



Victoria Daly
REGIONAL COUNCIL

AGENDA

**BULLA LOCAL AUTHORITY MEETING
TO BE HELD ON TUESDAY 15 AUGUST 2023
AT 12:00 PM
AT THE BULLA COUNCIL OFFICE
VDRC OFFICE**



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A handwritten signature in black ink, appearing to read 'Brian Hylands', with a long horizontal flourish extending to the right.

Brian Hylands
Chief Executive Officer



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1. Meeting Opening

2. Welcome

3. Attendance and Apologies

3.1. Attendees

1.	Shadrack Retchford (Chairperson)
2.	Duncan Bero
3.	Stan Retchford
4.	Nicholas Laurie
5.	Joseph Archie
6.	Penny Archie

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

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. Bulla Local Authority Meeting held on 16 May 2023

Recommendation

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

Attachments

1. 20230516 BLA MIN unconfirmed [7.1.1 - 6 pages]



Victoria Daly
REGIONAL COUNCIL

MINUTES

**BULLA LOCAL AUTHORITY MEETING
HELD ON TUESDAY 16 MAY 2023
AT 10:30 AM
AT THE BULLA COUNCIL OFFICE
VDRC Office**



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

Brian Hylands
Chief Executive Officer



1. Meeting Opening

The meeting opened at 10:40am.

2. Welcome

Chairperson Shadrack Retchford welcomed members and visitors to the meeting acknowledged elders past, present and future.

3. Attendance and Apologies

3.1. Attendees

BULLA LA MEMBERS

Shadrack Retchford	Chairperson
Duncan Bero	Member
Stan Retchford	Member
Nicholas Laurie	Member
Joseph Archie	Member

VDRC STAFF

Brian Pedwell	Mayor
Brian Hylands	Chief Executive Officer
Paul Buckley	Council Operations Services Manager - Timber Creek
Michelle Griffin	Manager of Executive Services (minutes secretary)

GUESTS

Tristan Stonhill	Department of the Chief Minister and Cabinet
Karen Hocking	Department of the Chief Minister and Cabinet

3.2. Apologies and Absentees

Apologies: Penny Archie

Absent: Nil

4. Disclosure of Interest

There were no declarations of interest at this meeting.

5. Resignations, Terminations and Nominations

5.1. Resignations



Nil

5.2. Terminations

Nil

5.3. Nominations

Nil

6. Presentations and Training

6.1. Local Authority Training - Understanding Conflicts of Interest

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

7. Confirmation of Minutes

7.1. Bulla Local Authority held on 21 February 2023

BLA-2023/3 Resolution: Carried (Joseph Archie/Nicholas Laurie)

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

Joseph Archie entered the meeting at 10:56am

8. Council Response to Previous Minutes

8.1. Feedback from Council

BLA-2023/4 Resolution: Carried (Duncan Bero/Nicholas Laurie)

The Bulla Local Authority request that Council investigate options for the storage of the mower and outdoor furniture.

BLA-2023/5 Resolution: Carried (Joseph Archie/Nicholas Laurie)

That the Bulla Local Authority receive and note the feedback from Council.

9. Correspondence

9.1. Correspondence

The Bulla Local Authority received and noted the correspondence.

10. Reports

10.1.1. Council Operations Manager Report



BLA-2023/6 Resolution: Carried (Shadrack Retchford/Duncan Bero)

The Council Operations Manager Report is received and noted

BLA-2023/7 Resolution: Carried (Shadrack Retchford/Duncan Bero)

That the Bulla Local Authority request that Paul research quotes for play equipment - swings, larger slide and seesaw.

BLA-2023/8 Resolution: Carried (Shadrack Retchford/Duncan Bero)

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).

10.2.1. Bulla Finance Report

BLA-2023/9 Resolution: Carried (Joseph Archie/Shadrack Retchford)

That the Bulla Local Authority receive and note the finance report.

10.2.2. Bulla - Projects Report

The Bulla Local Authority received and noted the projects report.

BLA-2023/10 Resolution: Carried (Shadrack Retchford/Nicholas Laurie)

The Bulla Local Authority request Council approval to commit \$30,000 of Local Authority Project Funding towards playground for the Bulla community.

10.3.1. Bulla Action Items

BLA-2023/11 Resolution: Carried (Duncan Bero/Joseph Archie)

The Bulla Local Authority receive and note the action items update.

10.4.1. Electing a Chairperson

BLA-2023/12 Resolution: Carried (Joseph Archie/Nicholas Laurie)

Motion that Shadrack Retchford be nominated for the position of Chairperson.

BLA-2023/13 Resolution: Carried (Duncan Bero/Stan Retchford)

Motion that Joseph Archie be nominated for the position of Chairperson.

A secret ballot took place for the position of Chairperson and Shadrack Retchford was announced as Chairperson for a further period of twelve months.



Bulla Local Authority Meeting Tuesday 16 May 2023

BLA-2023/14 Resolution: Carried (Shadrack Retchford/Nicholas Laurie)

Motion that Joseph Archie is nominated for the position of Deputy Chairperson.

The nomination for the position of Deputy Chairperson was unopposed and Joseph Archie was announced as Deputy Chairperson for a period of twelve months.

11. Questions from the Public

Nil

12. General Business

12.1 Councillor Timber Creek Ward

Mayor B. Pedwell announced to the Local Authority the resignation of Shirley Garlett from her position as Councillor for the Timber Creek Ward. A bi-election will take place before the 14 September.

13. Next Meeting

The next Meeting of Bulla Local Authority will be held 15 August.

Meeting closed at 12:25pm



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 Bulla Local Authority from the relevant Ordinary Council meeting.

Recommendations

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

Feedback

On Tuesday, 30 May 2023, Council received the minutes of the Bulla Local Authority meeting held on 16 May 2023. Council endorsed the minutes and all resolutions as per the table below:

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.



9. Reports

9.1.1. Council Operations Manager Report

Report Type Council Operations Manager Report

Department Council Operations

Prepared by Council Operations Manager, Timber Creek

Recommendations

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

Events and Activities

Current activities through CDP and Sports and Rec programs.

Community Events

No events currently.

Local Authority Meetings

15 August 2023

21 November 2023

Vacant Positions (VDRC in Community)

CDP positions only.

Maintenance Buildings and Fixed Assets

New programs building being fitted out for use.

Plant and Equipment

Waiting on council for directions on the Kubota mower to be delivered.

Regional Plan Project Priorities

- ✓ New street signs have been installed on site.
- ✓ Function furniture has been delivered to site.
- ✓ New swings to be installed. Waiting on contractor for timeline to install.







9.2.1. Bulla Finance Report for period ended 30th June 2023

Report Type Finance Report
Department Corporate Services
Prepared by Senior Accountant

Recommendations

That the Bulla Local Authority receive and note the finance report.

Attachments

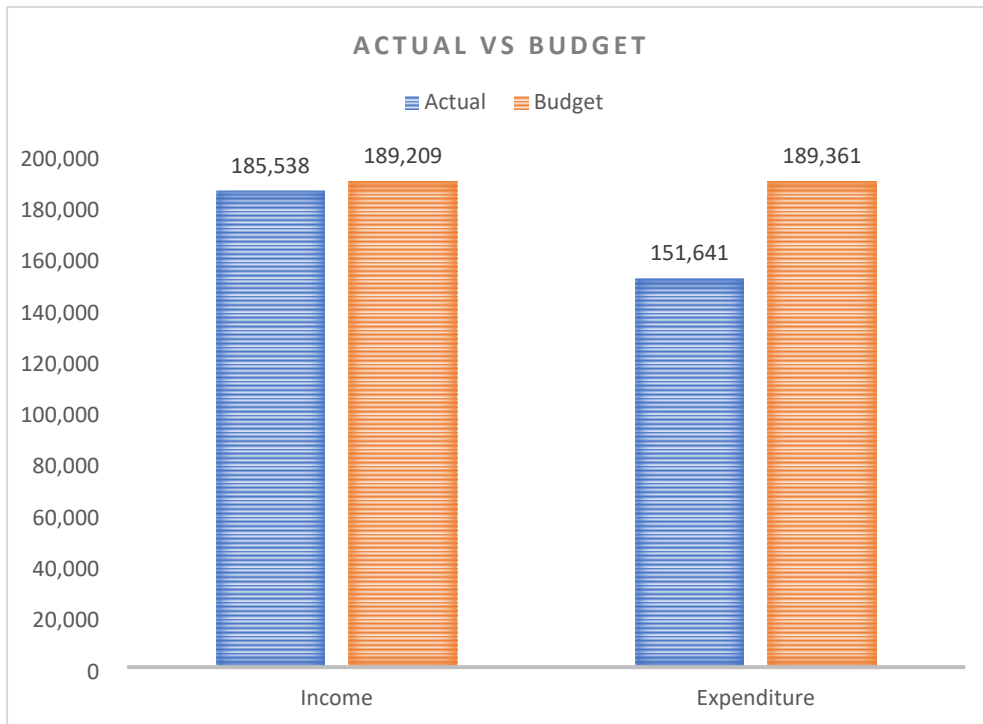
1. Bulla 30 06 2023 [9.2.1.1 - 2 pages]

Actual v Budget for Bulla Local Authority as of 30 June 2023

OPERATING INCOME	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Comments
Rates	-	-	-	
Charges	-	-	-	
Fees and Charges	781	4,453	-3,672	NDIS income received to date is less than projected
Operating Grants and Subsidies	184,440	184,440	-	
Commercial and Other Income	316	316	0	
TOTAL OPERATING INCOME	185,538	189,209	-3,671	
OPERATING EXPENDITURE				
Employee Expenses	133,720	170,390	-36,670	underspent is due to vacant positions in Bulla
Materials and Contracts	13,290	14,457	-1,167	
Elected Member Allowances	-	-	-	
Elected Member Expenses	-	-	-	
Council Committee & LA Allowances	2,893	3,000	-107	
Council Committee & LA Expenses	1,065	841	224	TA for LA member who attended training was not incorporated into the budget.
Depreciation, Amortisation, and Impairment	-	-	-	
Other Expenses	-	-	-	
Allocations	673	673	-	
TOTAL OPERATING EXPENDITURE	151,641	189,361	-37,720	
OPERATING SURPLUS / DEFICIT	33,897	-151	34,048	

During the financial year 2022-23, actual income was \$185,538, and expenditure was \$151,641 compared to budgeted income of \$189,209 and expenditure of \$189,361, respectively.

Below bar graph shows actual income and expenditure vs budgets.





9.2.2. Bulla - Projects Report updates as of 30th June 2023

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

Purpose

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

Recommendations

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

Local Authority Project Funding (LAPF)

Funds Spent financial year

\$9,796 of LAPF has been spent this financial year

Funds Committed

\$36,564 of LAPF is committed to projects.

Funds Available

\$35,154 of LAPF is available for future projects

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

Attachments

1. Local Authority projects Bulla [9.2.2.1 - 1 page]

Local Authority projects-Bulla

Fund Carried forward from last financial year	62,114
Grant received this financial year	19,400
	81,514
Amount spent on projects this financial year 2022-23	-9,796
Funds committed but not yet spent	-36,564
Funds available for future projects	35,154

Project Name	Resolution	Fund allocated to project	Amount spent to date	Remaining funds available	Status
Mower for Bulla Community		6,360	6,360	-	Completed
Marquees, Tables and Chairs	BLA-2023-2	6,500	3,007	3,493	Remains open
Funding for signs	BLA-2023/8	3,500	429	3,071	Remains open
Funding towards playground	BLA-2023/10	30,000	-	30,000	Remains open
		46,360	9,796	36,564	



9.3.1. Bulla Action Items

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

Purpose

To provide an update on Bulla Local Authority action items.

Recommendations

A. That the Bulla Local Authority receive and note the action items update.

Attachments

1. 20230516 Action Items Report BLA 1 [9.3.1.1 - 2 pages]

ACTION REGISTER

Bulla Local Authority – AUGUST 2023



Victoria Daly
REGIONAL COUNCIL

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
16 August 2022 & 21 February 2023	Marquee and Chairs	Resolution BLA-2023/2 That the Bulla Local Authority requests Council approval to commit \$6,500 of Local Authority Project Funding to the purchase of event equipment including marquee, tables, and chairs. (Endorsed by Council OCM-2023/32)	Council Operations	<i>Delivered</i>	Completed
16 August 2022	Street signs	That quotes for street signs, brackets, poles, and premix be purchased in preparation for street sign installation up to \$5000. [Resolution 1611202106]	Council Operations	<i>Quotes submitted in COM report. \$3,686 spent, \$1,314 remaining.</i>	Completed
21 February 2023	Streetlight Audit	Action: An audit of streetlights in Bulla is required to ascertain which lights require maintenance. Night patrol will be requested to conduct the audit and information to be relayed to NWA.	Council Operations	<i>Investigating process with PowerWater and NWA</i>	In progress
16 May 2023	Mower Storage	The Bulla Local Authority request that Council investigate options for the storage of the mower and outdoor furniture. Resolution: BLA-2023/4	Council Operations	<i>Report on zero turn mower for BLA consideration</i>	In progress
16 May 2023	Signs	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). Resolution: BLA-2023/8	Council Operations	<i>Supplied, installed, and billed</i>	Complete
16 May 2023	Playground equipment	The Bulla Local Authority request Council approval to commit \$30,000 of Local Authority Project Funding towards playground for the Bulla community. Resolution: BLA-2023/10	Council Operations	<i>Quotes accepted</i>	In progress



9.4.1. Zero Turn Handover Agreement

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

Purpose

The purpose of this report is to provide information regarding an opportunity for the zero turn mower, which was purchased by the local authority, to be gifted to the Ngaliwurru-Wuli Aboriginal Corporation (NWAC) for the provision of municipal services at Bulla.

Recommendations

- A. The Bulla Local Authority accepts Council's decision (OCM-2023/138) to handover the zero turn mower to the Ngaliwurru-Wuli Aboriginal Corporation.

Background

The Department of the Chief Minister and Cabinet has advised that they approve of the Council gifting the mower to NWA for the use of municipal services at Bulla.

An agreement with NWA has been developed regarding taking over the asset, including responsibility for future repairs and maintenance.

Council resolution below:

ORDINARY MEETING OF COUNCIL 27 JUN 2023

15.1 General Business [📄](#)

GB-4 Bulla mower

OCM-2023/138 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Yvette Williams)

- A. That Council gift the mower (purchased by the Bulla Local Authority) to Ngaliwurru-Wuli Aboriginal Corporation (NWA) pending consultations with NWA and the Department of the Chief Minister and Cabinet; and
- B. That as part of the agreement, NWA will be asked to cover all ongoing costs of the asset.

The local authority is encouraged to provide feedback on the handover of the asset.

Attachments

1. Kubota Zero turn Handover Agreement [9.4.1.1 - 2 pages]



Victoria Daly
REGIONAL COUNCIL

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Handover Agreement - Kubota Petrol Zero Turn Mower

Make	Kubota
Model	Z231KW-42-AU Petrol Zero Turn Mower
Serial Number	12046
Manufacturing Year	2022

This Handover Agreement ("Agreement") is entered into between the Victoria Daly Regional Council ("VDRC") and the Ngaliwurru-Wuli Association ("NWA") on this 04 July 2023.

Subject of Agreement:

The VDRC agrees to gift the ownership and possession of the Kubota Petrol Zero Turn Mower ("Mower") to the NWA, who accepts the Mower under the terms and conditions specified in this Agreement.

Terms and Conditions

Ownership:

The VDRC confirms that it is the legal owner of the Mower and has the authority to transfer ownership to the NWA.

Responsibilities of the Council:

The Council shall have the following responsibilities:

- a. Gift of Mower: The Council gifts the Mower to the Association, relinquishing all ownership and control over the Mower.
- b. Transfer of Title: The VDRC shall provide all necessary documents and assistance to transfer the title and ownership of the Mower to the NWA.

Responsibilities of the Association:

The NWA shall have the following responsibilities:

- a. Care and Use: The NWA shall use the Mower in a careful and proper manner, following all manufacturer guidelines and safety instructions. Any damage caused due to negligence or misuse shall be the responsibility of the NWA.
- b. Maintenance and Insurance: The NWA shall be responsible for the regular servicing, maintenance, and insurance coverage of the Mower, ensuring its proper functioning and protection against theft, damage, and liability arising from its use.

c. Compliance: The NWA agrees to comply with all applicable laws, regulations, and requirements related to the use and operation of the Mower.

The NWA agrees to indemnify and hold the VDRC harmless from any claims, damages, losses, or liabilities arising from the Association's use or possession of the Equipment.

By signing below, the parties acknowledge that they have read, understood, and agreed to the terms and conditions of this Handover Agreement.

Name & Signature of Victoria Daly Regional Council Representative

Name	Signature	Position	Date

Name & Signature of Ngaliwurru-Wuli Association Representative

Name	Signature	Position	Date



10. Questions from the Public

11. General Business

12. Next Meeting

The next Meeting of Bulla Local Authority will be held 21 November 2023.