. Nominations

#### 5.2.1. Nomination of Darryl Darby to the Timber Creek Local Authority

**Motion**

That the Nomination of Darryl Darby to the Timber Creek Local Authority is received and accepted.

**Mover:** Coralie Myers

**Second:** Cecelia  
McKenzie

**Resolution:** **TCLA-2022/19:** Carried 4 / 0

#### 5.2.2. Nomination of Christopher Flood to the Timber Creek Local Authority

**Motion**

That the Nomination of Christopher Flood to the Timber Creek Local Authority is



**Victoria Daly**  
REGIONAL COUNCIL

MINUTES  
Timber Creek Local Authority Meeting Tuesday 15 November 2022

received and accepted.

**Mover:** John Horgan

**Seconded:** Rebecca Myers

**Resolution:**TCLA-2022/20: Carried 4 / 0

## 6. Confirmation of Minutes

### **Motion**

That the minutes of the Timber Creek Local Authority meeting held on 16th August 2022 be taken as read and be accepted as a true record of the meeting.

**Mover:** Cecelia McKenzie

**Seconded:** John Horgan

**Resolution:**TCLA-2022/16: Carried 4 / 0

## 7. Councillor Update

### 7.1. Councillor Update from Cr Shirley Garlett

There was no Councillor update.

## 8. Reports

### 8.1.1. Timber Creek Council Report

### **Motion**

A. That the Timber Creek Council Report report is received and noted

**Mover:** Rebecca Myers

**Seconded:** Coralie Myers

**Resolution:**TCLA-2022/21: Carried 4 / 0

### 8.2.1. TCLA Financial Report

### **Motion**

A. That the report TCLA Financial Report is received and noted

**Mover:** Cecelia McKenzie

**Seconded:** Rebecca Myers

**Resolution:**TCLA-2022/22: Carried 4 / 0

### 8.3.1. Actions Update

### **Motion**

A. That the Actions Update report is received and noted

**Mover:** Coralie Myers

**Seconded:** John Horgan

**Resolution:**TCLA-2022/23: Carried 4 / 0

### 8.4.2. Local Authority Review Report (12-OCT-22 DRAFT)



**Motion**

A. That the report Local Authority Review Report (12-OCT-22 DRAFT) is received and noted

**Mover:** Coralie Myers

**Seconded:** John Horgan

**Resolution:**TCLA-2022/24: Carried 4 / 0

## 9. Questions from the Public

## 10. General Business

Leanne Buckley spoke to Timber Creek LA members regarding Aged Care.

Chairperson advised Timber Creek LA members she applied for a grant for an International Womens Day event in March 2023.

Chairperson advised she would be requesting nominations throughout Timber Creek community.

**Motion**

That the Timber Creek Local Authority donate \$500.00 of LAPF to the International Woman's Day event being held in March 2023.

**Mover:** Rebecca Myers

**Seconded:** Cecelia  
McKenzie

**Resolution:**TCLA-2022/17: Carried 4 / 0

## 11. Next Meeting

The next Meeting of the Timber Creek Local Authority will be advised shortly.



## **12.2. Local Authority Resignations/Nominations**

### **12.2.1. Nomination of Lance Lawrence to the Pine Creek Local Authority**

**Report Type** {use-custom-field-type-of-report-do-not-remove}

**Department** Executive Services Chief Executive Office

**Prepared by** Manager of Executive Services

#### **Recommendations**

- A. That the report Nomination of Lance Lawrence to the Pine Creek Local Authority is received and noted
- B. Council approves Lance Lawrence nomination to join the Pine Creek Local Authority

#### **Attachments**

1. 20221122 PCLA NOM LAWRENC E, Lance [12.2.1.1 - 2 pages]



**Victoria Daly**  
REGIONAL COUNCIL

## Local Authority Nomination Form

Name of Nominee: LANCE LAWRENCE!

Community: Pine Creek. Date: 27-11-22.

**Local Authority you are nominating for (please tick)**

- |   |                   |
|---|-------------------|
| <input checked="" type="checkbox"/> Pine Creek Local Authority  | Pine Creek Ward   |
| <input type="checkbox"/> Daly River Local Authority             | Milngin Ward      |
| <input type="checkbox"/> Amanbidji Local Authority              | Timber Creek Ward |
| <input type="checkbox"/> Bulla Local Authority                  | Timber Creek Ward |
| <input type="checkbox"/> Timber Creek Local Authority           | Timber Creek Ward |
| <input type="checkbox"/> Yarralin / Pigeon Hole Local Authority | Walangeri Ward    |
| <input type="checkbox"/> Kalkarindji / Daguragu Local Authority | Daguragu Ward     |

**Contact Information**

Contact Number: 045 815 3537 !

Email: nil

Postal Address: P.O. Box 40, Pine Creek, 0847, N.T.

Please explain why you would be a good candidate for your Local Authority:

HAVE BEEN INVOLVED IN THE PINE CREEK COMMUNITY  
SINCE 1974- PROGRESS 450- COMMUNITY COUNCIL- LOCAL AUTHORITY

Please explain the position you hold in your community and how it will assist in decision making:

LOCAL KNOWLEDGE, OLD AGED PENSIONER, COMMUNITY  
MINDED!

Other information to support your nomination:

TRIED TO REJOIN LOCAL AUTHORITY AFTER LAST ELECTION,  
REFUSED FOR NOT BEING VACCINATED

Signature of Nominee: L. Lawrence

Nomination endorsed by Council

Date:

Resolution:





**Victoria Daly**  
REGIONAL COUNCIL

If you wish to know more about Local Authority please contact your local Councillor:

Walangeri	Mayor Brian Pedwell	0429 341 336	<a href="mailto:Brian.Pedwell@vicdaly.nt.gov.au">Brian.Pedwell@vicdaly.nt.gov.au</a>
Timber Crk	Deputy Mayor Shirley Garlett	0409 600 979	<a href="mailto:Shirley.Garlett@vicdaly.nt.gov.au">Shirley.Garlett@vicdaly.nt.gov.au</a>
Daguragu	Cllr Georgina Macleod	0447 985 773	<a href="mailto:Georgina.Macleod@vicdaly.nt.gov.au">Georgina.Macleod@vicdaly.nt.gov.au</a>
Milngin	Cllr Andrew McTaggart	0429 865 639	<a href="mailto:Andrew.McTaggart@vicdaly.nt.gov.au">Andrew.McTaggart@vicdaly.nt.gov.au</a>
Pine Crk	Cllr Yvette Williams	0498 515 188	<a href="mailto:Yvette.Williams@vicdaly.nt.gov.au">Yvette.Williams@vicdaly.nt.gov.au</a>

**Submission:**

Please submit completed forms to your local Council Operations Manager by dropping a copy to the local council office or by emailing the form.

If you are unsure of who your local Council Operations Manager is or if you have any questions please call Manager of Executive Services, Michelle Will, on 0477 706 489.

**Council Operations Manager Contact Details**

Yarralin	Alicia King	0499 005 889	<a href="mailto:Alicia.king@vicdaly.nt.gov.au">Alicia.king@vicdaly.nt.gov.au</a>
Timber Creek	Paul Buckley	0408 360 256	<a href="mailto:Paul.Buckley@vicdaly.nt.gov.au">Paul.Buckley@vicdaly.nt.gov.au</a>
Kalkarindji	Deb Bowd	0488 677 088	<a href="mailto:Deb.Bowd@vicdaly.nt.gov.au">Deb.Bowd@vicdaly.nt.gov.au</a>
Naiyu	Pat Hollowood	0427 288 894	<a href="mailto:Pat.Hollowood@vicdaly.nt.gov.au">Pat.Hollowood@vicdaly.nt.gov.au</a>
Pine Creek	Tanya Brown	0429 618 197	<a href="mailto:Tanya.Brown@vicdaly.nt.gov.au">Tanya.Brown@vicdaly.nt.gov.au</a>

**Conditions:**

- Nominee must be a permanent resident of the Local Authority area.
- Nominee must be at least fifteen years of age.
- Nominee must comply with current CHO orders.



### **12.2.2. Timber Creek Resignation - Felicity McLaughlin**

**Report Type** {use-custom-field-type-of-report-do-not-remove}

**Department** Governance Services Corporate Services

**Prepared by** Governance Manager

#### **Recommendations**

- A. That the report Timber Creek Resignation - Felicity McLaughlin is received and noted
- B. That Council accepts resignation from Felicity McLaughlin from Timber Creek Local Authority

#### **Attachments**

1. email Felicity Mc Laughlin [12.2.2.1 - 3 pages]

**From:** Renee Croton  
**Sent:** Tue, 6 Dec 2022 01:17:49 +0000  
**To:** Janelle Iszlaub  
**Subject:** FW: Kununurra  
**Attachments:** Local Authority Resignation Form.pdf, 2022 08 16 Chris Flood - Timber Creek LA Nomination Form (2).pdf, 2022 08 16 Darryl Darby - Timber Creek Nomination Form (2).pdf

Hi Janelle,

I have attached the 2 x nominations and below is the email trail for Felicity – she also missed 3 x meetings in a row which automatically has her removed from the Timber Creek LA – she didn't return the resignation form to me, but did advise me over the phone she was resigning.

Please let me know if I can help with anything else ☺

Cheers,

**Renee Croton**  
**Council Operations Assistant Manager**  
**Timber Creek**  
*Moving Forward Together*  
**E:** [renee.croton@vicdaly.nt.gov.au](mailto:renee.croton@vicdaly.nt.gov.au)  
**M:** 0438468058



**Victoria Daly**  
REGIONAL COUNCIL

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**From:** Renee Croton  
**Sent:** Friday, 21 October 2022 11:14 AM  
**To:** Felicity McLaughlin <fmclaughlin82@outlook.com>  
**Subject:** RE: Kununurra

Hi Felicity,

Could I please bother you to fill in the attached form and return to me as soon as possible please now that you have moved to Kununurra?

Thanks in advance.

Kind regards,

**Renee Croton**  
**Council Operations Assistant Manager**  
Timber Creek  
*Moving Forward Together*  
E: [renee.croton@vicdaly.nt.gov.au](mailto:renee.croton@vicdaly.nt.gov.au)  
M: 0438468058



**Victoria Daly**  
REGIONAL COUNCIL

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**From:** Felicity McLaughlin <[fmclaughlin82@outlook.com](mailto:fmclaughlin82@outlook.com)>  
**Sent:** Monday, 29 August 2022 9:35 AM  
**To:** Renee Croton <[Renee.Croton@vicdaly.nt.gov.au](mailto:Renee.Croton@vicdaly.nt.gov.au)>  
**Subject:** Re: Kununurra

Morning Renee,

Yes I have moved to Kununurra.

Regards  
Felicity

Get [Outlook for Android](#)

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**From:** Renee Croton <[Renee.Croton@vicdaly.nt.gov.au](mailto:Renee.Croton@vicdaly.nt.gov.au)>  
**Sent:** Friday, August 26, 2022 8:06:02 AM  
**To:** [fmclaughlin82@outlook.com](mailto:fmclaughlin82@outlook.com) <[fmclaughlin82@outlook.com](mailto:fmclaughlin82@outlook.com)>  
**Subject:** Kununurra

Hi Felicity,

Just wondering if you have moved to Kununurra now?

Cheers,

**Renee Croton**  
**Council Operations Assistant Manager**  
Timber Creek  
*Moving Forward Together*  
E: [renee.croton@vicdaly.nt.gov.au](mailto:renee.croton@vicdaly.nt.gov.au)  
M: 0438468058



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## 13. Action Sheet

### 13.1. Action Items Report

**Report Type** Officer Report For Information

**Prepared by** Manager of Executive Services

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#### Purpose

To provide an update on the status of action items since the last ordinary Council meeting.

#### Recommendations

- A. That the Action Items Report is received and noted

#### Discussion

The following actions have been removed due to their completion.

Meeting 25 October 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
17.2.1.2.	Paper to council identifying requirements for respite building moving forward, including complete financial analysis (tied funds, untied funds, and reserves)	Director of Corporate and Community Services, Snr Accountant	Complete	<b><i>Business Plan presented to elected members</i></b>

#### Council officer conflict of interest declaration

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

#### Attachments

1. 20221129 ACTION SHEET NOVEMBER [13.1.1 - 4 pages]



## Victoria Daly REGIONAL COUNCIL

### ACTION SHEET TASK LIST

AS A RESULT OF THE  
COUNCIL MEETING  
HELD on 29 November 2022

These Actions are a result of discussion within Council toward the operations of, to provide more information, reports, or progress to Councillors so they can deliver feedback to their constituents.

Send updates to [executive@vicdaly.nt.gov.au](mailto:executive@vicdaly.nt.gov.au)

Meeting 29 November 2022 .....	2
Meeting 25 October 2022.....	2
Meeting 27 September 2022 .....	2
Meeting 22 February 2022 .....	3
Meeting 28 January 2022.....	3
Meeting 28 September 2021 .....	3
Meeting 25 <sup>th</sup> August 2020 .....	3
Meeting 21 <sup>st</sup> March 2017.....	3



Meeting 29 November 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
OCM-2022/182 (Kalkarindji Community Report)	report to council regarding the dingo loader and attachments explaining the state of the plant equipment and reason for its relocation	Director of Operations		
GB 16.2 (Request for additional KDLA meeting)	Staff will investigate KDLA resolutions regarding vet program in 2022 and inform elected member.			

Meeting 25 October 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
Item 9.1 CEO report	Paper to OCM regarding NDIS program and provision of services.	Director of Corporate and Community Services	Scheduled	<b>Managers requires DocAssembler training. Paper will be submitted for December OCM.</b>
Item 13.1 correspondence	Letter be sent from Mayor to Ministers Lawler and Fyles with supporting attachments from TCLA regarding infrastructure in Timber Creek	Manager of Executive Services	In progress	<b>Draft in progress</b>
Item 13.1 Correspondence	Letter to DIPL requesting additional roadside stops and waste facilities on Kakadu Highway outside the National Park boundary due to parks policy "take your rubbish with you", as the rubbish comes to VDRC facilities, in particular Pine Creek.	Manager of Executive Services	In progress	<b>Draft in progress</b>
Item 13.1 correspondence	Letter to West Arnhem seeking support for councils request to DIPL for more facilities on Arnhem and Kakadu Highway due to parks policy "take your rubbish with you" as the rubbish comes to VDRC facilities, in particular Pine Creek	Manager of Executive Services	In progress	<b>Draft in progress</b>
Item 13.2	Council seeks Audit report on Homelands	Director of Council Operations	Awaiting report	
17.3 CGB1	Paper regarding Warnkurr financials related to the club (since the transfer took place in March 2022)	Director of Corporate and Community Services, Snr Accountant	Scheduled	<b>December OCM</b>

Meeting 27 September 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
18.2.1.1	Investigate when the next GRAC Board meeting will be held. CEO, Mayor and Deputy Mayor to attend and discuss options moving forward.	CEO, Deputy Mayor	Awaiting external response	<b>CEO contacted GM of GRAC and was informed the next Board meeting will take place end of NOV. Awaiting further information.</b>

<https://vicdalyrc.sharepoint.com/sites/Gdrive/Shared Documents/08. GOVERNANCE/01. COUNCIL MEETINGS/2022-2023 Council/ACTION SHEETS/20221129 ACTION SHEET NOVEMBER.docx>

Page 2

Meeting 22 February 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
Item 10) 034/2022	Aged Care & NDIS Audit to be conducted every six months by external provider	Director of Corporate and Community Services	In progress	<b>Audits have commenced. Timber Creek and Kalkarindj completed.</b>

Meeting 28 January 2022				
Item/ Resolution	Description	Reporting Officer	Status	Updates
<b>Item 14) &amp; GB 14.1 [189/2021]</b>	(28/02/22) Letter to be sent to LGANT regarding the urgent need for upstream flood notification for Upper Victoria River (above Kalkarindji) and the Humbert River (above Lingarra) (22/10/21) Email to be sent from CEO to Peter McLinden concerning motions from previous Council meetings regarding advocacy for upstream notification system on Victoria River.	CEO	Ongoing	<b>Motion submitted to LGANT for discussion at General Meeting in April. Actions from 21-01-21 and 22-10-21 combined.</b>

Meeting 28 September 2021				
Item/ Resolution	Description	Reporting Officer	Status	Updates
<b>31.4</b>	That a business plan be prepared to outsource waste management at Nauiyu	Director of Operations	Ongoing	<b>Seeking title to the land to allow for further progress</b>

Meeting 25 <sup>th</sup> August 2020				
Item/ Resolution	Description	Reporting Officer	Status	Comments
<b>374/2020</b>	Director of Financial Services to seek additional funding for postal services across Kalkarindji, Nauiyu, Yarralin and Pigeon Hole communities	Senior Accountant	On hold	<b>Requires follow up</b>

Meeting 21 <sup>st</sup> March 2017				
Item/ Resolution	Description	Reporting Officer	Status	Comments
<b>#4 (3) Kalkarindji Landfill (052/2017)</b>	CEO to identify ownership (through Land Council) of suitable future dump land sites. Apply for external fencing funding for Kalkarindji. Civil Works to ascertain dump site requirements for inclusion of project in the community plan.	CSM Kalkarindji – Identification of land sites  Grants Coordinator – Funding application	Ongoing  Ongoing	<b>25 June 2019 Since March 2017 a waste management strategy has been established. The only outstanding land tenure issues are at Kalkarindji. The area where the landfill is located is subject to a land title claim. CLC are investigating a way forward. Funding has been provided to develop shovel ready documentation and cost</b>

*estimates for all Council  
landfills. Ongoing.*



## 14. Notices of Motion

Nil

## 15. General Business

## 16. Supplementary Reports

## 17. Confidential

THAT pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(a) of the *Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

### 17.1. Rate Request Property Number 700068

**Status 51(1)(b)** - *This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(b) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.*

### 17.2. Tender Recommendation - Sports and Recreational Hall Repair and Upgrade

**Status 51(1)(c)(i)** - *This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(i) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person*

### 17.3. Australia Day Citizen of the Year Award Nominations

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### 17.4. Warnkurr Club

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#### **17.5. Remote Sporting Program - Annual Funding Offer**

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#### **17.6. Audit and Risk Committee Minutes 30 March 2022**

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#### **17.7. Audit and Risk Committee Minutes Provisional 30 May 2022**

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#### **17.8. Audit and Risk Committee Minutes Special 8 November 2022**

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#### **17.9. Audit and Risk Committee Minutes Unconfirmed 28 November 2022**

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#### **17.10. Progress Report on Grant Applications**

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