



Victoria Daly
REGIONAL COUNCIL

AGENDA

**ORDINARY MEETING OF COUNCIL
TO BE HELD ON TUESDAY 31 JANUARY 2023
AT 9:00 AM
AT THE REGIONAL OFFICE - KATHERINE
18 PEARCE STREET, KATHERINE 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.



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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A handwritten signature in black ink, appearing to be 'B. Hylands', with a long horizontal stroke extending to the right.

Brian Hylands
Chief Executive Officer



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1. Present

2. Apologies

3. Presentations - Deputations - Petitions

4. Disclosure of Interest - Councillors and Staff

5. Confirmation of Minutes

5.1. Ordinary Council Meeting held on 13 December 2022

Recommendation

That the minutes of the Ordinary Council Meeting held on 13 December 2022 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 20221213 OCM MIN Unconfirmed [5.1.1 - 12 pages]



MINUTES

**ORDINARY MEETING OF COUNCIL
HELD ON TUESDAY 13 DECEMBER 2022
AT 9:00 AM
AT THE REGIONAL OFFICE - KATHERINE
29 Crawford Street, Katherine East NT 0850**



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A handwritten signature in black ink, appearing to be 'Brian Hylands', written over a faint, large, diagonal watermark that reads 'DRAFT'.

Brian Hylands
Chief Executive Officer



The meeting opened the time being 9:01 am.

1. Present

Elected Members Present

Mayor (Chair)	Brian Pedwell
Deputy Mayor	Andrew McTaggart
Councillor	Yvette Williams
Councillor	Georgina Macleod

Staff Present

Chief Executive Officer	Brian Hylands
Director of Corporate & Community Services	Trudy Braun
Director of Council Operations	Matthew Cheminant
Governance and Compliance Manager	Janelle Iszlaub (minute taker)
Executive Assistant	Chellah Clancy

**Mayor to thank all the Councillor and staff for their efforts throughout the year.
Be safe and Travel safe**

2. Apologies

Absence: Shirley Garlett

Councillor Shirley Garlett is absent from the ordinary meeting without permission. As per section 47(1)(o), this is the first meeting the member is absent without permission Council resolves for CEO to notify the member in writing as per the regulations.

Mover: Mayor Brian Pedwell
Seconder: Deputy Mayor Andrew McTaggart

Resolution:{resolution-number}: Carried 4 / 0

3. Presentations - Deputations – Petitions

Project update for New Office in Pearce Street.
Presentation by Keerthi Kumarawadu

9:15am till 9:40 am

4. Public Question Time



5. Disclosure of Interest - Councillors and Staff

The following Councillors declared an interest.

Councillor Macleod - Tender (confidential) Item 18.2.1.2
Councillor Williams - Rates (confidential) item 18.2.1.1

6. Confirmation of Minutes

6.1. Ordinary Council Meeting held on 29 November 2022

Motion

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.

Mover: Cr Yvette Williams

Second: Cr Georgina
Macleod

Resolution: OCM-2022/195: Carried 4 / 0

Amendment is required under General Business:

Kakadu has signage for all rubbish to be removed from Kakadu National Park. Additional rubbish is brought into Pine Creek as a result. Bins are overflowing.

Action: Cr Macleod to raise with LGANT regarding rubbish and filling water tanks

7. Call for Items of General Business

- * Pine Creek LA Senior Party
- * Lot 2 Nauiyu
- * CMC Christmas Party
- * Yarralin Gate - DIPL
- * LA Review

8. Mayoral Report

Mayor Brian Pedwell provided a verbal update at the meeting.

- Attended LA \$140k towards 5K towards seniors for blankets, vet visits, pest control, playground equipment Yarralin and beautification of fruit trees for each house.
- No longer on the NLC board
- LA desktop review discussion

Motion: The Mayor will provide a verbal update.

Mover: Cr Georgina Macleod



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Seconded: Cr Yvette Williams

Resolution:OCM-2022/196: Carried 4 / 0

9. CEO Update

9.1. CEO Update

* CEO catch up with Maree DeLacy - Review of the LA's, admin issues, workloads, and land tenure.

* CEO and Mayor invited to go to Roper Regional Council

Motion

A. That the CEO Update is received and noted.

Mover: Cr Georgina Macleod

Seconded: Deputy Mayor
Andrew
McTaggart

Resolution:OCM-2022/197: Carried 4 / 0

10. Reports to Council

10.1. Reports for Council Decision

10.1.1. Allocation of 2022-2023 FY WaRM Funding

Motion

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.

Mover: Cr Yvette Williams

Seconded: Cr Georgina
Macleod

Resolution:OCM-2022/198: Carried 4 / 0

10.2. Reports for Information

10.2.1. Financial Report year to date 30 Nov 2022

Motion

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

Mover: Deputy Mayor Andrew McTaggart

Seconded: Cr Yvette
Williams

Resolution:OCM-2022/199: Carried 4 / 0



Victoria Daly
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Ordinary Meeting of Council Tuesday 13 December 2022

10.2.2. NDIS Program Report

Motion

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

Mover: Deputy Mayor Andrew McTaggart

Second: Cr Yvette
Williams

Resolution:OCM-2022/200: Carried 4 / 0

10.2.3. Aged Care Update

Motion

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

Mover: Deputy Mayor Andrew McTaggart

Second: Cr Yvette
Williams

Resolution:OCM-2022/201: Carried 4 / 0

10.2.4. Corporate Services Report

Motion

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

Mover: Cr Georgina Macleod

Second: Cr Yvette
Williams

Resolution:OCM-2022/202: Carried 4 / 0

10.2.5. Budget review

Motion

A. That the report Budget review is received and noted

Mover: Deputy Mayor Andrew McTaggart

Second: Cr Georgina
Macleod

Resolution:OCM-2022/203: Carried 4 / 0

11. Community Reports

12. Local Authority

12.1. Local Authority Minutes

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

Motion

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

Mover: {mover}

Second: {second}

Resolution:{resolution-number}: {carried-or-lost} {votes-count}

Action: Deputy Major to take back to LA



Money to be utilised for other community benefits

12.1.2. Bulla Local Authority minutes 15 November 2022

Motion

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

Mover: Deputy Mayor Andrew McTaggart

Second: Cr Georgina
Macleod

Resolution:OCM-2022/204: Carried 4 / 0

Note: COM & COAM any correspondence needs to come through the Ceo or Mayor

Note: Director of Council Operations to speak to COM for options for shed for storage.

12.1.3. Timber Creek Local Authority Minutes 15 November 2022

Motion

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.

Mover: Cr Yvette Williams

Second: Cr Georgina
Macleod

Resolution:OCM-2022/205: Carried 4 / 0

12.2. Local Authority Resignations/Nominations

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

Motion

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

Mover: Cr Yvette Williams

Second: Cr Georgina
Macleod

Resolution:OCM-2022/206: Carried 4 / 0

12.2.2. Timber Creek Resignation - Felicity McLaughlin

Motion

A. That the report Timber Creek Resignation - Felicity McLaughlin is received and noted

B. That Council accepts the resignation of Felicity McLaughlin from Timber Creek Local Authority



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Mover: Cr Georgina Macleod Second: Deputy Mayor Andrew McTaggart	Resolution:OCM-2022/207: Carried 4 / 0
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13. Action Sheet

13.1. Action Items Report

Motion

A. That the Action Items Report is received and noted

Mover: Cr Georgina Macleod Second: Cr Yvette Williams	Resolution:OCM-2022/208: Carried 4 / 0
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14. Notices of Motion

Nil

15. General Business

Break for lunch: 12:24 pm

Return from lunch: 1:00 pm

13.1 Pine Creek LA - \$1000 for senior Christmas party

Pine Creek LA has requested Council to approve \$1000 from LA funds to go to the seniors' Christmas Party.

Motion

Pine Creek LA has asked for approval for \$1000 from LA funds to go to the seniors' Christmas Party.

Mover: Cr Georgina Macleod Second: Mayor Brian Pedwell	Resolution:OCM-2022/209: Carried 4 / 0
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13.2 Lot 2 Wooliana Rd, Nauiyu / Daly River

What is happening with granting Lot 2 to VDRC as a future office/depot.

Action: Letter to Dheran Young for an update of Lot 2 Wooliana Road, Nauiyu.

13.2 CMC Christmas Party

Mayor and CEO did not receive an invitation to the Christmas Reception

Action: Letter to Selina Uibo and Paech regarding Mayor and CEO not receiving an invitation to the Christmas reception on 7 December 2022.

13.3 Yarralin Gate - DIPL

Yarralin gate signage is not clear to go through the gate onto Yarralin Community
Complaints have been received by the Mayor that staff providing major services to Yarralin, can not find the community and return back to Timber Creek.



Action: Letter to DIPL regarding signage to Yarralin on the gate

13.4 LA Review Feedback

Feedback from Councillors regarding suggestions for the LA review

Action: All Councillors are to provide suggestions in the New Year.

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.

Close meeting to confidential 1:08pm

Mover: Cr Georgina Macleod

Seconder: Deputy Mayor Andrew McTaggart

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

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.

17.4. Warnkurr Club

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

17.5. Remote Sporting Program - Annual Funding Offer

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

17.6. Audit and Risk Committee Minutes 30 March 2022

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

17.7. Audit and Risk Committee Minutes Provisional 30 May 2022

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

17.8. Audit and Risk Committee Minutes Special 8 November 2022

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



Victoria Daly
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Ordinary Meeting of Council Tuesday 13 December 2022

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

17.9. Audit and Risk Committee Minutes Unconfirmed 28 November 2022

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

17.10. Progress Report on Grant Applications

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

Motion

That the confidential session be closed, and the open session resume.

2.26pm meeting closed.

Mover: Deputy Mayor Andrew McTaggart

Seconder: Cr Yvette Williams

18. Next Meeting

The next Ordinary General Meeting of Victoria Daly Regional Council will be held 31 January 2023

This page and the preceding 11 pages are the minutes of the meeting of Ordinary Council held on 13 December 2022.



MINUTES
Ordinary Meeting of Council Tuesday 13 December 2022

Mayor Brian Pedwell

UNCONFIRMED



5.2. Special Council Meeting held on 20 December 2022

Recommendation

That the minutes of the Special Council Meeting held on 20 December 2022 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 20221220_OCM_MIN_SPEC_unconfirmed [5.2.1 - 4 pages]



MINUTES

**SPECIAL MEETING OF COUNCIL
HELD ON TUESDAY 20 DECEMBER 2022
AT 12:00 PM
AT THE REGIONAL OFFICE - KATHERINE
29 Crawford Street, Katherine East NT 0850**



Victoria Daly
REGIONAL COUNCIL

MINUTES
Special Meeting of Council Tuesday 20 December 2022

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Brian Hylands
Chief Executive Officer



Victoria Daly
REGIONAL COUNCIL

MINUTES
Special Meeting of Council Tuesday 20 December 2022

The meeting opened the time being 12:06pm

1. Present

Elected Members Present

Mayor (Chair)
Councillor
Councillor
Councillor

Brian Pedwell (Teams)
Georgina Macleod
Shirley Garlett
Yvette Williams (Teams)

Staff Present

Chief Executive Officer
Compliance and Governance Manager
Executive Services Officer
Director of Corporate and community services
Senior Accountant

Brian Hylands
Janelle Iszlaub
Chellah Clancy (Minute Taker)
Trudy Braun
Jackson Bernard (Arrived at 12:08)

2. Apologies

Apologies: Deputy Mayor Andrew McTaggart

3. Presentations - Deputations – Petitions – N/A

4. Public Question Time – N/A

5. Disclosure of Interest - Councillors and Staff

There were no declarations of interest at this meeting.

6. Reports to Council

6.1. Reports for Council Decision

7. Confidential

7.0. Warnkurr Club

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:*



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Special Meeting of Council Tuesday 20 December 2022

cause commercial prejudice to, or confer an unfair commercial advantage on, any person

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.

Meeting moved to confidential at 12:08pm

Mover: Cr Georgina Macleod

Seconder: Cr Shirley Garlett

Confidential meeting closed, and open session resumed at 12:47pm

8. Next Meeting

The next Ordinary General Meeting of Victoria Daly Regional Council will be held 31 January 2023.

This page and the preceding 3 pages are the minutes of the meeting of Ordinary Council held on 20 December 2022.

Special Council Meeting closed at 12:48pm



6. Call for Items of General Business

7. Mayoral Report



8. CEO Update

8.1. CEO Report

Report Type Officer Report For Information

Prepared by Chief Executive Officer, Brian Hylands

Purpose

To inform the elected members of the CEO's activities between Council meetings.

Recommendations

- A. That the report be received and noted.

Key Issues

Warnkurr Club

Timber Creek Floods

Meetings

Meeting with Katherine Town Council and Roper Gulf regarding regional waste management.

Meeting with Sean Holden and Kon Vatskalis, CEO and President of the LGANT, Marc Gardiner and Tony Jack, CEO and Mayor of Roper Gulf Regional Council and Mayor Pedwell.

Meeting with Local Government Local Authority Review Implementation Reference Group.

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



9. Reports to Council

9.1. Reports for Council Decision

9.1.1. Finance Committee

Report Type Officer Report For Decision
Department Governance Services, Corporate Services
Prepared by Governance Manager, Janelle Iszlaub

Purpose

To establish if VDRC has a need for a Finance Committee.

Recommendations

- A. That the report Finance Committee is received and noted
- B. Council approves to abolish the Finance Committee **or**
- C. Council approves to keep the Finance Committee
- D. Council approves the following members for the Finance Committee;

Regional Plan

Goal 1: Quality Leadership

1.3 - Comply with all statutory, regulatory and reporting requirements

Key Issues

Finance Committee is register is out of date and requires updating.
Is the Finance Committee still required

Background

The last Finance Committee meeting was held in August 2021, since then the Council has met monthly, eliminating the need for a Finance Committee.
All registers are currently being updated and the Finance Committee register is currently out of date.

Considerations

Consideration, if the Finance Committee is still required or could it abolish the Finance Committee.

Policy implications

Local Government Act 2019

Part 5.2 Council committees

82 Council committees



- (1) A council may, by resolution, establish one or more council committees.
- (2) A council committee consists of the persons appointed, by resolution, by the council to be members of the committee.
- (3) The members of a council committee may consist of, or include, persons who are not members of the council.

Note for subsection (3)

A member of the council's staff is eligible for appointment as a member of a council committee (even though staff members are disqualified from membership of the council itself).

- (4) The terms and conditions on which a person holds office as a member of a council committee are to be as determined by the council.
- (5) The council may, by resolution, abolish a council committee.
- (6) The council must establish or abolish a council committee in accordance with any guidelines that the Minister may make.

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



9.1.2. Cleaning Position

Report Type Report for Decision

Department Community Council Operations, Council Operations

Prepared by Regional Council Operations Manager, Jocelyn Moir

Purpose

To seek approval for an internal cleaning position to be added to the organisational structure, for cleaning duties, Regional Office, Katherine.

Recommendations

- A. That the report Cleaning Position is received and noted
- B. That Council approves a position of part time cleaner, 25hrs per week, Regional Office Katherine.

Regional Plan

Goal 3: Investing in our people

3.2 Review the current organizational structure to improve communications, maximize inter departmental support and to grow staff capabilities and remuneration

Goal 5: Infrastructure

5.1 Develop and implement an Asset Maintenance and Replacement Program

Key Issues

The office area will be extensive, including a lunchroom, large kitchen, 11 x toilets, 3 x urinals, 1 x disabled toilet/shower extensive corridors, external verandahs, garden beds, all requiring consistent maintenance.

Policy implications

Nil

Budget implications

Current monthly charges utilising a contractor are:

Crawford Street thrice weekly - \$3080.00

Pearce Street twice weekly \$ 844.00

TOTAL **\$3924.00 per month**

Cost to Council with an internal cleaning position would be:

Full time Level 1 employee

as per Enterprise Agreement 2021-2023: FTE \$46854.62 + 18% = \$55288.45

The position required would be part time,



25 hours a week @ \$23.71 + 18% = \$27.98 per hour is \$ 699.50 per week
\$2798.00 per month

There would also be an increase of hours.

Risk statement

Risk Rating 1 - Low (Acceptable Risk, managed by procedures)

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



9.2. Reports for Information

9.2.1. Financial Report year to date 31st December 2022

Report Type Report for Information
Department Financial Services, Corporate Services
Prepared by Senior Accountant, Jackson Bernard

Recommendations

- A. That the report Financial Report year to date 31st December 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

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. CEO certification [9.2.1.1 - 1 page]
2. Finance report for the month ended Dec 2022 [9.2.1.2 - 14 pages]



VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

MONTHLY FINANCE REPORT FOR THE MONTH OF DECEMBER 2022

CHIEF EXECUTIVE OFFICER'S CERTIFICATION

To the Councillors,

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 25th January 2023



Victoria Daly
REGIONAL COUNCIL

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

Monthly Income and Expenditure Statement For the Period Ended 31 December 2022

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	1,059,854	1,077,596	-17,742	1,077,596
Charges	726,702	726,702	0	726,702
Fees and Charges	3,456,114	3,915,465	-459,351	7,830,930
Operating Grants and Subsidies	3,865,756	4,405,055	-539,299	8,810,111
Interest / Investment Income	158,506	203,568	-45,062	407,135
Commercial and Other Income	348,423	429,403	-80,980	858,807
TOTAL OPERATING INCOME	9,615,355	10,757,788	(1,142,433)	19,711,279
OPERATING EXPENDITURE				
Employee Expenses	4,744,175	6,746,248	(2,002,073)	13,492,496
Materials and Contracts	2,689,657	3,248,081	(558,424)	6,496,162
Elected Member Allowances	103,286	103,198	88	206,396
Elected Member Expenses	40,562	48,630	(8,068)	97,261
Council Committee & LA Allowances	11,770	16,088	(4,317)	32,175
Council Committee & LA Expenses	1,373	3,520	(2,147)	7,040
Depreciation, Amortisation, and Impairment	1,317,534	1,338,879	(21,344)	2,677,757
Interest Expenses	0	0	0	
Other Expenses	0	60	(60)	120
TOTAL OPERATING EXPENDITURE	8,908,358	11,504,704	(2,596,346)	23,009,407
OPERATING SURPLUS / DEFICIT	706,997	(746,916)	1,453,912	(3,298,128)

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	706,997	-746,916	1,453,912	-3,298,128
Remove NON-CASH ITEMS				
Less Non-Cash Income			0	
Add Back Non-Cash Expenses	1,317,534	1,338,879	-21,344	2,677,757
TOTAL NON-CASH ITEMS	1,317,534	1,338,879	-21,344	2,677,757
Less ADDITIONAL OUTFLOWS				
Capital Expenditure/Capital works	3,324,190	3,324,189	0	9,169,514
Borrowing Repayments (Principal Only)			-	
Transfer to Reserves			-	0
Other Outflows			-	
TOTAL ADDITIONAL OUTFLOWS	-3,324,190	-3,324,189	- 0	-9,169,514
			0	
Add ADDITIONAL INFLOWS			-	
Capital Grants Income	1,237,304	1,237,304	-	3,761,531
Prior Year Carry Forward Tied Funding			-	2,150,000
Other Inflow of Funds			-	
Transfers from Reserves			-	3,584,684
TOTAL ADDITIONAL INFLOWS	1,237,304	1,237,304	-	9,496,215
NET BUDGETED OPERATING SURPLUS / DEFICIT	-62,354	-1,494,922	1,432,568	-293,670

Total revenue year to date is \$9.615m and is under budget by \$1.142m.

- Rates and Charges income is under budget by \$17.7k. The negative variance is due to Rates adjustments.
- Fee and Charges is under budget by \$459k. The Variance is due to timing difference of receipt of CDP revenues. CDP revenue is paid in arrears.
- Grant and Subsidies is under the budget by \$539k. The variance is due to timing difference of receipt of grant revenue.
- Interest income is under budget by \$45k. Interest revenue is recognized in the income and expenditure statement when received rather than when its accrued/earned.
- Commercial and other Income is under the budget by \$81k. Revenue from Aged Care for the months of October, November and December has not yet been received.

In December, Council received \$632k in Fees charges, \$258k in Grant and Subsidies, \$14k in interest income and \$15.7k in other income. Rates adjustment of \$17.7k was done.

OPERATING INCOME	Dec	TYD Actual
Rates	-17,702	1,059,854
Charges		726,702
Fees and Charges	632,807	3,456,114
Operating Grants and Subsidies	258,249	3,865,756
Interest / Investment Income	14,233	158,506
Commercial and Other Income	15,659	348,423
	<u>903,245</u>	<u>9,615,355</u>

Total expenditure year to date is \$8.908m and under budget by \$2.596m.

- Employees expenses is under budget by \$2.002m. This due to vacant position across the organization.
- Material and Contract costs is under budget by \$558K. Underspends in Contractors and Indigenous training budget.
- Elected Member Allowance is under budget by \$88.
- Elected Member Expenses is under budget by \$8k. Underspend in accommodation and TA expenses.
- Council Committee and LA expenses is under budget by \$4k. Variance is due to fewer meetings being held and low turnout.
- Council Committee & LA Expenses is under budget by \$2k. Variance is due to fewer meeting held and low attendance.

In December, employee's expenditure was \$1.087m, Material and contracts 332k, Elected Member allowance \$24k, Elected members expenses \$5k, LA members 2k and LA member expenses 0.743k

OPERATING EXPENDITURE	Dec	TYD Actual
Employee Expenses	1,087,142	4,744,175
Materials and Contracts	332,248	2,689,657
Elected Member Allowances	24,264	103,286
Elected Member Expenses	5,170	40,562
Council Committee & LA Allowances	2,161	11,770
Council Committee & LA Expenses	743.16	1,373
Depreciation, Amortisation, and Impairment	217,859	1,317,534
Interest Expenses	-	0
Other Expenses	0	0
TOTAL OPERATING EXPENDITURE	<u>1,669,588</u>	<u>8,908,358</u>

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

Total capital expenditure Year to date is \$3,324,190. It comprises of

- Waste management -Timber Creek \$1,082,044
- Waste management -Pine creek \$1,036,864
- Fencing Pine Creek waste manages facility \$124,473.
- Lingara Small Cell-Final Payment \$54,950
- 18 Pearce St project \$260,145
- New Car for regional office \$54,385
- New Mower for Bulla LA \$6,360
- Fencing Small Cell site-Lingara \$17,281.82
- Cameras Installed several locations \$34,666.
- New Mower \$20,136
- New playground-Pine Creek upgrade \$48,200
- Timber Creek new Building \$584,684

In December, council paid \$247,808 for the following capital works.

- Waste management -Timber Creek \$39,317
- Waste management -Pine creek \$48,682
- New playground-Pine Creek upgrade \$48,200
- 18 Pearce St project \$111,608

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

CAPITAL EXPENDITURE **	YTD Actuals \$	YTD Budget * \$	YTD Variance \$	Current Financial Year (Annual) Budget * \$
Waste management facility Upgrade-Pine Creek	1,036,864	1,036,864	-	1,095,777
Waste management facility Upgrade-Timber Creek	1,082,044	1,082,044	-	1,146,279
Land /Building/Structures	231,371	231,371	-	300,000
Motor vehicles (6x)	54,385	54,385	-	330,000
Infrastructure-Road Works	-	-	-	500,000
Zero turn mowers	26,496	26,496	0	58,000
Office Equipments			-	49,026
New office Building-18 Pearce St	260,145	260,145		3,000,000
Cab tractor(2x)	-			320,000
Duplex - Yarralin				675,262
Libanangu Road Drainage				194,000
Timber Creek new Building	584,684	584,684		584,684

Main Water relocation-Yarralin			-	130,000
New playground-Pine Creek	48,200	48,200		150,000
Daguragu Sports & Rec hall Upgrade				636,486
TOTAL CAPITAL EXPENDITURE*	3,324,190	3,324,189	0	9,169,514
TOTAL CAPITAL EXPENDITURE FUNDED BY: **				
Waste management facility Upgrade-Core fund and grant	842,287	842,287	-	901,200
Waste management facility Upgrade-grant	194,577	194,577		194,577
Waste management facility Upgrade-Timber Creek-Grants	1,082,044	1,082,044	-	1,146,279
Land /Building/Structures-Core fund and Grants	231,371	231,371	-	300,000
Motor vehicles (6x)-Core fund	54,385	54,385	-	330,000
Infrastructure-Road Works-Grants	-	-	-	500,000
Zero turn mowers-Core fund	20,136	20,136	-	51,640
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	260,145	260,145	-	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
Main Water relocation-Yarralin-Grant			-	130,000
New playground-Pine Creek- Grant	48,200	48,200	-	150,000
Daguragu Sports & Rec hall Upgrade-Grant			-	636,486
TOTAL CAPITAL EXPENDITURE FUNDING	3,324,190	3,324,189	0	9,169,514

The following are updates and comments on Planned Major Capital Works

CAPITAL WORKS	Budget	Date expected to be completed	Updates
Waste management facility Upgrade-Pine Creek	\$ 1,095,777	28/02/2023	Capital work completed. Site camera installation is in progress. Project can be completed end of February 2023 (If weather Permits)
Waste management facility Upgrade-Timber Creek	\$ 1,146,279	28/02/2023	Capital work completed. Pending line marking on the site. Project can be completed end of February 2023 (If weather Permits)
Libanangu Road Drainage	\$ 194,000	28/04/2023	Need to follow the Tender process
Structures	\$ 300,000		
Infrastructure-Road Works	\$ 500,000		
Duplex - Yarralin	\$ 675,262	31/10/2023	Need to investigate whether the existing building can be refurbished or complete rebuild.
Motor vehicles (6x)	\$ 330,000		
Zero turn mowers (3x)	\$ 58,000		Ordered and waiting on delivery
Main Water relocation-Yarralin	\$ 130,000	31/03/2023	Tender awarded. Work can commence as soon as the wet season over
Tember Creek house	\$ 584,684	Completed	
New playground-Pine Creek	\$ 150,000	31/03/2023	Contract has been awarded and waiting for playground module and materials
Daguragu Sports & Rec hall Upgrade	\$ 636,486	31/03/2023	Contract has been awarded. Work will commence soon on site.
Office Equipments	\$ 49,026		
New office Building-18 Pearce St	\$ 3,000,000	28/04/2023	Work in progress
Cab tractor(2x)	\$ 320,000		Waiting on delivery

\$ 9,169,514

Monthly Balance Sheet Report

BALANCE SHEET AS AT 31 December 2022	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	3,703,875	
Untied Funds	13,601,108	
Accounts Receivable		
Trade Debtors	212,040	(2)
Rates & Charges Debtors	874,496	(2)
Other Current Assets	(197,486)	
TOTAL CURRENT ASSETS	18,194,034	
Non-Current Financial Assets	126,954	
Property, Plant and Equipment	32,416,542	(3)
TOTAL NON-CURRENT ASSETS	32,543,496	
TOTAL ASSETS	50,737,529	
LIABILITIES		
Accounts Payable	77,968	(4)
ATO & Payroll Liabilities	10,193	(5)
Current Provisions	1,015,680	(6)
Accruals		
Other Current Liabilities	1,239,809	(7)
TOTAL CURRENT LIABILITIES	2,343,650	
Non-Current Provisions	104,260	
Other Non-Current Liabilities	59,839	
TOTAL NON-CURRENT LIABILITIES	164,099	
TOTAL LIABILITIES	2,507,750	
NET ASSETS	48,229,780	
EQUITY		(8)
Asset Revaluation Reserve	1,455,776	
Reserves	29,190,414	
Accumulated Surplus	17,583,590	
TOTAL EQUITY	48,229,780	

Note 1: Cash and Investment Held

As of 31st December, the Council's cash and cash equivalent decreased by \$1.097m from \$6.501m in Nov to \$5.405m in Dec. There was not change in amount held in Term deposit investment (\$11.9m).

\$3.6m term deposit which matured in Nov was reinvested with CBA as follow

- \$1.2m for 7months maturing on 30/06/2023
- \$2.4m for 8months maturing on 31/07/2023.

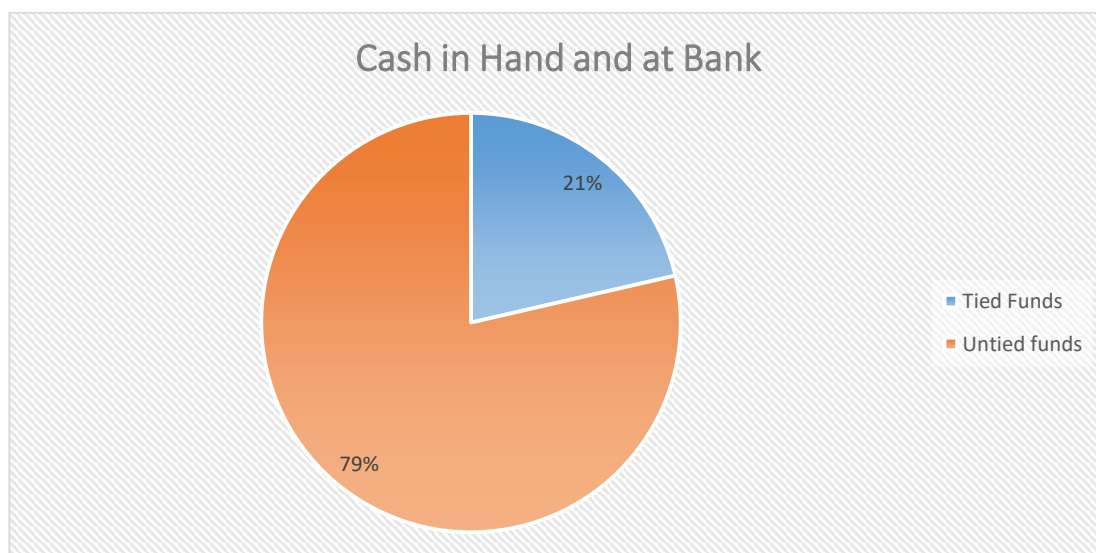
Tied funds decreased by 551k from \$4.255m in Nov to \$3.704m in Dec.

Cash in Hand and at Bank

Transaction Account				298,302
Trust account				2,377,055
Business Saver				2,728,107
Petty Cash				1,519
				5,404,983

Cash Investments	Interest Rates	Maturing date	Maturing Term	
Term Deposit-CBA	3.67%	28/02/2023	3 months	2,000,000
Term Deposit-CBA	3.80%	31/03/2023	4 months	2,000,000
Term Deposit-CBA	3.97%	26/04/2023	6 months	1,500,000
Term Deposit-CBA	4.00%	31/05/2023	6 months	2,000,000
Term Deposit-CBA	4.08%	30/06/2023	7 months	800,000
Term Deposit-CBA	4.11%	30/06/2023	7 months	1,200,000
Term Deposit-CBA	4.17%	31/07/2023	8 months	2,400,000
				11,900,000

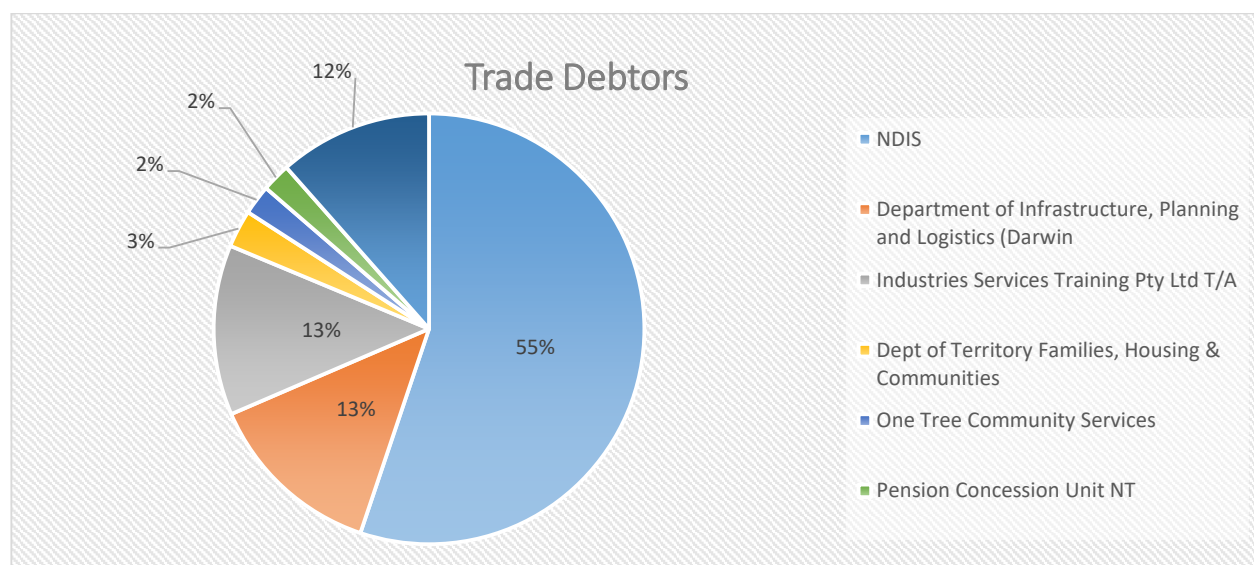
Tied Funds	3,703,875
Untied funds	13,601,108



Note 2: Statement of Trade Debtors

The Council's trade receivables balance as of 31st December 2022 was \$212,040.49 of which \$150,687 or approximately 71% per cent was more than 90 days old. Trade debtors balance was \$25k less compared to Nov balance.

Debtors	Current	1 Month	2 Months	3 Months	>3 Months	Total	
NDIS	30,508.61	11,420.84	-	-	75,036.51	116,965.96	55%
Department of Infrastructure, Planning and Logistics (Darwin	2,726.00	-	2,727.90	-	22,876.69	28,330.59	13%
Industries Services Training Pty Ltd T/A	-	-	-	-	27,086.68	27,086.68	13%
Dept of Territory Families, Housing & Communities	-	-	-	-	5,966.62	5,966.62	3%
One Tree Community Services	4,714.00	-	-	-	-	4,714.00	2%
Pension Concession Unit NT	-	-	-	4,555.00	-	4,555.00	2%
Other Debtors	458.84	3,292.18	950.00	-	19,720.62	24,421.64	12%
	38,407.45	14,713.02	3,677.90	4,555.00	150,687.12	212,040.49	
	18%	7%	2%	2%	71%		



- 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.
- Pension Concession Unit NT – This is Rates rebate and reminder have been sent. Payment will be made in January 2023

Rates and Refuse charges

Balance as at 01/12/2022	1,108,487
Cash received in Dec	<u>233,992</u>
Balance as at 31/12/2022	<u><u>874,496</u></u>

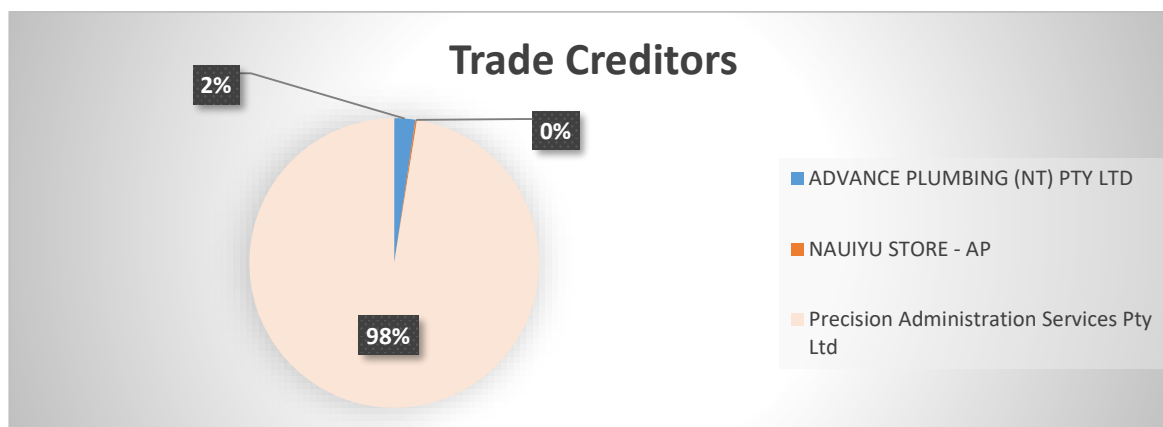
Note 3: Statement on Trade Creditors

The Council's trade payables balance as of 31st December 2022 was \$77,967.68.

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.

Creditors	Current	1 Month	2 Months	3 Months	>3 Months	Total	
ADVANCE PLUMBING (NT) PTY LTD	1,828.50	-	-	-	-	1,828.50	2%
NAUIYU STORE - AP	-	-	141.20	-	-	141.20	0%
Precision Administration Services Pty Ltd	75,997.98	-	-	-	-	75,997.98	97%
	<u>77,826.48</u>	0.00	141.20	-	-	<u>77,967.68</u>	
	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 14 cardholders.

For the month of December 2022 there was an aggregate spend of \$11,844.01

Masked Card Number	Transaction Dates		Amount
5550-05XX-XXXX-0500	24-Nov-22	23-Dec-22	822.69
5550-05XX-XXXX-1159	24-Nov-22	23-Dec-22	475.71
5550-05XX-XXXX-1528	24-Nov-22	23-Dec-22	2361.60
5550-05XX-XXXX-2105	24-Nov-22	23-Dec-22	455.98
5550-05XX-XXXX-2298	24-Nov-22	23-Dec-22	1956.77
5550-05XX-XXXX-3618	24-Nov-22	23-Dec-22	1989.81
5550-05XX-XXXX-4529	24-Nov-22	23-Dec-22	137.37
5550-05XX-XXXX-5850	24-Nov-22	23-Dec-22	1308.12
5550-05XX-XXXX-6309	24-Nov-22	23-Dec-22	297.24
5550-05XX-XXXX-6346	24-Nov-22	23-Dec-22	105.49
5550-05XX-XXXX-8147	24-Nov-22	23-Dec-22	180.00
5550-05XX-XXXX-9622	24-Nov-22	23-Dec-22	501.96
5550-05XX-XXXX-9718	24-Nov-22	23-Dec-22	1251.27
5550-05XX-XXXX-4541	24-Nov-22	23-Dec-22	-11844.01

Cardholder Name: Mayor

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
22-Dec-22	180	WALANGERI NGUMPINKU AB	purchased Fuel
Total	180		

CEO Credit card: There was no transaction/payment made between 24th Nov 2022 to 23rd December 2022.

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

(a) 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 31st December 2022, there was no outstanding PAYG and during the same period, Council expected to receive GST refund of \$106,132 from ATO.

(b) 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 cent 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 31st December, Council owed \$116,325.17 super contributions. This amount was remitted to superannuation funds on 13th January 2023.

		Month Obligation Accrued	To be paid/refunded
PAYG	0	Dec	Jan
Super	116,325.17	Dec	Jan
GST	<u>(106,131.89)</u>	Dec	Jan
	<u>10,193.28</u>		

(6) Provisions

Provision is for annual leave, LSL and toils liability accrued. As 31st December 2022, employees leave liability decrease by \$18k from \$1,033k in Nov to 1,015k.

	Dec	Nov
Provision - Annual Leave	703,738	727,470
Provision - LSL (Current)	313,277	306,749
Provision - TOIL	-1,335	-269
	<u>1,015,680</u>	<u>1,033,950</u>

(7) Other Current Liabilities

Other current liabilities decreased by \$5.4k from \$1,245k in Nov to 1,239k. The decrease is due to increase in work comp balance which will be reimbursed by insurance.

Current Liabilities	Dec	Nov
Client Contribution clearing	1,054	1,054
Community Fund (Generated from CDP IGA)	6,837	6,837
Council Rates Received in Advance	38,471	38,471
Current Lease Liability	89,517	89,517
Current Liability Other General	44,922	44,922
HCP Client Contingencies	29,710	29,710
Material Fund (CDP IGA)	7,682	7,682
Payables - Bond and Deposit	15,866	14,216
Payables - CDP Income Generation Activity	21,637	21,637
Payables - CDP Outcome Pay	60,000	60,000
Payables - Employee	-	150
Payables - Others	1,197	1,197
Payables - Retention Money	231,017	228,607
Payroll Clearing Account	950	3,406
Rounding	20	20
Unexpended Grants	785,511	785,511
Workers Compensation Clearing	-94,582	-87,719
	1,239,809	1,245,218

(8) Equity

Equity balance decreased by \$731k from \$48.961m in Nov to \$48.229

Equity	Dec	Nov
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	706,997	2590062.52
Unexpended Grants Reserve	2,687,463	2687462.67
	49,109,243	50,992,309
Less: Project Claims-1&2 Pine and Timber creek waste management facility upgrades	-879,463	-2,030,909
	48,229,780	48,961,400

\$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
	4,835,884

(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
	1,065,252.40	88,983.48	976,268.63	

(10) Key Indicators year to date

Key indicator	Jul-Dec 2022	Jul-Nov 2022	Variance
Cash			
Cash received	10,900,376	9,730,092	12%
Cash spent	12,135,462	9,849,620	23%
Closing bank balance	5,423,200	6,538,757	-17%
Profitability			
Income	10,852,659	9,945,244	9%
Expenses	11,025,126	9,386,091	17%
Profit (loss)	(172,467)	559,153	-131%
Balance Sheet			
Debtors	212,040	237,382	11%
Creditors	77,968	736,596	89%
Net assets	48,229,780	48,961,400	-1%
Ratios			
Current assets to liabilities	3.62	3.45	5%
Liabilities to assets Ratio	0.052	0.064	-19%



10. Action Sheet

10.1. Action Items

Report Type **Officer Report For Information**

Prepared by **Manager of Executive Services, Michelle Griffin**

Purpose

To provide an update on the status of action items.

Recommendations

- A. That the Action Items report is received and noted
- B. That council approve completed actions be removed from the action item list.

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. 20230131 Action Items Report [10.1.1 - 6 pages]

Action Register



Victoria Daly
REGIONAL COUNCIL

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
21/03/2017	052/2017 - Waste Management Site - Kalkarindji	Action: CEO to identify ownership (through Land Council) of suitable future waste management land sites. Apply for external fencing funding for Kalkarindji civil works to ascertain waste management site requirements for inclusion of project in the community plan.	Brian Hylands	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 estimates for all Council landfills.	Ongoing
28/01/2020	Item 14 – Upstream Flood Notifications	Action: (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.	Brian Hylands, Michelle Griffin	Motion submitted to LGANT for discussion at General Meeting in April. Actions from 21-01-21 and 22-10-21 combined.	In progress
22/02/2020	Item 10 - NDIS Audit	Action: Aged Care & NDIS Audit to be conducted every six months by external provider	Trudy Braun	24/01/2023 Trudy Braun Audits commencing 16 February 2023.	In progress
28/09/2020	Item GB-31.4 Waste Management Plan Nauiyu	Action: That a business plan be prepared to outsource waste management at Nauiyu	Matthew Cheminant	Seeking title to the land to allow for further progress.	In progress
25/08/2020	374/2020 - Postal Services	Action: Director of Financial Services to seek additional funding for postal services across Kalkarindji, Nauiyu, Yarralin and Pigeon Hole communities	Trudy Braun	24/01/2023 Trudy Braun Report to council in January OCM.	In progress
26/07/2022	General Business 13.2 Roadside stops - Buntine Hwy	Discuss and identify the location for a rest stop with toilets. Action: Letter to DIPL and the Department of Chief Minister and Cabinet (Jake and Claire) and Regional Manager Territory Regional Growth. Roadside rest stop near Delamere.	Matthew Cheminant	24/01/2023 Matthew Cheminant Letter to be drafted.	Not yet started
30/08/2022	Community Benefit Fund Major Grant Application	Resolution: OCM-2022/106 A. That the report Community Benefit Fund Major Grant Application is received and noted B. That Council approves the submission of a Community Benefit Fund grant application to support upgrades and the furnishing of 4 Fitzer Road Timber Creek C. 60K limit for kitchen upgrade - to be recovered from grant if successful.	Keira Townsend	24/01/2023 Trudy Braun Letter successful. No letter received with amount yet.	Awaiting external response

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
30/08/2022	General Business 13.2 Representation review Committee – Timber Creek Councillor	Resolution: OCM-2022/126 CEO to write to Representation Review Committee for an additional Councillor for Timber Creek ward.	Brian Hylands	24/01/2023 Michelle Griffin Research taking place on process.	Not yet started
27/09/2022	General Business 15.6 In-kind support request	Resolution: OCM-2022/152 That a letter from the Mayor be sent to Sitzler seeking in-kind support for the projects taking place in Timber Creek for the benefit of the people of Timber Creek.	Michelle Griffin	17/01/2023 Michelle Griffin Letter drafted. Requires further investigation.	In progress
27/09/2022	General Business 15.1 Key cutting – schedule of fees and charges	Resolution: OCM-2022/148 That key cutting be added to the schedule of fees and charges for \$15 per instance. One machine to be located at Yarralin and one at Timber Creek: and That one key cutting machine be gifted to Green Rivers Aboriginal Corporation from Nauiyu.	Jackson Bernard, Michelle Griffin	18/01/2023 Michelle Griffin Schedule of fees and charges have been updated and published to website. One machine gifted to GRAC. Two remaining machines require servicing prior to distribution to Yarralin and Timber Creek.	In progress
25/10/2022	CEO Report NDIS – Provision of Services	Action: Paper to OCM regarding NDIS program and provision of services.	Trudy Braun	24/01/2023 Trudy Braun Report to council in December 2022.	Completed
25/10/2022	Correspondence Timbe Creek Infrastructure	Action: Letter be sent from Mayor to Ministers Lawler and Fyles with supporting attachments from TCLA regarding infrastructure in Timber Creek (copy: Dheran Young, Marion Scrymgour, Senator Malarndirri McCarthy)	Michelle Griffin	17/01/2023 Michelle Griffin Letter drafted and awaiting feedback. Further investigations taking place.	In progress
25/10/2022	General Business 13.1 Kakadu Litter	Action: 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. Action: 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.	Michelle Griffin	17/01/2023 Michelle Griffin Letter drafted and awaiting feedback. 24/01/2023 Michelle Griffin Letters sent on 24 January 2023	Awaiting external response
25/10/2022	General Business 13.2 Homelands Audit Report	Action: Council seeks the audit report on Homelands (to be distributed to elected members)	Matthew Cheminant	24/01/2023 Matthew Cheminant Council resolved to cease contract.	Completed
29/11/2022	Kalkarindji Community Report	Action: Provide report to council regarding the dingo loader and attachments explaining the state of the plant equipment and reasons for its relocation.	Matthew Cheminant	24/01/2023 Matthew Cheminant Verbal report will be presented at Jan OCM.	Scheduled

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
29/11/2022	Pine Creek Local Authority meeting held on 7 November 2022	Resolution: OCM-2022/183 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: <ul style="list-style-type: none"> • PCLA-2022/26 That the Local Authority pay the variance of \$31,605.50 to build and install two Troppo Bird Hides. 	Matthew Cheminant, Tanya Brown	24/01/2023 Keira Townsend Confirmation of location of signs is being finalised and a request to DIPL to approve installation under our Occupation License has been submitted. Builder has been instructed to commence construction. Katherine signs are ready to develop the visuals for the signs. Expecting project completion by end of April just in time for the tourists.	In progress
29/11/2022	Daly River Local Authority meeting held on 2 November 2022	Resolution: OCM-2022/184 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 endorses the following Daly River Local Authority resolutions: <ol style="list-style-type: none"> DRLA-2022/13 - 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 DRLA-2022/14 - 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 DRLA-2022/18 - That the DRLA donate the amount of \$1500 toward a Community Christmas event and \$500 each to St Francis Xavier School and Wooliana School. 	Matthew Cheminant, Pat Hollowood	24/01/2023 Jocelyn Moir DRLA-2022/13: The skip bin is not currently at Nauiyu. It has been coordinated to be delivered should it be required before flood occurs for this current wet season. DRLA-2022/14: The last vet visit was arranged for November 2022 and has been completed. DRLA-2022/18: Christmas dinner was held on Tuesday 13/12/2022 – DRLA \$1,500 donation was spent. Also \$500 to each of Wooliana School and St Francis Xavier School was donated for their Christmas events.	In progress Completed Completed
29/11/2022	Kalkarindji Daguragu Local Authority meeting held on 8 November 2022	Resolution: OCM-2022/185 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: <ul style="list-style-type: none"> • 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. 	Allan Hawke, Matthew Cheminant	24/01/2023 Jocelyn Moir Quotes received on 20/01/2023. Vet visits confirmed for Feb/Mar and Oct/Nov. 2 x 5-day visits + accommodation. Leftover funding 21/22 KDLA vet resolution brought forward to 22/23.	Scheduled
29/11/2022	Nomination of Chris Flood to the Timber Creek Local Authority	Resolution: OCM-2022/186 A. That Council endorses the Nomination of Chris Flood to the Timber Creek Local Authority	Michelle Griffin	23/01/2023 Michelle Griffin Register and website updated.	In progress

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
29/11/2022	Nomination of Darryl Darby to the Timber Creek Local Authority	Resolution: OCM-2022/187 A. That Council endorses the Nomination of Darryl Darby to the Timber Creek Local Authority	Michelle Griffin	23/01/2023 Michelle Griffin Register and website updated.	In progress
29/11/2022	Nomination of Clare Merritt to the Pine Creek Local Authority	Resolution: OCM-2022/188 A. That Council endorses the Nomination of Clare Merritt to the Pine Creek Local Authority	Michelle Griffin	23/01/2023 Michelle Griffin Register and website updated.	In progress
29/11/2022	Nomination of John Lee to the Pine Creek Local Authority	Resolution: OCM-2022/189 A. That Council endorses the Nomination of John Lee to the Timber Creek Local Authority	Michelle Griffin	23/01/2023 Michelle Griffin Register and website updated.	In progress
29/11/2022	Correspondence Report By-Laws repeal process	Resolution: OCM-2022/192 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 (<i>Pine Creek (Control of Dogs) By-Laws, Pine Creek (Litter and Flammable and Noxious Weeds) By-Laws, and Timber Creek By-Laws</i>); 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	Trudy Braun	24/01/2023 Michelle Will Certificate received from the Department of the chief Minister and Cabinet on 24/01/2023. Report to council in January 2023 seeking council resolution to finalise repeal process.	In progress
29/11/2022	General Business	Resolution: OCM-2022/193 VDRC recognition certificate and engraved yeti to be presented to staff (TBC) who received long service recognition. Staff members to be invited to Katherine office to be presented their yeti.	Trudy Braun	24/01/2023 Trudy Braun Presentation taking place on 31 January 2023.	Completed
29/11/2022	General Business 13.4 Additional Rubbish in Pine Creek	Kakadu has signage for all litter to be removed from Kakadu National Park. Additional rubbish is brought into Pine Creek as a result. Action: Clr Macleod to raise with LGANT regarding rubbish and filling water tanks.	Michelle Griffin	23/01/2023 Michelle Griffin Letters sent on 24/01/2023. Awaiting councillor report.	In progress
13/12/2022	Allocation of 2022-2023 FY WaRM Funding	Resolution: OCM-2022/198 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.	Jackson Bernard, Keira Townsend, Matthew Cheminant	24/01/2023 Trudy Braun Council resolution sent to the Department of the Chief Minister and Cabinet.	Awaiting external response

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
13/12/2022	DRLA meeting held on 2 November 2022	Action: Deputy Mayor will discuss council's decision for not passing motion DRLA-2022/17 at the next Daly River Local Authority meeting.	Michelle Griffin	24/01/2023 Michelle Griffin DRLA meeting scheduled 8-FEB-2023	Scheduled
13/12/2022	Nomination of Lance Lawrence to the Pine Creek Local Authority	Resolution: OCM-2022/206 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	Michelle Griffin	23/01/2023 Michelle Griffin Register and website updated	In progress
13/12/2022	Timber Creek Resignation - Felicity McLaughlin	Resolution: OCM-2022/207 A. That the report Timber Creek Resignation - Felicity McLaughlin is received and noted B. That Council accepts the resignation of Felicity McLaughlin from Timber Creek Local Authority	Michelle Griffin	23/01/2023 Michelle Griffin Register and website updated	Completed
13/12/2022	General Business 13.4 LA Review Feedback	Feedback from Councillors regarding suggestions for the LA review Action: All Councillors are to provide suggestions in the New Year.	Michelle Griffin	24/01/2023 Michelle Griffin Discussion point in January.	Awaiting feedback
13/12/2022	General Business 13.3 Yarralin Gate - DIPL	Yarralin gate signage is not clear to go through the gate onto Yarralin Community Complaints have been received by the Mayor that staff providing major services to Yarralin, cannot find the community and return back to Timber Creek. Action: Letter to DIPL regarding signage to Yarralin on the gate	Michelle Griffin, Matthew Cheminant	24/01/2023 Michelle Griffin Letter to be drafted.	Not yet started
13/12/2022	General Business 13.2 CMC Christmas Party	Mayor and CEO did not receive an invitation to the Christmas Reception Action: Letter to Selina Uiibo and Paech regarding Mayor and CEO not receiving an invitation to the Christmas reception on 7 December 2022.	Michelle Griffin	24/01/2023 Michelle Griffin Letter to be drafted.	Not yet started
13/12/2022	General Business 13.1 PCLA - senior Christmas party	Pine Creek LA has requested Council to approve \$1000 from LA funds to go to the seniors' Christmas Party. Resolution: OCM-2022/209 Pine Creek LA has asked for approval for \$1000 from LA funds to go to the seniors' Christmas Party.	Jackson Bernard, Tanya Brown	24/01/2023 Michelle Griffin Christmas Party was held on 16 December 2023. Project completed and successful.	Completed
13/12/2022	General Business 13.2 Lot 2 Wooliana Rd DR	What is happening with granting Lot 2 to VDRC as a future office/depot. Action: Letter to Dheran Young for an update of Lot 2 Wooliana Road, Nauiyu.	Michelle Griffin	24/01/2023 Michelle Griffin Letter to be drafted.	Not yet started



11. Correspondence In & Out

11.1. Correspondence

Report Type Officer Report For Information

Prepared by Manager of Executive Services, Michelle Griffin

Purpose

To present to Council a list of incoming and outgoing correspondence sent and received since the previous council meeting.

Recommendations

- A. That the Correspondence register is received and noted

INCOMING REGISTER

DATE	ADDRESSED TO	FROM	REGARDING	DOC ID
30/11/2022	Russell anderson	Andrew Kirkman Chief Executive Department of Infrastructure, Planning and Logistics	RE: Tennant Creek to Darwin Infrastructure Corridor Project	DOCID-423691570-1251135
6/01/2023	CEO Brian Hylands	Maree Delacey Executive Director Local Government Unit	RE: Variation extension request - 2020-2021 Local Government Priority Infrastructure grant	DOCID-423691570-1259240

OUTGOING REGISTER

DATE	FROM	ADDRESSED TO	REGARDING	DOC ID
24/01/2023	Mayor Brian Pedwell	Hon Eva Lawler MLA Minister for Infrastructure Planning and Logistics	RE: Disposal of rubbish in Victoria Daly region following tourists visiting Kakadu National Park	DOCID-423691570-1260848
24/01/2023	Mayor Brian Pedwell	Mayor Matthew Ryan Mayor West Arnhem Regional Council	RE: Disposal of rubbish in Victoria Daly region following tourists visiting Kakadu National Park	DOCID-423691570-1260848

Attachments

Nil



12. General Business

13. 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.

13.1. Minutes of the Confidential Ordinary Meeting held on 13 December 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*

13.2. Minutes of the Special Confidential Ordinary Council Meeting held on 20 December 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*

13.3. Register of Confidential Resolution - Review List

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*

13.4. By-Laws Submission Review



Status 51(1)(e) - *This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(e) 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, subject to subregulation (3) - information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest*

13.5. Rates and Waste Charges Request (reclassification of property number 701477)

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.*

13.6. Rates request - property 701489

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.*

13.7. Warnkurr Club

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*

13.8. 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*

13.9. Australia Post Contractual Information

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*