



Victoria Daly
REGIONAL COUNCIL

AGENDA

**AMANBIDJI LOCAL AUTHORITY MEETING
TO BE HELD ON WEDNESDAY 17 MAY 2023
AT 12:30 PM
AT THE AMANBIDJI COUNCIL OFFICE
VDRC OFFICE**



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A handwritten signature in black ink, appearing to be 'BH' followed by a long horizontal stroke.

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

Nil

5.3. Nominations

Nil

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. Amanbidji Local Authority held on 17 August 2022

Recommendation

That the minutes of the Amanbidji Local Authority held on 17 August 2022 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 20220817 ALA MIN unconfirmed [7.1.1 - 5 pages]



MINUTES

**AMANBIDJI LOCAL AUTHORITY MEETING
HELD ON WEDNESDAY 17 AUGUST 2022
AT 12:30 PM
AT THE AMANBIDJI COUNCIL OFFICE
VDRC Office**



Victoria Daly
REGIONAL COUNCIL

MINUTES
Amanbidji Local Authority Meeting Wednesday 17 August 2022

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A handwritten signature in black ink, appearing to read 'Russell Anderson', written over a large, light grey 'DRAFT' watermark.

Russell Anderson
Chief Executive Officer



1. Meeting Opening

The Amanbidji Local Authority Meeting 17 August 2022 opened, the time being 12:59 pm.

1. Present

Appointed Members Present

Sharon Lurda Chairperson
Rhonda Lurda
Raelene Raymond
Toni-Maree Waterloo
Joy Mikamin

Staff Present

Jocelyn Moir Regional Council Operations Manager - VDRC
Renee Croton Council Operations Assistant Manager - VDRC
Patricia McGillivray CDP Regional Manager - VDRC
Lisa Robertson CDP Employment Coordinator - VDRC

Guests

Nil

2. Welcome

Jocelyn Moir welcomed members and visitors to the meeting.

3. Attendance and Apologies

Apologies: Ross Roberts

Leave of Absence: Nil

4. Disclosure of Interest

There were no declarations of interest at this meeting.

5. Resignations, Terminations and Nominations

5.1. Resignations - Nil

5.2. Terminations - Nil



5.3. Nominations - Nil

6. Call for Items of General Business - Nil

7. Invitation for Deputations to Present/Speak - Nil

8. Confirmation of Minutes- Nil

9. Councillor Update – Nil (Deputy Mayor apology)

10. Business Arising from Previous Minutes - Nil

11. Reports

11.1. ALA Financial Report

Jocelyn Moir went over Finance Report with LA members.

11.2. 2022-23 Regional Plan

Jocelyn Moir went over Regional Plan with LA members.

11.3. Timber Creek Community Report.

Jocelyn Moir went over Timber Creek Community Report with LA members.

12. Questions from the Public - Nil

13. General Business

Motion

The Amanbidji Local Authority members unanimously voted Sharon Lurda as Chairperson.

Mover: Sharon Lurda

Seconder: Rhonda Lurda

Resolution:{resolution-number}: Carried 6 / 0

13.1 Amanbidji Basket Ball Court Lights need Fixing

Action: Paul Buckley to contact NWA and advise of Basket Ball court's lights needing repairs.

13.2 Revised Quote for Shelter over Phone Box



Action: Paul Buckley to follow up revised quote.

13.3 Cover/Shed over the Basket Ball Court

Action: Paul Buckley to discuss Basket Ball cover/shed with NWAC that the Amanbidji LA members requested.

13.4 Brainstorming Ideas for LAPF

- Solar lights for playground
- Vandal proof cage around Basket Ball Court lights

Action: Paul Buckley to source quotes and bring to next Amanbidji Local Authority meeting.

14. Next Meeting

The next Meeting of Amanbidji Local Authority will be held on Wednesday 16th November 2022.



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 Amanbidji Local Authority from the relevant Ordinary Council meeting.

Recommendations

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

Feedback

At the meeting held on Tuesday, 27 September 2023, Council received the minutes of the Amanbidji Local Authority meeting held on 17 August 2023. Council endorsed the minutes of this meeting as per the table below:

Motion

That the minutes of the Amanbidji Local Authority meeting held on 17 August 2022 be adopted as a resolution of Ordinary Council.

Mover: Deputy Mayor Shirley Garlett

Seconded: Cr Andrew McTaggart

Resolution:OCM-2022/144: Carried 5 / 0

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.

Nil



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 4: Liveability

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

Goal 5: Infrastructure

5.1 Develop and implement an Asset Maintenance and Replacement Program

Events and Activities

Not at this time.

Community Events

Not at this time. Due to high rainfall and flooding, the council has not been able to access Amanbidji.

Local Authority Meetings

17th May 12.30pm

Vacant Positions (VDRC in Community)

CDP vacancies.

Maintenance Buildings and Fixed Assets

CDP building will require mowing once the roads are open for contractors to assess.

Plant and Equipment

No plant and equipment on site.



Regional Plan Project Priorities

Due to there not being a meeting since September last year we still have one quotation for a shelter beside the phone box for discussion.

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. 1050 001 [10.1.1.1 - 2 pages]



Victoria Daly
REGIONAL COUNCIL
ABN: 66 931 675 319

TECH1

PURCHASE ORDER

Victoria Daly Regional Council
PO Box 19

KATHERINE NT 0851
Telephone: 08 8972 0777
Fax: 08 8971 0856

Gangulu Enterprises Pty Ltd
5 Taiyuan St, Muirhead, NT 0810
PO Box 40618
Casuarina NT 0811

PH: 0456 142 300
EMAIL: clive@ganguluenterprises.com.au

Order Nbr: PO241921
Date Issued: 13/10/2021
Supplier ID: 13462
Date Required: 13/10/2021
Requisition Nbr: RQ052639
Requesting Officer: Amanda Wilson
Page: 1 of 1

Postponed

Quote No: 1064
Supplier Contact: Clive Toby
Acc No with Supplier:

Description	Qty	Inc Unit Price	Inc Amount
Amanbidji Phone Booth & Chair structure	1 ONLY	9,840.27	9,840.27
Local Authority Project - Amanbidji - Phone booth shelter and chair installation - \$9840.27 - Supply and Install. Resolution: 08092021 - 03 Phone booth shelter 4 x 3mt shelter. Contact Jocelyn 8974 5301			

Order Total : 9,840.27

Please email your invoice to accounts.payable@vicdaly.nt.gov.au

NO SUBSTITUTES WITHOUT PRIOR AGREEMENT OF THE BUYER.
INVOICE MAY NOT BE PAID WITHOUT A VALID PURCHASE ORDER NUMBER. IF
YOU HAVE ANY QUERIES IN RELATION TO THIS PURCHASE ORDER PLEASE
CONTACT PURCHASING OFFICER ON THE ABOVE NUMBER.

Please Note: This Purchase Order is valid for 60 days from the issue date

Invoice To: Accounts Payable
Victoria Daly Regional Council
PO Box 19
KATHERINE NT 0851

Location: Timber Creek

Delivery Method: Suppliers Own Method

ADMIN@GANGULUENTERPRISES.COM.AU

Gangulu Enterprises Pty Ltd
PO Box 40618
Casuarina NT 0811
+61 0400179625
<http://www.ganguluenterprises.com.au>
ABN 33 635 590 368



ADDRESS

Victoria Daly Regional
Council
29 Crawford St
Katherine NT 0850

Quote 1064

DATE 24/08/2021

DATE	DESCRIPTION	GST	QTY	RATE	AMOUNT
24/08/2021	Amanbidji Phone Booth Shelter Supply and Install	GST	1	8,945.70	8,945.70
PAYMENT TERMS: 30% on acceptance of quote 30 % progress payment 40% on completion				SUBTOTAL	8,945.70
				GST TOTAL	894.57
				TOTAL	A\$9,840.27

Accepted By

Accepted Date

Account Name: Gangulu Enterprises Pty Ltd
BSB No: 085 005
Account Number: 42 616 9276



10.2.1. Amanbidji Finance Report

Report Type Finance Report
Department Corporate Services
Prepared by Senior Accountant

Recommendations

A. That the Amanbidji 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 stateme

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 Amanbidji Local Authority as of 31 March 2023- _ Financial Report [**10.2.1.1** - 2 pages]

Actual v Budget for Amanbidji Local Authority as of 31 March 2023

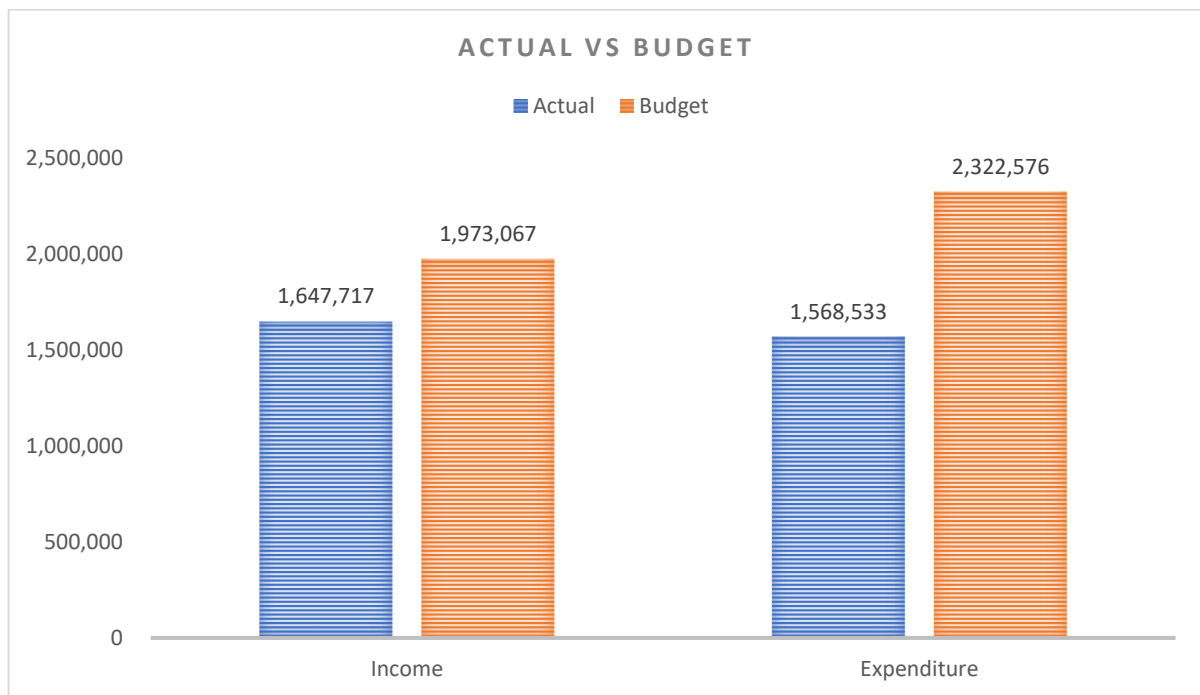
OPERATING INCOME	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Comments
Rates	-	-	-	
Charges	-	-	-	
Fees and Charges	930,323	1,095,640	-165,317	Variance is due to CDP income for March was received and posted in April.
Operating Grants and Subsidies	713,302	814,483	-101,181	LA funding for this financial 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
TOTAL OPERATING INCOME	1,647,717	1,973,067	-325,351	
OPERATING EXPENDITURE				
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	-	
TOTAL OPERATING EXPENDITURE	1,568,533	2,322,576	-754,043	
OPERATING SURPLUS / DEFICIT	79,184	-349,508	428,692	

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. Amanbidji - Projects Report

Report Type Local Authority Reports
Department Corporate Services
Prepared by Senior Accountant

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

Local Authority Project Funding (LAPF)

Funds Spent financial year

\$ 0 of LAPF has been spent this financial year

Funds Committed

\$8,946 of LAPF is committed to projects.

Funds Available

\$29,454 of LAPF is available for future projects

The Amanbidji 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. Local Authority projects- Amanbidji [10.2.2.1 - 1 page]

Local Authority projects-Amanbidji

Fund Carried forward from last financial year	25,600
Grant expected to be received this financial year	12,800
	38,400
Amount spent on projects this financial year 2022-23	0
Funds committed but not yet spent	-8,946
Funds available for future projects	29,454

Project Name	Resolution	Fund allocated to projects	Amount spent to date	Remaining funds available	Status
Phone box shade cover & seating	08092021-03	8,946	-	8,946	PO raised and issued to Gangulu Enterprises.
		8,946	0	8,946	



10.3.1. Amanbidji Action Items

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

Purpose

To provide an update on Amanbidji Local Authority action items.

Recommendations

- A. That the Amanbidji 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. 20230517 Action Items Report ALA [10.3.1.1 - 2 pages]

ACTION REGISTER

Amanbidji Local Authority – May 2023



Victoria Daly
REGIONAL COUNCIL

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
8 September 2021 & 17 August 2023	Phone Box Shelter & seating	Resolution 08092021-03 That the Amanbidji Local Authority approve quote from Gangulu to install shade cover and seating at the telephone box. <u>Action:</u> Paul Buckley to follow up revised quote.	Council Operations	<i>Update will be provided at meeting</i>	
17 August 2023	Basketball court lights	<u>Action:</u> Paul Buckley to contact NWA and advise of Basketball court's lights needing repairs.	Council Operations	<i>Update will be provided at meeting</i>	
17 August 2023	Cover over Basketball court	<u>Action:</u> Paul Buckley to discuss Basketball cover/shed with NWAC	Council Operations	<i>Update will be provided at meeting</i>	
17 August 2023	Ideas for LAPF	<u>Action:</u> Paul Buckley to source quotes and bring to next Amanbidji Local Authority meeting.	Council Operations	<i>Update will be provided at meeting</i>	



11. Questions from the Public

12. General Business

13. Next Meeting

The next Meeting of Amanbidji Local Authority will be held 16 August 2023.