



**Victoria Daly**  
REGIONAL COUNCIL

# **AGENDA**

**TIMBER CREEK LOCAL AUTHORITY MEETING  
TO BE HELD ON TUESDAY 16 MAY 2023  
AT 3:00 PM  
AT THE TIMBER CREEK COUNCIL OFFICE  
VDRC OFFICE**



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Brian Hylands  
**Chief Executive Officer**



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## **1. Meeting Opening**

## **2. Welcome**

## **3. Attendance and Apologies**

### **3.1. Attendees**

### **3.2. Apologies and Absentees**

## **4. Disclosure of Interest**

## **5. Resignations, Terminations and Nominations**

### **5.1. Resignations**

Nil

### **5.2. Terminations**

Larry McLaughlin  
Darryl Darby

### **5.3. Nominations**

The following nominations have been endorsed by the Council:

1. Tristram Holcombe
2. Beatty Retchford
3. Marrilla Applebly

No new nominations have been received since the previous meeting.

## **6. Presentations and Training**

### **6.1. Local Authority Training - Understanding Conflicts of Interest**

**Report Type**    Local Authority Reports

#### **Attachments**

1.    Understanding Conflicts of Interest for Local Authorities [6.1.1 - 17 pages]

Department of THE CHIEF MINISTER & CABINET

# Understanding conflicts of interest

Local Authority Member course 2022/23



# Course overview



1. What is a conflict of interest?
2. Understand when conflicts of interest happen.
3. How and when to disclose a conflict of interest
4. How to manage a conflict of interest and where to find support

# What is a conflict of interest?

A conflict of interest is when you or someone close to you, or an organisation that you are involved in, might benefit from a decision due to your role as a local authority member.

The benefit could be money, work or other things.





# 1. What is a conflict of interest?

Someone close to you might include a family member or relative, roommate, friend, business partner or business relationship (like a company you regularly do business with).

If you have a conflict of interest it may effect your decision and others may think that the decision is biased.

**Always ask if you're unsure.**



# 1. What is a conflict of interest?

## This can include:

- involvement in an organisation that deals with the council or does work for the council
- any benefits, concessions or discounts that you receive that may effect your work on the Local Authority
- gifts received that may influence your decision making
- interests in land,, housing, services or infrastructure that may be subject to council decisions



## 2. How do I identify a conflict of interest?

It is your responsibility to check through all of the agenda items before the meeting, and ask yourself if you have a conflict of interest.

**It is important to speak up if you think you might have a conflict of interest.**



## 2.1. Example of a conflict of interest

Bernie is an LA member. He also runs a gardening business. The council wants to employ someone to do mowing and maintenance of the oval and park in your community and asks for quotes for the work. Bernie submits a quote to do the job.

The LA is going to recommend to the council that work in the community should be conducted by local people if possible.

Bernie has a conflict of interest because his business might benefit from the recommendation to employ local people.

Bernie should leave the meeting when the LA is discussing the recommendation.

After the LA have made a decision, Bernie can return to the meeting. He must not make comments or ask questions about their decision, as the LA may not have agreed on the recommendation yet and have moved to the next agenda item. Bernie see what happened from the meeting minutes.



## 2.2. Example of Conflict of interest

Mary is an LA member. The council needs to decide which roads to improve this year and have asked the LA for their priorities. One of the roads to be considered is the road to Mary's family's outstation. Mary has a **conflict of interest** because the road would provide a benefit to her family.

However, if the road also serviced *other* outstations or other parts of the community then Mary **does not** have a conflict of interest because the road will also benefit the wider community and not just Mary's family.



## 2.3. Example of conflict of interest

Angela is a member of the land council and the LA. The council are considering negotiating an agreement with the land council so that empty land in the LA area can be used for a park. The council has asked the LA for their recommendation.

Although everyone might think this is a good idea and would benefit the community, Angela has a conflict of interest and has to leave the room when the matter is being discussed at the LA because she might be seen as representing the land council in discussions.



### 3. Will others think it is a conflict of interest?



**Sometimes, you might not have an actual conflict of interest, but other people may think it is (reasonably, of course).**

This is called a 'perceived conflict of interest' and is just as significant as having an actual conflict of interest.

### 3. Perceived conflict of interest



For example, your cousin might be seeking a contract with council to provide skip bins and remove waste in your community.

You might not get any benefit, but people in the community might think that you potentially influenced the decision.

In this situation, it is always safest to declare a conflict of interest and leave the room when the Local Authority meeting is considering this item.



## 4. What should I do if I have a conflict of interest?

**Don't be embarrassed if you have a conflict of interest.**

Local Authority members have good connections with the community, families who live in the area, and in surrounding communities, and are involved in sports clubs and other organisations, so conflicts of interest often arise.



## 4. What should I do if I have a conflict of interest?

**As soon as you become aware of a conflict you should declare it.**

You can declare it before the meeting or at the start of a meeting.

If you don't realise you have a conflict until later in the meeting, you need to declare as soon as you realise.

When the item comes up for discussion you must leave the room. When the discussion has finished, you may re-enter the room.

Remember - you cannot take part in any decision making about that item.



## 5. What happens if I don't disclose the conflict of interest?

**Local Authority members have a duty to declare a conflict of interest.**

**Not disclosing a conflict of interest is an offence under the *Local Government Act 2019*.**

It may also be improper conduct under the *Independent Commissioner Against Corruption Act*.

If you do not disclose a conflict of interest or do not leave the meeting room, any decisions made by council on the LA recommendation can be questioned by a court and overturned or cancelled.



## 5. What happens if I don't disclose the conflict of interest?

**Your reputation in the community may be damaged if you are seen to be getting benefits for yourself, your family, friends or business partners because of your role as a LA member.**

It is always safest to declare a conflict of interest and to not participate in the LA's discussion or decision.

This will help to ensure that LA recommendations are made in the best interests of the whole community.



## 6. When it's not a conflict of interest

**In some circumstances you do not have a conflict of interest if the interest is shared with other people in the community.**

For example, the LA might recommend to council that the community footy oval is upgraded, or to put in new street lighting.

While you might get a benefit, these situations are not conflicts of interest, as the interest is shared with others in the community.



## 7. Who can I talk to?

If you are unsure about whether you have a conflict of interest, you can talk with your Chair or the CEO.

If you think another member has a conflict of interest you should talk to the Chair.

It's important to ask questions and speak up so you know your responsibilities as a LA member.





## **7. Confirmation of Minutes**

### **7.1. Provisional Timber Creek Local Authority meeting held on 21 February 2023**

#### **Recommendation**

That the minutes of the Provisional Timber Creek Local Authority meeting held on 21 February 2023 be taken as read and be accepted as a true record of the meeting.

#### **Attachments**

1. 20230221 TCLA MIN unconfirmed [7.1.1 - 7 pages]



# MINUTES

**TIMBER CREEK LOCAL AUTHORITY PROVISIONAL MEETING  
HELD ON TUESDAY 21 FEBRUARY 2023  
AT 3:00 PM  
AT THE TIMBER CREEK COUNCIL OFFICE  
VDRC Office**





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Brian Hylands  
Chief Executive Officer



## 1. MEETING OPENING

Section 98(2) of the Local Government Act 2019 states that a quorum at a meeting of a local authority consists of a majority of its members holding office at the time of the meeting. Five members are required to be present to reach quorum and only four were present for the meeting. A provisional meeting proceeded.

*The Chairperson opened the provisional meeting at 3:15pm.*

## 2. WELCOME

Chairperson welcomed members and visitors to the meeting.

## 3. ATTENDANCE AND APOLOGIES

### 3.1. Attendees

#### MEMBERS

Chairperson	Coralie Myers
Member	Rebecca Myers
Member	John Horgan
Member	Chris Flood

#### STAFF AND MAYOR

Chief Executive Officer	Brian Hylands
Council Operations Manager	Paul Buckley
Council Operations Assistant Manager	Renee Croton
Director of Council Operations	Matthew Cheminant
Manager of Executive Services	Michelle Griffin (minute taker)
PR and Communications Officer	Maggie Coggan

#### GUESTS

Katherine West Health	Katherine Drummond
Katherine West Health	Marilla Appleby
Community member	Tristram Holcombe

### 3.2. Apologies and Absentees

Apologies: Cecelia McKenzie

Absent: Cr Shirley Garlett, Darryl Darby, Larry McLaughlin

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

#### **TCLA-2023/1 Resolution: Carried (John Horgan/Rebecca Myers)**

That the Timber Creek Local Authority received endorse the nomination of Tristram Holcombe and request Council accept the nomination.

## 6. PRESENTATIONS AND TRAINING

### 6.1. Local Authority Training - Roles and Responsibilities

The Chairperson thanked Michelle Griffin and the Department of Chief Minister and Cabinet for the information on local authority roles and responsibilities.

### 6.2. Australian Electoral Commission - Indigenous Electoral Participation Program

Australian Electoral Commission guests did not attend.

## 7. CONFIRMATION OF MINUTES

### 7.1. Timber Creek Local Authority Meeting held on 15 November 2023

#### **TCLA-2023/2 Resolution: Carried (Rebecca Myers/Coralie Myers)**

That the minutes of the Timber Creek Local Authority Meeting held on 15 November 2023 be taken as read and be accepted as a true record of the meeting.

## 8. COUNCIL RESPONSE TO PREVIOUS MINUTES

### 8.1. Council Response to Previous Minutes

#### **TCLA-2023/3 Resolution: Carried (Coralie Myers/Rebecca Myers)**

That the Timber Creek Local Authority receive and note the feedback from Council



## 9. REPORTS

### 9.1 Council Operations Manager Report

**TCLA-2023/4 Resolution:** Carried (**Chris Flood/John Horgan**)

That the Council Operations Manager report is received and noted

### 9.2. Finance Report for six months period ending 31st December 202

**TCLA-2023/5 Resolution:** Carried (**John Horgan/Chris Flood**)

That the Finance Report for six months period ending 31st December 2022 is received and noted

### 9.3. Local Authority Project Funding Update

**TCLA-2023/6 Resolution:** Carried (**John Horgan/Coralie Myers**)

- A. That the Local Authority Project Funding Update is received and noted
- B. That the Timber Creek Local Authority agrees to accept the election commitment funding offer and commit a matching co-contribution as per the funding guidelines; and
- C. That the Timber Creek Local Authority will commit their remaining LAPF funds of \$30,000 and the TCLA request that council contributes \$20,000 to allow for the maximum \$50,000 co-contribution offer.

Action: The VDRC contracts manager to be invited to the next Local Authority meeting to discuss playground options for local authority projects.

### 9.4. Action Items

**TCLA-2023/7 Resolution:** Carried (**Rebecca Myers/Chris Flood**)

That the Timber Creek Local Authority receive and note the action items update

### 9.5. Service Delivery

**TCLA-2023/8 Resolution:** Carried (**Coralie Myers/John Horgan**)

That the Timber Creek Local Authority receive and note the Service Delivery



## 10. QUESTIONS FROM THE PUBLIC

### Q1 - School zone signage

Member of public Tristram Holcombe put forward a question about school zone signage the Timber Creek School.

- Mr. Holcombe is requesting investigation into school zone signs and alerts to improve road safety for children and families walking to and from the school.

#### **TCLA-2023/9 Resolution: Carried (Coralie Myers/Chris Flood)**

The Timber Creek Local Authority request council write to the Timber Creek Police requesting that they conduct speed radar checks near the school to assist in safe driving particularly during drop off and pick up time.

### Q2 - Town Pool

Member of public Tristram Holcombe put forward a question about possibility of a town pool.

- Local Authority member Chris Flood advised the members and guests of a project taking place which will include a pool available for public and advised that the project could be completed by next year.

Chairperson advised that she will investigate if any travelling instructors would consider running lessons at Timber Creek.

## 11. GENERAL BUSINESS

### 11.1 Women's Shelter

Action: An invitation to be extended to Noel and/or Joel to attend the next local authority meeting to discuss options for a women's shelter for the Timber Creek township.

### 11.2 Street Lights

Member John Horgan advised the local authority that NWA does not have the equipment to access and maintain streetlights. NWA will investigate and engage a contractor to remedy broken lights in the areas that NWA is responsible for.

### 11.3 International Women's Day

Chairperson Coralie Myers advised that she is running a women's day event in Timber Creek.



**Victoria Daly**  
REGIONAL COUNCIL

MINUTES  
Timber Creek Local Authority Meeting Tuesday 21 February 2023

#### **11.4 Timber Creek Festival**

Chairperson Coralie Myers advised that the Timber Creek Festival will be held on 5 August (Picnic Day weekend) to allow for people to travel from surrounding townships and communities.

#### **12. CONFIDENTIAL**

Nil

#### **13. NEXT MEETING**

The next Meeting of Timber Creek Local Authority will be held Tuesday, 16 May 2023.

***Meeting closed at 4:39pm***

This page and the preceding six (6) pages are the minutes of the provisional meeting of the Timber Creek Local Authority held on Tuesday, 21 February 2023.



## **7.2. Special Timber Creek Local Authority meeting held on 14 April 2023**

### **Recommendation**

That the minutes of the Special Timber Creek Local Authority meeting held on 14 April 2023 be taken as read and be accepted as a true record of the meeting.

### **Attachments**

1. 2023-04-14 TCLA MIN SPECIAL UNCONFIRMED [7.2.1 - 4 pages]



# MINUTES

## SPECIAL

**TIMBER CREEK LOCAL AUTHORITY MEETING**

**HELD ON FRIDAY 14 APRIL 2023**

**AT 3:00 PM**

**AT THE TIMBER CREEK COUNCIL OFFICE**

VDRC Office





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Brian Hylands  
**Chief Executive Officer**



## 1. Meeting Opening

*The meeting commenced at 3:00pm.*

## 2. Welcome

Chairperson Coralie Myers welcomed members to the special meeting.

## 3. Attendance and Apologies

### 3.1. Attendees

Coralie Myers  
Rebecca Myers  
John Horgan  
Shirley Garlett (via phone)

Staff  
Manager of Executive Services    Michelle Griffin (minute secretary)

### 3.2. Apologies and Absentees

Apologies: Nil

Absent: Larry McLaughlin, Darrell Darby, Ceclia McKenzie

## 4. Disclosure of Interest

There were no declarations of interest at this meeting.

## 5. Resignations, Terminations and Nominations

### 5.1. Resignations

#### 5.1.1. Resignation of Chris Flood from the Timber Creek Local Authority

**TCLA-2023/10 Resolution:** Carried (John Horgan/Rebecca Myers)

That the Resignation of Chris Flood from the Timber Creek Local Authority is accepted.

### 5.2. Nominations

#### 5.2.1. Nominations of Marilla Appleby to the Timber Creek Local Authority

**TCLA-2023/11 Resolution:** Carried (Coralie Myers/Cr Shirley Garlett)

That the Nominations of Marilla Appleby to the Timber Creek Local Authority is received and accepted.



### 5.3.2. Nomination of Beatty Retchford to the Timber Creek local Authority

**TCLA-2023/12 Resolution: Carried (Rebecca Myers/Coralie Myers)**

That the Nomination of Beatty Retchford to the Timber Creek local Authority is received and accepted.

## 6. Confirmation of Minutes

### 6.1. Provisional Timber Creek Local Authority meeting held on 21 February 2023

**TCLA-2023/13 Resolution: Carried (John Horgan/Rebecca Myers)**

A. That the minutes of the Provisional Timber Creek Local Authority meeting held on 21 February 2023 be taken as read and be accepted as a true record of the meeting.

B. That all resolutions of the provisional meeting held on 21 February 2023 be adopted as resolution of the Timber Creek Local Authority.

## 7. Next Meeting

The next Meeting of Timber Creek Local Authority will be held 16 May 2023.

***The meeting closed at 03:02pm***



## 8. Council Response to Previous Minutes

### 8.1. Feedback from Council

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

#### Purpose

The purpose of this report is to provide feedback to the Timber Creek Local Authority (TCLA) from the relevant Ordinary Council meeting.

#### Recommendations

- A. That the Timber Creek Local Authority receive and note the feedback from Council

#### Feedback

At the meeting held on Tuesday, 28 April 2023, Council received the minutes of the provisional TCLA meeting held on 16 February 2023, and the Special TCLA meeting held on 14 April 2023. Council endorsed the minutes and all new nominations as per the tables below:

**OCM-2023/71 Resolution: Carried (Cr Yvette Williams/Deputy Mayor Andrew McTaggart)**

That the minutes of the Provisional Timber Creek Local Authority meeting held on 21 February 2023 be adopted as a resolution of Ordinary Council.

**OCM-2023/72 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)**

That the minutes of the Special Timber Creek Local Authority meeting held on 14 April 2023 be adopted as a resolution of Ordinary Council.

**OCM-2023/73 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)**

That the Nomination of Tristram Holcombe to the Timber Creek Local Authority is received and accepted.

**OCM-2023/74 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)**

That the Nomination of Beatty Retchford to the Timber Creek local Authority is received and accepted.



**OCM-2023/75 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)**

That the Nomination of Marilla Appleby to the Timber Creek Local Authority is received and accepted.

**OCM-2023/76 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Yvette Williams)**

That the Council terminate the membership of Darryl Darby in accordance with provision 2.3.2 of the Local Authority policy due to non-attendance without apology.

**OCM-2023/77 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Yvette Williams)**

That Council terminate the membership of Larry McLaughlin in accordance with provision 2.3.2 of the Local Authority policy due to non-attendance without apology.

**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. Correspondence**

### **9.1. Correspondence**

#### **Recommendation**

That the following in-coming Correspondence be noted.

1. 2023-03-23 INCOMING Response-letter- Re- Timber- Creek- Planning [9.1.1 - 2 pages]



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House  
State Square  
Darwin NT 0800  
minister.lawler@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5566  
Facsimile: 08 8936 5609

Mr Brian Pedwell  
Mayor  
Victoria Daly Regional Council

Via e-mail: [admin@vicdaly.nt.gov.au](mailto:admin@vicdaly.nt.gov.au)

Dear Mr  Pedwell

Thank you for your letter dated 20 February 2023, regarding an update on infrastructure planning for Timber Creek.

Since writing to you in September 2021, the assessment of regional growth areas has been completed in line with the economic reform recommendations to plan for future population demands. Through this process it was identified that Timber Creek could support a range of growth industries including defence, agriculture and renewables.

In late 2021, a baseline Timber Creek flood study was completed. This is critical to inform the extent of unconstrained land in and around Timber Creek for enabling infrastructure and development of residential and commercial / industrial land.

In late 2022, an initial investigation regarding enabling infrastructure to support development in Timber Creek was completed. This includes outlining a potential sewer network and a location for waste water treatment and sewer gravity mains.

A study to inform regional population projections is underway in response to the recommendations of the Bringing Land to Market Report which was released in early 2022. This will inform the scale of development required to support the forecast economic development, job and population growth in your region.



- 2 -

These investigations will support the preparation of a draft structure plan for Timber Creek which will allow for more detailed planning for enabling infrastructure (power, water and sewer) to support an expanded township along with economic development and population growth.

The integrated land and infrastructure planning process is quite iterative and the Department of Infrastructure, Planning and Logistics will engage with a range of stakeholders, including the Victoria Daly Regional Council and the Northern Land Council (NLC) in the preparation of the draft structure plan for Timber Creek, and the infrastructure planning to support development in accordance with the structure plan.

As you would be aware, in early 2021, the Department held a public auction for two residential lots in Timber Creek with both lots being sold at auction. As highlighted above, the Department is continuing investigations to support further development, with any development subject to native title negotiations.

If you have any queries, please do not hesitate to contact Graeme Finch, Executive Director Land Development on 8924 7361 or [Graeme.finch@nt.gov.au](mailto:Graeme.finch@nt.gov.au).

Yours sincerely



EVA LAWLER

23 MAR 2023





## 10. Reports

### 10.1.1. Council Operations Manager Report

**Report Type** Council Operations Manager Report  
**Department** Council Operations  
**Prepared by** Council Operations Manager, Timber Creek

---

#### **Purpose**

To update Council on the Council Operations Manager Report activities.

#### **Recommendations**

- A. That the Council Operations Manager Report report is received and noted

#### **Regional Plan**

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

1.1 - Ensure effective community leadership and representation to Council of local issues through Local Authority Committees

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

5.1 Develop and implement an Asset Maintenance and Replacement Program

#### **Events and Activities**

Harmony day was held at the council office area.

International Womens Day was held at the council conference room with many people attending.

#### **Community Events**

Anzac Day was a success with approximately 120 people attending.

Annual fishing competition from 28/04 to 30/04.

#### **Local Authority Meetings**

Next meeting 16<sup>th</sup> May

#### **Vacant Positions (VDRC in Community)**

CDP positions available.

Night Patrol positions available.

NDIS one position available.

Operations 2 positions available.

#### **Maintenance Buildings and Fixed Assets**

All assets have recently been inspected. Quotations underway for assets with maintenance required.



### **Plant and Equipment**

All equipment is being regularly inspected and serviced. Servicing is up to date.

### **Regional Plan Project Priorities**

The council is looking into grant funding available- like for like expenditure. This will help with the outdoor gym being proposed.

The operations manager for Timber Creek is working with the Grants department of Katherine office on the availability of the funding.

The Timber Creek Chairperson to put forward new quotes in the May meeting for the proposed Gym.

### **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. Finance Report**

### **10.2.1. Timber Creek Finance Report**

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

#### **Recommendations**

- A. That the Timber Creek Local Authority receive and note the finance report.

#### **Regional Plan**

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

- 1.3 - Comply with all statutory, regulatory and reporting requirements

#### **Risk statement**

##### **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. Actual v Budget for Timber Creek Local Authority as of 31 March 2023-  
Financial Report [**10.2.1.1** - 2 pages]

### Actual v Budget for Timber Creek Local Authority as of 31 March 2023

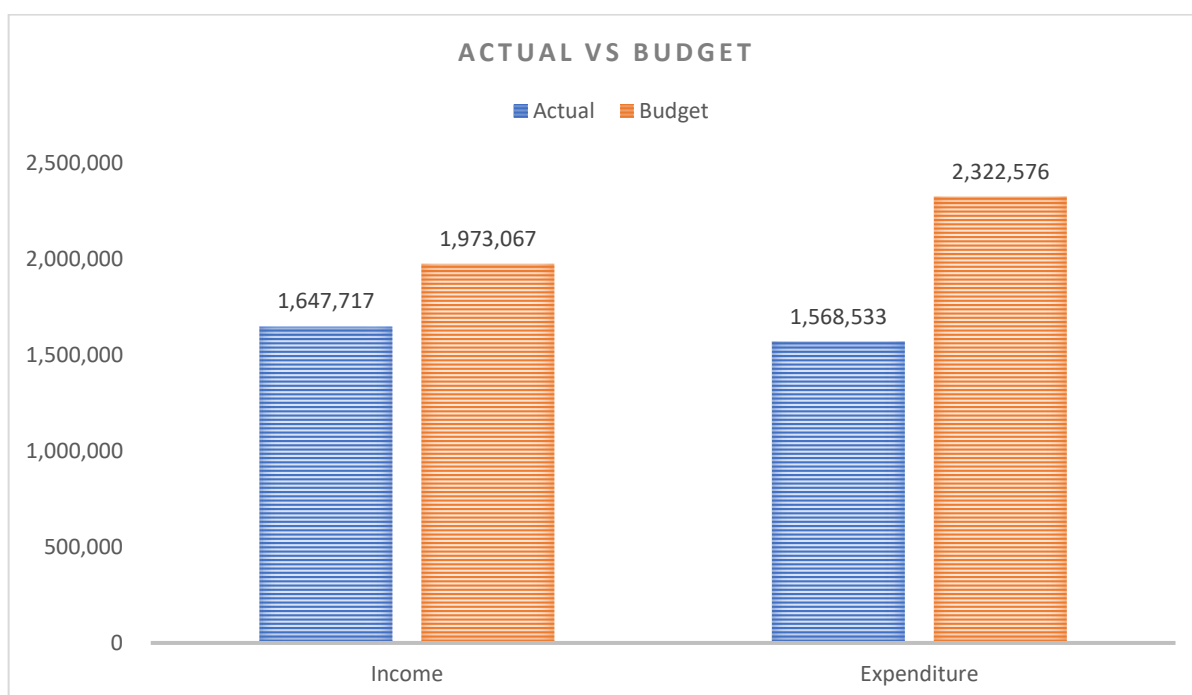
<b>OPERATING INCOME</b>	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Comments
Rates	-	-	-	
Charges	-	-	-	
Fees and Charges	930,323	1,095,640	-165,317	Variance is due to CDP income for March was received and posted in April.
Operating Grants and Subsidies	713,302	814,483	-101,181	LA funding for this financial year has yet to be released.
Commercial and Other Income	4,092	62,944	-58,852	The number of HCP clients decreased, resulting in a decreased income
<b>TOTAL OPERATING INCOME</b>	<b>1,647,717</b>	<b>1,973,067</b>	<b>-325,351</b>	
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	598,758	1,164,112	-565,354	underspent is due to vacant positions in Timber Creek
Materials and Contracts	350,771	536,624	-185,853	The major underspends on contractors (labour, plumbing and Structural) and repairs and maintenance
Elected Member Allowances	-	-	-	
Elected Member Expenses	-	-	-	
Council Committee & LA Allowances	2,375	4,749	-2,374	
Council Committee & LA Expenses	638	1,100	-462	
Depreciation, Amortisation, and Impairment	-	-	-	
Other Expenses	-	-	-	
Allocations	615,990	615,990	-	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>1,568,533</b>	<b>2,322,576</b>	<b>-754,043</b>	
<b>OPERATING SURPLUS / DEFICIT</b>	<b>79,184</b>	<b>-349,508</b>	<b>428,692</b>	

As of 31 March 2023, Council has spent \$1,769,163 on three projects in Timber Creek. All projects are complete.

Project Name	Cost of the project	Project Status	Funded by
Waste management facility Upgrade-Timber Creek	1,146,279	Completed	Grant
Timber Creek new Building	584,684	Completed	Council reserves
Fencing At waste management facility	38,200	Completed	Grant

**1,769,163**

**Bar below shows actual vs budget figures.**





### 10.2.2. Timber Creek - Projects Report

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

#### **Purpose**

The purpose of this report is to provide an update on the Local Authority Project Funding (LAPF) that has been spent or committed, and to provide an overview of funds available for future projects.

#### **Recommendations**

- A. That the Timber Creek - Projects Report report is received and noted
- B. That the Timber Creek Local Authority consider projects for investigation

#### **Local Authority Project Funding (LAPF)**

##### ***Funds Spent financial year***

\$7,965 of LAPF has been spent this financial year

##### ***Funds Committed***

\$30,000 of LAPF is committed to projects.

##### ***Funds Available***

\$2,222 of LAPF is available for future projects

The Timber Creek Local Authority is encouraged to discuss and consider suitable projects to be funded with the remaining LAPF.

#### **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. Timber Creek Projects as of 31 March 2023 [10.2.2.1 - 2 pages]
2. Timber Creek Exercise install [10.2.2.2 - 2 pages]

**Local Authority projects-Timber Creek**

Fund Carried forward from last financial year.	3,587
Grant expected to be received this financial year.	36,600
	<hr/> 40,187
Amount spent on project this financial year 2022-23	-7,965
Funds committed but not yet spent	-30,000
Funds available for future projects	<hr/> <hr/> 2,222

Project Name	Resolution	Funds allocated to the project	Amount spent to date	Remaining funds available	Status
Timber Creek Festival 22/23	TLCA-2022/0	7,965	7,965	-	Completed
Playground and outdoor fitness stations	TCLA-2023/6	30,000	-	30,000	
		<hr/> <hr/> <b>37,965</b>	<hr/> <hr/> <b>7,965</b>	<hr/> <hr/> <b>30,000</b>	







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ABN 72150729301

**Customer** Timber Creek  
**Date** 9/5/2023  
**Contact** Coralie Myers  
**Project** Forpark exercise equipment

<b>QUOTATION: Supply and install of playground equipment</b>		<b>Amount</b>
Supply FORPARK SSPF 200 OUTDOOR GYM		<b>\$30400.00 EXCLUDING GST</b>
Install equipment with softfall and kerbing. <b>Supply and install app 48sqm of Rubber Softfall TPV around new equipment.</b> 1. Compact subbase with 100mm of road base and 20mm crusher dust as base prep 2. Install A1 Aero Shockpads around equipment to Australian Standards 3. Install 15mm of Topcoat		<b>\$70 630.00 EXCLUDING GST</b>
<b>Price includes travel to Timber Creek, accommodation.</b>		
<b>Why NT Shade?</b> 1. <b>2022 Winner – Playground Equipment Installation – SAPIA AWARDS</b> 2. Qualified Playground Installers 3. Full insurance inclusive of installing Public Playgrounds 4. Reputation of producing High Quality Work – Guaranteed and Recognised		
<b>NT Shade have completed equipment with rubber softfall at:</b> 2017 Bicentennial Park, The Esplanade 2018 Darwin Mall, install playground equipment with rubber softfall 2018 Northcrest Subdivision, 450sqm of MELOS EDPM rubber		
<small><i>This quotation and its contents are intended for the named recipient only. This quotation contains confidential material subject to copyright. Unauthorised disclosure or distribution of any part of this email and/or attachments is prohibited, unless expressly authorised by NT SHADE.</i></small>		
<b>Equipment freight time to Darwin est. 8 weeks</b>	<b>GST:</b>	\$10 103.00
	<b>Total including GST:</b>	\$111 133.00
<b>Terms:</b> Quote valid for 30 days.. A 50% DEPOSIT is required to order equipment and rubber softfall.		

If you have any queries, please don't hesitate to contact us.

We look forward to hearing from you.

Kind regards,

Chris Batenburg

Director





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## TERMS AND CONDITIONS

### DELIVERY

Please allow a minimum of 28 days for manufacture and delivery to your nominated site address.

### COUNCIL APPROVAL

NT Shade meets all wind codes and local government building regulations Australia wide. However, it is the owner's responsibility to ascertain whether an application to your local council's required prior to commencement of construction. NT Shade can assist in the processing of an application by supplying all the necessary engineering specifications direct to your local council.

### INSTALLATION

Unless otherwise arranged, construction of the shade/sail will be done by our own technician contracted to NT Shade.

### "DIGGING CLAUSE"

The construction cost quoted is based upon an expectation of 'clear digging.' If the builder strikes rock, additional rock breaker charger costs will apply.

### PIPES AND CABLES

It is the owner's responsibility to inform NT Shade of any existing pipes and/or electrical or telephone cables that are in existence, prior to the commencement of construction.

### DISCLAIMER

NT Shade accepts no responsibility for any cables/pipes/irrigation etc. damaged by digging where the customer has not supplied a site plan showing location of pipes, cables and wires.

### FIXED PRICE QUOTE

The price quoted is fixed for 30 days from date of this letter.

### SITE INSPECTION

The price quoted is also subject to a satisfactory inspection of the site by a representative of NT Shade, and the company reserves the right to vary the quote, (prior to placing an order), should a site inspection reveal factors that would add to the installation cost.

### MATERIALS

All materials remain the property of NT Shade until the account has been paid in full.

### WARRANTY

NT Shade offer a 2-year workmanship warranty. All our materials are of the highest grade and come with different grades of warranty.

### STRONG WINDS/ CYCLONE WARNING

All shade sails are engineered and designed to be removed in the event of a strong wind warning (winds exceeding 75 km/h) or cyclone warning.



### 10.3.1. Timber Creek Action Items

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

#### **Purpose**

To provide an update on Timber Creek Local Authority action items.

#### **Recommendations**

- A. That the Timber Creek Local Authority receive and note the action items update.

#### **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. 20230516 Action Items Report TCLA [10.3.1.1 - 2 pages]

## ACTION REGISTER

Timber Creek Local Authority – May 2023



**Victoria Daly**  
REGIONAL COUNCIL

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
16 August 2023	Festival Stage Mural	Coralie Myers to have quotes at the next Timber Creek Local Authority meeting in November.	Chairperson	<i>Update required</i>	In progress
16 August 2023	Outdoor gym equipment	Paul Buckley to source grant funding for outdoor gym equipment	Council Operations	<i>Quotes obtained by Chairperson. Quotes included in the agenda for the Local Authority consideration in February.</i>	In progress
21 February 2023	Co-contribution funding project	<b>Resolution: TCLA-2023/6</b> That the Timber Creek Local Authority agrees to accept the election commitment funding offer and commit a matching co-contribution as per the funding guidelines; and That the Timber Creek Local Authority will commit their remaining LAPF funds of \$30,000 and the TCLA request that council contributes \$20,000 to allow for the maximum \$50,000 co-contribution offer.	Council Operations	<i>Update required</i>	Not started
21 February 2023	Women's Shelter	<u>Action:</u> An invitation to be extended to Noel and/or Joel to attend the next local authority meeting to discuss options for a women's shelter for the Timber Creek township.	Paul Buckley	<i>Update required</i>	



### 10.4.1. Electing a Chairperson

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

#### **Purpose**

For the Timber Creek Local Authority (TCLA) to undertake a secret ballot for the position of Chairperson and Deputy Chairperson.

#### **Recommendations**

- A. That the report Electing a Chairperson is received and noted
- B. That the Timber Creek Local Authority nominates a Chairperson for a period of twelve months.
- C. That the Timber Creek Local Authority undertake a secret ballot for the position of Chairperson and Deputy Chairperson
- D. That the Timber Creek Local Authority appoint [name] as Chairperson for a period of twelve months.
- E. That the Timber Creek Local Authority appoint [name] as Deputy Chairperson for a period of twelve months.

#### **Background**

At the Timber Creek meeting held on 22 March 2022, Coralie Myers was elected as Chairperson and Graham Watts was elected as Deputy Chairperson.

The positions of Chairperson and Deputy Chairperson are due for reappointment. All TCLA members can nominate themselves or be nominated for these positions. This includes members who have previously been Chairperson or Deputy Chairperson. Each nomination requires a mover and seconder to become a valid nomination.

The Chairperson is a position that requires dedication and commitment. The Chairperson receives an increased sitting fee amount, and their duties include:

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



### **Training Opportunity**

On 24 May 2023, the Department of the Chief Minister and Cabinet will be providing Chairperson training for Mayor's and Local Authority Chair's. Local Authority Chairs will have the opportunity to travel to Katherine to partake in the training.

Any newly appointed members to these positions will commence their duties from the next meeting, this being scheduled for 15 August 2023.

### **Policy implications**

The election of the Chairperson and Deputy Chairperson is conducted according to the Local Authority Policy.

#### ***Local Authority Policy LGP026***

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

*2.4.12 It is up to each Local Authority to decide if they wish to appoint a Deputy Chairperson.*

### **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



## 10.4.2. VDRC By-Laws

**Report Type** Local Authority Reports

**Department** Corporate Services

**Prepared by** Governance Manager

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### Purpose

This report is an information paper regarding the repeal of Victoria Daly Regional Council (VDRC) By-Laws.

### Recommendations

- A. That the report VDRC By-Laws is received and noted

### Key Issues

VDRC are in the final stages of repealing the following By-Laws;

- *Pine Creek Community Government Council (Litter and Flammable and Noxious Weeds &c) By-Laws 1989;*
- *Pine Creek (Control of Dogs) By-Laws 1992;*
- *Pine Creek (Control of Dogs) Amendment By-Laws 1995;*
- *Timber Creek Community Government Council By-Laws 2000.*

### Background

VDRC started the process of repealing the VDRC By-Laws for Pine Creek & Timber Creek on 24 March 2020. In late November 2022, Council was advised by the department that due to the changes in the Local Government Act (the Act), that Council was required to undertake a new process in line with the new Act to complete the process. In December 2022 the Department of the Chief Minister and Cabinet released the consultation draft which allowed VDRC to recommence the process.

A notice advising the public of the By-Laws to be repealed was published on Council's website and in the Katherine Times and notices were displayed on the VDRC notice boards in Pine Creek, Timber Creek and Regional Office on 21 December 2022. The submission period was open for 21 days' closing on midnight 11 January 2023.

The council resolved to repeal the By-Laws at the Ordinary Council Meeting on the 31 January 2023. Notification of this resolution was sent through to the Minister Paech seeking the Ministers approval. On 9 March 2023 Minister Paech approved the repeal of the By-Laws in Pine Creek and Timber Creek which were published in the Government Gazette 14 March 2023.





**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. S 13-14- March-2023 [**10.4.2.1** - 1 page]



Northern Territory of Australia

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Northern Territory of Australia

*Interpretation Act 1978*

## **Notification of Making of By-Laws under *Local Government Act 2019***

I, Chanston James Paech, Minister for Local Government, under section 63A(2)(a)(ii) of the *Interpretation Act 1978*, give notice that the Victoria Daly Regional Council has made the following by-laws under section 275(1) of the *Local Government Act 2019*:

Subordinate Legislation No. 2 of 2023:

*Victoria Daly Regional  
Council (Pine Creek and  
Timber Creek By-laws)  
Repeal By-laws 2023*

Copies of the by-laws may be obtained from the Northern Territory Legislation website at: <http://legislation.nt.gov.au/>.

C. J. Paech  
Minister for Local Government

Dated 9 March 2023



## **11. Questions from the Public**

## **12. General Business**

## **13. Next Meeting**

The next Meeting of Timber Creek Local Authority will be held 15 August 2023.