



**Victoria Daly**  
REGIONAL COUNCIL

# **AGENDA**

**ORDINARY MEETING OF COUNCIL  
TO BE HELD ON TUESDAY 27 JUNE 2023  
AT 9:00 AM  
AT THE REGIONAL OFFICE - KATHERINE  
18 PEARCE STREET KATHERINE**

## **COUNCILLORS**

Mayor Brian Pedwell - Walangeri Ward  
Deputy Mayor Andrew McTaggart – Milngin Ward  
Councillor Yvette Williams - Pine Creek Ward  
Councillor Georgina Macleod - Daguragu Ward  
Vacant - 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.

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

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

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A handwritten signature in black ink, consisting of a large, stylized 'B' followed by a horizontal line.

Brian Hylands  
**Chief Executive Officer**



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**1. Present**

**2. Apologies**

Nil

**3. Presentations - Deputations - Petitions**

Nil

**4. Public Question Time**

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



## **6. Confirmation of Minutes**

### **6.1. Ordinary Council Meeting held on 30 May 2023**

#### **Recommendation**

That the minutes of the Ordinary Council Meeting held on 30 May 2023 be taken as read and be accepted as a true record of the meeting.

#### **Attachments**

1. 20230530 OCM MIN unconfirmed [6.1.1 - 11 pages]



# MINUTES

**ORDINARY MEETING OF COUNCIL  
HELD ON TUESDAY 30 MAY 2023  
AT 9:00 AM  
AT THE REGIONAL OFFICE - KATHERINE  
18 Pearce Street, Katherine NT 0850**



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

Brian Hylands  
**Chief Executive Officer**



*The meeting opened at 9:06am.*

## 1. Present

### Elected Members Present

Mayor (Chair) - Walangeri Ward  
Deputy Mayor- Milngin Ward  
Councillor - Pine Creek Ward  
Councillor - Daguragu Ward  
Councillor - Timber Creek Ward

Brian Pedwell  
Andrew McTaggart  
Yvette Williams  
Georgina Macleod  
*Vacant*

### Staff Present

Chief Executive Officer  
Director of Corporate and Community Services  
Director of Council Operations  
Manager of Executive Services  
Executive Services Officer  
Governance and Compliance Manager

Brian Hylands  
Trudy Braun  
Matthew Cheminant  
Michelle Griffin  
Chellah Clancy (minutes secretary)  
Janellae Iszlaub

### Guests

Department of the Chief Minister and Cabinet Karen Hocking

## 2. Apologies

Apologies: Nil

Absent: Nil

## 3. Presentations - Deputations - Petitions

Nil

## 4. Public Question Time

Nil

## 5. Disclosure of Interest - Councillors and Staff

There were no declarations of interest at this meeting.

## 6. Confirmation of Minutes



## 6.1. Ordinary Council Meeting held on 28 April 2023

**OCM-2023/92 Resolution:** Carried (Cr Georgina Macleod/Cr Yvette Williams)

That the minutes of the Ordinary Council Meeting held on 28 April 2023 be taken as read and be accepted as a true record of the meeting.

## 6.2. Special Meeting of Council held on 19 May 2023

**OCM-2023/93 Resolution:** Carried (Deputy Mayor Andrew McTaggart/Cr Yvette Williams)

That the minutes of the Special Meeting of Council held on 19 May 2023 be taken as read and be accepted as a true record of the meeting.

## 7. Call for Items of General Business

15.1 - LGANT Meeting Allowances for Board Members

## 8. Mayoral Report

**OCM-2023/94 Resolution:** Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)

- A. That the Mayoral report is received and noted
- B. That Council endorses all travel and accommodation costs pertaining to the Mayor's duties.

## 9. CEO Update

### 9.1. CEO Report May 2023

**OCM-2023/95 Resolution:** Carried (Cr Yvette Williams/Deputy Mayor Andrew McTaggart)

- A. That the CEO Report May 2023 be received and noted.

## 10. Reports to Council

### 10.1. Reports for Council Decision

#### 10.1.1. Approve Change to Local Authority Policy

**OCM-2023/96 Resolution:** Carried (Cr Georgina Macleod/Cr Yvette Williams)

- A. That the Approve Change to Local Authority Policy report is received and noted
- B. Council rescind Council decision 190/2021 that VDRC staff members at the



level of Team Leader and above are not permitted to hold a position on a Local Authority.

- C. The Council approves the change to the Local Authority Policy that VDRC staff members at the level of Manager and above are not permitted on a Local Authority.

#### 10.1.2. Contracts and Projects Officer Position

**OCM-2023/97 Resolution:** Carried (**Deputy Mayor Andrew McTaggart/Cr Georgina Macleod**)

- A. That the Contracts and Projects Officer Position report is received and noted  
B. That the updated position description is accepted

### 10.2. Reports for Information

#### 10.2.1. Financial Report for the period ending 30 April 2023

**OCM-2023/98 Resolution:** Carried (**Deputy Mayor Andrew McTaggart/Cr Georgina Macleod**)

That the Financial Report for the period ending 30 April 2023 is received and noted

#### 10.2.2. CDP Report

**OCM-2023/99 Resolution:** Carried (**Deputy Mayor Andrew McTaggart/Cr Yvette Williams**)

That the CDP Report is received and noted

#### 10.2.3. Council Operations Community Report

**OCM-2023/100 Resolution:** Carried (**Cr Yvette Williams/Deputy Mayor Andrew McTaggart**)

That the Operations Community report is received and noted

#### 10.2.4. By-election Timber Creek Ward

**OCM-2023/101 Resolution:** Carried (**Cr Georgina Macleod/Deputy Mayor Andrew McTaggart**)

- A. That the By-election Timber Creek Ward report is received and noted  
B. That the Council do not appoint a reporting officer allowing the NT Electoral Commission to hold the by-election.  
C. That Council request the NT Electoral Commission to hold the election on the week beginning 14 August 2023.





#### 10.2.5. Council Infrastructure Project Update

**OCM-2023/102 Resolution:** Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)

That the Council Infrastructure Project Update report is received and noted

#### 10.2.6. NDIS Elected Members Induction

**OCM-2023/103 Resolution:** Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)

- A. That the NDIS Elected Members Induction report is received and noted
- B. That all Elected Members have received and participated in the NDIS Board Member Induction for Victoria Daly Regional Council.

### 11. Local Authority

#### 11.1. Local Authority Minutes

##### 11.1.1 Pine Creek Local Authority Meeting held on 2 May 2023

**OCM-2023/104 Resolution:** Carried (Cr Yvette Williams/Mayor Brian Pedwell)

- A. That the minutes of the Pine Creek Local Authority Meeting held on 2 May 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses **PCLA-2023/20 Resolution:** That Pine Creek local authority request to council the allocation of \$500 towards a Pine Creek sign competition
- C. That Council endorses **PCLA-2023/22 Resolution:** The Pine Creek Local Authority request to council that \$2,000 of LAPF be committed to management of feral cats in Pine Creek.
- D. That Council endorses **PCLA-2023/25 Resolution:** That the Pine Creek local authority request that council write to members who no longer reside in the area, in the letter noting their absence from Pine Creek and would they like to resign.

##### 11.1.2. Daly River Local Authority Meeting held on 3 May 2023

**OCM-2023/105 Resolution:** Carried (Deputy Mayor Andrew McTaggart/Cr Yvette Williams)

- A. That the minutes of the Daly River Local Authority Meeting held on 3 May 2023 be adopted as a resolution of Ordinary Council.



- B. That the Council endorses resolution **DRLA-2023/9 Resolution:** The Daly River Local Authority Request Council write a letter of support to Telstra for their application for funding to upgrade infrastructure in Nauiyu.
- C. That the Council endorses resolution **DRLA-2023/15 Resolution:** The Daly River Local Authority request that Council write to Green River Aboriginal Corporation requesting an update on the half shade pool cover which was funded by the DRLA Local Authority Project Funding.

#### 11.1.3. Bulla Local Authority Meeting held on 16 May 2023

**OCM-2023/106 Resolution:** Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)

- A. That the minutes of the Bulla Local Authority Meeting held on 16 May 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses resolution **BLA-2023/4 Resolution:** The Bulla Local Authority request that Council investigate options for the storage of the mower and outdoor furniture.
- C. That Council endorses resolution **BLA-2023/7 Resolution:** That the Bulla Local Authority request that Paul research quotes for play equipment - swings, larger slide and seesaw.
- D. That Council endorses resolution **BLA-2023/8 Resolution:** The Bulla Local Authority request Council approval to commit \$3,500 of Local Authority Project Funding for signs around community (School, rubbish tip, air strip, Goorbidgim (x2), Janyima)
- E. That Council endorses resolution **BLA-2023/10 Resolution:** The Bulla Local Authority request Council approval to commit \$30,000 of Local Authority Project Funding towards playground for the Bulla community.

#### 11.1.4. Timber Creek Local Authority Meeting held on 16 May 2023

**OCM-2023/107 Resolution:** Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)

- A. That the minutes of the Timber Creek Local Authority Meeting held on 16 May 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses resolution **TCLA-2023/24 Resolution:** The Timber Creek Local Authority request council look into alternative illuminating school zone signs which will capture the attention of drivers; and
- C. That Council endorses resolution **TCLA-2023/24 Resolution:** The Timber Creek Local Authority request council obtain quotes and/or research grant opportunities (such as Community Safety Grants) for security lights (flood



lights) on the street outside the school and creche (from both directions)

#### 11.1.5. Amanbidji Local Authority Meeting held on 17 May 2023

**OCM-2023/108 Resolution:** Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)

- A. That the minutes of the Amanbidji Local Authority Meeting held on 17 May 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses resolution **ALA-2023/9**  
**Resolution:** The Amanbidji Local Authority request council approval to commit \$38,000 of Local Authority Project Funding to solar lights around community (playground, basketball court and other dark areas identified as appropriate locations by the LA).
- C. That Council endorses resolution **ALA-2023/10**  
**Resolution:** The Amanbidji Local Authority request that Council seek funding opportunities for a hard cover shade structure over the Amanbidji basketball court (similar to Bulla basketball court shade cover).

#### 11.2. Local Authority Resignations/Nominations

##### 11.2.1. Nomination of Jacob Barney to the Amanbidji Local Authority

**OCM-2023/109 Resolution:** Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)

That Council endorses the Nomination of Jacob Barney to the Amanbidji Local Authority (**Resolution: ALA-2023/1**)

##### 11.2.2. Nomination of Marjorie Ahwon to the Amanbidji Local Authority

**OCM-2023/110 Resolution:** Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)

That Council endorses the Nomination of Marjorie Ahwon to the Amanbidji Local Authority (**Resolution: ALA-2023/6**)

##### 11.2.3. Nomination of Maria Leering to the Amanbidji Local Authority

**OCM-2023/111 Resolution:** Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)

That Council endorses the Nomination of Maria Leering to the Amanbidji Local Authority (**Resolution: ALA-2023/6**)

#### 12. Action Sheet



**Victoria Daly**  
REGIONAL COUNCIL

MINUTES  
Ordinary Meeting of Council Tuesday 30 May 2023

### 12.1. Action Items

**OCM-2023/112 Resolution:** Carried (**Cr Georgina Macleod/Cr Yvette Williams**)

That the Action Items report is received and noted

*Cr Georgina Macleod left the meeting at 10:22 am.*

*Cr Georgina Macleod returned to the meeting at 10:24 am.*

### 13. Correspondence

#### 13.1. Correspondence

**OCM-2023/113 Resolution:** Carried (**Deputy Mayor Andrew McTaggart/Cr Yvette Williams**)

That the Correspondence report is received and noted

### 14. Notices of Motion

Nil

### 15. General Business

*The meeting suspended at 11:10am.*

*The meeting resumed at 11:34am.*

#### 15.1 LGANT Meeting Allowances for Board Members

**OCM-2023/114 Resolution:** Carried (**Mayor Brian Pedwell/Cr Yvette Williams**)

That Council seek LGANT policy on all allowances for board members elected to represent Regional/ Shire Councils

### 16. Confidential

**Resolution:** Carried (**Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart**)

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.

*The meeting moved into confidential session at 11:55am.*

#### 16.1. Minutes of the Confidential Ordinary Council Meeting held on 28 April 2023

**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*

#### **16.2. Minutes of the Special Confidential Meeting held on 19 May 2023**

**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*

#### **16.3. Affixing of Common Seal CHSP – P4147 – Funding Agreement Extension – Deed of Variation 2023-2024**

**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*

#### **16.4. Community Services Regional Manager**

**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.*

#### **16.5. Community Benefit Fund Major - project nomination for grant application**

**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*

## 16.6. Progress Report on Grant Applications

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

*The meeting returned to open session at 12:35pm.*

## 17. Next Meeting

The next Ordinary General Meeting of Victoria Daly Regional Council will be held Tuesday, 27 June 2023.

*The meeting closed at 12:35pm.*

This page and the preceding ten (10) pages are the minutes of the meeting of Ordinary Council held on Tuesday, 30 May 2023.

-----  
Mayor Brian Pedwell



## **6.2. Special Meeting of Council held on 5 June 2023**

### **Recommendation**

That the minutes of the Special Meeting of Council held on 5 June 2023 be taken as read and be accepted as a true record of the meeting.

### **Attachments**

1. 20230605 OCM MIN SPECIAL unconfirmed [6.2.1 - 4 pages]



# MINUTES

**SPECIAL MEETING OF COUNCIL  
HELD ON MONDAY 5 JUNE 2023  
AT 12:00 PM**

**AT THE REGIONAL OFFICE - KATHERINE  
29 Crawford Street, Katherine East NT 0850**





Special Meeting of Council Monday 5 June 2023

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A handwritten signature in black ink, appearing to read "Brian Hylands", written over a large, faint, diagonal watermark that says "DRAFT".

Brian Hylands  
**Chief Executive Officer**



Special Meeting of Council Monday 5 June 2023

*The meeting opened at 12:02pm.*

## 1. Present

### Elected Members Present

Mayor (Chair) - Walangeri Ward  
Deputy Mayor- Milngin Ward  
Councillor - Pine Creek Ward  
Councillor - Daguragu Ward  
Councillor - Timber Creek Ward

Brian Pedwell  
Andrew McTaggart (Via Phone)  
Yvette Williams (Via Teams)  
Georgina Macleod (Via Phone)  
*Vacant*

### Staff Present

Chief Executive Officer  
Director of Corporate and Community Services  
Chief Finance Officer  
Manager of Executive Services  
Executive Services Officer

Brian Hylands  
Trudy Braun  
Jackson Bernard  
Michelle Griffin  
Chellah Clancy (Minutes Secretary)

### Guests

Nil

## 2. Apologies

Apologies: Nil

## 3. Disclosure of Interest - Councillors and Staff

There were no declarations of interest at this meeting.

## 4. Reports to Council

### 4.1. Reports for Council Decision

#### 4.1.1. Draft Regional Plan 2023-24

**OCM-2023/115 Resolution:** Carried (**Deputy Mayor Andrew McTaggart/Cr Yvette Williams**)

- A. That the Draft Regional Plan 2023-24 is received and noted
- B. That Council approves the commencement of a 21 day public consultation for the draft 2023-24 Regional Plan in accordance with Section 35(3)(a)(b), & (c) of the *Local Government Act 2019*, commencing Tuesday, 6 June 2023.



Special Meeting of Council Monday 5 June 2023

Councillor Macleod joined the meeting at 12:04pm.

## **5. Next Meeting**

The next Ordinary General Meeting of Victoria Daly Regional Council will be held 27 June 2023.

*The meeting closed at 12:06pm.*

This page and the preceding 3 pages are the minutes of the Special meeting of Ordinary Council held on 5 June 2023.

UNCONFIRMED



## 7. Call for Items of General Business

## 8. Mayoral Report

### 8.1. Mayoral Report

**Prepared by** Manager of Executive Services

---

#### **Purpose**

To provide a list of meetings attended by the Mayor and to seek Council's endorsement for the associated travel and accommodation costs.

#### **Recommendations**

- A. That the Mayoral report is received and noted
- B. That Council endorses all travel and accommodation costs pertaining to the Mayor's duties.

DATE	MET WITH / ATTENDED	REGARDING
2 <sup>nd</sup> June	NT Health Advisory Committee Meeting DWN	
5 <sup>th</sup> June	Special Council Meeting	Draft Regional Plan
13 <sup>th</sup> - 16 <sup>th</sup> June	Australian Local Government Association Conference with CEO Brian Hylands	'Our Communities, Our Future'
26 <sup>th</sup> - 27 <sup>th</sup> June	Briefing Day and Ordinary Council Meeting (OCM)	Adoption of budget, regional plan and declaration of rates and charges.
28 <sup>th</sup> June	Meeting with NT Remuneration Tribunal with CEO Brian Hylands	Determination of allowances for elected members.



## 9. CEO Update

### 9.1. CEO Report June 2023

**Report Type** Officer Report For Information

**Prepared by** Chief Executive Officer

---

#### Purpose

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

#### Recommendations

- A. That the CEO Report June 2023 be received and noted.

#### Key Issues

Attendance at Australian Local Government Association Conference  
Insurance update for flood damage

#### Meetings

DATE	MET WITH / ATTENDED	REGARDING
31 May	Big rivers Regional Economic Growth Committee	Regular Meeting
31 May	NT Budget 2023- 24 Presentation	2023-24 NT Government Budget
1 June	Kate Peak Regional Development Australia	Future development funding.
1 June	Jake Quinlivan	Catch up meeting
2 June	Des Green CEO Gurindji	Meeting to discuss Kalkarindji
6 June	Kalkarindji Daguragu Local Authority	Quarterly Meeting.
13 <sup>th</sup> - 16 <sup>th</sup> June	Australian Local Government Association	'Our Communities, Our Future'



	Conference with CEO Brian Hylands	
<b>22 June</b>	NIAA –Diana Ross	Meeting regarding NIAA programs

**Council officer conflict of interest declaration**

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

**Attachments**

Nil



## 10. Reports to Council

### 10.1. Reports for Council Decision

#### 10.1.1. Policies to be renewed LGP006, LGP009, LGP011, LGP019

**Report Type** Officer Report For Decision  
**Department** Governance Services Corporate Services  
**Prepared by** Governance Manager

---

#### **Purpose**

Council Policies for renewal

#### **Recommendations**

- A. That the report Policies to be renewed LGP006, LGP009, LGP011, LGP019 is received and noted
- B. Council approves the following policies;
  - \* LGP006 Gifts and Benefits Policy (Council Members)
  - \* LGP009 Human Resource Management Policy
  - \* LGP011 CEO Code of Conduct
  - \* LGP019 Credit Card policy – Council Members and CEO

#### **Regional Plan**

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

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

#### **Key Issues**

Policies were created as per the Local Government Act 2019 requirements.

#### **Background**

Policies were created per the Local Government Act 2019; these policies are now two years old and have come due for review.

Policies have remained the same as there have been no changes to the Act requirements.

Policies for renewal:

- LGP006 Gifts and Benefits Policy (Council Members)
- LGP009 Human Resources Management Policy
- LGP011 CEO Code of Conduct
- Credit Card Policy – Council Members and CEO



### **Policy implications**

Policies are due for review

### **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. 8 LGP006 Gifts and benefits policy Council Members [**10.1.1.1** - 3 pages]
2. 14 LGP009 Human Resource Managment Policy [**10.1.1.2** - 2 pages]
3. 18 LGP011 CEO Code of Conduct [**10.1.1.3** - 3 pages]
4. 35 LGP019 Credit Card Policy Council Members and CEO [**10.1.1.4** - 6 pages]



LGP006

## GIFTS AND BENEFITS POLICY (COUNCIL MEMBERS)

### Victoria Daly REGIONAL COUNCIL

#### 1. PURPOSE

The purpose of this policy is to set out the requirements for Council Members receiving gifts or benefits and disclosing relevant gifts or benefits.

#### 2. DEFINITIONS

For the purposes of this policy:

**associate**, see section 8 of the *Local Government Act 2019*.

**campaign donation return**, see section 148 of the *Local Government Act 2019*.

**nominal value** means gifts or benefits totalling less than \$50 from the same donor or an **associate** of the donor in a financial year.

**protocol gift** means a gift or benefit given to a Council Member for diplomatic, ceremonial or symbolic purposes that will not be sold or transferred (unless in diplomatic, ceremonial or symbolic circumstances).

**register of declared gifts and benefits**, see section 113 of the *Local Government Act 2019*.

#### 3. PRINCIPLES

A Council Member must discharge the Council Member's duties, responsibilities and obligations impartially and with integrity including in relation to receiving, accepting and disclosing gifts or benefits.

A Council Member must not accept a gift or benefit of any value that may be perceived by a reasonable person to improperly influence the performance or decisions of the Council Member or the Council.

Council Members must also adhere to clauses 9.1 and 9.2 of the Code of Conduct relating to gifts (see Schedule 1 of the *Local Government Act 2019*).

#### 4. APPLICATION OF POLICY

##### 4.1 Relevant gifts or benefits

A relevant gift or benefit is a gift or benefit that exceeds the **nominal value** and includes:

- (a) gift or benefit received for the Council and accepted by a Council Member; or
- (b) gift or benefit received and accepted by a Council Member for the Council Member or another person.



## Victoria Daly

REGIONAL COUNCIL

### 4.2 Rejecting gifts or benefits

If a Council Member has received any gift or benefit that breaches the principles at clause 3 above, the Council Member must reject the gift or benefit by returning it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

### 4.3 Disclosure of relevant gifts or benefits

If a Council Member has received a relevant gift or benefit, the Council Member must inform the CEO as soon as practicable after receipt and provide the following information in writing:

- (a) name of the Council Member that received the relevant gift or benefit;
- (b) name of the donor (person and /or organisation) giving the gift or benefit;
- (c) date the gift or benefit was received;
- (d) description of the gift or benefit;
- (e) whether the gift or benefit is for the Council, the Council Member or another person (including the full name and relationship of the person to the Council Member, if applicable);
- (f) value (or estimated value) of the gift or benefit;
- (g) reason for the gift or benefit;
- (h) any other relevant details.

The CEO will record the details in the **register of declared gifts and benefits**.

### 4.4 Exemptions from disclosure

The principles in clause 3 still apply to gifts or benefits that are exempted from disclosure in the list below.

The following gifts or benefits are exempted from disclosure under this policy:

- (a) a gift or benefit given to the Council Member by the Council;
- (b) a **protocol gift** given to a Council Member for the Council;
- (c) a gift or benefit given to the Council in relation to its status as a body corporate where no individual Council Member or Council Members are considered to have accepted the gift or benefit;



## Victoria Daly

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- (d) food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the Council or that are required in accordance with performance of the Council Member's official duties;
- (e) a donation disclosed (or to be disclosed) by the Council Member in a **campaign donation return**;  
a private and personal gift (such as a birthday present from a family member).

Policy Number	LGP006 Previously 2.04
Reference	Section 112 of the Local Government Act 2019 LGA 7.2/2
Version	1.3
Approved by	Council 058/2021
Adopted Date	25 /5/ 2021
Revision	30 /11/2021 – 182/2021, 27/6/23
Amendments	Change Nominal amount 28/1/22 – 007/2022
Next Revision Due	27/6/2027

LGP006 Gifts and benefits policy  
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**Victoria Daly**  
REGIONAL COUNCIL

**1. PURPOSE**

The purpose of this policy is to ensure that overarching human resource management policies are in place and complied with by the CEO when determining employment policies.

These human resource management policies, as well as the statutory principles of human resource management, are to be reflected appropriately in all policies and processes of the Council.

**2. HUMAN RESOURCE MANAGEMENT POLICIES**

**2.1 Selection processes for appointment or promotion**

Council will have a robust recruitment system for the CEO that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to have a robust recruitment system for council staff members that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to ensure that:

- (a) every permanent vacancy is to be publicly advertised and existing council staff members may apply;
- (b) there is a documented and transparent process based on merit for temporary appointments and existing council staff members will be given the opportunity to apply internally; and
- (c) a fair and reasonable probation period will apply to all new permanent employees.

**2.2 Benefits and performance appraisals**

Council directs the CEO to ensure that benefits available to council staff members will be as provided in the relevant workplace agreement or award and as contained in any relevant employment policies determined by the CEO.

Council directs the CEO to ensure that council staff members are to have:

- (d) fair and equitable access to employment-related benefits according to their role;
- (e) appropriate development opportunities according to their role and abilities; and
- (f) an annual documented performance discussion with their supervisor.



## Victoria Daly

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### 2.3 Work health and safety

Council directs the CEO to ensure a safe and healthy working environment for all staff.  
Council directs the CEO to provide appropriate training to ensure safety at work.

### 2.4 Workplace culture

Council directs the CEO to promote a positive and family friendly organisational culture.  
Council directs the CEO to ensure a flexible working environment for both council and its staff members.

### 2.5 Discrimination

Council directs the CEO to ensure that there is no discrimination in the workplace.  
There is to be no unlawful discrimination against a council staff member, or potential council staff member on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.  
There is to be no other form of unreasonable or otherwise unjustifiable discrimination against a council staff member or potential council staff member.

## 3. EMPLOYMENT POLICIES

For each employment policy determined by the CEO, the CEO must ensure that the policy is consistent with the principles of human resource management specified in section 172 of the *Local Government Act 2019* and the Council's human resource management policies outline above.

The CEO must update the Council at least once a year in relation to employment policies that have been introduced, materially changed, or removed.

Policy Number	LGP009
Reference	Section 172 of the Local Government Act 2019 LGA 9.3/1
Version	1.2
Approved by	Council 058/2021
Adopted Date	25/5/21
Revision	27/6/23
Amendments	30 /11/21- 183/2021
Next Revision Due	27/6/27



**Victoria Daly**  
REGIONAL COUNCIL

**1. PURPOSE**

To set out the code of conduct for the Chief Executive Officer (CEO) of the Council.

**2. PRINCIPLE**

In order to maintain public confidence in the integrity of the Council, the CEO of the Council must exhibit the highest ethical standards in the administration of the affairs of the Council.

**3. CODE OF CONDUCT**

**3.1 Support for Council**

The CEO must:

- (a) provide full support to Council;
- (b) provide accurate, frank and impartial advice to Council;
- (c) implement council policies and decisions;
- (d) be familiar with and comply with the requirements of the *Local Government Act 2019* and other legislative, industrial or administrative requirements relevant to the CEO's official responsibilities;
- (e) take all reasonable steps to ensure that the information upon which the CEO's decisions or actions are based is factually correct and relevant to the decisions or actions; and
- (f) comply with the council staff code of conduct.

**3.2 Management of council staff**

In relation to the management of council staff, the CEO must ensure that:

- (a) appropriate documented processes and procedures are in place;
- (b) selection processes for appointment or promotion are fair, equitable and based on merit;
- (c) staff have reasonable access to training and development and opportunities for advancement and promotion;
- (d) staff are treated fairly and consistently and are not be subject to arbitrary or capricious decisions;
- (e) there are suitable processes for dealing with employment-related grievances; and

*LGP011 CEO Code of Conduct*  
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## Victoria Daly

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(f) working conditions are safe and healthy.

### 3.3 Use of information

The CEO must not misuse information gained in the CEO's official capacity.

Misuse includes, but is not limited to:

- (a) seeking to gain personal advantage for self, or for another person, on the basis of information held on official records;
- (b) initiating or spreading gossip or rumours on the basis of personal or other information held on official records; and
- (c) providing a person, or appearing to provide a person, with favourable treatment or access to privileged information.

The CEO must take care to maintain the integrity and security of documents and information.

### 3.4 Use of official facilities, equipment and resources

The CEO must not utilise council equipment, or the skills or working time of council staff members, for personal benefit.

### 3.5 Disclosure of offences against the law

If the CEO is charged, convicted or acquitted of an offence, the CEO must advise the Council regardless of whether the CEO believes the offence relates directly to the CEO's assigned duties.

### 3.6 Outside employment

Outside employment for the CEO is not allowed, except in exceptional circumstances and approved by the Council in writing.

When considering an application from the CEO to undertake outside employment, the Council will give approval only if the outside employment:

- (a) could not be perceived by a reasonable person to be a conflict of interest; and
- (b) will not interfere with the performance of the CEO's duties.

Any outside employment or voluntary work must be performed wholly in the CEO's private time.



## Victoria Daly

REGIONAL COUNCIL

### 3.7 Decisions based on statutory power

Where the CEO makes a decision based on a statutory power, the CEO must:

- (a) ensure that the legislation under which the decision is made authorises the making of that decision;
- (b) ensure that the CEO has the authority or the delegation to make the decision;
- (c) ensure that any procedures which are required by law to be complied with in the making of a decision have been observed; and
- (d) ensure that the decision, the evidence upon which it is based, and the reasons for the decision are properly documented.

### 3.8 Anti-discrimination

The CEO must not discriminate in relation to a person unless such discrimination is allowed by law and council policy (for example, positive discrimination or special measures)

Policy Number	LGP011
Reference	Section 175(1) of the <i>Local Government Act 2019</i> LGA 9.3/5
Version	1.2
Approved by	Council 058/2021
Adopted Date	25 /05/ 2021
Revision	27/06/2023
Amendments	30 November 2021 – 183/2021
Next Revision Due	27/06/2027





## Victoria Daly REGIONAL COUNCIL

### 1. PURPOSE

To ensure effective controls, policies and procedures are in place with respect to the use of corporate credit cards (credit cards) by council members and the Chief Executive Officer (CEO) of the Council.

### 2. PRINCIPLES

Council is committed to sound financial management, public accountability and transparency.

Credit cards are a valuable tool for the efficient and effective operation of Council's daily business and not a benefit assigned to specific individuals.

Credit cards should only be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and / or payment for goods or services.

Council will apply best practice in relation to the management, authorisation and use of credit cards.

### 3. APPLICATION OF POLICY

#### 3.1 Issue of credit card

Before a credit card is issued, the recipient must agree to, and sign, the conditions of use at **Appendix 1**.

Council will maintain a register of credit cards issued to the CEO and council members, including details of the approval, the cardholder, the institution, expenditure limits and expiry date.

##### 3.1.1 CEO credit card

Council will authorise the issue of a credit card to the CEO with a monthly credit limit of \$20,000.

The credit card is to have no cash advance facilities. The credit card is not to be linked to any form of award points. Council may further limit the purposes for which the credit card may be used.

##### 3.1.2 Council member credit card(s)

Council may resolve to issue a credit card to a council member only if the card is necessary for the council member to perform their functions and it is not reasonably possible to use the Council's normal procedures for ordering or payment for goods or services. Council must resolve the monthly and transaction limits to be applied.

The credit card is to have no cash advance facilities. The credit card is not to be linked to any form of award points. Council may further limit the purposes for which the credit card may be used.



## Victoria Daly

REGIONAL COUNCIL

### 3.2 Use of credit card

It is the responsibility of the cardholder to ensure that limits are not exceeded.

Personal expenditure is not to be charged to a credit card under any circumstances. The cardholder is not to gain any personal benefits from being the holder of the card.

Any expenditure using the credit card must comply with legislative requirements, Council's procurement policy, delegations and directions.

Cardholders are responsible for the safe custody and security of the card and are liable for any misuse and associated costs.

The cardholder is not to allow others to use the credit card and must not disclose the personal identification number (PIN) or access codes to any person.

Each council member's credit card is to be reconciled monthly and that reconciliation is to be reviewed and subsequently authorised by the CEO.

The CEO's credit card is also to be reconciled monthly. However, that reconciliation is to be reviewed and subsequently approved by the Mayor.

The cardholder must ensure that all required documentation specified below is kept in relation to every use of the credit card.

The cardholder must keep up to date with monthly reconciliations.

The cardholder will be personally liable for purchases that are not authorised and / or cannot be shown to be related to the business of the Council.

### 3.3 Required supporting documentation

Supporting documentation must be obtained by the cardholder for each instance of expenditure incurred when using the credit card. For all transactions, there must be a tax invoice that includes:

- (a) the Supplier's name;
- (b) the Supplier's Australian Business Number (ABN);
- (c) the date of the expenditure;
- (d) the Council's name as the purchaser; and
- (e) a brief description of the supplies purchased.

The standard machine receipt, which does not contain all of these details, is not acceptable, as the tax invoice must contain the criteria above in order for the Council to reclaim GST (see example at **Appendix 2**).



## Victoria Daly

REGIONAL COUNCIL

In the instance that a valid tax invoice is unable to be practically obtained it will be at the discretion of the Senior Accountant as to whether a statutory declaration will be required.

### 3.4 Supporting documentation not available or lost

If the supporting documentation is for some reason lost or destroyed, a statutory declaration must be completed by the cardholder giving full details of the transaction and explaining why the documentation is not available.

A statutory declaration form can be found at <https://nt.gov.au/law/processes/statutory-declarations>

Credit card reconciliations must not be approved without appropriate supporting documentation or an appropriate statutory declaration.

Where supporting documentation for a CEO's credit card purchase cannot be provided, the Mayor must not approve the monthly credit card reconciliation unless a statutory declaration is attached.

If a cardholder regularly makes use of a statutory declaration, the matter of repeated failure to keep tax invoices must be brought to the attention of Council and the Council will consider whether it is appropriate for the person to continue being a cardholder.

### 3.5 Credit card reconciliations

Each cardholder will be issued with a monthly credit card statement listing all their purchase transactions for that particular month.

It is the responsibility of the cardholder to match their supporting documentation to the monthly statement and return all documentation within seven days (7) of receiving the statement.

The reconciliation must include information for each transaction.

The CEO approves reconciliations of credit cards held by council members. The Mayor approves the reconciliation of the CEO's credit card.

Repeated failure to meet the required timeframe must be brought to the attention of Council and the Council must consider whether it is appropriate for the person to continue being a cardholder.

The CEO is to notify the Mayor and Council's finance department as soon as possible if there is a disputed card transaction in relation to the credit card held by the CEO. A council member is to notify the CEO as soon as possible if there is a disputed card transaction in relation to a credit card held by that council member.



## Victoria Daly

REGIONAL COUNCIL

Where a council member's credit card has been inadvertently used for personal use, the CEO must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.

Where a CEO's credit card has been inadvertently used for personal use, the Mayor must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.

### 3.6 Credit card cancellation and replacement

If a credit card is lost or stolen, the cardholder must immediately contact the issuing institution to report the loss and cancel the card. If the cardholder is a council member, the matter must be reported as soon as possible to the CEO. If the CEO is the cardholder, the matter must be reported to the Mayor.

In the above circumstances, the CEO is to ensure that the credit card has been cancelled, arrange a replacement card (if appropriate) and update the credit card register.

### 3.7 Return of credit card

The cardholder is to return the credit card to the Council as soon as the card is no longer required or, if leaving the Council, on or before the last day with Council.

The CEO is to ensure that all returned credit cards are cancelled, destroyed and that the register is updated.

Policy Number	LGP019
Reference	Regulation 6(1)(e) of the <i>Local Government (General) Regulations 2021</i> LGR 2.2/6
Version	1.2
Approved by	Council 058/2021
Adopted Date	25 May 2021
Revision	27/6/2023
Amendments	30 November 2021- 183/2021
Next Revision Due	27/06/2027

LGP019 Credit card policy (Council Members and CEO)  
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## Victoria Daly

REGIONAL COUNCIL

### Appendix 1 – Corporate Credit Cardholder Agreement

Cardholder's name:	
Credit limit (monthly): \$	
Transaction amount limit: \$	
<b>ACKNOWLEDGEMENT</b> <p>I have read the attached policy, acknowledge receipt of the Council Corporate Credit Card (Credit Card) and I agree that I will strictly comply with the policy. In particular I note that:</p> <ol style="list-style-type: none"><li>1. As the Cardholder I am responsible for all purchases on the Credit Card. I will not use the Credit Card, nor permit it to be used, other than for official Council purposes. I will ensure security of the Credit Card at all times and will not permit the Credit Card to be used by any other person.</li><li>2. The Credit Card may only be used in situations where it is not reasonably possible to use Council's normal procedures to pay for transactions.</li><li>3. I will ensure that personal expenditure is not charged to the Credit Card.</li><li>4. I will be personally liable for expenditure that is not authorised and / or cannot be shown to be related to the business of the Council.</li><li>5. I will retain all original supporting documentation and ensure that the documentation meets the requirements specified at clause 3.3 in the attached policy.</li><li>6. Monthly statements will be reconciled and returned with the required documentation within seven days (7) of my receipt of the statement.</li><li>7. If the Credit Card is lost or stolen, I will immediately take the steps set out at clause 3.6 in the attached policy.</li></ol>	
Credit Card number:	Credit Card expiry date:
Signature of Cardholder:	Signature date:





## Victoria Daly

REGIONAL COUNCIL

### Appendix 2 – Example tax invoice

<b>1</b>	<b>Tax invoice</b>														
<b>2</b>	Windows to Fit Pty Ltd ABN: 32 123 456 789 <b>3</b>														
	15 Burshag Road Festler NSW 2755														
<b>4</b>	<b>Date:</b> 1 August 2018														
	<b>To:</b> Building Company 254 Burshag Road Festler NSW 2755														
	<table><thead><tr><th>Description of supply</th><th>Total</th></tr></thead><tbody><tr><td>Window frames <b>5</b></td><td>\$825</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td><b>TOTAL PRICE INCLUDING GST</b></td><td><b>\$825 <b>6</b> + <b>7</b></b></td></tr></tbody></table>	Description of supply	Total	Window frames <b>5</b>	\$825									<b>TOTAL PRICE INCLUDING GST</b>	<b>\$825 <b>6</b> + <b>7</b></b>
Description of supply	Total														
Window frames <b>5</b>	\$825														
<b>TOTAL PRICE INCLUDING GST</b>	<b>\$825 <b>6</b> + <b>7</b></b>														

1. The invoice is to make clear that GST is applicable to the supply – i.e. that it is a tax invoice;
2. Include the Supplier's name;
3. The Supplier's ABN;
4. The date the invoice was issued;
5. A brief description of the supply purchased, including the quantity (if applicable) and the price;
6. The GST amount payable either shown separately; or
7. If GST is included in the price then the tax invoice is to include a statement to make this clear – e.g. 'total price includes GST'.



## **10.1.2. Certification of Assessment Records**

**Report Type**    **Officer Report For Decision**

**Department**    **Chief Executive Office**

**Prepared by**    **Manager of Executive Services**

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### **Purpose**

To present to council the CEO's certification of rates assessment.

### **Recommendations**

- A. That Council acknowledges the Chief Executive Officer's certification of the assessment record for rateable property in the Victoria Daly Regional Council.

### **Background**

Section 29 of the *Local Government (General) Regulations 2021* requires that the Chief Executive Officer must certify, in writing, to the council that, to the best of the CEO's knowledge, information and belief, the assessment record is a comprehensive record of all rateable land within the area.

### **Budget implications**

Nil

### **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. Assessment Records - Certification [10.1.2.1 - 1 page]

16 June 2023

The Mayor and Councillors  
Victoria Daly Regional Council  
29 Crawford Street  
Katherine NT 0850



**Victoria Daly**  
REGIONAL COUNCIL

Regional Office  
29 Crawford Street,  
KATHERINE NT 0850

PO Box 19  
KATHERINE NT 0851

Telephone 08 8972 0777  
Facsimile 08 8971 0856  
admin@vicdaly.nt.gov.au  
www.victoriadaly.nt.gov.au

To the Councillors,

**Assessment Records Certification**

Pursuant to section 29 of the *Northern Territory of Australia Local Government (General) Regulations 2021*, I, Brian Hylands, Chief Executive Officer of the Victoria Daly Regional Council, certify that, to the best of my knowledge, information and belief, the rates assessment record maintained under section 230 of the *Local Government Act 2019* is a comprehensive record of all rateable land within the Victoria Daly region.

Signed,

Brian Hylands  
Chief Executive Officer





### 10.1.3. Declaration of Rates and Charges 2023-24

**Report Type** Officer Report For Decision

**Department** Chief Executive Office

**Prepared by** Manager of Executive Services

#### Recommendations

- A. Pursuant to section 227 of *Local Government Act 2019* ('the Act'), the Council declare the following rates for the 2023/2024 financial year:

**Class 1 Allotments (Residential rate 1)** - A fixed charge of \$1,231.65 per annum.

**Class 2 Allotments (Commercial rate 1)** - A fixed charge of \$1,445.85.

**Class 3 Allotments (Conditional rate 1)** - The rate that applies is 0.000566 of the assessed value, and the minimum charge is \$696.28 for the year.

**Class 4 Allotments (Conditional rate 2)** - The rate that applies is 0.006427 of the assessed value, and the minimum charge is \$1,647.93 for the year.

**Class 5 Other Allotments** - A fixed of \$1,231.65 per annum.

- B. Pursuant to section 239 of the Act, the Council declare the following charges for the 2023/2024 financial year:

**The garbage collection charge for residential allotments:**

- **Once-a-week collection service (Pine Creek and Timber Creek)** - A fixed charge of \$910.35 per annum multiplied by the number of bins assigned to the allotment.
- **Twice-a-week collection services (Kalkarindji, Daguragu, Yarralin, Pigeon Hole and Nauiyu)** - A fixed charge of \$1,365.53 per annum multiplied by the number of bins assigned to the allotment

**Garbage collection charge for commercial allotments:**

- **Once-a-week collection service (Pine Creek and Timber Creek)** - A fixed charge of \$1,660.05 per annum multiplied by the number of bins assigned to the allotment.
- **Twice-a-week collection services (Kalkarindji, Daguragu, Yarralin, Pigeon Hole and Nauiyu)** - A fixed charge of \$2,490.08 per annum multiplied by the number of bins assigned to the allotment

**The waste management fee for residential allotments** - A Fixed charge of \$591.73 per annum.

**The waste management fee for commercial allotments** - A Fixed charge of \$1,079.03 per annum.

- C. The amount expected to be raised in the 2023/24 Financial Year:

General Rates **1,190,562.55**

Waste Management Charge **\$947,059**

- D. Rates and charges may be paid in four approximately equal instalments on the following dates, namely:

1<sup>st</sup> instalment - 30 September 2023

2<sup>nd</sup> instalment - 30 November 2023

3<sup>rd</sup> instalment - 31 January 2024

4<sup>th</sup> instalment - 31 March 2024

- E. That an interest charge of 17% per annum is applied to rates and Charges that are not paid by the due date.



### **Background**

Part 11.5 of the *Local Government Act 2019* requires that council must declare General Rates by 30 June in the financial year preceding the financial year for which the rates are imposed. The proposed overall increase for the rates and waste charges in the 2023-2024 financial year is 5%. See full declaration attached.

### **Policy implications**

Nil

### **Budget implications**

The amount expected to be raised in the 2023-24 financial year:

- General Rates **\$1,190,562.55**
- Waste Management Charge **\$947,059**

### **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. 2023-24 Rates and Charges Declaration [**10.1.3.1** - 3 pages]

# DECLARATION OF RATES AND CHARGES 2023-24

## DECLARATION OF RATES AND CHARGES FOR THE 2023/24 FINANCIAL YEAR

1. Notice is hereby given that pursuant to Section 241 of the Local Government Act 2019 ('the Act') that the following rates and charges will be declared by the Victoria Daly Regional Council ('the Council') at the Ordinary Council Meeting to be held in June 2023. The Council resolved to increase the Rates and waste charges by 5% in 2023-2024

### RATES

2. Pursuant to section 237 of the Act, Council declared that it intends to raise, for general purposes by way of rates, an amount of \$1,190,562.25 for the 2023/24 financial year.

	2022/23	2023/24	INCREASE IN %
General Rates Residential and Commercial	809,097.00	857,549.70	6%
General Rate Mining Lease	83,751.90	110,586.07	32%
General Rate Pastoral Lease	163,480.00	222,426.78	36%
<b>Total rates</b>	<b>1,056,328.90</b>	<b>1,190,562.55</b>	

3. Rates are assessed on the basis of either a fixed charge for each allotment or a valuation-based charge calculated as a proportion of the assessed value of each allotment. Any allotments subject to a valuation-based charge are subject to a specified minimum.
4. Valuation-based charges are based on an allotment's Unimproved Capital Value (UCV). The UCV for each allotment is as it appears on the valuation roll prepared by the Northern Territory Valuer-General in accordance with the Northern Territory of Australia Valuation of Land Act 1963. For mining tenements, the unimproved value is its assessed value, and the unimproved value is taken to be 20 times the annual rental payable under the tenement.
5. Pursuant to section 227 of the Act, the Council has declared the following rates for the 2023/2024 financial year:
  - a. **Class 1 Allotments (Residential rate 1)** Rateable land that is used primarily for residential purposes. A fixed charge of \$1,231.65 per annum.
  - b. **Class 2 Allotments (Commercial rate 1)** Rateable land that is used primarily for commercial purposes. A fixed charge of \$1,445.85.
  - c. **Class 3 Allotments (Conditional rate 1)** are conditionally rated land over which there is a pastoral lease as defined by the Northern Territory of Australia Pastoral Land Act 1992. As per the Notice given by the Minister for Local Government on 27 April 2023, the assessed value is the unimproved capital value, the rate that applies is 0.000566 of the assessed value, and the minimum charge is \$696.28 for the year.
  - d. **Class 4 Allotments (Conditional rate 2)** are conditionally rated land for which a mining tenement, as defined by the Northern Territory of Australia Local Government Act 2019, exists. As per the Notice given by the Minister for Local Government on 27 April 2023, the assessed value is the unimproved value, the rate that applies is 0.006427 of the assessed value, and the minimum charge is \$1,647.93 for the year.
  - e. **Class 5 Other Allotments** Any rateable allotments not captured within any other class. A fixed of \$1,231.65 per annum.

6. Concessions are provided to those ratepayers that are members of the Northern Territory Concession Scheme. Details of the concessions that apply can be found at <https://nt.gov.au/community/concessions-and-payments/nt-concession-scheme/concessions/council-rates-and-garbage>

## CHARGES

7. The Council intends to raise garbage collection charges for the 2023/2024 financial year totalling \$947,059.
8. Garbage collection charges are imposed as a fixed charge for each allotment within the townships of Pine Creek, Timber Creek and the communities of Nauiyu, Nauiyu – Five Mile, Kalkarindji, Daguragu, Yarralin and Pigeon Hole, and the Daly River Police Station (NT Portion 3114), depending upon whether that allotment is used primarily for residential or commercial/non-residential purposes. All allotments will be liable for the garbage collection charge irrespective of whether the service provided is utilised. The charges also provide access to waste management facilities within the Council's boundaries.
9. A garbage collection service will only be provided in the townships and communities specified above. Those allotments outside of the townships and communities identified above will be liable for the waste management charge, providing access to facilities within the Council's boundaries.
10. Pursuant to section 239 of the Act, the Council has declared the following charges for the 2023/2024 financial year:
- a. The garbage collection charge for residential allotments:
- For a once-a-week collection service in Pine Creek and Timber Creek, a fixed charge of \$910.35 per annum multiplied by the number of bins assigned to the allotment.
  - For twice-a-week collection services in Kalkarindji, Daguragu, Yarralin, Pigeon Hole and Nauiyu, a fixed charge of \$1,365.53 per annum multiplied by the number of bins assigned to the allotment
- b. Garbage collection charge for commercial allotments:
- For a once-a-week collection service in Pine Creek and Timber Creek, a fixed charge of \$1,660.05 per annum multiplied by the number of bins assigned to the allotment.
  - For twice-a-week collection services in Kalkarindji, Daguragu, Yarralin, Pigeon Hole and Nauiyu, a fixed charge of \$2,490.08 per annum multiplied by the number of bins assigned to the allotment
- c. The waste management fee for residential allotments is a Fixed charge of \$591.73 per annum.
- d. The waste management fee for commercial allotments is a Fixed charge of \$1,079.03 per annum.

## PAYMENT DATES

11. Rates and charges may be paid in four approximately equal instalments on the following dates, namely:
- a. 1st instalment - 30 September 2023
- b. 2nd instalment - 30 November 2023
- c. 3rd instalment - 31 January 2024
- d. 4th instalment - 31 March 2024
12. Details of the due dates and specified amounts will be listed on the relevant rates notice issued in accordance with section 244 of the Act.

13. Variations to those options for payment will be administered according to the conditions outlined on the front and reverse of the Rates Notice.
14. After rates have been in arrears for at least six months, the Council may apply to the appropriate registration authority for registration of the charge over the land to which the charge relates. The overriding statutory charge will ensure Council is given priority over all other registered and unregistered mortgages, charges, and encumbrances except a previously registered overriding statutory charge when the title changes ownership
15. In accordance with section 258 of the Act, the Council may sell the land to recover amounts due to Council (principal amount, interest, recovery costs reasonably incurred) if amounts have been in arrears for more than three years and a statutory charge has been registered for at least six months.

### **RELEVANT INTEREST RATE**

16. Per section 245 of the Act, interest shall accrue on rates and charges that are not paid by the due date at a rate of 17 per cent per annum, calculated daily until the date of payment.

### **ASSESSMENT OF SOCIAL AND ECONOMIC EFFECTS OF THE RATING POLICY AND DECLARATION**

Council has formed the view that rates proposed to be levied on property owners remain affordable and are low compared with other local government jurisdictions in the Northern Territory and Australia.

The Council's garbage collection charge is higher than other local government jurisdictions in the Northern Territory and Australia. The reason for these comparably higher costs is that the Council is required to undertake costly and significant upgrades to its waste management facilities in the short to medium term, to comply with environmental legislation and other requirements.

Rates levied on public housing dwellings are paid by the Northern Territory Government responsible for administering and managing public housing and therefore have no direct impact on public housing tenants. The Council has established processes and protocols for responding to residents that have indicated that they are suffering financial hardship, which may include granting a rate concession, payment deferral or suspension of any interest accrued on any outstanding and overdue amounts. The Council also participates in the Northern Territory Pensioner and Carer Concession Scheme, which provides financial subsidies to eligible persons. Eligible persons have these concessions applied to their rates notice each year. As such, the Council anticipates no detrimental socio-economic impact due to levying rates and charges for the 2023/2024 financial year.



#### 10.1.4. Elected Member Allowances

**Report Type** Report for Decision

**Department** Chief Executive Office

**Prepared by** Manager of Executive Services

#### Recommendations

- A. That Council resolves to fix the allowances for elected members for 2023-24FY in accordance with the Determination of Allowances for Members of Local Government Councils.

#### Background

Section 106 of the *Local Government Act 2019* outlines that a member of a council is entitled to be paid the allowance or allowances determined by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

In 2023 the Northern Territory of Australia Remuneration Tribunal made a Determination of Allowances for Members of Local Government Councils (attached).

#### Budget implications

The budget implications for council is outlined in the table below:

#### ELECTED MEMBER ALLOWANCES 2023-24

	Elected Mayor	Deputy Mayor	3x Ordinary Council Members	Total
Councillor allowances	20,000	20,000	60,000	100,000
Additional allowances	82,000	16,000	-	98,000
Professional Development Allowance	4,000	4,000	12,000	20,000
Extra meeting Allowance	-	10,000	30,000	40,000
	<b>106,000</b>	<b>50,000</b>	<b>102,000</b>	<b>258,000</b>

#### Council officer conflict of interest declaration

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



### **Attachments**

1. report-determination-1-of-2023-allowances-for-members-local-government-councils [**10.1.4.1** - 5 pages]



**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers  
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF  
LOCAL GOVERNMENT COUNCILS**

**DETERMINATION NO. 1 OF 2023**

Under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

**1. DEFINITIONS**

**Municipal Councils are the following:**

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

**Regional Councils are the following:**

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

**Community Councils are the following:**

- Belyuen.
- Coomalie; and
- Wagait.

Financial Year is the period from 1 July to the 30 June.



Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
  - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
  - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is defined in the *Local Government Act 2019* as an elected member of a Local Council:

## 2. ALLOWANCES

The following allowances will be paid annually.

### **COUNCILLORS' ALLOWANCE**

Darwin	\$31,000
Palmerston	\$22,000
Alice Springs	\$22,000
Litchfield	\$22,000
Other Municipal and Regional	\$20,000

### **Community Councils**

Coomalie	\$7000
Belyuen	up to \$5000 as approved by Council
Wagait	up to \$5000 as approved by Council

### **DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE**

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

### **PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE**

Darwin	\$127,200
Palmerston	\$92,000
Alice Springs	\$89,000
Litchfield	\$83,000
Other Municipal and Regional	\$82,000

### Community Councils

Coomalie	\$23,000
Belyuen	up to \$20,000 as approved by Council
Wagait	up to \$5000 as approved by Council

### 3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies;
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
  - Including, but not limited to:
    - donations;
    - organization sponsorship;
    - membership fees;
    - patron expenses; and
    - constituent support.

### 4. EXTRA MEETING / ACTIVITY ALLOWANCE

- 4.1. An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Municipal and Regional Councillors and Deputy Principal Members of those Councils. The allowance may be accessed as follows:

- additional meetings of full Council or established sub-committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;
- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions as an invited representative of Council and with Council's approval; and
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

- 4.2. Allowances to be paid to eligible members (not including Principal Members) are:

- Fee if activity takes place during normal business hours as follows:
  - up to 2 hours \$200
  - between 2 and 4 hours \$300
  - more than 4 hours \$500
- An Extra Meeting / Activity Allowance of up to \$1000 per financial year, can be paid to Councillors of the Community Councils, when attending an extra meeting / activity approved by the Council.

## **5. PROFESSIONAL DEVELOPMENT ALLOWANCE \$4000 PER YEAR**

- 5.1. Professional Development Allowance is \$4000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members, Councillors of Municipal and Regional Councils.
- 5.2. Professional Development Allowance up to \$1000 per financial year, may be claimed by all Principal Members and Councillors of Community Councils if approved by the Council.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The AICD Company's Director Course should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory (LGANT).
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

## **6. VEHICLE ALLOWANCE**

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel involves 50kms from home base, and is capped at \$5000 per financial year, travel does not occur in a Council supplied and maintained vehicle, and the Councillor is not in receipt of a motor vehicle provisions in Clause 7 below.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office each year and is 78 cents a kilometre in 2022-23.
- 6.3. Vehicle Allowance will be available in the following circumstances:
  - travel to and from statutory Council meetings;
  - travel to and from official Council approved meeting;
  - travel to and from approved function representing the Principal Member;
  - travel to and from Local Authority Meetings;
  - travel to and from all meetings of Council or their sub-committees; and
  - travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.

## **7. PROVISION OF MOTOR VEHICLE**

- 7.1. If Principal Members of Municipal and Regional Councils are not given a Council maintained vehicle they can receive a Vehicle Allowance.
- 7.2. The Vehicle Allowance, which will be paid fortnightly or monthly, will be:
  - \$25,000 per year for Municipal Principal Members; or
  - \$40,000 per year for Regional Principal Members.

## 8. TRAVEL ALLOWANCE


Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2021/6 or any subsequent Taxation Determination made in substitution of that Determination.


## 9. GENERAL

9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM  
Chairperson  
Remuneration Tribunal



The Hon Syd Stirling AM  
Member  
Remuneration Tribunal



Mr Gary Higgins  
Member  
Remuneration Tribunal

Dated 24 January 2023



**10.1.5. Budget 2023-24**

**Report Type**    **Officer Report For Decision**

**Department**    **Chief Executive Office**

**Prepared by**    **Manager of Executive Services**

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**Recommendations**

- A. That Council adopts the 2023-24 budget including all prescribed content pursuant to section 201 of the *Local Government Act 2019* and Regulation 8 of the *Local Government (General) Regulations (2021)*.
- B. That Council adopts long term financial plan (LTFP) including all prescribed content pursuant to section 200 of the *Local Government Act 2019* and Regulation 8 of the *Local Government (General) Regulations (2021)*.

**Regional Plan**

**Goal 1: Quality Leadership**

1.3 - Comply with all statutory, regulatory and reporting requirements

**Budget implications**

See budget papers attached.

**Council officer conflict of interest declaration**

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

**Attachments**

1. Budget 2023 24 (3) [10.1.5.1 - 14 pages]

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# Budget 2023-24

Regional Plan and Budget 2023 - 24

## **Budget Discussion 2023-24**

### **Introduction**

The Council must prepare an Annual Budget in accordance with part 10.5 of the Local Government Act (2019).

The budget provides estimates of the Council's revenue and expenditure for the next financial year based on the best available information at the time when the budget was formed in order to deliver services to the communities in which we represent and serve.

The budget process involves reviewing historical financial information and holding discussions with relevant personnel in relation to the progress of current projects, programs and other initiatives, as well as developing cost estimates for any new projects, programs and other initiatives planned for the future ahead and for which no historical and comparative financial information is available.

Council's expenditure estimate comprises salaries and wages and other related employee costs, materials and contracts, elected member and local authority allowances and expenses, depreciation, amortisation and impairment to account for and allocate the cost of the Council's assets over their useful lives. The Council's revenue sources include rates, statutory charges, user fees and charges, grant income, interest income and other income.

### **Objectives, Measures, and Indicators**

The Council's Strategic Goals and Objectives and the Key Performance Indicators used to measure and monitor performance towards those Goals and Objectives are included in the Strategic Plan and Key Performance Indicators section of the Council's Regional Plan 2023-2024.

Whilst the preparation of the Regional Plan is a requirement stipulated in Part 3.3 *Local Government Act 2019*, the preparation of the Regional Plan and Annual Budget is also an element supporting the Council's Goals and Objectives.

From a financial perspective, the measures that Council intend to pursue and implement include:

- Proactively identifying and pursuing grant funding opportunities.
- Council is investigating opportunities to continue to diversify the Council's income streams through new programs and activities to reduce the Council's overall reliance on grant funding and rating income.
- Reviewing Council's ongoing purchasing and contracting arrangements to identify possible cost savings; and
- Council is making appropriate capital investments that will reduce Council's costs over the short to medium term.

The adoption and implementation of these measures are envisaged to support and facilitate the Council's long-term financial sustainability and enable the Council to provide improved and increased projects, programs and activities that benefit the communities that we operate in.

The performance indicators that the Council utilises to determine whether the measures are being effectively implemented in order to achieve its objectives include:

- Monthly monitoring of the Council's budget against its actual income and expenditure; and

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- Periodic and regular monitoring of the status of the Council's programs, projects and other initiatives and whether those programs, projects and other initiatives can be delivered within budgeted amounts allowed for and allocated.

**Income and expenditure budget for 2023-2024**

**Budget Overview**

During the financial year 2023-2024, the Council expects to generate a total income of \$19,905,947.

Total income of \$19,905,947 comprises of:

- \$1,190,563 generated from rates,
- \$947,059 generated from waste charges,
- \$7,467,479 from fees and charges (including income from programs such as CDP, NDIS, Agency income, Hire of Council assets and rental income),
- Grant income (excluding capital grants) of \$9,273,963,
- Interest income of approx. \$532,900, and
- Other income of \$493,984, of which \$150,00 is planned to be received from the net proceeds of asset sales through the Council's Asset Replacement Program.
- In addition, Council expects to have the approval to carry forward approximately \$1,044,673 in unspent grant funds received in 2022-2023

The Council expects to incur an operating expenditure of \$22,317,015.

Total expenditure of \$22,317,015 comprises of:

- Employee benefit expenses of \$12,816,780,
- Materials and contracts expenses of \$5,976,821,
- Councillor, committee, and local authority expenses of \$440,183
- Depreciation, amortisation, and impairment of \$3,078,658, and
- Other expenses of \$4,573.

In addition, the Council plans to incur capital expenditure of \$9,174,406 in the 2023-2024 budget will be used for the renewal of aging plants, machinery, and vehicles as well as major road works and new infrastructure construction projects planned, which includes \$1,041,866 carry forward from 2022-2023.

Planned capital expenditure comprises of:

- The new office at 18 Pearce St Katherine (\$1,000,000),
- Purchase two Zero-turn mowers (\$40,000)
- Libanangu Road Drainage (\$194,000),
- Purchase of two new Cab Tractors (\$320,000),
- New and upgraded staff housing (\$675,262),
- Daguragu Sports and Rec Hall upgrade (\$635,947)
- Bus shelter (\$20,000)
- Phone box shade (\$8,946)
- Minor infrastructures in Timber Creek and Pine Creek (\$200,000)
- Arts Centre Park Shade Trees and Outdoor table (\$20,000)
- Two Troppo Bird Hides (\$63,369)
- Purchase 3 Motor vehicles (200,000)
- Playground Installation (With Shade Shelter)-Yarralin (\$320,000)
- Playground Installation (Playground with Soft fall Rubber)-Nauiyu (\$150,000)
- Road and infrastructure-Timber Creek (\$160,000)
- Street lighting in Daguragu and Kalkarindji (\$65,000)
- No 4 Fitzer Road - Respite Centre Upgrade (\$626,883)
- Proposed Oval Lighting-Pine Creek (\$825,000)
- Playground and Shade Shelter Installation-Pine Creek (\$110,000)
- Major storm water drains repairs-Pine Creek (\$100,000)

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- Flood recovery programs (\$3,500,000).

The above-listed projects will be funded by \$1,041,866 unspent capital grants brought forward from 2022-2023, \$2,114,127 additional capital incomes expected in 2023-2024, Council funds of \$2,320,125, LA funds of \$278,946 and insurance claims and government assistance (for flood recovery program).

The Council is budgeting for a net budgeted operating surplus of **\$543,850** in 2023-2024

### **Budget Highlights**

The Council's Budget for 2023-2024 consists of the following highlights:

- All allotments will be subject to a Garbage Collection Service irrespective of whether the service provided by Council is utilised as a means to contribute towards increased costs associated with managing the Council's waste management facilities.
- Insurance claims and Government grants will fund a \$3,500,000 budget for the flood recovery program.
- Council plans to upgrade playgrounds in Pine Creek, Nauiyu and Yarralin through funding from grants and LA funds at a cost of \$580,000.
- Completion of No 4 Fitzer Road - Respite Centre Upgrade at a cost of \$626,883
- Complete the new office at 18 Pearce St.
- Proposed Oval Lighting capital works in Pine Creek at a cost of \$825,000.
- Purchases of new plant and fleet as part of the Council's Asset Replacement Program amounting to \$560,000.

### **Budget Assumptions**

The following assumptions have been used in the development of the budget for the 2022/23 financial year:

- Proposed rates and charges are adopted. The Council's property master file, by which rates and charges are determined, contains no significant discrepancies that would adversely affect the number of rates levied and charges imposed.
- The use of Council-provided services by which residents pay a fee or charge remains constant.
- The level of demand from participants in the Council's Aged Care, NDIS and CDP programs remains constant.
- Apart from NIAA, funding bodies will allow unspent grants from the 2022-2023 financial year to be carried forward for use in the 2023-2024 financial year.
- Funding bodies will continue to provide grant funding to support the Council's programs, projects and other initiatives.
- The Council continues to administer the CDP program in 2023-2024, and no significant policy changes materially affect the associated income generated.
- Council will claim the cost of flood damages in Kalkarindji and Daguragu from insurance, and Government will fund any amount not claimable through grants.
- Vacant positions within the Council's approved organisational structure will remain the same.

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Income	Annual Budget	Regional Office	Kalkarindji	Nauiyu	Pine Creek	Timber Creek	Yarralin
Rates	1,190,563	66,108	217,138	267,951	251,313	204,816	183,237
Statutory charges	947,059		194,001	260,898	168,104	189,176	134,879
Fees and Charges	7,467,479	5,933,133	385,519	111,728	18,300	278,736	740,064
Grant Income	9,273,963	3,900,596	1,379,792	952,749	782,606	1,192,986	1,065,233
Interest income	532,900	532,900					
Other Income	493,984	182,000	66,367	69,539	19,502	7,138	149,437
<b>Total income</b>	<b>19,905,947</b>	<b>10,614,737</b>	<b>2,242,816</b>	<b>1,662,866</b>	<b>1,239,825</b>	<b>1,872,852</b>	<b>2,272,850</b>
<b>Expenses</b>							
Employees expenses	12,816,780	6,888,030	1,325,097	1,145,290	760,573	1,114,879	1,582,913
Material and Contracts	5,976,821	3,532,304	479,869	494,455	389,177	477,693	603,324
Elected Member Allowances	238,000	238,000					
Elected Member Expenses	120,383	120,383					
Council Committee & LA Allowances	76,200	4,800	10,200	10,200	10,200	30,600	10,200
Council Committee & LA Expenses	5,600		800	800	800	2,400	800
Depreciation, Amortisation, and impairment	3,078,658	3,078,658					
Other expenses	4,573	2,300		2,273			
<b>Total Expenses</b>	<b>22,317,015</b>	<b>13,864,475</b>	<b>1,815,965</b>	<b>1,653,017</b>	<b>1,160,749</b>	<b>1,625,571</b>	<b>2,197,236</b>
<b>Budgeted Operating Surplus/Deficit</b>	<b>(2,411,068)</b>	<b>(3,249,738)</b>	<b>426,851</b>	<b>9,848</b>	<b>79,076</b>	<b>247,281</b>	<b>75,614</b>
Capital Grants brought forward	1,041,866	1,041,866					
Capital income	2,114,127			150,000	1,117,244	676,883	170,000
Insurance claims and Grants	3,500,000		3,500,000				
<b>Budgeted Surplus/Deficit</b>	<b>4,244,925</b>	<b>(2,207,872)</b>	<b>3,926,851</b>	<b>159,848</b>	<b>1,196,320</b>	<b>924,164</b>	<b>245,614</b>
Borrowing Repayments (Principal Only)	-	-	-	-	-	-	-
Capital expenditure	9,174,406	1,240,000	4,434,947	280,000	1,198,369	1,025,829	995,262
Add back non-cash expenses	3,078,658						
<b>Net Budget Surplus/Deficit</b>	<b>(1,850,823)</b>						
Prior Year Carry Forward Tied Funding	1,044,673						
<u>Transfer from Reserves</u>							
Yarralin Duplex	350,000						
New office Building-18 Pearce St	1,000,000						
	1,350,000						
<b>Net Budgeted Operating Position</b>	<b>543,850</b>						

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**List of Budgeted Capital expenditures for the 2023-2024 financial year and source of funds**

Capital Projects	Budgeted Capital Expenditure 23-24 financial year	Funded by			
		Council's Funds	LA Fundings	Grants	Insurance Claims & Grants
Zero-turn mowers	40,000	40,000.0	-	-	-
New office Building-18 Pearce St	1,000,000	1,000,000.0	-	-	-
Cab tractor(2x)	260,000	260,000.0	-	-	-
Duplex - Yarralin	675,261	350,000.0	-	325,261	-
Libanangu Road Drainage	194,000	194,000.0	-	-	-
Daguragu Sports & Rec Hall Upgrade	635,947	-	-	635,947	-
Phone box shade	8,946	-	8,946	-	-
Bus Shelter	20,000	-	20,000	-	-
Arts Centre Park Shade Trees and Outdoor table	20,000	-	20,000	-	-
Two Troppo Bird Hides	63,369	31,125.0	-	32,244	-
Motor vehicles (2x)	200,000	200,000.0	-	-	-
Playground Installation (With Shade Shelter)	320,000	-	150,000	170,000	-
Playground Installation (Playground with Soft fall Rubber)	150,000	-	-	150,000	-
Road and infrastructure	160,000	160,000.0	-	-	-
Daguragu Street Lighting	30,000	30,000.0	-	-	-
Kalkarindji Street Lighting	35,000	35,000.0	-	-	-
No 4 Fitzer Road - Respite Centre Upgrade	626,883	-	-	626,883	-
Proposed Oval Lighting	825,000	-	-	825,000	-
Minor infrastructures-Timber Creek	100,000	20,000.0	30,000	50,000	-
Minor infrastructures-Pine Creek	100,000	-	50,000	50,000	-
Shade Shelter Installation-Playground	110,000	-	-	110,000	-
Major stormwater drains repairs	100,000	-	-	100,000	-
Flood recovery program	3,500,000	-	-	-	3,500,000
	-				
	<b>9,174,406</b>	<b>2,320,125</b>	<b>278,946</b>	<b>3,075,335</b>	<b>3,500,000</b>

Regional Plan and Budget 2023 - 24

**Budget by Planned Major Capital Works**

Budget by Planned Major Capital Works - This budget table is to report major capital works projects that are either in progress, that will continue over more than one financial year or will be completed this current financial year (including projects that are started and completed in the current financial year). Council resolved that major capital works projects are projects that are expected to cost more than \$150,000 in total.

Class of Assets	By Major Capital Project*	Total Prior Year(s) Actuals \$ (A)	2023-2024 Budget \$ (B)	2024-2025 Budget \$ (C )	2025-2026 Budget \$ (D)	2026-2027 Budget \$ (E)	Total Planned Budget \$ (G = A+B+C+D+E)	Expected Project Completion Date
Buildings	New office Building-18 Pearce St	2,000,000	1,000,000	-	-	-	3,000,000	31/08/2023
Plant and Equipment	Cab tractor(1x)	-	320,000	-	-	-	320,000	30/06/2024
Buildings	Duplex - Yarralin	24,738	675,262	-	-	-	700,000	30/06/2024
Buildings	Daguragu Sports & Rec Hall Upgrade	881	635,947	-	-	-	636,828	30/06/2024
Road and infrastructure	Libanangu Road Drainage	-	194,000	-	-	-	194,000	30/06/2024
Motor Vehicles	Motor vehicles (2x)	-	200,000	-	-	-	200,000	30/06/2024
Structures	Playground Installation (With Shade Shelter)	-	320,000	-	-	-	320,000	30/06/2024
Structures	Playground Installation (Playground with Soft fall Rubber)	-	150,000	-	-	-	150,000	30/06/2024
Road and infrastructure	Road and infrastructure	-	160,000	-	-	-	160,000	30/06/2024
Buildings	No 4 Fitzer Road - Respite Centre Upgrade		626,883	-	-	-	626,883	30/06/2024
Structures	Proposed Ovel Lighting		825,000	-	-	-	825,000	30/06/2024
Affect various classes of assets	Flood recovery program		3,500,000	-	-	-	3,500,000	30/06/2025
	<b>TOTAL</b>	<b>2,025,619</b>	<b>8,607,092</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,632,711</b>	

Regional Plan and Budget 2023 - 24

**Assumptions for the forecast period commencing 2023/2024**

The following assumptions have been used when forecasting future income and expenditure:

- Rates and statutory charges will increase by 3 per cent per annum.
- Operating grant income will increase by 2 per cent per annum. Council does not foresee any notable change in the Commonwealth and Northern Territory policy positions regarding grants that will adversely affect future funds.
- Fees and Charges, interest, and other income will increase by 2 per cent annually.
- The Council will continue to dispose of its fleet and plant as part of its Asset Replacement Program through Public Auction. Total proceeds received for auctioned assets are expected to remain constant.
- Total employee expenses will increase by 3 per cent per annum in line with EBA.
- Council expects Materials and contracts expenses to increase by an average of 2 per cent annually.
- Leasing costs will reduce to reflect the cessation of the lease held for the Council's Regional Office and relocation into new premises.
- Elected members and LA allowances and expenses will increase by 2 per cent annually.
- Depreciation charges will account for approximately 6.5 per cent of the carrying value of its property, plant, and equipment. The Council will not be required to make any material impairments to the carrying value of its property, plant, and equipment.
- Other expenses will increase by 2% annually.

Regional Plan and Budget 2023 - 24

**Long-Term Financial Plan**

Income	2023/2024	2024/2025	2025/2026	2026/2027
Rates	1,190,563	1,226,279	1,263,068	1,300,960
Statutory charges	947,059	975,470	1,004,734	1,034,876
Fees and Charges	7,467,479	7,616,829	7,769,166	7,924,549
Grant Income	9,273,963	9,459,442	9,648,631	9,841,604
Interest income	532,900	543,558	554,429	565,518
Other Income	493,984	503,863	513,941	524,219
<b>Total income</b>	<b>19,905,947</b>	<b>20,325,442</b>	<b>20,753,969</b>	<b>21,191,726</b>
<b>Expenses</b>				
Employees expenses	12,816,780	13,201,283	13,597,322	14,005,242
Material and Contracts	5,976,821	5,961,717	6,080,952	6,202,571
Elected Member Allowances	238,000	242,760	247,615	252,568
Elected Member Expenses	120,383	122,790	125,246	127,751
Council Committee & LA Allowances	76,200	77,724	79,278	80,864
Council Committee & LA Expenses	5,600	5,712	5,826	5,943
Depreciation, Amortisation, and impairment	3,078,658	3,109,445	3,140,540	3,171,945
Other expenses	4,573	4,664	4,757	4,853
<b>Total Expenses</b>	<b>22,317,015</b>	<b>22,726,096</b>	<b>23,281,537</b>	<b>23,851,735</b>
<b>Budgeted Operating Surplus/Deficit</b>	<b>(2,411,068)</b>	<b>(2,400,654)</b>	<b>(2,527,568)</b>	<b>(2,660,009)</b>
Capital Grants brought forward	1,041,866			
Capital income	2,114,127	300,000	300,000	300,000
Insurance claims and Grants	3,500,000			
<b>Budgeted Surplus/Deficit</b>	<b>4,244,925</b>	<b>(2,100,654)</b>	<b>(2,227,568)</b>	<b>(2,360,009)</b>
Borrowing Repayments (Principal Only)	-	-	-	-
Capital expenditure	9,174,406	880,000	705,000	705,000
Add back non-cash expenses	3,078,658	3,109,445	3,140,540	3,171,945
<b>Net Budget Surplus/Deficit</b>	<b>(1,850,823)</b>	<b>128,791</b>	<b>207,971</b>	<b>106,936</b>
Prior Year Carry Forward Tied Funding	1,044,673	-	-	-
<u>Transfer from Reserves</u>				
Yarralin Duplex	350,000	-	-	-
New office Building-18 Pearce St	1,000,000	-	-	-
	1,350,000			
<b>Net Budgeted Operating Position</b>	<b>543,850</b>	<b>128,791</b>	<b>207,971</b>	<b>106,936</b>

Regional Plan and Budget 2023 - 24

**Budgeted capital expenditure**

<b>Class of Property, Plant, and Equipment</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>
Motor Vehicles	200,000	150,000	225,000	225,000
Plant and Equipment	300,000	430,000	180,000	180,000
Buildings	2,411,209	-	-	-
Structures	2,409,197	100,000	100,000	100,000
Road /Infrastructure	354,000	200,000	200,000	200,000
Flood recovery Programs	3,500,000	-	-	-
	<b>9,174,406</b>	<b>880,000</b>	<b>705,000</b>	<b>705,000</b>
<b>Funded by</b>				
Capital Grants	3,075,336	300,000	300,000	300,000
LA fundings	278,946			
Council's Funds	2,320,124	580,000	405,000	405,000
Insurance claims/grants	3,500,000			
	<b>9,174,406</b>	<b>880,000</b>	<b>705,000</b>	<b>705,000</b>

Regional Plan and Budget 2023 - 24

**Schedule of Fees and Charges 2023-24**

<b>SCHEDULE OF FEES AND CHARGES 2023-24</b>			<b>Fee/Charge Inc. GST</b>
<b>ADMINISTRATION, COMMUNICATION AND PUBLICATION</b>			
<b>Rates</b>			
Rates Search	each	\$	80.00
Copies of Rates Notices	each	\$	25.00
<b>Photocopying/Printing</b>			
A4 - single sided	copy	\$	1.25
A4 - double sided	copy	\$	2.00
A3 - single sided	copy	\$	2.00
A3 - double sided	copy	\$	2.50
<b>Faxing</b>			
Domestic charge	page	\$	2.00
International charge - (send)	page	\$	5.00
Receiving Faxes - A4	fax	\$	2.00
<b>Laminating</b>			
A4	page	\$	5.00
A3	page	\$	7.00
<b>Internet Access</b>			
Per 30 minutes	half Hour	\$	5.00
Per hour	hour	\$	8.00
<b>Minutes and Agendas of Council Meetings, Committee Meetings and Local Authority Meetings</b>			
<i>Minutes and Agendas are available for free on the Council Website</i>			
Agenda only	meeting	\$	11.00
Minutes only (Current on file)	meeting	\$	22.00
Minutes only (from archives)	meeting	\$	95.00
Minutes and Agenda (Current on file)	meeting	\$	40.00
<b>Other Council Publications</b>			
<i>The following documents are available for free on the Council Website</i>			
Annual Reports	publication	\$	40.00
Regional Plans	publication	\$	50.00
<b>Council Meeting Room and Equipment Hire</b>			
VDRC Regional Office Meeting Room - Includes digital projector and screen	day	\$	510.00
<b>LIBRARY</b>			
Temporary Members Deposit (\$30 refundable)	each	\$	31.00
<b>ACCOMMODATION</b>			
Visitor's quarters - per unit	night		
Visitor's quarters (2 bedroom)	night	\$	450.00
Visitor's quarters (1 bedroom with ensuite)	night	\$	250.00
Visitor's quarters (1 bedroom without ensuite)	night	\$	165.00
Booking Amendments	per instance	\$	50.00



Regional Plan and Budget 2023 - 24

<b>REFUSE CHARGES</b>			
<b>Waste Management Fees</b>			
Replacement Household Bin	at Cost	\$	100.00
Domestic waste disposal fee	cubic metre	\$	22.00
Commercial waste	cubic metre	\$	250.00
Building waste	cubic metre	\$	250.00
Car bodies	car body	\$	185.00
White Goods (wash machine, fridge, AC, freezer (must be degassed by certified contractor and have certificate)	Per item	\$	70.00
<b>COMMUNITY HALL HIRE</b>			
<b>Civil Hall/Conference Room</b>			
Hall/Conference Room Hire	day	\$	275.00
Hall/Conference Room Hire	1/2 day	\$	200.00
Hall/Conference Room and Kitchen	day	\$	400.00
Hall/Conference Room and Kitchen	1/2 day	\$	290.00
Pensioner Groups	day	\$	300.00
Chairs	each	\$	2.50
Trestle Tables	each	\$	14.00
Tablecloths	each	\$	14.00
BBQ	per occasion	\$	35.00
<b>Functions Hire - General</b>			
Evening functions	evening	\$	1,050.00
Pensioner Groups	evening	\$	300.00
<b>RECREATION CENTRE</b>			
Community/Sporting Activities	instance	\$	50.00
Commercial groups	instance	\$	105.00
Entry	person	\$	4.00
<b>MUSEUM FEES</b>			
Police Museum admission fee (Timber Creek)	entry	\$	5.00
<b>Children under 16 free</b>			
<b>HARD COURT AND RESERVE HIRE FEES</b>			
<b>Oval</b>			
Community groups	instance (Up to 3 Hours)	\$	105.00
Community groups	day	\$	205.00
Commercial groups	day	\$	408.00
Oval lights - total	instance	\$	155.00
Local Sports Groups	-	-	
<b>Netball/Basketball/Tennis Courts</b>			
Night rate for lighting in addition to any hire fees	instance	\$	26.00
<b>Park</b>			
Community Markets - stall seasonal pass	per annum	\$	65.00
Community Markets - casual stall	day	\$	15.00

Regional Plan and Budget 2023 - 24

PLANT HIRE			
<i>All on a wet hire basis - must include VDRC employee as driver</i>			
Backhoe	day	\$	1,630.00
Backhoe	hour	\$	240.00
Tipper	day	\$	1,320.00
Tipper	hour	\$	200.00
Box Trailer Hire (plus \$200 deposit)	1/2 Day	\$	60.00
Box Trailer Hire (plus \$200 deposit)	day	\$	90.00
Tractor Hire	hour	\$	200.00
Tractor/Slasher	hour	\$	220.00
Excavator 15T	hour	\$	285.00
Bobcat	hour	\$	205.00
Ride on mower with operator	hour	\$	165.00
Labour			
Key cutting	per instance	\$	15.00
Tyre Repair	per instance	\$	60.00
Tyre Change	per instance	\$	60.00
Unskilled Labour	hour	\$	95.00
Semi-Skilled Labour	hour	\$	141.00
Skilled Labour	hour	\$	187.00
Supervisor	hour	\$	235.00

## AGED CARE FEES AND CHARGES

Regional Plan and Budget 2023 - 24

	Fee/Charge Exc.GST	Unit	GST	Fee/ Charge
<b>HOME CARE PACKAGES</b>				
<b>PACKAGE MANAGEMENT COST</b>				
Level 1	\$52.78	Per fortnight	GST not applicable	\$52.78
Level 2	\$92.96	Per fortnight	GST not applicable	\$92.96
Level 3	\$202.16	Per fortnight	GST not applicable	\$202.16
Level 4	\$306.46	Per fortnight	GST not applicable	\$306.46
<b>CARE MANAGEMENT COST</b>				
Level 1	\$70.42	Per fortnight	GST not applicable	\$70.42
Level 2	\$123.90	Per fortnight	GST not applicable	\$123.90
Level 3	\$269.50	Per fortnight	GST not applicable	\$269.50
Level 4	\$408.66	Per fortnight	GST not applicable	\$408.66
<b>BASIC DAILY FEES</b>				
Level 1	\$10.88	Per day	GST not applicable	\$10.88
Level 2	\$11.50	Per day	GST not applicable	\$11.50
Level 3	\$11.83	Per day	GST not applicable	\$11.83
Level 4	\$12.14	Per day	GST not applicable	\$12.14
<b>CLIENT CONTRIBUTION</b> (Meal prep and delivery)	\$141	Per fortnight	GST not applicable	\$141
<b>DOMESTIC ASSISTANCE</b>				
House Cleaning	\$56	per hour	GST not applicable	\$56
Laundry	\$56	per hour	GST not applicable	\$56
Shopping (for Client)	\$56	per hour	GST not applicable	\$56
<b>PERSONAL CARE</b>				
Showering	\$56	per hour	GST not applicable	\$56
<b>DAY RESPITE</b>				
Social Support (Individual)	\$56	per hour	GST not applicable	\$56
<b>SOCIAL SUPPORT (GROUP)</b>				
Planned Activity	\$15	per hour	GST not applicable	\$15
Centre Activity	\$15	per hour	GST not applicable	\$15
<b>MEALS</b>				
Breakfast	\$15	per Meal	GST not applicable	\$15
Lunch	\$15	per Meal	GST not applicable	\$15
Dinner/Supper	\$15	per Meal	GST not applicable	\$15
Weekend pack	\$15	per Meal	GST not applicable	\$15
<b>TRANSPORT</b>				
<b>TRANSPORT ( LOCAL - ONE WAY)</b>	\$105	per hour	GST not applicable	\$105
Transport (Outside Community)	\$105	per hour	GST not applicable	\$105
Client Purchases	POA			Quote on Request



### 10.1.6. Regional Plan 2023-24

**Report Type** Report for Decision  
**Department** Chief Executive Office  
**Prepared by** Manager of Executive Services

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#### Recommendations

- A. That Council adopts the 2023-24 Regional Plan pursuant to Section 35(1) of the *Local Government Act 2019*.
- B. That Council approves the submission of the Victoria Daly Regional Council 2023-24 Regional Plan to the Agency pursuant to Section 35(2) of the *Local Government Act 2019*.

#### Regional Plan

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

1.3 - Comply with all statutory, regulatory and reporting requirements

#### Background

Section 35 of the *Local Government Act 2019* ('the Act') requires that the council develop and adopt a regional plan by the 30 June in each financial year for the subsequent financial year. Prior to the adoption of the plan, Council must make the plan available to the public for submissions and must consider the submissions made in response to the invitation and make any revisions to the draft the council considers appropriate in the light of the submissions.

Council approved at a special meeting on 5 June 2023 that the draft plan be made accessible on council's website and at council's public offices. A notice was published seeking written submissions and all submissions will be tabled for Council to consider.

#### Key Issues

The full 2023-24 Regional Plan will be distributed to elected members separately to the agenda due to its significant file size.

#### 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



### 10.1.7. Voice to Parliament

**Report Type** Officer Report For Decision

**Department** Chief Executive Office

**Prepared by** Manager of Executive Services

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#### **Purpose**

For Council to acknowledge their support, or otherwise, of the Voice to Parliament *‘Recognising Aboriginal and Torres Strait Islander Peoples through a Voice’*.

#### **Recommendations**

- A. That the Voice to Parliament report is received and noted
- B. That Council publicly supports the First Nations Voice to Parliament.

#### **Background**

In late 2023 there will be a referendum to recognise Aboriginal and Torres Strait Islander Peoples as the First Peoples of Australia through an Aboriginal and Torres Strait Islander Voice enshrined in the Australian Constitution.

On referendum day, voters will be asked to vote ‘yes’ or ‘no’ to the following:

*“A Proposed Law: to alter the Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice. Do you approve this proposed alteration?”*

The First Nations Referendum Working Group has developed principles to define what the Voice could look like, these include:

- An independent advice to the Parliament and Government.
- Chosen by Aboriginal and Torres Strait Islander people based on the wishes of local communities.
- Representative of Aboriginal and Torres Strait Islander communities, gender balances, and include youth.
- Empowering, community-led, inclusive, respectful and culturally informed.
- Accountable and transparent.
- Will work alongside existing organisations and traditional structures.

The Voice will not have:

- Program delivery function; or
- Veto power.



**Considerations**

Council is encouraged to consider its support, or otherwise, of the Voice to Parliament.

**Policy implications**

Nil

**Budget implications**

Nil

**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.

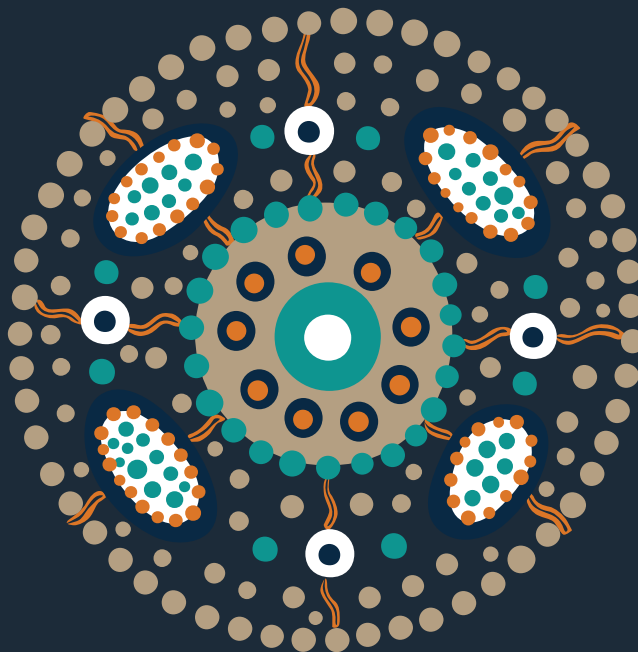
**Attachments**

1. information-booklet [10.1.7.1 - 8 pages]



Australian Government

# Recognising Aboriginal and Torres Strait Islander peoples through a Voice



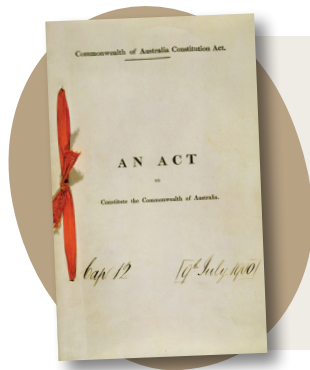
## Information Booklet

We acknowledge the Traditional Owners and Custodians of Country throughout Australia and acknowledge their continuing connection to land, waters and community.

We pay our respects to the people, the cultures and the Elders past and present.

# Referendum to enshrine a Voice

In late 2023, Australians will have their say in a referendum to recognise Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia through an Aboriginal and Torres Strait Islander Voice enshrined in our Constitution.



## What is the Constitution?

The Australian Constitution is the set of rules by which Australia is governed.

The only way to change the Constitution is by holding a referendum. It is up to the Australian people to decide if the Constitution should change.

## What is a referendum?

A federal referendum is a national vote on a question about whether part of the Constitution should change.

Just like a federal election, all Australian citizens aged 18 and over must vote.

### Did you know?

To be eligible to vote you must be enrolled with the AEC.  
Enrol here: [www.aec.gov.au/referendums/enrolling.htm](http://www.aec.gov.au/referendums/enrolling.htm)

## How is the result decided?

For a referendum to pass, a majority of voters need to vote 'yes' nationally, plus a majority of voters in at least 4 out of 6 states. This is known as a double majority.






# Referendum question and constitutional amendment

On 30 March 2023, the referendum question and constitutional amendment were introduced into Parliament through the Constitution Alteration Bill.


Both the question and terms of the constitutional amendment may change as a result of consideration in Parliament.

## Referendum question

On referendum day, voters will be asked to vote 'yes' or 'no' on a single question. Subject to the Parliament's approval, the question on the ballot paper will be:



"A Proposed Law: to alter the Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice.  
Do you approve this proposed alteration?"



## Constitutional amendment

The 'Proposed Law' that Australians are being asked to vote upon is set out in the Constitution Alteration Bill and is subject to Parliament's approval. If approved at the referendum, the Bill would add the following words to the Constitution:

### **Chapter IX Recognition of Aboriginal and Torres Strait Islander Peoples**

#### ***129 Aboriginal and Torres Strait Islander Voice***

In recognition of Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia:

- i. there shall be a body, to be called the Aboriginal and Torres Strait Islander Voice;
- ii. the Aboriginal and Torres Strait Islander Voice may make representations to the Parliament and the Executive Government of the Commonwealth on matters relating to Aboriginal and Torres Strait Islander peoples;
- iii. the Parliament shall, subject to this Constitution, have power to make laws with respect to matters relating to the Aboriginal and Torres Strait Islander Voice, including its composition, functions, powers and procedures.



# What is the Voice and what would it do?

There has been a lot of work over many years to define what a Voice could look like. The following Voice design principles were agreed by the First Nations Referendum Working Group and were drawn from this work.

## The Voice will give independent advice to the Parliament and Government

- The Voice would make representations to the Parliament and the Executive Government on matters relating to Aboriginal and Torres Strait Islander peoples.
- The Voice would be able to make representations proactively.
- The Voice would be able to respond to requests for representations from the Parliament and the Executive Government.
- The Voice would have its own resources to allow it to research, develop and make representations.
- The Parliament and Executive Government should seek representations in writing from the Voice early in the development of proposed laws and policies.



## The Voice will be chosen by Aboriginal and Torres Strait Islander people based on the wishes of local communities

- Members of the Voice would be selected by Aboriginal and Torres Strait Islander communities, not appointed by the Executive Government.
- Members would serve on the Voice for a fixed period of time, to ensure regular accountability to their communities.
- To ensure cultural legitimacy, the way that members of the Voice would be chosen would suit the wishes of local communities and would be determined through the post-referendum process.



### **The Voice will be representative of Aboriginal and Torres Strait Islander communities, gender balanced and include youth**

- Members of the Voice would be Aboriginal and/or Torres Strait Islander, according to the standard three part test.
- Members would be chosen from each of the states, territories and the Torres Strait Islands.
- The Voice would have specific remote representatives as well as representation for the mainland Torres Strait Islander population.
- The Voice would have balanced gender representation at the national level.



### **The Voice will be empowering, community-led, inclusive, respectful and culturally informed**

- Members of the Voice would be expected to connect with – and reflect the wishes of – their communities.
- The Voice would consult with grassroots communities and regional entities to ensure its representations are informed by their experience, including the experience of those who have been historically excluded from participation.



### **The Voice will be accountable and transparent**

- The Voice would be subject to standard governance and reporting requirements to ensure transparency and accountability.
- Voice members would fall within the scope of the National Anti-Corruption Commission.
- Voice members would be able to be sanctioned or removed for serious misconduct.



### **The Voice will work alongside existing organisations and traditional structures**

- The Voice would respect the work of existing organisations.



### **The Voice will not have a program delivery function**

- The Voice would be able to make representations about improving programs and services, but it would not manage money or deliver services.

### **The Voice will not have a veto power**

# What happens if the referendum passes?

## Did you know?

If the referendum passes, the Voice won't exist until legislation is enacted. There would be a process to consult on and finalise the Voice with the steps outlined below.



### Referendum

In late 2023, Australians will have their say in a referendum on whether to recognise Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia in the Constitution through an Aboriginal and Torres Strait Islander Voice.



### Consultation

If the referendum passes, there will be a process with Aboriginal and Torres Strait Islander communities and the broader public to design the Voice.



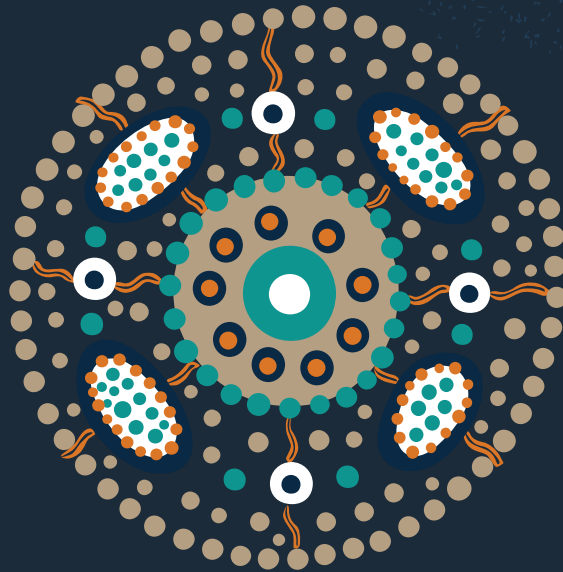
### Introduce Voice establishment legislation to Parliament

A bill will then be developed to establish the Voice. This would be introduced to Parliament and may be referred to a parliamentary committee to suggest ways to improve it. Parliament decides if it becomes law.



### Implementation

Once Parliament approves the legislation to establish the Voice, the legislation comes into effect and the work to set up the Voice begins.

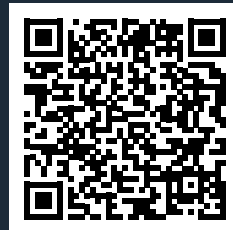


## About the artist and cover artwork

The Voice logo is a section of the artwork 'Working together for a future of equality' by Jordana Angus for the Australian Government Department of the Prime Minister & Cabinet – Indigenous Affairs. This section of the work represents the well-being of Indigenous and non-Indigenous people being equal.

**Get informed.**

**Voice.gov.au**





## **10.2. Reports for Information**

### **10.2.1. Financial Report for Period ending 31 May 2023**

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

**Department**    **Corporate Services**

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

#### **Recommendations**

A. That the Financial Report for Period ending 31 May 2023 is received and noted

#### **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 [**10.2.1.1** - 1 page]
2. Finance report for the month ended May [**10.2.1.2** - 14 pages]



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

**MONTHLY FINANCE REPORT FOR PERIOD ENDED 31<sup>st</sup> May 2023**

**CHIEF EXECUTIVE OFFICER'S CERTIFICATION**

To the Councilors,

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

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

Signed

Brian Hylands  
Chief Executive Officer

Dated this 20<sup>th</sup> June 2023



VICTORIA DALY REGIONAL COUNCIL  
ABN 66 931 675 319



**Monthly Income and Expenditure Statement For the Period Ended 31 May 2023**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	1,065,129	1,065,129		1,065,129
Charges	726,702	726,702	-	726,702
Fees and Charges	6,304,301	7,120,281	(815,981)	7,767,580
Operating Grants and Subsidies	7,901,498	8,038,340	(136,842)	8,769,099
Interest / Investment Income	407,658	476,191	(68,534)	519,481
Commercial and Other Income	778,643	772,386	6,256.6	842,603
<b>TOTAL OPERATING INCOME</b>	<b>17,183,930</b>	<b>18,199,030</b>	<b>(1,015,100)</b>	<b>19,690,593</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	8,936,343	11,412,730	(2,476,386)	12,450,251
Materials and Contracts	4,276,864	5,887,677	(1,610,813)	6,422,921
Elected Member Allowances	179,254	192,490	(13,236)	209,989
Elected Member Expenses	78,025	95,189	(17,165)	103,843
Council Committee & LA Allowances	20,579	25,112	(4,533)	25,112
Council Committee & LA Expenses	2,104	3,728	(1,624)	3,728
Depreciation, Amortisation, and Impairment	2,366,949	2,461,257	(94,308)	2,685,007
Interest Expenses	0	0	0	
Other Expenses	5,719	4,355	1,364	4,751
<b>TOTAL OPERATING EXPENDITURE</b>	<b>15,865,836</b>	<b>20,082,538</b>	<b>(4,216,702)</b>	<b>21,905,601</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>1,318,093</b>	<b>(1,883,508)</b>	<b>3,201,602</b>	<b>(2,215,008)</b>

VICTORIA DALY REGIONAL COUNCIL  
ABN 66 931 675 319

**Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	1,318,093	(1,883,508)	3,201,602	(2,215,008)
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income				
Add Back Non-Cash Expenses	2,366,949	2,461,257	(94,308)	2,685,007
<b>TOTAL NON-CASH ITEMS</b>	<b>2,366,949</b>	<b>2,461,257</b>	<b>(94,308)</b>	<b>2,685,007</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure/Capital works	4,428,426	4,480,426	(52,000)	8,660,890
Borrowing Repayments (Principal Only)				
Transfer to Reserves				
Other Outflows				
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(4,428,426)</b>	<b>(4,480,426)</b>	<b>52,000</b>	<b>(8,660,890)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income				150,000
Prior Year Carry Forward Tied Funding	1,340,856	1,340,856		4,710,278
Other Inflow of Funds				
Transfers from Reserves				4,804,454
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,340,856</b>	<b>1,340,856</b>		<b>9,664,732</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>597,472</b>	<b>(2,561,822)</b>	<b>3,159,294</b>	<b>1,473,842</b>

Total revenue year to date is \$17,183,930 and is under budget by \$1,015,100.

- Fees and Charges are under budget by \$815,981. Variance is due to two reasons. Firstly, CDP and NDIS incomes for services delivered in May are paid for in arrears, i.e., in June. Secondly, CDP and NDIS revenue for the year is expected to be less than projected.
- Grant and Subsidies are Under the budget by \$136,842. LA funds for this year have yet to be released.
- Interest income is under budget by \$68,534. Interest revenue is recognised in the income and expenditure statement when received rather than when it is earned.
- Commercial and other Income is over the budget by \$6,256.60.

In May, the Council received \$538,515 in Fees and charges, \$483,799 in Grants and Subsidies, \$73,145 in interest income, and \$23,849 in other income.

Income	May 2023 Actuals	YTD Actual
Rates	-	1,065,129
Charges	-	726,702
Fees and Charges	538,515	6,304,301
Operating Grants and Subsidies	483,799	7,901,498
Interest / Investment Income	73,145	407,658
Commercial and Other Income	23,849	778,643
<b>TOTAL OPERATING INCOME</b>	<b>1,119,309</b>	<b>17,183,930</b>

Total expenditure year to date is \$15,865,836 and under budget by \$4,216,702.

- Employees' expenses are under budget by \$2,476,386. The underspent is due to vacant positions across the organisation.
- Materials and Contracts costs are under budget by \$1,610,813 due to underspends in Contractors and the Indigenous training budget.
- Elected Member Allowances is under budget by \$13,236.
- Elected Member Expenses are under budget by \$17,165 due to an underspent in Professional development.
- The Council Committee and LA allowances were under budget by \$4,533. The variance is due to fewer meetings being held and low turnout.
- Council Committee & LA Expenses are under budget by \$1,624. The difference is due to fewer meetings being held and low attendance.

In May, employee's expenditure was \$853,278, Materials and contracts \$337,398, Elected Member allowance \$15,166, Elected members' expenses \$7,708, and LA allowances \$3,843.

OPERATING EXPENDITURE	April 2023 Actuals	YTD Actual
Employee Expenses	853,278	8,936,343
Materials and Contracts	337,398	4,276,864
Elected Member Allowances	15,166	179,254
Elected Member Expenses	7,708	78,025
Council Committee & LA Allowances	3843	20,579
Council Committee & LA Expenses	-	2,104
Depreciation, Amortisation, and Impairment	214,739	2,366,949
Other Expenses	-	5,719
<b>TOTAL OPERATING EXPENDITURE</b>	<b>1,432,132</b>	<b>15,865,836</b>

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

**The following is a list of capital works and expenditures to date.**

- Waste management -Timber Creek \$1,146,279 (completed)
- Waste management -Pine Creek \$1,064,347 (Completed)
- Fencing Pine Creek waste manages facility \$124,838.77 (completed)
- Lingara Small Cell-Final Payment \$54,950 (completed)
- 18 Pearce St project \$941,080.87 (work in progress)
- New Car for regional office \$54,385
- New Mower for Bulla LA \$6,360
- Fencing Small Cell site-Lingara \$17,281.82 (completed)
- Cameras Installed in several locations \$34,366(completed)
- New Mower \$20,136
- Trailer \$7,727 (completed)
- Relocation of water Main-Yarralin \$68,273 (work in progress)
- New playground-Pine Creek \$141,181 (Completed)
- Timber Creek new Building \$584,684 (completed)
- New Cab Tractor \$108,000
- Two Troppo Bird Hides \$53,355 (work in progress)
- Daguragu Sports & Rec Hall Upgrade \$881(work in progress)

**In May, Council paid \$379,421.51 for the following capital works.**

- 18 Pearce St project \$66,455.01
- New playground-Pine Creek \$91,705.97
- Cab Tractor \$108,000
- Relocation of water Main-Yarralin \$63,234
- Two Troppo Bird Hides \$50,026.16

**The table below compares capital revenue and expenditure to the budget. Expenses will increase as projects progress.**

<b>CAPITAL EXPENDITURE</b>	<b>YTD Actuals \$</b>	<b>YTD Budget * \$</b>	<b>YTD Variance \$</b>	<b>Current Financial Year (Annual) Budget * \$</b>
Waste management facility Upgrade-Pine Creek	1,064,347	1,064,347	(31,430)	1,095,777
Waste management facility Upgrade-Timber Creek	1,146,279	1,146,279	-	1,146,279
Land /Building/Structures	231,737	231,737	-	300,000
Motor vehicles (2x)	54,385	54,385	-	110,000
Trailer	7,727	7,727	-	7,727
Zero-turn mowers	26,496	26,496	-	48,360
Phone box shade	-	-	-	8,946
New office Building-18 Pearce St	941,081	941,081	-	3,000,000
Cab tractor(2x)	108,000	160,000	(52,000)	320,000
Duplex - Yarralin	-	-	-	675,262
Libanagu Road Drainage	-	-	-	194,000
Timber Creek's New Building	584,684	584,684	-	584,684
Main Water relocation-Yarralin	68,273	68,273	-	130,000

New playground-Pine Creek	141,181	141,181	-	150,000
New playground-Yarralin	-	-	-	150,000
Bus Shelter	-	-	-	20,000
Arts Centre Park Shade Trees and Outdoor table	-	-	-	20,000
Two Troppo Bird Hides	53,355	53,355	-	63,369
Daguragu Sports & Rec Hall Upgrade	881	881	-	636,486
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,428,426</b>	<b>4,480,426</b>	<b>(83,430)</b>	<b>8,660,890</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Waste management facility Upgrade-Pine Creek-Core fund	869,770	901,200	(31,430)	901,200
Waste management facility Upgrade-Pine Creek- grant	194,577	194,577	-	194,577
Waste management facility Upgrade-Timber Creek-Grants	1,146,279	1,146,279	-	1,146,279
Land /Building/Structures-Core fund and Grants	231,737	231,737	-	300,000
Motor vehicles (2x)-Core fund	54,385	54,385	-	110,000
Trailer-CDP	7,727	7,727	-	7,727
Zero-turn mowers-Core fund	20,136	20,136	-	42,000
Zero-turn mowers -Bulla LA funding	6,360	6,360	-	6,360
Phone box shade-LA funding	-	-	-	8,946
New office Building-18 Pearce St- Council Reserves	941,081	941,081	-	3,000,000
Cab tractor(2x)-Core fund	108,000	160,000	(52,000)	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-Council reserves	584,684	584,684	-	584,684
Main Water relocation-Yarralin-Grant	68,273	68,273	-	130,000
New playground-Pine Creek-Grant	141,181	141,181	-	150,000
New playground-Yarralin-Grant	-	-	-	150,000
Bus Shelter-LA funding	-	-	-	20,000
Arts Centre Park Shade Trees and Outdoor table-LA funding	-	-	-	20,000
Two Troppo Bird Hides-LA funding	53,355	53,355	-	63,369
Daguragu Sports & Rec Hall Upgrade-grant	881	881	-	636,486
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>4,428,426</b>	<b>4,511,856</b>	<b>(83,430)</b>	<b>8,660,890</b>

VICTORIA DALY REGIONAL COUNCIL  
ABN 66 931 675 319

**Monthly Balance Sheet Report**

<b>BALANCE SHEET AS AT 31 May 2023</b>	<b>YTD Actuals \$</b>	<b>Note Reference*</b>
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	4,481,602	
Untied Funds	14,402,534	
Accounts Receivable		
Trade Debtors	197,389	(2)
Rates & Charges Debtors	618,830	(2)
Other Current Assets	(155,315)	
<b>TOTAL CURRENT ASSETS</b>	<b>19,545,040</b>	
Non-Current Financial Assets	126,954	
Property, Plant and Equipment	31,793,919	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>31,920,873</b>	
<b>TOTAL ASSETS</b>	<b>51,465,913</b>	
<b>LIABILITIES</b>		
Accounts Payable	1,515	(3)
ATO & Payroll Liabilities	67,940	(5)
Current Provisions	1,226,764	(6)
Accruals	0	
Other Current Liabilities	1,185,584	(7)
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,481,803</b>	
Non-Current Provisions	104,260	
Other Non-Current Liabilities	59,839	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>164,099</b>	
<b>TOTAL LIABILITIES</b>	<b>2,645,902</b>	
<b>NET ASSETS</b>	<b>48,820,011</b>	
<b>EQUITY</b>		(8)
Asset Revaluation Reserve	1,455,776	
Reserves	29,181,262	
Accumulated Surplus	18,182,973	
<b>TOTAL EQUITY</b>	<b>48,820,011</b>	

**Note 1: Cash and Investment Held**

The Council invests cash from its operational and business Savers accounts to ensure it receives the best return on its cash holdings. As of May, the Council's cash and cash equivalent decreased by \$425,664 from \$7,409,800 in April to \$6,984,136 in May. \$2,000,000 Term deposit matured on 31 May 2023 and was reinvested with CBA at a 4.72% interest rate for six months.

24% (\$4,481,602) of \$18,884,136 total cash and investments are tied funds.

**Cash and Investments**

Transaction Account				587,703
Trust account				3,628,043
Business Saver				2,766,870
Petty Cash				1,519
				6,984,136

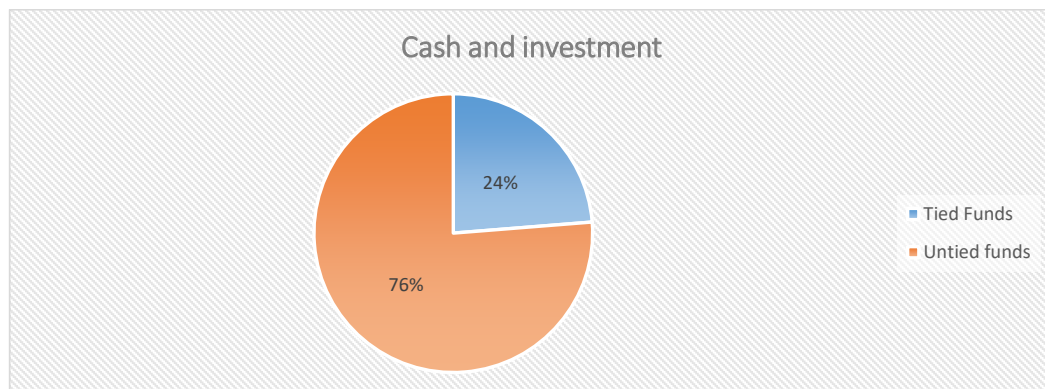
Cash Investments	Interest Rates	Maturing date	Maturing Term	Term Deposit amount	Total Expected Interest on Maturity
Term Deposit-CBA	4.08%	30/06/2023	Seven months	800,000	19,494.58
Term Deposit-CBA	4.11%	30/06/2023	Seven months	1,200,000	27,700.27
Term Deposit-CBA	4.17%	31/07/2023	Eight months	2,400,000	64,709.26
Term Deposit-CBA	4.47%	6/09/2023	Six months	2,000,000	45,312.33
Term Deposit-CBA	4.32%	29/09/2023	Six months	2,000,000	43,081.64
Term Deposit-CBA	4.31%	27/10/2023	Six months	1,500,000	32,413.56
Term Deposit-CBA	4.72%	27/11/2023	Six months	2,000,000	46,294.79
				11,900,000	279,006.44

**Tied Funds**  
**Untied funds**

**4,481,602**  
**14,402,534**

**Total**

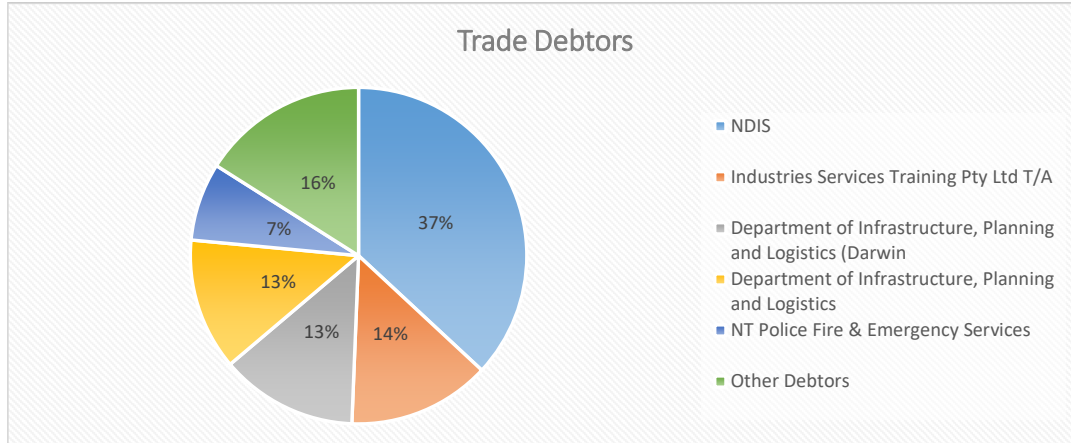
**18,884,136**



## Note 2: Statement of Trade Debtors

The Council's trade receivables balance as of 31 May 2023 was \$197,389.28, of which \$137,448.47, or approximately 70%, was more than 90 days old. Finance staff are following up for invoices that are three months or less overdue, and over 90 days referred to Professional Collection Services (PCS)

Contact	Current	1 Month	2 Months	3 Months	>3 Months	Total	
NDIS	1,998.05	671.83	580.00	467.36	69,152.08	72,869.32	37%
Industries Services Training Pty Ltd T/A	-	-	-	-	27,086.68	27,086.68	14%
Department of Infrastructure, Planning and Logistics (Darwin)	3,150.00	-	-	-	22,876.69	26,026.69	13%
Department of Infrastructure, Planning and Logistics	24,994.71	-	-	-	-	24,994.71	13%
NT Police Fire & Emergency Services	-	-	-	14,712.50	90.00	14,802.50	7%
Other Debtors	11,886.64	354.72	1,015.00	110.00	18,243.02	31,609.38	16%
	42,029.40	1,026.55	1,595.00	15,289.86	137,448.47	197,389.28	
	21%	1%	1%	8%	70%		



- NDIS – Debt over 90 days accounts referred to Professional Collection Services (PCS)
- Department of Infrastructure, Planning, and Logistics. Debt not yet due
- Department of Infrastructure, Planning, and Logistics (Darwin)
- Industries Services Training Pty Ltd T/A referred to the debt collector.
- NT Police. The finance staff has sent out follow-ups/Reminders.



In May, Council received \$16,712 from Rates payers. Total rates and refuse charges outstanding as of 31 May was \$618,830. Outstanding rates and charges this financial year was \$176,438.20 and \$442,391.80 for prior years.

**Rates and Refuse charges**

Balance as at 01/05/2023	635,542
Cash received in May	16,712
Balance as at 31/05/2023	<u><u>618,830</u></u>

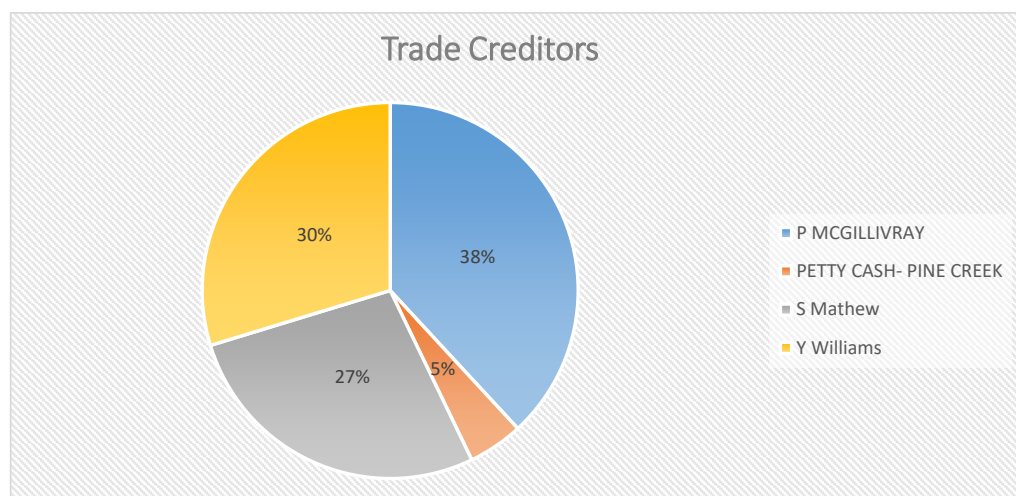
**Note 3: Statement on Trade Creditors**

The Council's trade payables balance as of 31 May was \$1,515.38.

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

The Council has no trade payables for which it classifies as non-current, i.e., not payable within 12 months.

Contact	Current	1 Month	2 Months	3 Months	>3 Months	Total	
P MCGILLIVRAY	577.70	-	-	-	-	577.70	38%
PETTY CASH- PINE CREEK	-	-	71.70	-	-	71.70	5%
S Mathew	415.65	-	-	-	-	415.65	27%
Y Williams	450.33	-	-	-	-	450.33	30%
	<u>1,443.68</u>	<u>-</u>	<u>71.70</u>	<u>-</u>	<u>-</u>	<u>1,515.38</u>	
	95%	0%	5%	0%	0%		



**Note 4: Corporate credit cards.**

The Council has a credit card facility of \$200,000, of which \$110,000 has been allocated to 13 cardholders.

For May 2023, there was an aggregate spend of \$23,311.99.

Masked Card Number	Transaction Dates		Amount
5550-05XX-XXXX-1159	26-Apr-23	26-May-23	332.00
5550-05XX-XXXX-1528	26-Apr-23	26-May-23	3,862.70
5550-05XX-XXXX-2105	26-Apr-23	26-May-23	550.44
5550-05XX-XXXX-2298	26-Apr-23	26-May-23	1,408.49
5550-05XX-XXXX-4529	26-Apr-23	26-May-23	2,191.70
5550-05XX-XXXX-4639	26-Apr-23	26-May-23	2,086.09
5550-05XX-XXXX-5034	26-Apr-23	26-May-23	8,799.30
5550-05XX-XXXX-5850	26-Apr-23	26-May-23	1,675.19
5550-05XX-XXXX-6309	26-Apr-23	26-May-23	394.50
5550-05XX-XXXX-6341	26-Apr-23	26-May-23	175.00
5550-05XX-XXXX-9622	26-Apr-23	26-May-23	586.70
5550-05XX-XXXX-9718	26-Apr-23	26-May-23	1,249.88
5550-05XX-XXXX-4541	26-Apr-23	26-May-23	-23,311.99

**In May, there was no purchase transaction on Mayor's credit card.**  
Cardholder Name: Mayor

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
<b>Total</b>	<b>0</b>		

The total CEO'S credit card transactions in May was \$8,799.30

Cardholder Name: CEO

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
28-Apr-23	70.46	THE LAZY LIZARD CARAVAN	Catering for Council's meeting
28-Apr-23	85.55	THE LAZY LIZARD CARAVAN	Catering for Council's meeting
05-May-23	3,672.00	Hotel at Booking.com	CEO and Mayor Accommodation (In Canberra)

04-May-23	1,120.00	AUSTRALIAN LOCAL GOV	Registration fees for ALGA 29th NGA (For Mayor)
04-May-23	1,120.00	AUSTRALIAN LOCAL GOV	Registration fees for ALGA 29th NGA (For CEO)
09-May-23	1,266.72	QANTAS AIRWAYS LIMITED	CEO's Return flight to Canberra to attend ALGA 29th NGA
09-May-23	1,266.72	QANTAS AIRWAYS LIMITED	Mayor's Return flight to Canberra to attend ALGA 29th NGA
10-May-23	197.85	Top Saddlery & Bush B	Uniform
<b>Total</b>	<b>8,799.30</b>		

**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 months ending 31 March required to be lodged each year.

As of 31 May, the GST refund was \$11,169.87, and the PAYG liability was \$2,672.00.

**(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 Hostplus Super.

The Council contributes 10.5 percent of an 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 monthly.

As of 31 May 2023, super liability was \$76,437.53. The Council will remit this payment to superannuation funds in June.

		Obligation Accrued	To be paid/refunded
GST	- 11,169.87	April	May
Super	76,437.53	April	May
PAYG	2,672.00	April	May
	<b><u>67,939.66</u></b>		

**Note 6: Provisions**

The provision includes annual leave, LSL, and toils liability accrual. As of May 2023, employees' leave liability increased by \$6,481 from \$1,220,283 to \$1,226,764.

	May	April	Difference
Provision - Annual Leave	714,238	711,913	2,326
Provision - LSL (Current)	514,267	510,112	4,155
Provision - TOIL	-1,742	-1,742	0
	<b>1,226,764</b>	<b>1,220,283</b>	<b>6,481</b>

**Note 7: Other Current Liabilities**

Other current liabilities decreased by \$34,411 from \$1,219,939 in April to \$1,185,584.

Current Liabilities	May	April	Difference
Client Contribution clearing	1,054	1,054	-
Community Fund (Generated from CDP IGA)	6,837	6,837	-
Council Rates Received in Advance	9,231	9,231	-
Current Lease Liability	89,517	89,517	-
Current Liability Other General	45,015	45,015	-
HCP Client Contingencies	29,710	29,710	-
Material Fund (CDP IGA)	7,682	7,682	-
Payables - Bond and Deposit	16,796	16,796	-
Payables - CDP Income Generation Activity	21,637	21,637	-
Payables - CDP Outcome Pay	70,000	105,000	- 35,000
Payables - Employee	56	0	
Payables - Others	4,834	4,834	-
Payables - Retention Money	236,182	231,017	5,164
Payroll Clearing Account	(294)	(294)	0
Rounding	20	20	- 0
Unexpended Grants	681,960	681,960	-
Workers Compensation Clearing	(34,652)	(30,077)	(4,575)
	<b>1,185,584</b>	<b>1,219,939</b>	<b>- 34,411</b>

**Note 8: Equity**

Equity balance decreased by \$415,279 from \$49,235,290 in April to \$48,820,011

<b>Equity</b>	<b>May</b>	<b>April</b>
Accumulated Surplus/Deficit	17,756,057	17,756,057
Asset Reval Reserve	25,972,951	25,972,951
Asset Revaluation-Motor Vehicles	328,096	328,096
Asset Revaluation-Plant & Equipment	1,127,680	1,127,680
Assets Replacement Reserve	530,000	530,000
Reserves- Warnkurr Club	285,797	285,797
Unexpended Grants Reserve	2,678,311	2,678,311
	<b>48,678,892</b>	<b>48,678,892</b>
<b>Add:</b>		
Operating Surplus/Deficit	1,318,093	1,550,328
Prior Year Carry Forward Tied Funding	1,340,856	1,340,856
<b>Less:</b>		
Works capitals	(2,517,830)	(2,334,786)
Current Year Earnings	141,119	556,398
	<b>48,820,011</b>	<b>49,235,290</b>

**Note 9: Insurance for the financial year 2022/23**

The Council has paid all its insurance obligations for 2022-2023.

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

Insurance	Amount \$	GST	Net	Paid in
Motor vehicle	67,679	6,153	61,526	July
Property	781,058	63,148	717,910	August
1st Instalment Workers Comp	108,258	9,842	98,416	July
2nd Instalment Workers Comp	108,258	9,842	98,416	Sept
3rd Instalment Workers Comp	107,993	9,818	98,175	March
4th Instalment Workers Comp	107,993	9,818	98,175	March
	<b>1,281,237</b>	<b>108,619</b>	<b>1,172,619</b>	

**Note 10: Key Indicators year to date**

Key indicators	Jul 2022-May 2023	Jul 2022-Apr 2023	Variance
<b>Cash</b>			
Cash received	20,239,089	18,975,962	7%
Cash spent	19,865,715	18,196,927	9%
Closing bank balance	7,031,659	7,409,800	-5%
<b>Profitability</b>			
Income	18,524,786	17,405,387	6%
Expenses	18,383,666	16,848,989	9%
Profit (loss)	141,119	556,398	-75%
<b>Balance Sheet</b>			
Debtors	197,389	179,356	10%
Creditors	1,444	10,912	-87%
Net assets	48,820,011	49,235,290	-1%
<b>Ratios</b>			
Current assets to liabilities	3.79	3.78	0%
Liabilities to Assets Ratio	0.051	0.052	-1%



## **10.2.2. Corporate Services**

**Report Type** Officer Report For Information

**Department** Corporate Services

**Prepared by** Director of Corporate Services

---

### **Purpose**

To provide the Council with an update on the Corporate Services Areas.

### **Recommendations**

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

### **Regional Plan**

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

2.3 Improve efficiencies within the Council to minimize resource wastage

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

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

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

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

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

6.2 Overhaul the Council's Knowledge Management system to assist in improving staff efficiency and access to records within 12 months

### **Background**

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

Roslyn Frith – Community Night Patrol Team Leader - Kalkarindji

Sarah Mingin – Community Night Patrol – Timber Creek

Randall Newry – Community Night Patrol – Yarralin

Siby Mathew – Recreation Coordinator – Regional Office

Rickiesha Hodgson – Centrelink - Nauiyu

Madison Lavender – CDP – Timber Creek

Marcella Jones – CDP – Timber Creek

Anjana Khatri Regmi – Cleaner - Timber Creek

Stephen Morice – CDP - Lajamanu

Cheryl Johnson – NDIS – Yarralin

Haley Roberts – Community Night Patrol – Timber Creek



Susan Evans – Library – Pine Creek  
Bradley Anzac – Operations Officer – Yarralin  
Dion King – Broadcasting Officer - Kalkarindji  
Katarina Stevens – Centrelink – Yarralin  
Christine Perry – Council Operations Assistant Manager – Pine Creek

Recruitment has been working on and implementing VDRC's advertising of vacancies branding across Council at all levels. This has included the website being updated to include all vacancies available in our communities and the ability for applications to apply online for a vacancy through our website.

Negotiations for a new Enterprise Agreement have concluded and been agreed to in principle by the United Workers Union and VDRC Bargaining representatives. The most important feature of the new agreement are:

- A two year agreement.
- 3 per cent pay increases from July 2023 and July 2024 – that is, a total of 6 per cent increase over the two years of the agreement.
- Some changes to Special Leave that will allow you to accrue Special Leave to a maximum of 10 days if you have not used all of your Special Leave in any year.
- Separating out Cultural and Ceremonial Leave into its own category, but with any paid leave coming out of your Special Leave credits.
- Increasing paid Parental Leave for the primary carer from 8 weeks to 12 weeks.
- Current criteria for pay point advancement within your level includes that you have been assessed as satisfactory performance (along with zero unauthorised absences). This will be changed to a requirement that you have not have been assessed as unsatisfactory and this must be done by no later than the end of August. If there has been no assessment of your performance by the end of August, that criterion for your advancement will have been met.
- Inclusion of an allowance for Fire Wardens at the same rate as First Aid Allowance.
- Inclusion of a 20 per cent penalty payment for Night Patrol employees for all hours worked after 9.30 pm, Monday to Friday.
- Inclusion of a broken shift allowance where your day is split into two separate shifts. This will apply to some of our NDIS employees.
- Extension of Family and Domestic Violence Leave to also cover employees where they are a victim of any sexual violence, not just where it is by a family member.





## Employee Management

We have spent \$8,936,343 (78%) from our annual salary budget of \$11,412,730.

### March 2023

**Council Employee Count:** 147 FTE Rate: 128.5

**Program employees:** 95

**New commencement:** 10

**ATSI:** 92 = 62.58 %

**Core employees:** 52

**Resignations:** 0

Location	Employee Count	Full Time	Part Time	Casual
Kalkarindji	27	19	5	3
Lajamanu	4	2	2	0
Naiyu	19	11	7	1
Pine Creek	14	8	5	1
Timber Creek	25	17	8	0
Yarralin	25	15	9	1
Regional Office	32	32	0	0

### April 2023

**Council Employee Count:** 141 FTE Rate: 123.2

**Program employees:** 89

**New Commencement:** 2

**ATSI:** 85 = 60.28 %

**Core employees:** 52

**Resignations:** 3

Location	Employee Count	Full Time	Part Time	Casual
Kalkarindji	26	19	4	3
Lajamanu	4	2	2	0
Naiyu	18	11	6	1
Pine Creek	12	7	4	1
Timber Creek	23	15	9	0
Yarralin	24	14	9	1
Regional Office	32	32	0	0

### May 2023

**Council Employee Count:** 136 FTE Rate: 118.4

**Program employees:** 85

**New Commencement:** 5

**ATSI:** 81 = 59.55%

**Core employees:** 51

**Resignations:** 1

Location	Employee Count	Full Time	Part Time	Casual
Kalkarindji	25	17	5	3
Lajamanu	4	2	2	0
Naiyu	18	11	6	1
Pine Creek	12	6	5	1
Timber Creek	20	14	7	0
Yarralin	25	15	9	1
Regional Office	30	30	0	0



### **Training and development**

HR Training and Development role has been temporarily filled with them currently coordinating the continuation of

Aged Care / NDIS – Cert III Individual Support  
COAMS – Cert IV in Local Government  
COMS & Staff – Diploma local Government  
COO – Cert III Local government – Operations  
First Aid Training  
CPR Training  
4WD Training  
AvePoint M365 and SharePoint records management training  
PSMP

### **The roll out of**

- Mental Health First Aid Training in communities

### **Currently scheduling**

- Cert IV in Community Safety

### ***WHS Training***

Unfortunately, due to the flooding incident in Kalkarindji and Pigeon Hole, First Aid and Fire Safety Training has not proceeded for these communities. Accommodation is at a premium in Kalkarindji with contractors and other Government Departments working in the community after the flooding. This training will proceed at a later stage.

The types of training included for 2023:

- First Aid
- CPR
- Defibrillator
- Fire Warden
- Fire Extinguisher/Safety
- Four-wheel drive
- Drugs and Alcohol in the workplace
- Vehicle Inspections
- Incident Reporting

### ***Proposed WHS Training for 2023***

- Conducting Vehicle Inspections – already commenced
- Completing Vehicle Checklists – already commenced
- Completing Journey Management documentation – already commenced
- Road and weather safety checks prior to undertaking travel
- Electrical safety



- Fatigue Management
- Drugs and Alcohol in the workplace
- Incident Reporting – already commenced

Several new staff members have completed the four-wheel drive operations training courses held at CDU in Katherine. Positive feedback has been received from staff about how beneficial this training is and the skills they have learned.

### **Indigenous Mentor Support Program**

The mentoring program has been well received by staff and to date the program has been implemented in Nauiyu, Pine Creek, Timber Creek, Yarralin with Kalkarindji being scheduled for July. Currently there are 17 employees utilising the support and mentoring provided by the Mentor.

Where the program has been rolled out Staff and the Mentor are working on posters to be displayed around the work areas “Respectful ways of Working in our Community” along with a booklet that will be given to all new employees.

### **Work Health and Safety**

#### ***Incident/Accident/Near Misses***

Between April – June 2023 WHS has received a total of 13 Incident Reports. This total includes all incidents, near misses and accidents for this period of time and covers all VRDC communities, the Regional Office and Pearce Street.

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

- Damage to VDRC vehicles from bird strikes and other minor incidents
- Electrical issues (with faulty wiring)
- Minor injuries (cuts/abrasions/bruising)

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

- Regional office – 3
- Kalkarindji – 2
- Timber Creek – 6
- Naiyu – 2
- Pine Creek – 0
- Yarralin – 2

Although the incident numbers appear to be decreased from the last report, this is because each community is now responsible for keeping records of minor incidents in their own incident registers, which include very minor issues that do not require reporting to the WHS Manager and have been handled by the COMS in these areas.

#### ***WHS Community Visits***

During the preceding three months I have visited Pine Creek, Timber Creek, Kalkarindji and Yarralin. More visits are planned and will include Nauiyu.



There have been many issues identified in each of these communities and I will continue to work with VDRC staff to improve their workplaces and ensure compliance with legislator requirements.

We now have new drug testing kits, and these will be utilised randomly along with the breath testing equipment. To date I have not received any positive results for drug and alcohol testing.

### **Finance**

For the past month the finance area has worked with 2 staff members with other staff members being away on leave in which they have continued to attend to finance matters including payroll.

Continued to assist with the financial details for acquittals and auditing of funded programs and grants.

Finalised the 2023-2024 budget

Undertaken the recruitment process for an Accountant.

### **Information Technology**

There are several ongoing projects occurring in IT as follows -

- Cancellation of Satellite phones – except Mayor's and Nitjpurru's.
- Updated ZOLEO inventory list
- Network set up 18 pearce street: NBN architecture design.
- NBN deployment
- Installation of AP and enabling ports in VDRC Conference room
- Installation and testing AP and MX 68 (Meraki) in new building
- Configuration of Cellular connection (Wi-Fi)
- Faulty Meraki at Timber creek CDP. Got new device, configured Meraki, and connected to cameras and devices.
- Security – enabled DKIM setup and sent to NTG for email encryption.
- Building Sharepoint sites- In progress
- Avepoint workshops – In progress.

### **Public Relations**

Currently in the 2<sup>nd</sup> round of Advertising.

### **Governance & Compliance**

Over the last three months Governance has been:

- 3-week secondment to Barkly Regional Council in May to set up Local Government required policies.
- Continuation work on the Pine Creek Cemetery, recent visit to photograph and GPS all visual graves and work on ensuring the register and map are correct, including the memorial wall.
- Working on AvePoint, currently reviewing the whole G drive, and recording the disposal requirements for each file on the first and second tier, this is due to be completed by late August. AvePoint to be completely implemented by November 2023.



- There are only 31 policies left to be up to date, out of 118 policies. Work continues bringing these policies up to date.
- Setting up spreadsheets for all communities, to establish who is responsible for each lot in community, including section 19. This is a work still in progress and will take some time to complete.
- Attended a week of training in Darwin for the final unit of PSM Program. Final assessment is due at the start of July.

**Policy implications**

Nil

**Budget implications**

Nil

**Risk statement**

No risk assessment has been carried out at this stage.

**Council officer conflict of interest declaration**

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

**Attachments**

Nil



## 11. Local Authority

### 11.1. Local Authority Minutes

#### 11.1.1. Kalkarindji Local Authority Meeting held on 06 June 2023

##### Recommendation

- A. That the minutes of the Kalkarindji Local Authority Meeting held on 06 June 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses **KDLA-2023/18 Resolution:** The KDLA request Council approval to commit \$25,000 of LAPF towards pest control in Kalkarindji and Daguragu Northern Territory public houses.

##### Attachments

1. 20230606 KDLA MIN Unconfirmed [11.1.1.1 - 7 pages]



# MINUTES

**KALKARINDJI LOCAL AUTHORITY MEETING**  
**HELD ON TUESDAY 6 JUNE 2023**  
**AT 12:30 PM**  
**AT THE KALKARINDJI COUNCIL OFFICE**  
VDRC Office



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A handwritten signature in black ink, appearing to be "B. Hylands", written over a large, light grey, diagonal watermark that reads "Unconfirmed".

Brian Hylands  
**Chief Executive Officer**





## 1. Meeting Opening

*The meeting opened at 12:42pm.*

## 2. Welcome

## 3. Attendance and Apologies

### 3.1. Attendees

#### Appointed Members

##### Present

Pansy Wardle	Chairperson
Anne Saunders	Member (via Teams)
Selma Smiler	Member
Pamela Morris	Member
Georgina Macleod	Councillor

##### Staff Present

Brian Hylands	Chief Executive Officer
Michelle Griffin	Manager of Executive Services (minutes secretary)
Allen Hawke	Council Operations Manager
Kirsty Bock	Assistant Council Operations Manager
William Smart	CDP Builder Trainer
Ryan Haymono	CDP Site Senior

##### Guests

Clifford McGinness	CLC Ranger
Surinder Crichton	Projects, NT Health
Joel Cooley	Project Manager, EON Foundation

### 3.2. Apologies and Absentees

Apologies: Nil

Absent: Leah Leaman, Simeon Long, Michael George

## 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. Guests and Presentations

### 6.1. Surinder Crichton

Project Manager (NT Health) Surinder Crichton shared information and is seeking feedback from the local authority at their August meeting.

Seeking ideas for future alcohol initiatives to help reduce alcohol related harm. Initiatives include:

- Trauma training
- Cattle with youth projects
- AOD awareness and education

*Pamela Morris left the meeting at 12:48 pm.*

*Pamela Morris returned to the meeting at 12:50 pm.*

### 6.2. Community Development Program

The CDP team provided an update on activities in the region.

### 6.3. CLC Rangers

CLC Ranger, Clifford McGinness, provided an update to the local authority.

- Crocodile: Mr. McGinness's team is currently seeking a crocodile trap, and if unsuccessful, they will create a trap.
- Feral cats are a local issue and getting worse. Mr. McGinness's team is planning to obtain cages for capture of cats.

William Smart - CDP has welders and equipment at hand and can assist as part of a CDP project with the creation of crocodile and cat traps.



#### 6.4. Joel Cooley - EON Foundation

Project Manager (EON Foundation) Joel Cooley provided information to the local authority regarding the programs planned for Kalkarindji. EON is happy to work with CDP on local programs.

*Selma Smiler left the meeting at 1:33 pm.*

*Selma Smiler returned to the meeting at 1:35 pm.*

### 7. Confirmation of Minutes

#### 7.1. Kalkarindji Local Authority Meeting held on 14 February 2023

**KDLA-2023/10 Resolution:** Carried (Cr Georgina Macleod/Selma Smiler)

That the minutes of the Kalkarindji Local Authority Meeting held on 14 February 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

**KDLA-2023/11 Resolution:** Carried (Pansy Wardle/Pamela Morris)

That the Kalkarindji Daguragu Local Authority receive and note the feedback from Council

### 9. Correspondence

#### 9.1. Correspondence

**KDLA-2023/12 Resolution:** Carried (Cr Georgina Macleod/Pansy Wardle)

That the following correspondence be noted.

1. 2023-05-24 INCOMING Letter from the Bureau of Meteorology Flood-warning-network [9.1.1 - 1 page]

### 10. Reports

#### 10.1.1. Council Operations Manager Report

**KDLA-2023/13 Resolution:** Carried (Cr Georgina Macleod/Selma Smiler)

That the Council Operations Manager Report is received and noted

#### 10.2.1. Kalkarindji - Daguragu Finance Report

**KDLA-2023/14 Resolution:** Carried (Cr Georgina Macleod/Pamela Morris)

That the Kalkarindji – Daguragu Local Authority receive and note the finance report.



### 10.2.2. Kalkarindji - Daguragu Projects Report

The Kalkarindji - Daguragu local authority received and noted the report.

Action: investigate whether LAPF can be used for pest control measures.

### 10.3.1. Action Items

#### **KDLA-2023/16 Resolution: Carried (Selma Smiler/Pansy Wardle)**

- A. That the Kalkarindji Daguragu Local Authority receive and note the action items update; and
- B. That the completed action items be removed from the list.

### 10.4.1. Draft Regional Plan 2023-24

That the Draft Regional Plan 2023-24 was received and noted.

*Pamela Morris left the meeting at 2:19 pm.*

## 11. Questions from the Public

Nil

## 12. General Business

### 12.1 Public Toilets

Cr Macleod raised an item regarding the condition of the bathrooms near the council office building.

*Pamela Morris returned to the meeting at 2:22 pm.*

Action: investigate whether the bathrooms are on the insurance schedule, otherwise Local Authority could consider renovating the toilets.

Action: COM obtain quotes for bathrooms renovation.

### 12.2 Security Cameras

Action: Council to seek opportunities for grants for community safety including security cameras for the town.

*Pansy Wardle left the meeting at 2:26 pm.*

*Pansy Wardle returned to the meeting at 2:30 pm.*

*Selma Smiler left the meeting at 2:30 pm.*



*Selma Smiler returned to the meeting at 2:32 pm.*

### 12.3 Daguragu Oval

Oval posts need remediation.

Action: Investigate if LAPF could be spent at the school oval.

### 12.4 Pest Control

Action: Investigate whether LAPF can be used for pest control measures.

<b>KDLA-2023/18 Resolution: Carried (Selma Smiler/Pansy Wardle)</b>
---

The KDLA request Council approval to commit \$25,000 of LAPF towards pest control in Kalkarindji and Daguragu Northern Territory public houses.
---

*Anne Saunders left the meeting at 2:49 pm.*

## 13. Next Meeting

The next Meeting of Kalkarindji – Daguragu Local Authority will be held 8 August 2023.

*The meeting closed at 2:55pm.*

This page and the preceding six pages are the minutes of the Kalkarindji - Daguragu Local Authority meeting held on Tuesday, 6 June 2023.



**11.1.2. Provisional Yarralin - Nitjpurru Local Authority Meeting  
held on 10 May 2023**

**Recommendation**

That the minutes of the Provisional Yarralin - Nitjpurru Local Authority Meeting held on 10 May 2023 be adopted are received and noted.

**Key Issues**

The attached provisional minutes will be put forward at the next full Yarralin – Nitjpurru Local Authority meeting for endorsement. Following this, the minutes will be put forward to Council.

**Attachments**

1. 20230510 YPHLA MIN PROVISIONAL unconfirmed [11.1.2.1 - 5 pages]



# MINUTES

**YARRALIN LOCAL AUTHORITY MEETING  
HELD ON WEDNESDAY 10 MAY 2023  
AT 12:30 PM  
AT THE YARRALIN COUNCIL OFFICE  
VDRC Office**



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A handwritten signature in black ink, appearing to read "BH", with a long horizontal line extending to the right.

Brian Hylands  
**Chief Executive Officer**





## 1. Meeting Opening

*The meeting opened at 12:51pm.*

## 2. Welcome

Chairperson welcomed members and visitors to the meeting.

## 3. Attendance and Apologies

### 3.1. Attendees

#### MEMBERS

Chairperson	Charlie Newry
Vice Chair	Charlie James
Member	Mayor Brian Pedwell

#### STAFF

Chief Executive Officer	Brian Hylands
Manager of Executive Services	Michelle Griffin (minute taker)

#### GUESTS

The Dept. of the Chief Minister & Cabinet	Hailey Dack and Karen Hocking (via Teams)
---	---

### 3.2. Apologies and Absentees

Apologies: Simon Campbell

Absent: Elwyn Anzac, Wesley Campbell

## 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. Presentations and Training

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

The Chairperson thanked Karen Hocking and Hailey Dack from the Department of the Chief Minister and Cabinet for the presentation/training on 'understanding conflicts of interest'.

Mayor B. Pedwell thanked Charlie Newry (Chairperson) for his 10 year long service award, including certificate and engraved yeti.

## 7. Confirmation of Minutes

### 7.1. Yarralin Local Authority Meeting held on 16 February 2023

**YLA-2023/9 Resolution:** Carried (Charlie James/Mayor Brian Pedwell)

That the minutes of the Yarralin Local Authority Meeting held on 16 February 2023 be taken as read and be accepted as a true record of the meeting.

## 8. Council Response to Previous Minutes

### 8.1. Feedback from Council

**YLA-2023/10 Resolution:** Carried (Charlie James/Mayor Brian Pedwell)

That the Yarralin – Nitjpurru Local Authority receive and note the feedback from Council

## 9. Correspondence

### 9.1. Correspondence

Nil

## 10. Reports

### 10.1.1. Council Operations Manager Report

**YLA-2023/11 Resolution:** Carried (Charlie James/Mayor Brian Pedwell)

That the Council Operations Manager Report is received and noted

*Charlie Newry left the meeting at 1:25 pm.*

*Charlie Newry returned to the meeting at 1:27 pm.*



#### 10.2.1. Yarralin - Nitjpurru Finance Report

**YLA-2023/12 Resolution:** Carried (**Charlie James/Mayor Brian Pedwell**)

That the Yarralin – Nitjpurru Local Authority receive and note the finance report.

#### 10.2.2. Yarralin - Nitjpurru Projects Report

**YLA-2023/13 Resolution:** Carried (**Charlie James/Mayor Brian Pedwell**)

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

#### 10.3.1. Yarralin - Nitjpurru Action Items

**YLA-2023/14 Resolution:** Carried (**Charlie James/Mayor Brian Pedwell**)

That the Yarralin - Nitjpurru Local Authority receive and note the action items update.

#### 10.4.1. Electing a Chairperson

This item will be considered at the next meeting.

### 11. Questions from the Public

Nil

### 12. General Business

Nil

### 13. Next Meeting

The next Meeting of Yarralin – Nitjpurru Local Authority will be held 9 August 2023.

*The meeting was closed at 1:57pm.*

This page and the preceding four pages are the minutes of the Yarralin - Nitjpurru Local Authority PROVISIONAL meeting held on 10 May 2023.



## 11.2. Local Authority Resignations/Nominations

Nil

## 12. Action Sheet

### 12.1. Action Items

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

**Prepared by**    **Manager of Executive Services**

---

#### **Purpose**

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

#### **Recommendations**

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

#### **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. 20230627 Action Items Report v2 [12.1.1 - 16 pages]

# Action Register

## Search Criteria

**Showing Completed Items:** Yes

**Include Items Completed From:** 21/05/2023

**Generated By:** Michelle Griffin

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
01/04/2022	22/02/2022 - Item 10 - NDIS Audit	Ongoing	<u>Action Item</u> : Aged Care & NDIS Audit to be conducted every six months by external provider	Trudy Braun	<b>21/06/2023 Trudy Braun</b>  This is occurring every 6 months with the first one completed.
01/04/2022	28/01/2022 - Item 14 - Correspondence	In progress	<b>MOTION BROUGHT FORWARD</b> (28/02/22) Letter to be sent to LGANT regarding the urgent need for upstream flood notification for Upper Victoria River (above Kalkarindji) and the Humbert River (above Lingarra) (22/10/21) Email to be sent from CEO to Peter McLinden concerning motions from previous Council meetings regarding advocacy for upstream notification system on Victoria River.	Brian Hylands, Michelle Griffin	<b>17/03/2023 Michelle Griffin</b>  Motion paper sent to LGANT for inclusion in the general meeting agenda. LGANT GM is scheduled for 19-20 April 2023.
01/04/2022	28/09/2021 - Item GB-31.4 Green River Aboriginal Corporation	In progress	31.4 Action item: That a business plan be prepared to outsource waste management at Nauiyu	Matthew Cheminant	<b>17/03/2023 Matthew Cheminant</b>  VDRC are still waiting for a lease agreement
01/04/2022	21/03/2017 - 052/2017 - Waste Management Site - Kalkarindji	Ongoing	#4 (3) Kalkarindji Landfill (052/2017) CEO to identify ownership (through Land Council) of suitable future dump land sites. Apply for external fencing funding for Kalkarindji. Civil Works to ascertain dump site requirements for inclusion of project in the community plan.	Brian Hylands	<b>22/06/2023 Michelle Griffin</b>  COMMENTS FROM PREVIOUS ACTIONS ITEMS (prior to DA) <b>25 June 2019</b> 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.
26/07/2022	General Business	In progress	<b>13.2 Roadside stops - Buntine Hwy</b> Discuss and identify the location for a rest stop with toilets. <u>Action</u> : Letter to DIPL and the Department of Chief Minister and Cabinet (Jake and Claire) and Regional Manager Territory Regional Growth. Roadside rest stop near Delemere.	Jocelyn Moir, Matthew Cheminant	<b>17/03/2023 Matthew Cheminant</b>  MC sent an email to Dipl requesting toilet blocks along the Buntine HWY in three locations. They have acknowledged the request.
30/08/2022	Community Benefit Fund Major Grant Application	In progress	<b>Motion</b> A. That the report Community Benefit Fund Major Grant Application is received and noted	Keira Townsend	<b>08/03/2023 Keira Townsend</b>  Council has been notified of a successful application however a funding agreement will not be provided until Council provides an updated project plan and budget. As Council has been unsuccessful in obtaining 2 Fitzer Road, the Operations team

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
			<p>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</p> <p>C. 60K limit for kitchen upgrade - to be recovered from grant if successful</p>		<p>need to update project design and accompanying budget for 4 Fitzer which then needs to be supplied to NIAA. A funding agreement will not be provided until this is submitted and approved.</p> <p><b>26/05/2023 Keira Townsend</b></p> <p>As we were unable to secure land tenure for 2 Fitzer Road, project scope is being varied to remove the car park and add the construction of a staff housing donga at Council's Lot 79 Victoria Highway. Housing will support staff accommodation for the proposed Timber Creek Aged Care Respite Care Centre (Original grant award amount - \$626,883 / Budget for renovations to 4 Fitzer Road - \$352,697 / Remaining budget for staff housing donga - \$274,186). Operations team are currently amending project scope, budget and timelines which needs to be submitted to ABA to seek their approval to vary original grant scope.</p>
30/08/2022	General Business <b>LGANT Sport and Rec Symposium</b>	Not yet started	<b>Motion:</b> CEO to write to Representation Reivew Committee for an additional Councillor for Timber Creek ward	Brian Hylands	
27/09/2022	General Business <b>Schedule of fees and charges - key cutting</b>	Completed	<b>Motion</b> 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, Jocelyn Moir, Matthew Cheminant, Michelle Griffin	<p><b>18/01/2023 Michelle Griffin</b></p> <p>Schedule of fees and charges have been updated and loaded to website. One machine has been gifted to GRAC. The other two machines require servicing prior to distribution to Yarralin and Timber Creek.</p> <p><b>17/03/2023 Michelle Griffin</b></p> <p>Operations team to arrange servicing and distribution of two key cutting machines.</p>
27/09/2022	General Business- <b>In-kind support from Sitzler</b>	On hold	<b>Motion</b> 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	<p><b>17/01/2023 Michelle Griffin</b></p> <p>Letter draft and awaiting feedback</p> <p><b>13/04/2023 Michelle Griffin</b></p> <p>On hold until scope of works is complete.</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
25/10/2022	General Business	Awaiting external response	<b>13.2 Homelands Audit Report</b> Council seeks the audit report on Homelands (to be distributed to elected members)	Jocelyn Moir, Matthew Cheminant	<b>17/03/2023 Matthew Cheminant</b>  Email to Homelands requesting a formal report
29/11/2022	Pine Creek Local Authority meeting held on 7 November 2022	In progress	<b>Motion</b> <ul style="list-style-type: none"> <li>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</li> <li>B. That Council endorse the following Pine Creek Local Authority resolution: <ul style="list-style-type: none"> <li>• <b>PCLA-2022/26</b> That the Local Authority pay the variance of \$31,605.50 to build and install two Troppo Bird Hides.</li> </ul> </li> </ul>	Jocelyn Moir, Matthew Cheminant, Tanya Brown	<b>17/03/2023 Matthew Cheminant</b>  Approved contribution from council.
29/11/2022	Kalkarindji   Daguragu Local Authority meeting held on 8 November 2022	Ongoing	<b>Motion</b> <ul style="list-style-type: none"> <li>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</li> <li>B. That Council endorse the following Kalkarindji   Daguragu Local Authority resolution: <ul style="list-style-type: none"> <li>• <b>KLA-2022/3</b> - That the Kalkarindji   Daguragu Local Authority commit up to \$25,000 for the Katherine Vet Services to deliver vet program two times in 2023.</li> </ul> </li> </ul>	Allan Hawke, Jocelyn Moir, Matthew Cheminant	<b>17/03/2023 Matthew Cheminant</b>  Purchase order has been raised for the two vet visits.
13/12/2022	General Business <b>Yarralin Gate - DIPL</b>	In progress	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. <u>Action:</u> Letter to DIPL regarding signage to Yarralin on the gate	Michelle Griffin	<b>17/03/2023 Michelle Griffin</b>  MG spoke to DIPL officer and was advised that there shouldn't be a problem with obtaining approval to erect a sign at the Yarralin gate. Design of sign can be developed and submitted to DIPL with dimensions and location.
31/01/2023	Mayoral Report	In progress	<b>Resolution: OCM-2023/4</b>  That Council recommend Daniel Jones and Graham Watts receive a bravery award for their commitment to ensuring community safety during the Timber Creek floods in December 2022.	Brian Hylands, Michelle Griffin	<b>21/03/2023 Michelle Griffin</b>  Seeking clarification from Councillors regarding bravery award.  <b>28/05/2023 Michelle Griffin</b>



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			<p>That</p> <p><b>Resolution: OCM-2023/6</b></p> <p>That Council request a Timber Creek community safety debrief by all services/agencies following the Timber Creek floods in December 2022.</p> <p><b>Resolution: OCM-2023/7</b></p> <p>That Council write a letter of appreciation to all staff members who were involved in ensuring community safety throughout the flood event in Timber Creek.</p>		Gathering information required to submit for bravery awards.
31/01/2023	General Business	Awaiting external response	<p><b>12.7 Invitation to EPA to attend VDRC local authority meetings.</b></p> <p><b>Resolution: OCM-2023/18</b></p> <p>Council invites the Environmental Protection Agency (Cc Minister Moss) to all VDRC local authority meetings to explain their policies regarding landfill and penalties for illegal dumping.</p>	Michelle Griffin	<p><b>23/02/2023 Michelle Griffin</b></p> <p>Letter is being drafted to invite EPA to May local authority meetings.</p> <p><b>03/03/2023 Michelle Griffin</b></p> <p>Invitation sent on 3 March 2023</p> <p><b>16/03/2023 Michelle Griffin</b></p> <p>CEO spoke to EPA. At this stage it is unclear whether the EPA will accept the invitation.</p>
28/02/2023	Pine Creek Local Authority meeting held on 7 February 2023	Ongoing	<p><b>OCM-2023/28 Resolution: Carried (Cr Yvette Williams/Deputy Mayor Andrew McTaggart)</b></p> <p>A. That the minutes of the Pine Creek Local Authority meeting held on 7 February 2023 be adopted as a resolution of Ordinary Council; and</p> <p>B. That Council endorses resolution <b>PCLA-2023/4</b> The Pine Creek Local Authority extends an invitation to PowerWater to attend the next Pine Creek Local Authority meeting to discuss water issues.</p> <p>C. That Council endorses resolution <b>PCLA-2023/7</b> that the Pine Creek Local Authority have accepted the Election Commitment funding offer and commit a matching co-contribution as per the funding guidelines.</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Tanya Brown	<p><b>17/03/2023 Matthew Cheminant</b></p> <p>A. Pine Creek Com needs to invite Power and water to the next local authority meeting.</p> <p>B. Committed funding just a delay on delivery of equipment</p> <p>C. Lighting, Applications for a grant in progress</p> <p>D. Approved</p> <p><b>20/03/2023 Tanya Brown</b></p> <p>COM ,Tanya Brown emailed PWC on 7th February 2023 to Shane Papworth to update on Pine Creek water security. Waiting for confirmation on attendance.</p> <p>COM, Tanya Brown emailed AllRegions electrical for a cost estimate on supplying and installing lighting at the oval on 7.2.2023</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
			<p>D. That Council endorses resolution <b>PCLA-2023/8</b> for the council to obtain quotes for lighting options for the Pine Creek oval (to include fixed and mobile options).</p> <p>E. That Council notes resolution <b>PCLA-2023/10</b> and will continue to support the Pine Creek Goldrush with in-kind assistance</p>		<p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 Waiting on update from grant application for oval lighting</p>
28/02/2023	Daly River Local Authority meeting held on 8 February 2023	In progress	<p><b>OCM-2023/29 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b></p> <p>A. That the minutes of the Daly River Local Authority meeting held on 8 February 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That Council endorses DRLA resolution <b>DRLA-2023/8</b> to commit \$10,000 of Local Authority Project Funding to a bi-annual veterinary program.</p> <p>C. That council receives the feedback from the Daly River Local Authority <b>DRLA-2023/6</b> that a library service would benefit the community and will take this feedback into account when developing the 2023/24 regional plan.</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Pat Hollowood	<p><b>08/03/2023 Jackson Bernard</b></p> <p>\$10k for Bi-annual veterinary be added in the next budget review.</p> <p><b>18/04/2023 Pat Hollowood</b></p> <p>First of two Council approved vet visits for this calendar year is scheduled for Wednesday 24 May 2023. Purchase order has yet to be completed as at 18/4/2023. Advertising for vet visit will commence in early May.</p> <p><b>28/05/2023 Michelle Griffin</b></p> <p>Feedback regarding library services has been added to the regional plan.</p>
28/02/2023	Kalkarindji/Daguragu Local Authority meeting held on 14 February 2023	In progress	<p>Please action as per resolution</p> <p><b>OCM-2023/30 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b></p> <p>A. That the minutes of the Kalkarindji/Daguragu Local Authority meeting held on 14 February 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That Council endorses resolution <b>KDLA-2023/6</b> to proceed with the bus shelter project, estimated to cost up to \$20,000.</p> <p>C. That Council endorses resolution <b>KDLA-2023/7</b> for the design of the waste</p>	Allan Hawke, Jackson Bernard, Jocelyn Moir, Matthew Cheminant	<p><b>08/03/2023 Jackson Bernard</b></p> <p>\$20k commitment for Bus Shelter and \$20k for Arts Centre shade trees and outdoor table project will be included in the next budget review.</p> <p><b>23/05/2023 Michelle Griffin</b></p> <p>ESO drafting the letter pertaining to KDLA-2023/9</p> <p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 Just waiting on formal approval from DIPL. Then building scope of works and source quotes</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
			<p>management sign 'for health and safety reasons please do not light up the dump'. (attached)</p> <p>D. That Council endorses resolution <b>KDLA-2023/8</b> to proceed with the <i>Arts Centre Park shade trees and outdoor table project</i>, estimated to cost up to \$20,000.</p> <p>E. That Council receive and note resolution <b>KDLA-2023/9</b> that the Local Authority support the council to advocate for rest stops on the Buntine Highway and support that council write to the relevant Ministers on the matter.</p>		
28/02/2023	Yarralin/Nitjpurru Local Authority meeting held on 16 February 2023	Completed	<p><b>OCM-2023/31 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b></p> <p>A. That the minutes of the Yarralin/Nitjpurru Local Authority meeting held on 16 February 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That council endorses resolution <b>YLA-2023/4</b> to commit \$30,000 of Local Authority Project Funding to a bi-annual vet program in 2023.</p> <p>C. That council endorses resolution <b>YLA-2023/5</b> to commit \$150,000 of Local Authority Project Funding to the development of a playground, including outdoor fitness equipment in Yarralin.</p> <p>D. That council notes resolution <b>YLA-2023/6</b> and will investigate options for developing a council premises including office and staff accommodation at Nitjpurru.</p> <p>E. That council notes resolution <b>YLA-2023/7</b> and will investigate the process and support a place name change from 'Pigeon Hole' to 'Nitjpurru'.</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Noleen Campbell, Renee Croton	<p><b>08/03/2023 Jackson Bernard</b></p> <p>\$30k and \$150k commitments will be included in the next budget review.</p> <p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 First vet visit was undertaken in March/April, second vet Oct/Nov.</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
28/02/2023	Bulla Local Authority meeting held on 21 February 2023	In progress	<p><b>OCM-2023/32 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b></p> <p>A. That the minutes of the Bulla Local Authority meeting held on 21 February 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That Council endorses resolution <b>BLA-2023/2</b> to commit \$6,500 of Local Authority Project Funding to the purchase of event equipment including marquee, tables, and chairs.</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Paul Buckley	<p><b>08/03/2023 Jackson Bernard</b></p> <p>\$6.5K commitment will be included in the next budget review, in April</p> <p><b>23/05/2023 Paul Buckley</b></p> <p>Final quotation received, uploading to approval max with all documents required.</p>
28/02/2023	Action Items	In progress	<p><b>OCM-2023/34 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b></p> <p>A. That council request that the ABA grant to develop land at 4 Fitzer Street Timber Creek (Lot 101) be varied due to no available land, and the variation to be focused on staff accommodation on council land to support the aged care and NDIS programs.</p>	Keira Townsend, Matthew Cheminant, Trudy Braun	<p><b>08/03/2023 Keira Townsend</b></p> <p>Prior to receiving a Grant Agreement, Council is required to submit new project plan and accompanying budget to NIAA. The Operations team have been notified that this is required.</p> <p><b>26/05/2023 Keira Townsend</b></p> <p>Operations team are currently developing amended project scope, budget and timeline to include construction of staff accommodation.</p> <p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 land tenure still an issue. Investigating other areas.</p>
28/03/2023	General Business	Completed	<p>Please action as per resolution</p> <p><b>OCM-2023/63 Resolution: Carried (Cr Georgina Macleod/Mayor Brian Pedwell)</b></p> <p><i>That Council apply for a community place for people grant for oval lighting at Pine Creek.</i></p>	Keira Townsend	<p><b>16/04/2023 Michelle Griffin</b></p> <p>Grant application in progress.</p>
28/03/2023	General Business <b>Identification of land availability in Kalkarindji</b>	Not yet started	<p><b>OCM-2023/59 Resolution: Carried (Cr Georgina Macleod/Mayor Brian Pedwell)</b></p> <p>That investigations take place regarding land availability in Kalkarindji for the purpose of enabling</p>	Michelle Griffin	<p><b>16/04/2023 Michelle Griffin</b></p> <p>Will commence soon.</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
			future projects and grant funding opportunities that will benefit the community.		
28/03/2023	General Business <b>Nitjpurru Housing</b>	In progress	<b>OCM-2023/60 Resolution: Carried (Cr Georgina Macleod/Mayor Brian Pedwell)</b>  That the Mayor writes to all relevant Northern Territory and Federal Ministers advocating for the relocation of Nitjpurru to higher ground, emphasising that no new houses should be built in the flood area.	Michelle Griffin	<b>23/05/2023 Michelle Griffin</b>  ESO drafting the letter
28/03/2023	General Business <b>Road from Kalkarindji to Daguragu</b>	In progress	<b>OCM-2023/61 Resolution: Carried (Cr Georgina Macleod/Mayor Brian Pedwell)</b>  That Council write to Minister Eva Lawler to take responsibility for the strategic road from Kalkarindji to Daguragu, access to Mount Stanford Station, and access to Gregory/Jutburra National Park.	Michelle Griffin	<b>23/05/2023 Michelle Griffin</b>  ESO drafting the letter
28/03/2023	General Business <b>Community Place for People Grants</b>	In progress	<b>OCM-2023/62 Resolution: Carried (Cr Georgina Macleod/Mayor Brian Pedwell)</b>  A. That Council apply for Community Place for People grant for the communities of Kalkarindji, Daguragu, Nitjpurru, Amanbidji, Bulla and Yarralin for new facilities or upgrade to park and playgrounds areas.	Keira Townsend	<b>16/04/2023 Michelle Griffin</b>  Grant application in progress.
28/03/2023	Election Commitment Grant Funding - Minor Infrastructure Projects	In progress	<b>OCMC-2023/22 Resolution: Carried (Cr Georgina Macleod/Mayor Brian Pedwell)</b>  A. That the report Election Commitment Grant Funding - Minor Infrastructure Projects is received and noted B. That Council commits to co-funding the 50-50 contribution for the \$100,000 Election Commitment grant for the development of minor infrastructure such as playgrounds, BBQ's and outdoor fitness stations at Timber Creek and Pine Creek.	Keira Townsend	<b>16/04/2023 Michelle Griffin</b>  Department of the Chief Minister and Cabinet have been notified of Council's decision.  <b>26/05/2023 Keira Townsend</b>  Letter of offer received, signed and submitted. Currently waiting for grant funds to be received.
28/04/2023	CEO Report April 2023	In progress	<i>ACTION ITEM: Snap Send Solve report to Council, including demo.</i>	Michelle Griffin	<b>22/06/2023 Michelle Griffin</b>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
					Scheduled for July briefing.
28/04/2023	Action Items	Awaiting external response	<b>OCM-2023/79 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b>  A. That Council write to the Minister Moss (cc Minister Paech) requesting that the EPA attend local authority meetings to explain their policies that impact council's waste management.	Michelle Griffin	<b>09/06/2023 Michelle Griffin</b>  Letter sent to Minister Moss on 9 June 2023.
28/04/2023	Correspondence	Completed	<b>OCM-2023/81 Resolution: Carried (Cr Yvette Williams/Cr Georgina Macleod)</b>  A. That Council write a letter of support to Allan McGill regarding historic aircraft wrecks being declared as a 'protected class of place'.	Michelle Griffin	<b>09/06/2023 Michelle Griffin</b>  Letter sent to Mr. McGill on 8 June 2023.
28/04/2023	General Business <b>Report on flood recovery</b>	In progress	<b>OCM-2023/82 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)</b>  A. Council seeks a report from the Northern Territory Government on the recovery activities and outcomes, of the floods in Timber Creek in December 2022, and the floods in Nitjpurru, Daguragu and Kalkarindji in March 2023; and  B. Council seeks the opportunity to be engaged in a review of emergency plans for all wards within the Victoria Daly Regional Council footprint.	Brian Hylands, Michelle Griffin	<b>21/06/2023 Michelle Griffin</b>  Letter drafted and awaiting approval.
28/04/2023	General Business <b>IOR Fuel Kalkarindji</b>	Awaiting external response	<b>OCM-2023/83 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)</b>  Council request that operations management seek a new supplier for fuel in Kalkarindji as IOR have indicated that they will be removing their services.	Matthew Cheminant	<b>21/06/2023 Matthew Cheminant</b>  IOR fuel Kalkarindji - approached several companies. Not feasible

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28/04/2023	General Business <b>Kalkarindji &amp; Timber Creek ACAP Sewerage</b>	In progress	<p><b>OCM-2023/84 Resolution: Carried (Mayor Brian Pedwell/Cr Georgina Macleod)</b></p> <p>Council write to Department of Defence requesting that the Army Aboriginal Community Assistance Program (AACAP) program be engaged for Timber Creek and Kalkarindji.</p>	Brian Hylands, Michelle Griffin	<p><b>22/06/2023 Michelle Griffin</b></p> <p>Letter being drafted.</p>
28/04/2023	General Business <b>Telstra Nauiyu</b>	In progress	<p><b>OCM-2023/85 Resolution: Carried (Deputy Mayor Andrew McTaggart/Mayor Brian Pedwell)</b></p> <p>A. Council write to Telstra regarding lack of mobile phone services at Nauiyu. (cc Dheran Young and Minister Ah Kit).</p>	Michelle Griffin	<p><b>22/06/2023 Michelle Griffin</b></p> <p>Letter being drafted.</p>
28/04/2023	General Business <b>Relocation of Nitjpurru office</b>	In progress	<p><b>OCM-2023/86 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b></p> <p>A. Council request a letter to the Department of the Chief Minister and Cabinet for funding assistance to assist with the relocation of Council's office to the evacuation centre with connections to essential services.</p>	Brian Hylands, Matthew Cheminant, Michelle Griffin	<p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 sourcing quotes</p>
28/04/2023	General Business <b>Remuneration Tribunal - travel and mileage</b>	Completed	<p>ACTION: Contact LGANT CEO regarding clarification of travel and accommodation for board members to attend LGANT exec meetings</p> <p><b>OCM-2023/87 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)</b></p> <p>A. That Council provide feedback to the remuneration tribunal, regarding the cap of \$5,000 per year for mileage as this does not cover the cost requirements for Councillors travelling long distances to attending council meetings. An example of one VDRC Councillors travel requirements is for 12 x round trips at 920km equals 11,040km @78c/km = \$8611.20</p> <p>B. That an electoral allowance should be included in the guideline for council member allowances as it previously was.</p>	Brian Hylands, Michelle Griffin	<p><b>28/05/2023 Michelle Griffin</b></p> <p>Letter sent to Mr Michael Martin OAM on 9 May 2023.</p> <p>***CEO and mayor meeting with Remuneration Tribunal.</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
28/04/2023	General Business <b>Daguragu Road</b>	Awaiting external response	<b>OCM-2023/88 Resolution: Carried (Mayor Brian Pedwell/Cr Georgina Macleod)</b>  A. Council write to Minister Lawler requesting clarification on the ownership of the crossing at Wattie Creek crossing at Daguragu.	Brian Hylands, Michelle Griffin	<b>31/05/2023 Michelle Griffin</b>  Letter sent to Minister Eva Lawler on 31 May 2023. Awaiting response.
28/04/2023	General Business <b>Australia Post</b>	In progress	<b>OCM-2023/89 Resolution: Carried (Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart)</b>  A. Council request management to negotiate for reasonable remuneration with Australia Post, and if unsuccessful, cancel the contract.	Trudy Braun	<b>21/06/2023 Trudy Braun</b>  Letter Drafted to be sent to Australia Post  <b>21/06/2023 Trudy Braun</b>  New Contracts received
28/04/2023	General Business <b>Letter of support - Cattleman's Association</b>	In progress	<b>OCM-2023/90 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)</b>  A. Council write a letter of support for the continuous funding of the Pastoral Real Jobs Program, of which the funding has been cut.	Brian Hylands, Michelle Griffin	<b>22/06/2023 Michelle Griffin</b>  Letter being drafted.
29/05/2023	Community Services Regional Manager	In progress	<b>OCMC-2023/30 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)</b>  A. That the Community Services Regional Manager report is received and noted B. That Council approves the creation of a new position of Community Services Regional Manager.	Trudy Braun	<b>21/06/2023 Trudy Braun</b>  Currently creating PD for Approval for Advertising.
29/05/2023	Community Benefit Fund Major - project nomination for grant application	Not yet started	<b>OCMC-2023/31 Resolution: Carried (Deputy Mayor Andrew McTaggart/Mayor Brian Pedwell)</b>  A. That the Community Benefit Fund Major - project nomination for grant application report is received and noted B. Council recommends that an application (CBF) be submitted for installation of powerline and water supply to higher	Keira Townsend	



Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
			ground at Nitjpurru to support relocation of the community.		
30/05/2023	Approve Change to Local Authority Policy	Not yet started	<b>OCM-2023/96 Resolution: Carried (Cr Georgina Macleod/Cr Yvette Williams)</b> <ul style="list-style-type: none"> <li>A. That the Approve Change to Local Authority Policy report is received and noted</li> <li>B. Council rescind Council decision 190/2021 that VDRC staff members at the level of Team Leader and above are not permitted to hold a position on a Local Authority.</li> <li>C. The Council approves the change to the Local Authority Policy that VDRC staff members at the level of Manager and above are not permitted on a Local Authority.</li> </ul>	Janelle Iszlaub	
30/05/2023	By-election Timber Creek Ward	In progress	<b>OCM-2023/101 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)</b> <ul style="list-style-type: none"> <li>A. That the By-election Timber Creek Ward report is received and noted</li> <li>B. That the Council do not appoint a reporting officer allowing the NT Electoral Commission to hold the by-election.</li> <li>C. That Council request the NT Electoral Commission to hold the election on the week beginning 14 August 2023.</li> </ul>	Brian Hylands	<b>21/06/2023 Michelle Griffin</b> Agreement with NTEC has been signed and delivered.
30/05/2023	Pine Creek Local Authority Meeting held on 2 May 2023	In progress	<b>OCM-2023/104 Resolution: Carried (Cr Yvette Williams/Mayor Brian Pedwell)</b> <ul style="list-style-type: none"> <li>A. That the minutes of the Pine Creek Local Authority Meeting held on 2 May 2023 be adopted as a resolution of Ordinary Council.</li> <li>B. That Council endorses <b>PCLA-2023/20 Resolution:</b> That Pine Creek local authority request to council the allocation of \$500 towards a Pine Creek sign competition</li> </ul>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Tanya Brown	<b>21/06/2023 Michelle Griffin</b> D. Letters drafted and awaiting approval. <b>21/06/2023 Matthew Cheminant</b> 21/06/2023 COM sourcing quotes for feral cat control

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
			<p>C. That Council endorses <b>PCLA-2023/22 Resolution:</b> The Pine Creek Local Authority request to council that \$2,000 of LAPF be committed to management of feral cats in Pine Creek.</p> <p>D. That Council endorses <b>PCLA-2023/25 Resolution:</b> That the Pine Creek local authority request that council write to members who no longer reside in the area, in the letter noting their absence from Pine Creek and would they like to resign.</p>		
30/05/2023	Daly River Local Authority Meeting held on 3 May 2023	In progress	<p><b>OCM-2023/105 Resolution:</b> Carried (<b>Deputy Mayor Andrew McTaggart/Cr Yvette Williams</b>)</p> <p>A. That the minutes of the Daly River Local Authority Meeting held on 3 May 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That the Council endorses resolution <b>DRLA-2023/9 Resolution:</b> The Daly River Local Authority Request Council write a letter of support to Telstra for their application for funding to upgrade infrastructure in Nauiyu.</p> <p>C. That the Council endorses resolution <b>DRLA-2023/15 Resolution:</b> The Daly River Local Authority request that Council write to Green River Aboriginal Corporation requesting an update on the half shade pool cover which was funded by the DRLA Local Authority Project Funding.</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Pat Hollowood	<p><b>21/06/2023 Michelle Griffin</b></p> <p>B. Letter sent 22 June 2023.</p> <p>C. Letter sent 22 June 2023.</p>
30/05/2023	Bulla Local Authority Meeting held on 16 May 2023	In progress	<p><b>OCM-2023/106 Resolution:</b> Carried (<b>Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart</b>)</p> <p>A. That the minutes of the Bulla Local Authority Meeting held on 16 May 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That Council endorses resolution <b>BLA-2023/4 Resolution:</b> The Bulla Local Authority request that Council investigate options for the storage of the mower and outdoor furniture.</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Paul Buckley	<p><b>21/06/2023 Paul Buckley</b></p> <p>OCM-2023/106. B.- <b>BLA-2023/4.</b> The Night Patrol building at lot 26 Goorbidigum Street is still being leased and can be utilised for the event furniture and the new mower which is currently being housed at timber Creek Operations workshop.</p> <p>C. <b>BLA-2023/7.</b> Three companies have been selected to tender a quote for the supply and installation of a playground system in Bulla.</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
			<p>C. That Council endorses resolution <b>BLA-2023/7 Resolution</b>: That the Bulla Local Authority request that Paul research quotes for play equipment - swings, larger slide and seesaw.</p> <p>D. That Council endorses resolution <b>BLA-2023/8 Resolution</b>: The Bulla Local Authority request Council approval to commit \$3,500 of Local Authority Project Funding for signs around community (School, rubbish tip, air strip, Goorbidjim (x2), Janyima)</p> <p>E. That Council endorses resolution <b>BLA-2023/10 Resolution</b>: The Bulla Local Authority request Council approval to commit \$30,000 of Local Authority Project Funding towards playground for the Bulla community.</p>		<p>D. <b>BLA-2023/8</b>. The signage has arrived in timber creek. Kendel Builders will inform of their dates to install shortly.</p> <p>E. <b>BLA-2023/8</b>. NT Sports and Surfacing Pty Ltd quotation has been accepted from the 3 quotes sourced. They will contact the Council shortly once delivery and installation time has been sort.</p> <p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 Quotes accepted for Bulla playground addition.</p> <p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 outdoor furniture awaiting collection and delivery.</p>
30/05/2023	Timber Creek Local Authority Meeting held on 16 May 2023	In progress	<p><b>OCM-2023/107 Resolution</b>: Carried (<b>Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart</b>)</p> <p>A. That the minutes of the Timber Creek Local Authority Meeting held on 16 May 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That Council endorses resolution <b>TCLA-2023/24 Resolution</b>: The Timber Creek Local Authority request council look into alternative illuminating school zone signs which will capture the attention of drivers; and</p> <p>C. That Council endorses resolution <b>TCLA-2023/24 Resolution</b>: The Timber Creek Local Authority request council obtain quotes and/or research grant opportunities (such as Community Safety Grants) for security lights (flood lights) on the street outside the school and creche (from both directions)</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Paul Buckley	<p><b>21/06/2023 Matthew Cheminant</b></p> <p>Roads to Recovery funding has been received. Lighting and school signage is included in scope of works being prepared for the Timber Creek Wilson Street upgrade.</p> <p><b>21/06/2023 Paul Buckley</b></p> <p><b>OCM-2023/107</b></p> <p><b>B. TCLA-2023/24</b> Contractors have been engaged to quote on the signage for the school signage to capture drivers attention. Awaiting quotations.</p> <p><b>C. TCLA-2023/24</b> contractors have been engaged for quotes to move forward with grant funding amounts.</p>

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken
30/05/2023	Amanbidji Local Authority Meeting held on 17 May 2023	Not yet started	<p><b>OCM-2023/108 Resolution:</b> Carried (<b>Mayor Brian Pedwell/Deputy Mayor Andrew McTaggart</b>)</p> <p>A. That the minutes of the Amanbidji Local Authority Meeting held on 17 May 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That Council endorses resolution <b>ALA-2023/9 Resolution:</b> The Amanbidji Local Authority request council approval to commit \$38,000 of Local Authority Project Funding to solar lights around community (playground, basketball court and other dark areas identified as appropriate locations by the LA).</p> <p>C. That Council endorses resolution <b>ALA-2023/10 Resolution:</b> The Amanbidji Local Authority request that Council seek funding opportunities for a hard cover shade structure over the Amanbidji basketball court (similar to Bulla basketball court shade cover).</p>	Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Paul Buckley	<p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 Quote accepted for installation of solar lighting in Amanbidji.</p>
30/05/2023	General Business <b>LGANT Meeting Allowances for Board Members</b>	In progress	<p><b>OCM-2023/114 Resolution:</b> Carried (<b>Mayor Brian Pedwell/Cr Yvette Williams</b>)</p> <p>That Council seek LGANT policy on all allowances for board members elected to represent Regional/ Shire Councils</p>	Michelle Griffin	<p><b>09/06/2023 Michelle Griffin</b></p> <p>Section 20(b) of the LGANT Constitution states that: (b) All allowances and travel of Board members to do with attendance at Board Meetings and General Meetings of the Company (other than for the President), shall be met from Member Council budgets.</p>



## 13. Correspondence

### 13.1. Correspondence

**Report Type** Officer Report For Information

**Prepared by** Manager of Executive Services

#### Purpose

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

#### Recommendations

- A. That the Correspondence is received and noted

#### INCOMING REGISTER

DATE	ADDRESSED TO	FROM	REGARDING	DOC ID
3/05/2023	Mayor B.Pedwell	The Hon Katherine King MP Minister for Infrastructure, Transport, Regional Development and Local Government Member for Ballarat	RE: Phase 4 Funding Allocation for the Local Roads and Community Infrastructure (LRCI)	<a href="#">DOCID-42369157</a> <a href="#">0-1278405</a>
17/05/2023	Mayor B.Pedwell	Hon Chanston Paech Minister for Local Government	RE: Letter to Mayor - Northern Territory Grants Commission - Appointment of Members and Chairman	<a href="#">DOCID-42369157</a> <a href="#">0-1278098</a>
17/05/2023	CEO Brian Hylands	Yvonne Uren Branch Manager Health and Wellbeing Branch NIAA	RE: Low Aromatic Fuel Act 2013 Statutory Review	<a href="#">DOCID-42369157</a> <a href="#">0-1279936</a>
18/05/2023	CEO Brian Hylands	Matthew Palmer Chairman Central Land Council	RE: Invitation to attend June full Council meeting in Barunga	<a href="#">DOCID-42369157</a> <a href="#">0-1278394</a>
19/05/2023	CEO Brian Hylands	Patrick Gregory Senior Director, Library & Archives NT	RE: Renewal of public Library Funding Agreement	<a href="#">DOCID-42369157</a> <a href="#">0-1278089</a>
24/05/2023	Mayor B. Pedwell	Peter Stone Chief Customer Officer Bureau of	RE: Flood Warning Network	<a href="#">DOCID-42369157</a> <a href="#">0-1278393</a>



		Meteorology		
24/05/2023	Mayor B. Pedwell	Michael Martin OAM Chair Northern territory Remuneration Tribunal	RE: Response to feedback from Council (letter dated 2023-05-09)	<a href="#">DOCID-423691570-1278395</a>
25/05/2023	CEO Brian Hylands	Senator Malarndirri McCarthy Senator for the Northern Territory	RE: Follow up after roundtable	<a href="#">DOCID-423691570-1280268</a>
9/06/2023	CEO Brian Hylands	Maree Delacey A/Deputy Chief Executive Officer	RE: Local Authority Project Funding Second Offer 2022-23	<a href="#">DOCID-423691570-1280728</a>
13/06/2023	CEO	Manidy Williams Assistant Director NIAA	RE: Acquittal Advice - Outcome	<a href="#">DOCID-423691570-1280731</a>

## OUTGOING REGISTER

<b>DATE</b>	<b>FROM</b>	<b>ADDRESSE D TO</b>	<b>REGARDING</b>	<b>DOC ID</b>
30/05/2023	MICHAEL MARTIN OAM Chairperson Northern Territory Remuneration Tribunal	Mayor B. Pedwell	RE: Response to Remuneration Tribunal	<a href="#">DOCID-423691570-1278466</a>
31/05/2023	Minister Eva Lawler Minister for Infrastructure, Planning and Logistics	Mayor B. Pedwell	RE: Ownership of Wattie Creek Crossing	<a href="#">DOCID-423691570-1278609</a>
8/06/2023	Allan McGill Chairperson Heritage Council, Northern Territory	CEO Brian Hylands	RE: Historic Aircraft Wrecks	<a href="#">DOCID-423691570-1280318</a>
9/06/2023	Hon Lauren Moss Minister for Environment	Mayor B. Pedwell	RE: Invitation for NTEPA to attend VDRC local authority meetings in August	<a href="#">DOCID-423691570-1280515</a>

## Attachments

Nil



## 14. Notices of Motion

Nil

## 15. General Business

## 16. 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.

### 16.1. Confidential Ordinary Council Meeting held on 30 May 2023

**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*

### 16.2. Affixing of Common Seal - Indigenous Employment Initiative Deed of Variation 2023-2024

**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*

### 16.3. Affixing of Common Seal - 2023-2024 Services Australia (Centrelink) Host Contract

**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*

#### **16.4. 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*