



Victoria Daly
REGIONAL COUNCIL

AGENDA

**YARRALIN LOCAL AUTHORITY MEETING
TO BE HELD ON WEDNESDAY 9 AUGUST 2023
AT 10:00 AM
AT THE YARRALIN COUNCIL OFFICE
VDRC OFFICE**



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

Brian Hylands
Chief Executive Officer



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1. Meeting Opening

2. Welcome

3. Attendance and Apologies

3.1. Members

1.	Charlie Newry (Chairperson)
2.	Charlie James
3.	Elwyn Anzac
4.	Simon Campbell
5.	Wesley Campbell
6.	Mayor Brian Pedwell

3.2. Apologies and Absentees

Nil

4. Disclosure of Interest

5. Resignations, Terminations and Nominations

5.1. Resignations

Nil

5.2. Terminations

Nil

5.3. Nominations

Nil

6. Guests and Presentations

6.1. Australian Electoral Commission

Report Type Presentation

Attachments

Nil

6.2. Code of Conduct Presentation - CM&C



Report Type Presentation

Attachments

1. Code of Conduct Local Authority oct 22 [**6.2.1** - 17 pages]

Department of THE CHIEF MINISTER & CABINET

Introduction to the Code of Conduct

Local Authority Training 2022/23



Course overview



- An understanding of the Code of Conduct
- The behaviours expected of local authority members
- What happens if a member breaches the Code of Conduct?
- Where to find further information?



What is the Code of Conduct?

- The Code of Conduct sets the values and standards council and Local Authority (LA) members are expected to follow.
- It guides behaviour in performing your duties as a LA member.
- The Code of Conduct also lets the community know what standards they can expect from LA members.

1. Honesty and integrity

The Code of Conduct requires LA members to behave with honesty and integrity when performing duties.

Honesty and integrity means being truthful and reliable.

When making decisions, make them for the right reasons. Think about what benefits the community the most.



2. Care and diligence

LA members need to act with reasonable care and diligence in performing their duties.

This includes reading the agenda ahead of the local authority meeting so you know what the meeting is all about and considering the information.

It also means taking care in what you say and do as a LA member – particularly be careful on social media.



3. Courtesy



Be courteous towards other members, council staff and the community.

You can do this by being polite and respectful, listening to what others have to say, being on time to LA meetings, and being considerate of others.

4. Bullying

As a LA member, you must respect other members and show good behaviour.

The Code of Conduct does not allow bullying, including:

- Spreading rumours
- Excluding others
- Hurtful comments
- Threats
- Involving family/friends

This also includes online and text bullying, such as:

- Sending nasty messages
- Disrespectful comments on social media
- Prank calls and harassment



5. Conduct towards council staff

As a LA member, you must not be bossy to council staff.

- LA members don't direct, manage or tell off council staff. For example, a member should not criticise or say something bad about council staff in the LA meetings.
- The CEO is responsible for managing council staff, and contractors. If you have an issue in relation to council staff you should talk to the CEO or the Community Service Manager in your area.



6. Respecting cultural diversity

You must always be respectful of other people's beliefs, culture, and opinions.

You must not discriminate against others because of their cultural background or what mob they are from.

For example, people from different cultures or tribes may use different ways of communicating, or there may be issues that prevent them communicating, such as avoidance relationships.



7. Conflict of interest

LA members need to avoid conflicts of interests

This is when your role as a LA member conflicts with another interest that gives you or someone close to you a benefit.

You must speak up if you think you have a conflict of interest.

If you say nothing and participate in Making a decision, you could be in breach of the Local Government Act 2019 and be penalised.

I have a
conflict of
interest



8. Confidential information

As a LA member, you will occasionally receive information that is confidential.

Confidential information must be kept private and not talked about with others who are not part of the confidential session of the meeting.

You must not use confidential information in a way that could give a benefit or cause harm to another person.



9. Gifts

You must not accept gifts or benefits from someone that might get an advantage from the council or local authority.

This is because it may look like you are biased or giving favours, especially if that person could benefit from or influence a decision.

Look at your Council Gifts policy or talk to the CEO for further information.

If you are unsure ALWAYS ask.



10. Accountability



LA members have an important role to represent and answer to the community.

LA members should:

- talk to people in their community regularly,
- talk at local authority meetings about what the community wants, and
- keep the community updated about what council is doing.

11. Working for all the people in your area

As a LA member, you represent all the people in your local authority area.

When making recommendations, you will need to think how this will affect the whole area and whether this would be in the long-term interests of all community members.



12. Training

If you are offered training, you should do it if it is to help you perform your duties as a LA member.

The Code of Conduct states that you must undertake training in good faith, which means trying to participate in training opportunities when you can.



13. What happens if a local authority member breaches the Code of Conduct?

If someone thinks a local authority member has breached the Code of Conduct, a complaint can be submitted with the CEO of the council.

The council will then make a decision about the complaint.



Resources



For more information, view the following resources:

- Code of Conduct - Schedule 1 of the *Local Government Act 2019*



7. Confirmation of Minutes

7.1. Yarralin Local Authority Provisional Meeting held on 10 May 2023

Recommendation

- A. That the minutes of the Yarralin Local Authority Provisional Meeting held on 10 May 2023 be taken as read and be accepted as a true record of the meeting; and
- B. That all provisional resolutions be adopted as resolutions of the Yarralin – Nitjpurru Local Authority.

Attachments

- 1. 20230510 YPHLA MIN PROVISIONAL unconfirmed [7.1.1 - 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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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)
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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 – Nitjipurru 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.



8. Council Response to Previous Minutes

8.1. Feedback from Council

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

Purpose

The purpose of this report is to provide feedback to the Yarralin – Nitjpurru Local Authority from the relevant Ordinary Council meeting.

Recommendations

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

Regional Plan

Goal 1: Quality Leadership

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

Feedback

On Tuesday, 27 June 2023, Council received and noted the minutes of the Yarralin – Nitjpurru Local Authority PROVISIONAL meeting held on 10 May 2023.

Once the provisional resolutions are endorsed by the Local Authority, any resolutions requiring Council approval will be presented to Council at their meeting in August.

OCM-2023/134 Resolution: Carried (Mayor Brian Pedwell/Cr Yvette Williams)

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

Nil



9. Reports

9.1. Finance Report

9.1.1. Yarralin - Nitjpurru Finance Report for the period ended 30th June 2023

Report Type	Finance Report
Department	Corporate Services
Prepared by	Senior Accountant

Recommendations

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

Regional Plan

Goal 1: Quality Leadership

1.3 - Comply with all statutory, regulatory and reporting requirements

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

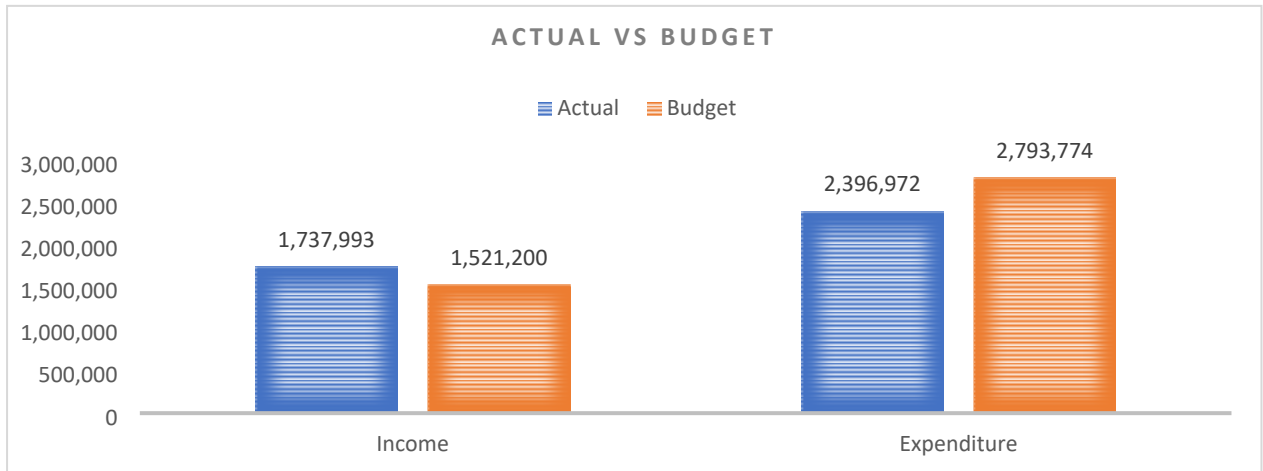
1. Yarralin 30 06 2023 (2) [9.1.1.1 - 2 pages]

Actual v Budget for Yarralin Community as of 30th June 2023

OPERATING INCOME	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Comments
Rates	-	-	-	
Charges	-	-	-	
Fees and Charges	424,773	412,256	12,517	The number of NDIS clients increased, resulting in increased income.
Operating Grants and Subsidies	1,196,520	956,051	240,469	The variance is due to the grant received in advance of \$137,600 and the internal transfer percentage of the Community patrol grant from the Regional Office to Yarralin. The grant received in advance will be used for renewing Community Places for Play in Yarralin (financial year 2023-24).
Commercial and Other Income	116,700	152,893	(36,193)	The number of HCP clients decreased, resulting in a decreased income.
TOTAL OPERATING INCOME	1,737,993	1,521,200	216,793	
OPERATING EXPENDITURE				
Employee Expenses	1,363,974	1,668,537	(304,563)	underspent is due to vacant positions in the Yarralin office
Materials and Contracts	473,133	565,130	(91,996)	The major underspends on contractors (labour, plumbing and Structural), Vet exp, Fuel, and overspent on WHS and ICT hardware expenses.
Council Committee & LA Allowances	1,037	1,382	(345)	Variance due to fewer meetings held
Council Committee & LA Expenses	602	500	102	
Motor vehicle leases/Facilities costs and Administration costs	558,226	558,226	-	
TOTAL OPERATING EXPENDITURE	2,396,972	2,793,774	(396,802)	
OPERATING SURPLUS / DEFICIT	(658,979)	(1,272,575)	613,595	

During the financial year 2022-23, actual income was \$1,737,993, and expenditure was \$2,396,972 compared to budgeted income of \$1,521,200 and expenditure of \$2,793,774, respectively.

Below bar graph shows actual income and expenditure vs budgets.



As of 30th June, 2023, Council has spent \$186,172 on three projects in Yarralin. All project has been completed.

Project Name	Cost of the project	Project Status	Funded by
Small cell satellite	54,950	Completed	Grant
Construction of Security Fencing-small cell site	17,282	Completed	Grant
Relocation of a Water Main	113,940	Completed	Grant
<u>186,172</u>			



9.1.2. Yarralin - Nitjpurru Projects Report updates as of 30th June 2023

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

Purpose

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

Recommendations

- A. That the Yarralin - Nitjpurru Projects Report updates as of 30th June 2023 report is received and noted
- B. That the Yarralin - Nitjpurru Local Authority consider projects for investigation

Local Authority Project Funding (LAPF)

Funds Spent financial year

\$10,769 of LAPF has been spent this financial year

Funds Committed

\$214,589 of LAPF is committed to projects.

Funds Available

\$29,906 of LAPF is available for future projects

The Yarralin - Nitjpurru Local Authority is encouraged to discuss and consider suitable projects to be funded with the remaining LAPF.

Council officer conflict of interest declaration

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

Attachments

1. Local Authority projects Yarralin [9.1.2.1 - 1 page]

Local Authority projects-Yarralin

Fund Carried forward from last financial year		185,264
Grant received this financial year.		70,000
Total available funds		<u>255,264</u>
Funds spent to date	15,411.01	
Less: funds spent prior in years	-4,642.05	
Amount spent on projects this financial year 2022-23		-10,769
Money committed to projects but has yet to be spent.		-214,589
Funds available for future projects		<u><u>29,906</u></u>

Project Name	Resolution passed on	The amount committed to projects	Amount spent to date	Remaining funds available	Status
Power card-operated lights for Yarralin Oval	260520021-05	30,000	-	30,000	
Bi-Annual Vet program	YLA-2023/4	30,000	10,670	19,330	Ongoing
Playground and Outdoor Fitness Equipment	YLA-2023/5	150,000	-	150,000	
Yarralin beautification projects	Motion 2020/04Y-006	20,000	4,741	15,259	Ongoing
		230,000	15,411	214,589	-



9.2. Actions Report

9.2.1. Yarralin - Nitjpurru Action Items

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

Purpose

To provide an update on Yarralin - Nitjpurru Local Authority action items.

Recommendations

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

Council officer conflict of interest declaration

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

Attachments

1. 20230510 Action Items Report YPHLA [9.2.1.1 - 3 pages]
2. Yarralin KSM [9.2.1.2 - 1 page]

ACTION REGISTER

Yarralin / Nitjpurru Local Authority - AUGUST 2023



Victoria Daly
REGIONAL COUNCIL

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
16 February 2023	Bi-annual vet program	Resolution: YLA-2023/4 That the Yarralin / Nitjpurru Local Authority request Council endorsement to commit \$30,000 of Local Authority Project Funding to a bi-annual vet program in 2023; and that any remaining funds be returned to available funds. <i>(Endorsed by Council – OCM-2023/31)</i>	Council Operations	A/COM has contacted the vet for a quote for 2 x visits to Yarralin, Nitjpurru and Lingarra. The first visit will take place around May 22 nd , the second visit will be some time in November 2023	In progress
16 February 2023	Playground and Outdoor Fitness Equipment	Resolution: YLA-2023/5 That the Yarralin Local Authority request that Council endorse the commitment of \$150,000 of Local Authority Project Funding to the development of a playground, including outdoor fitness equipment in Yarralin. <i>(Endorsed by Council – OCM-2023/31)</i>	Council Operations	A/COM has also consulted with Colin Campbell and Wesley Campbell about the playground tenure who have advised it is a Peppercorn lease, further consultation is required.	Investigation Phase
16 February 2023	Council premises (including office and staff accommodation (Nitjpurru))	Resolution: YLA-2023/6 On behalf of Nitjpurru local authority the Yarralin Local Authority members request council support and investigate options for developing a council premises including office and staff accommodation at Nitjpurru. <i>(Endorsed by Council – OCM-2023/31)</i>	Council Operations	Due to flooding, resources have been placed elsewhere. Investigation is yet to commence.	Investigation yet to commence
16 February 2023	Investigate process for name change (Pigeon Hole to Nitjpurru)	Resolution: YLA-2023/7 The Yarralin / Nitjpurru Local Authority request support from Council to investigate the process and support a place name change from 'Pigeon Hole' to 'Nitjpurru' <i>(Endorsed by Council – OCM-2023/31)</i>	Council Operations	Due to flooding, resources have been placed elsewhere. Investigation is yet to commence.	Investigation yet to commence

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
24 April 2020	Power Card operated lights for Yarralin Oval	2020/04Y-005 That the Yarralin Local Authority agrees to allocate \$30 000 of Yarralin Local Authority funding towards the installation of power card operated lights at the Yarralin Community Sports Oval	Council Operations	Previous Council Operations Manager begun investigations and discovered land tenure issues.	Further Investigation Required
24 April 2020	Beautification project	2020/04Y-006 That the Yarralin Local Authority agrees to allocate \$20 000 of Yarralin Local Authority funding towards projects designed to enhance the beautification of Yarralin Community.	Council Operations	Plants and irrigation were purchased for the areas surrounding aged care, council office, and accommodation. <i>(\$4,741 spent, \$15,259 remaining)</i>	In progress

4000 X 2400mm

1.6mm Alum - Class 2 Reflective - Digital Print + Laminate + Struts



1500 X 1200mm

1.6mm Alum - Class 2 Reflective - Digital Print + Laminate + Struts





10. Questions from the Public

11. General Business

12. Next Meeting

The next Meeting of Yarralin – Nitjpurru Local Authority will be held Wednesday, 15 November 2023.