



Victoria Daly
REGIONAL COUNCIL

AGENDA

**ORDINARY MEETING OF COUNCIL
TO BE HELD ON TUESDAY 26 SEPTEMBER 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
Councillor Deborah Jones - 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

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The Victoria Daly Regional Council advises that anyone who has any application lodged with the Victoria Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Victoria Daly Regional Council in respect of the application.

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

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

Ordinary Council Meeting held on 29 August 2023

ITEM NUMBER 6.1.

REPORT TYPE Confirmation of Minutes

PREPARED BY Manager of Executive Services

Recommendation

That the minutes of the Ordinary Council Meeting held on 29 August 2023 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 20230829 OCM MIN Unconfirmed [6.1.1 - 12 pages]



MINUTES

**ORDINARY MEETING OF COUNCIL
HELD ON TUESDAY 29 AUGUST 2023
AT 9:00 AM
AT THE YARRALIN COUNCIL OFFICE
VDRC Office**



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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The Victoria Daly Regional Council advises that anyone who has any application lodged with the Victoria Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Victoria Daly Regional Council in respect of the application.

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

Brian Hylands
Chief Executive Officer



The meeting opened at 9:14am.

1. Present

Elected Members Present

Deputy Mayor- Milngin Ward
Councillor - Pine Creek Ward
Councillor - Daguragu Ward
Councillor - Timber Creek Ward

Andrew McTaggart Chair
Yvette Williams
Georgina Macleod
Deborah Jones

Staff Present

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

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

Guests

Department of the Chief Minister and Cabinet Karen Hocking

2. Apologies

Apologies: Mayor Brian Pedwell

OCM-2023/152 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)

Council have received and accept the apology of Mayor Pedwell.

3. Presentations - Deputations – Petitions

Deputy Mayor McTaggart welcomed Councillor Deborah Jones to the Victoria Daly Regional Council.

4. Public Question Time

5. Disclosure of Interest - Councillors and Staff

There were no declarations of interest at this meeting.



6. Confirmation of Minutes

Ordinary Council Meeting held on 25 July 2023

ITEM NUMBER 6.1.

OCM-2023/153 Resolution: Carried (Cr Georgina Macleod/Cr Yvette Williams)

That the minutes of the Ordinary Council Meeting held on 25 July 2023 be taken as read and be accepted as a true record of the meeting.

7. Call for Items of General Business

- GB1 - Appointing Cr Jones to Timber Creek Ward LA's
- GB2 - LGANT seeking nominations for NT Water Safety Advisory
- GB3 - Remuneration Tribunal calling for submissions
- GB4 - Sign approval for mining company (Pine Creek)
- GB5 - PowerWater Pine Creek (Copperfield Dam) & Mango Farm enterprise pit
- GB6 - Pest Control
- GB7 - Lot 1 and 2 Wooliana Road

8. Mayoral Report

Mayoral Report

ITEM NUMBER 8.1.

OCM-2023/154 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)

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

9. CEO Update

CEO Report

ITEM NUMBER 9.1.

OCM-2023/155 Resolution: Carried (Cr Georgina Macleod/Cr Yvette Williams)

- A. That the CEO Report be received and noted

10. Reports to Council

10.1. Reports for Council Decision

Amended Policies LGP004 LGP023, LGP024, LGP026

ITEM NUMBER 10.1.1.



OCM-2023/156 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)

- A. That the Amended Policies LGP004 LGP023, LGP024, LGP026 report is received and noted
- B. Policies for approval LGP004, LGP023, LGP024, LGP026

10.2. Reports for Information

Financial Report for the period ended 31st July 2023

ITEM NUMBER 10.2.1.

OCM-2023/157 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)

- A. That the Financial Report for the period ended 31st July 2023 is received and noted

CDP Report

ITEM NUMBER 10.2.2.

OCM-2023/158 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)

- A. That the CDP Council report is received and noted

Guideline 1: Local Authorities

ITEM NUMBER 10.2.3.

OCM-2023/159 Resolution: Carried (Deborah Jones/Deputy Mayor Andrew McTaggart)

- A. That the Guideline 1: Local Authorities report is received and noted
- B. That the Local Authority Policy is updated to comply with Guideline 1: Local Authorities as in force on 8 August 2023.

11. Action Sheet

Action Item Report

ITEM NUMBER 11.1.

Action: Forward letter regarding flood notification to emergency management.

OCM-2023/160 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)

- A. That the Action Item Report is received and noted
- B. That completed items be removed from the action items list.



12. Local Authority

12.1. Local Authority Minutes

Pine Creek Local Authority meeting held on 1 August 2023

ITEM NUMBER 12.1.1.

Deborah Jones left the meeting at 11:09 am.

Deborah Jones returned to the meeting at 11:10 am.

Amendments: Include resignation for Tom Phennig.

OCM-2023/161 Resolution: Carried (Cr Yvette Williams/Deborah Jones)

- A. That the minutes of the Pine Creek Local Authority meeting held on 1 August 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses **PCLA-2023/30 Resolution:** That the Pine Creek Local Authority Request Councils approval to paint and repair the memorial wall at the pine creek cemetery

The meeting suspended for morning tea at 10:39am

The meeting resumed at 11:06am

Yarralin - Nitjpurru Local Authority meeting held on 9 August 2023

ITEM NUMBER 12.1.2.

OCM-2023/162 Resolution: Carried (Deborah Jones/Cr Yvette Williams)

- A. That the minutes of the Yarralin - Nitjpurru Local Authority meeting held on 9 August 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses **YLA-2023/22 Resolution:** The YPHLA prefer the Colourful 'Welcome to Yarralin' sign incorporating Walangeri and Victoria Daly Regional Council and the YPHLA agree to allocate money from beautification funding towards the sign.
- C. That Council endorses **YLA-2023/23 Resolution:** That the YPHLA fully support a name change for Pigeon Hole to Nitjpurru and that the YPHLA seek Councils support on the name change.

Bulla Local Authority meeting held on 15 August 2023

ITEM NUMBER 12.1.3.

OCM-2023/163 Resolution: Carried (Deborah Jones/Cr Yvette Williams)

- A. That the minutes of the Bulla Local Authority meeting held on 15 August 2023 be adopted as a resolution of Ordinary Council.



B. That Council acknowledges **BLA-2023/21 Resolution:**

- i. The Bulla Local Authority accepts Council's decision (OCM-2023/138) to handover the zero turn mower to the Ngaliwurru-Wuli Aboriginal Corporation; and endorses
- ii. That VDRC arrange the delivery of the mower to the Bulla community once the agreement is signed.

Timber Creek Local Authority meeting held on 15 August 2023

ITEM NUMBER 12.1.4.

OCM-2023/164 Resolution: Carried (Deborah Jones/Deputy Mayor Andrew McTaggart)

- A. That the minutes of the Timber Creek Local Authority meeting held on 15 August 2023 be adopted as a resolution of Ordinary Council.
- B. That Council endorses **TCLA-2023/32 Resolution:** That remaining funds from 'International Womens' Day' and Timber Creek Festival be returned to 'funds available'.
- C. Council acknowledges **TCLA-2023/33 Resolution:** The Timber Creek Local Authority reviewed quotes for supply and installation of outdoor gym and shade structure and notify Council that their preference is NT Sports and Playground Surfacing (Forpark).
- D. That Council endorses **TCLA-2023/35 Resolution:** The Timber Creek Local Authority requests that Council put forward a motion to the Local Government Association of the Northern Territory regarding the inadequate telecommunication services provided by Telstra in the Timber Creek region.

Provisional Amanbidji Local Authority meeting held on 16 August 2023

ITEM NUMBER 12.1.5.

Action: Write to NWA regarding waste collection services in Amanbidji

OCM-2023/165 Resolution: Carried (Deborah Jones/Cr Yvette Williams)

That the minutes of the Provisional Amanbidji Local Authority meeting held on 16 August 2023 be received and noted.

12.2. Local Authority Resignations/Nominations

Nomination of Lucy Moran to the Timber Creek Local Authority

ITEM NUMBER 12.2.1.

OCM-2023/166 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)



That the Nomination of Lucy Moran to the Timber Creek Local Authority be accepted and approved as a resolution of Ordinary Council.

Nomination of Graham Watts to the Timber Creek Local Authority

ITEM NUMBER 12.2.2.

OCM-2023/167 Resolution: Carried (Cr Yvette Williams/Cr Georgina Macleod)

That the of Nomination of Graham Watts to the Timber Creek Local Authority be accepted and approved as a resolution of Ordinary Council.

Nomination of Sharatine Campbell to the Yarralin - Nitjpurru Local Authority

ITEM NUMBER 12.2.3.

OCM-2023/168 Resolution: Carried (Cr Yvette Williams/Cr Georgina Macleod)

That the Nomination of Sharatine Campbell to the Yarralin - Nitjpurru Local Authority be accepted and approved as a resolution of Ordinary Council.

Nomination of Colin Campbell to the Yarralin - Nitjpurru Local Authority

ITEM NUMBER 12.2.4.

OCM-2023/169 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)

That the Nomination of Colin Campbell to the Yarralin - Nitjpurru Local Authority be accepted and approved as a resolution of Ordinary Council.

Nomination of Lucy Pedwell to the Yarralin - Nitjpurru Local Authority

ITEM NUMBER 12.2.5.

OCM-2023/170 Resolution: Carried (Deborah Jones/Cr Yvette Williams)

That the Nomination of Lucy Pedwell to the Yarralin - Nitjpurru Local Authority be accepted and approved as a resolution of Ordinary Council.

13. Correspondence

Correspondence Report

ITEM NUMBER 13.1.

OCM-2023/171 Resolution: Carried (Cr Yvette Williams/Cr Georgina Macleod)

A. That the Correspondence Report is received and noted



14. General Business

GB1 - Appointing Cr Jones to Timber Creek Ward LA's

OCM-2023/172 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)

That Council appoints Councillor Deborah Jones to the Timber Creek Local Authority, Bulla Local Authority and Amanbidji Local Authority pursuant to Section 77(1)(a) of the *Local Government Act 2019*.

GB2 - LGANT seeking nominations for the NT water safety advisory

No nominations put forward.

GB3 - Remuneration Tribunal calling for submission

OCM-2023/173 Resolution: Carried (Deputy Mayor Andrew McTaggart/Deborah Jones)

Council requests a draft submission be prepared for the September OCM regarding the Northern Territory Remuneration Tribunal inquiry.

GB4 - Sign approval for mining company (Pine Creek)

OCM-2023/174 Resolution: Carried (Cr Yvette Williams/Deborah Jones)

That Council approves of the installation of sign for HME Harbrow Mining Equipment Pty Ltd to be erected on Council road reserve at the northern entrance of Pine Creek

GB5 - PowerWater Pine Creek (Copperfield Dam) & Mango Farm enterprise pit

Action: research to be conducted and presented to Council (Governance Manager). Include research on previous minutes relating to seeking volunteer caretakers for the dam.

GB6 - Pest Control

OCM-2023/175 Resolution: Carried (Cr Georgina Macleod/Deputy Mayor Andrew McTaggart)

That Council writes to the CEO of Territory Housing advocating for the provision of pest control services in remote community housing.

GB7 - Lot 1 and 2 Wooliana Road

OCM-2023/176 Resolution: Carried (Deputy Mayor Andrew McTaggart/Cr Georgina Macleod)



That Council writes to Minister Lawler requesting Lot 1 and 2, Wooliana Road be allocated to Victoria Daly Regional Council for future service delivery centre.

15. Confidential

Resolution: Carried (Cr Georgina Macleod/Cr Yvette Williams)

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 adjourned for lunch at 12:21pm

The meeting resumed at 1:02pm

The meeting moved into confidential session at 1:02pm.

15.1. Confirmation on Minutes Confidential Ordinary Meeting held on 25 July 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

15.2. Community Playground Upgrade Yarralin, Pine Creek and Nauiyu Communities

Status 51(1)(c)(i) - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(i) 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: cause commercial prejudice to, or confer an unfair commercial advantage on, any person

15.3. Kalkarindji Art Centre

Status 51(1)(c)(i) - This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the *Local Government Act 2019* and section 51(1)(c)(i) 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:



cause commercial prejudice to, or confer an unfair commercial advantage on, any person

15.4. 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*

15.5. Timber Creek Flexible Aged Care Service 2023 Audit

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*

15.6. Confidential Action Items Report

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 2:10pm.



Victoria Daly
REGIONAL COUNCIL

Ordinary Meeting of Council Tuesday 29 August 2023

MINUTES

16. Next Meeting

The next Ordinary General Meeting of Victoria Daly Regional Council will be held 26 September 2023.

The meeting closed at 2:11pm.

This page and the preceding 11 pages are the minutes of the meeting of Ordinary Council held on 29 August 2023.

Mayor Brian Pedwell



7. Call for Items of General Business

8. Mayoral Report

Mayoral Report

ITEM NUMBER 8.1.
REPORT TYPE 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 report Mayoral Report is received and noted
- B. That Council endorses all travel and accommodation costs pertaining to the Mayor's duties.

| DATE | MEETING WITH |
|------------------|--------------------------------------|
| 5 September 2023 | Northern Territory Grants Commission |

Attachments

Nil



9. CEO Update

CEO Report

ITEM NUMBER 9.1.
REPORT TYPE Chief Executive Officer Report
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 be received and noted.

Meetings

| DATE | MET WITH / ATTENDED | REGARDING |
|-------------------|----------------------------|---------------------------|
| 6 September 2023 | Adelaide Laqere | Big Rivers Brand |
| 13 September 2023 | Daly River Local Authority | Regular quarterly meeting |
| 15 September 2023 | Karen Hocking | Monthly Catch up |

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

LGANT Motion regarding 'Board Member Allowances'

ITEM NUMBER 10.1.1.

REPORT TYPE Officer Report For Decision

PREPARED BY Manager of Executive Services

Purpose

To provide background regarding LGANT's policy on board member allowances and its implications to council.

Recommendations

- A. That the LGANT Motion regarding 'Board Member Allowances' report is received and noted
- B. Council put forward a motion calling for LGANT to review it's policy on 'board allowances, travel, and remuneration' to be the financial responsibility of LGANT and not the member councils.

Background

The Local Government Association of the Northern Territory (LGANT) represents 16 local government councils as the peak body for local government in the Northern Territory. The breakdown of membership includes four municipal councils, three shire councils, nine regional councils and one associate member.

LGANT provides support to the local government sector through:

- *advocating on behalf of its member councils to the Northern Territory and Australian governments*
- *delivering effective leadership and advice on policy issues and developments*
- *delivering improved services and specialised advice*
- *undertaking infrastructure project management*

The Board of LGANT (the Board) comprises nine elected members from a variety of member councils. All member councils contribute financially to LGANT by way of annual fees.

Victoria Daly Regional Council's (VDRC) Daguragu Ward elected member, Councillor Georgina Macleod, represents regional and shire councils on the Board. Currently, VDRC is liable for covering the cost associated with Councillor Macleod's attendance at the Board meetings as per Section 20(b) of the LGANT Constitution:



'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.'

Considerations

LGANT's policy on board member allowances does not encourage councillors to nominate for positions on the Board and places financial burden on the member councils to cover the costs associated with the Board membership.

Additionally, the determination of allowances for members of local government councils places a cap of \$10,000 per financial year for attendance at extra meetings. When considering the numerous obligations for councillors to attend additional meetings including special, audit, finance and local authority, this may result in the depletion of allowances prior to the end of each financial year.

The 'Board' is a committee of LGANT, therefore, it could be argued that the financial liability of costs associated with its Board members should be assigned to LGANT and not to its member councils.

Policy implications

LGP023 Extra Meeting Allowance Policy - Early depletion of extra meeting allowances may occur due to attendance at additional meetings including LGANT Board meetings.

Budget implications

No budget implications.

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



Appointment of Deputy Principle Member

ITEM NUMBER 10.1.2.
REPORT TYPE Officer Report For Decision
PREPARED BY Manager of Executive Services

Purpose

The purpose of this report is to ensure compliance in the appointment of the deputy principle member of Victoria Daly Regional Council pursuant to Section 61(3) of the *Local Government Act 2019*.

Recommendations

- A. That the Appointment of Deputy Principle Member report is received and noted
- B. That the nominee for the position of Deputy Mayor is X nominated by
- C. That the nominee for the position of Deputy Mayor is X nominated by
- D. That Council appoints X as the Deputy Mayor of Victoria Daly Regional Council for a period of X months.

Background

At the first Ordinary Meeting of Council following the declaration of general election results, former Councillor Shirley Garlett was appointed to the role of deputy principle member for a period of twelve (12) months.

Following this, at the Ordinary Meeting of Council held on 27 September 2023, Councillor Andrew McTaggart was appointed to the position of deputy principle member of for a period of twelve (12) months.

Considerations

The period of Andrew McTaggart's appointment as deputy principal member is due to cease on 27 September 2023.

Budget implications

The following allownaces will be paid annually to the deputy principle member:

| | |
|--|----------|
| Councillor's Allowance (other municipal and regional): | \$20,000 |
| Deputy Principle Members Additional Allowance: | \$16,000 |

Additional allowances are claimable per financial year including:

| | |
|--------------------------------|----------|
| Extra Meeting Allowance up to: | \$10,000 |
|--------------------------------|----------|

| | |
|---|---------|
| Professional Development Allowance up to: | \$4,000 |
|---|---------|

A full breakdown of allownaces are available at the following link:

[Elected Members - Victoria Daly Regional Council \(nt.gov.au\)](https://www.nt.gov.au/elected-members/victoria-daly-regional-council)

The overall budget remains unchanged.

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



Delegation Manual 2021 - 2025 Update

ITEM NUMBER 10.1.3.

REPORT TYPE Officer Report For Decision

PREPARED BY Director of Corporate Services

Purpose

To provide the Council with the updated version of the Councils Delegation Manual 2021 – 2025 for approval.

Recommendations

- A. That the Delegation Manual 2021 - 2025 Update report is received and noted
- B. That Council approve the Delegation Manual 2021 – 2025 version 5 (1).

Regional Plan

Goal 1: Quality Leadership

1.3 - Comply with all statutory, regulatory and reporting requirements

Background

The Delegation's Manual has been reformatted along with several sections of the Manual being either updated or wording reconstructed to enable the reader to clearly define the function and the appropriate delegate for the function.

Section 5.8 - Performance Management

- Approve and issue an Employee Management letter.

Section 6.5 - Tenders and Contracts

- Approve tenders and contracts with suppliers of goods and services.
- Authority to call for Public Quotations
- Authority to approve Public Quotations

The remaining sections of the Delegation Manual remain unchanged.

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. LG P 025 VDRC Delegation Manual 2021-2025 v.5 (1) [**10.1.3.1** - 50 pages]

Delegations Manual

2021-2025



Victoria Daly

REGIONAL COUNCIL

Delegations Manual 2021 - 2025

Released: OCM

Review Date: By Term

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DELEGATIONS OF AUTHORITY

NORTHERN TERRITORY *LOCAL GOVERNMENT ACT 2019*

CHAPTER 4 – DIVISION 2 - SECTION 40 - DELEGATION

- (1) A Council may delegate its powers and functions.
- (2) A delegation may be made to:
 - (a) The CEO; or
 - (b) A Council committee; or
 - (c) A local authority; or
 - (d) A local government subsidiary.
- (3) Despite subsection (1):
 - (a) the power to impose rates cannot be delegated; and
 - (b) if power to incur financial liabilities is delegated – the council must, by resolution, fix reasonable limits on the delegate’s authority; and
 - (c) a delegation cannot duplicate or derogate from the CEO’s functions(including delegated functions); and
 - (d) subject to subsections (4) and (5), power to enter into a transaction on conditions that are not arm’s length conditions cannot be delegated; and
 - (e) subject to subsections (4) and (5), power to make a decision that requires a council resolution cannot be delegated; and
 - (f) if power to enter into a contract is delegated – the contract must be below the threshold value.
- (4) A Council may delegate the CEO the following:
 - (a) The power to enter into a transaction on conditions that are not arm’s length conditions if the transaction will provide a community benefit;
 - (b) The power to waive a fee for service (wholly and partly) under section 289(4) if the waiver will provide a community benefit.
- (5) A delegation under subsection (4) must be in accordance with the regulations and any guidelines that the Minister may make.
- (6) A council must, within the first 6 months of its term, determine, by resolution, the threshold value for a contract for subsection (3)(f).
- (7) In this section:

Arm’s length conditions means the conditions that might be expected to operate between commercial entities dealing wholly independently with one another in comparable circumstances.

Policy

Victoria Daly Regional Council – Delegation Policy – LGP025

1. Background and General Principles

Policy

The Council is committed to service delivery across the organisation within the parameters of a formalised delegation of authority framework.

Purpose of this document

The Delegation's Manual is intended to provide clear and easy to understand processes and accountability, for administrative functions and levels of decision making across the organisation.

Principles

This document will be reviewed each term or unless otherwise required with a view to improving its utility and relevance to the organisational structure of the Council.

- This document operates as delegated authority by the Council for the CEO.
- This document operates as delegated authority by the Council for Committees and Local Authorities.
- This document operates as delegated authority by the CEO for all other staff.

Personal Delegations

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.
- It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to “Act Up” into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
- It is possible for a person in a less senior position to be appointed to “Act” in the capacity of a more senior position eg. during periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.

- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegation, within their annual budget. Alternatively written proof of above-budget income e.g. extra funding, to cover the above-budget expenditure should be obtained and a copy sent to their senior line manager.
- The delegations are hierarchical in the sense that a delegate's formal line supervisor may exercise the same level of authority as the delegate and such a supervisor may also withdraw or restrict a delegation held by a subordinate member of staff. Except for any delegations made by Council.
- The CEO has authority to exercise any staff delegation outlined in this document.
- In exercising delegations' staff are required to comply with legislation, industrial awards, contracts or agreements and Council approved policies, procedures and Code of Conduct.
- The delegations listed in this document should be understood in the context of the relevant staff position descriptions and Council Policy.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation.
- A delegate should not exercise their delegation to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists.

Committee and Local Authority Delegations

- The Committee or Local Authority is delegated as an entity and no specific delegation is allocated to an individual unless specifically identified within the delegation.
- Unless specifically delegated, it should be assumed that no delegation exists.
- The CEO has authority to exercise any staff delegation outlined in this document.
- This document anticipates open and regular communication and information flow between the various levels of delegation, and consultation where necessary with Council staff.

2. DEFINITIONS

Positions

- **Council:** The collective group of members elected to serve the community in accordance with the Local Government Act and Regulations (as amended) and acting within that role.
- **Committee:** A formally constituted committee under the Section 26 of the *Local Government Act 2019*.
- **Local Authority:** A formally constituted Local Authority under section 77 of the *Local Government Act 2019*.
- **Mayor:** The principal member of the Council as defined by Section 58 *Local Government Act 2019*.
- **Chief Executive Officer:** (referred to as 'CEO') The person appointed by and responsible to the Council for the day-to-day management of the affairs of Victoria Daly Regional Council. (The CEO's authority extends to the Acting CEO in the CEO's absence).
- **Director:** A person appointed as Director and who has overall responsibility for specified functions as per the organisational structure.
- **Regional Managers:** A person appointed as a Regional Manager is responsible for a program that is delivered across the Council. They are responsible to a Director for the delivery of programs they provide.
- **Managers (Operational and Program):** A person appointed as a manager is either responsible for Council operations within a community or a function within Council Area. They are responsible to a director for the services and functions they provide.
- **Assistant Manager:** A person appointed as an assistant manager of one of the Council service Centres. They are responsible to a manager for the services delivered within their area.
- **Coordinators:** A person appointed as a coordinator of one of the Council Program Delivery Areas. They are responsible to a manager for the services delivered within their area.
- **Staff:** Employees of the Council not otherwise identified.
- Note: Any decision on where staff roles fit in the above definitions will be made by the CEO, based on a recommendation from the appropriate Director.
- **Tender Committee:** Comprises of the relevant Director, Chief Finance Officer and relevant Managers.

3. Budget

All amounts referred to in this document are exclusive of GST.

- **Council Budget:** (referred to as ‘the budget’) The annual budget resolved by the Council.
- **Service Budget:** (referred to as ‘service budget’) A service/program component of the annual budget, for which a manager or coordinator has been delegated responsibility and control.
- **Staffing Plan:** The staffing plan approved by the Council in the annual regional plan and budget

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| CEO Delegations | 4 |
|------------------------|----------|

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| APPOINTMENT OF ACTING CEO | 4.1 |
|----------------------------------|------------|

FUNCTION: Appointment of Acting Chief Executive Officer or for a period of absence of the Chief Executive Officer in accordance with the *Local Government Act 2019* – Section 165 (3a) (3b)

The CEO must be

- satisfied that the person appointed as Acting CEO is suitably qualified for the position.
- The CEO must advise the Mayor and the Council when an appointment is made.

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| DELEGATED AUTHORITY: CEO |
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| Human Resource Delegations | 5 |
|-----------------------------------|----------|

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| Salary, Conditions, Packages and Contracts | 5.1 |
| Position Descriptions | 5.2 |
| New Positions, Advertisements, Selection, Appointment and Probation | 5.3 |
| Dismissal and Redundancy | 5.4 |
| Leave, Overtime and TOIL | 5.5 |
| Training, Development and Conference Attendance | 5.6 |
| Staff Travel | 5.7 |
| Performance Management | 5.8 |
| Industrial Relations | 5.9 |

| | |
|--|------------|
| SALARY, CONDITIONS, PACKAGES and EMPLOYMENT CONTRACTS | 5.1 |
|--|------------|

FUNCTION: Set and approve annual salaries within total budget

- All staff positions

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| DELEGATE: CEO |
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- For CEO

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| DELEGATE: Council |
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FUNCTION: Set and approve salaries and remuneration packages

- All staff positions

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| DELEGATE: CEO |
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- For CEO

| |
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| DELEGATE: Council |
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FUNCTION: Approve changes to an employee's conditions of employment

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approve annual salary increments

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approve Higher Duties allowance and staff transfers

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approval of all employment contracts

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties within Council.

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

Position Descriptions

5.2

FUNCTION: Approval of all new position descriptions and changes to existing position descriptions

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approval of all new position titles and changes to existing position titles

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approve the deletion of a position

- All staff positions

DELEGATE: CEO

New Positions, Advertisements, Selection, Appointment and Probation 5.3

FUNCTION: Approve requests for filling positions within the approved structure (within budget)

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approve new staff positions or modifications to existing organisational structure (within budget)

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Identify and approve new staff positions outside of the existing organisational chart (within budget)

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Recommend appointment to staff positions

- All staff positions

DELEGATE: Manager

- For Managers

DELEGATE: Directors

- For Directors

DELEGATE: CEO

FUNCTION: Appoint staff to positions

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Confirm successful completion or otherwise of new staff probationary periods

- All staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

Dismissal and Redundancy

5.4

Redundancy is where the employment relationship is terminated by the CEO due to the Council no longer requiring the position as part of its organisational structure. Council will make reasonable efforts to redeploy employees (place them in an alternate position) rather than retrench an employee, who would otherwise lose their job and not be offered another role. This provision applies to the determination of termination of employment pertaining to permanent employees, and employees employed on a temporary basis that are terminated prior to conclusion of their contracted period of employment. Termination and redundancy of an employee will be in accordance with the 2.1.28 Redundancy Policy of the Victoria Daly Regional Council. The delegations will determine whether grounds for redundancy are applicable.

FUNCTION: Decision to make a staff member redundant

- All staff positions

DELEGATE: CEO

FUNCTION: Approve the offer and acceptance of redundancy for all staff

- All staff positions

DELEGATE: CEO

FUNCTION: Decision and approval to dismiss a staff member

- All staff positions

DELEGATE: CEO

Leave, Overtime and TOIL

5.5

FUNCTION: Approval of staff annual leave

- All staff positions

DELEGATE: Manager

- For Managers

DELEGATE: Director

- For Director

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approval of staff long service leave

- All staff positions

DELEGATE: Director

- For Managers

DELEGATE: Director

- For Director

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approval of staff special leave (as defined in the Enterprise Agreement)

- All staff positions

DELEGATE: Manager

- For Managers

DELEGATE: Director

- For Director

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approval of staff leave without pay under 2 weeks

- All staff positions

DELEGATE: Manager

- For Managers

DELEGATE: Director

- For Director

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approval of staff leave without pay over 2 weeks

- All Staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Council

FUNCTION: Approval of staff overtime and TOIL

- All Staff positions

DELEGATE: CEO or Director

- For CEO

DELEGATE: Council

Training, Development and Conference Attendance

5.6

FUNCTION: Approve fee assistance for staff study within the budget

- All Staff positions

DELEGATE: Director of Corporate Services

- For Directors

DELEGATE: CEO

FUNCTION: Approval of attendance at external training courses/conferences including travel costs- the training activity must form part of the annual staff training and development plan

- All Staff positions

DELEGATE: Director of Corporate Services

- For Directors

DELEGATE: CEO

Staff Travel

5.7

FUNCTION: Approval of travel outside the NT

- All Staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approval of travel outside Australia

- All Staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approval of travel costs to attend training courses / conferences within budget

- All Staff positions

DELEGATE: Director of Corporate Services

Performance Management

5.8

FUNCTION: Appraise the performance of staff

- All staff positions

DELEGATE: Manager

- For Managers

DELEGATE: Direct Manager or Director

- For Director

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Management of unsatisfactory staff performance

- All staff positions

DELEGATE: Manager

- For Managers

DELEGATE: Direct Manager or Director

- For Director

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Intervene in management of any unsatisfactory staff performance where divisional concerns are identified

- All staff positions

DELEGATE: Manager

- For Managers

DELEGATE: Direct Manager or Director

- For Director

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Intervene in management of any unsatisfactory staff performance where organisational concerns are identified

- All Staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approve and Issue an Employee Management letter

- All Staff positions

DELEGATE: CEO or Director of Corporate and Community Services

- For Directors

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approve and Issue a Letter of Termination

- All Staff positions

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

Industrial Relations

5.9

FUNCTION: Authority to consult with Councils external advisors, on industrial relations / human resource matters.

- All Staff positions

DELEGATE: CEO & Director of Corporate Services

FUNCTION: Authority to purchase industrial relations / human resource advice and or expertise.

- All Staff positions

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|---|
| DELEGATE: CEO & Director of Corporate Services |
|---|

1.1. If a dispute relates to:

1.1.1. a matter arising under this Agreement; or

1.1.2. the National Employment Standards;

this Section sets out procedures to settle the dispute.

1.2. An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this Section.

1.3. In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee or employees and the relevant supervisors and/or managers.

1.4. If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to the Fair Work Commission.

1.5. the Fair Work Commission may deal with the dispute in two stages:

1.5.1. the Fair Work Commission will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and

1.5.2. if the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then:

1.5.2.1. arbitrate the dispute; and

1.5.2.2. make a determination that is binding on the parties.

1.6. While the parties are trying to resolve the dispute using the procedures in this Section;

1.6.1. an employee must continue to perform the employee's work as the employee would normally unless the employee has a reasonable concern about an imminent risk to the employee's health or safety; and

1.6.2. an employee must comply with a direction given by a Senior Manager to perform other available work at the same workplace, or at another workplace, unless;

1.6.2.1. the work is not safe;

1.6.2.2. applicable occupational health and safety legislation would
not permit the work to be performed;

1.6.2.3. the work is not appropriate for the employee to perform; or

1.6.2.4. there are other reasonable grounds for the employee to
refuse to comply with the direction.

1.7. The parties to the dispute agree to be bound by a decision made by the Fair
Work Commission in accordance with this Section.

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| Contracts | 6 |
|------------------|----------|

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|--|------------|
| Leasing | 6.1 |
| Insurance | 6.2 |
| External Contractors | 6.3 |
| Sale, Purchase or development of land | 6.4 |
| Tenders & Contracts | 6.5 |
| Agreements | 6.6 |
| Submissions | 6.7 |

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|----------------|------------|
| Leasing | 6.1 |
|----------------|------------|

FUNCTION: Approve the lease of new premises, sub leases of existing premises and lease renewals.

- Within Budget

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| DELEGATE: CEO through resolution of Council |
|--|

FUNCTION: Cancel existing land / building leases

- All types

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| DELEGATE: CEO |
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| Insurance | 6.2 |
|------------------|------------|

FUNCTION: Approve appointment of insurers details of contract and payment of premiums

- Within Budget

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| DELEGATE: CEO |
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External Contractors

6.3

FUNCTION: Authorise appointment of external consultants that have been provided for in the approved Council budget

- Total value of contract is less than \$10,000

DELEGATE: Directors

- Total value of contract is more than \$10,000 but less than \$50,000

DELEGATE: CEO

- Total value of contract is more than \$50,000

DELEGATE: Council

- Subject to recommendation from the CEO's Performance Review – for matters relating to the recruitment or performance management of the CEO.

DELEGATE: Mayor

Sale, Purchase or Development of land

6.4

FUNCTION: Approve the sale, purchase or development of land

- All types and values

DELEGATE: Council

Tenders & Contracts

6.5

FUNCTION: Approve tenders and contracts with suppliers of good and services

In accordance with *Local Government (General) Regulations 2021*

- Less than \$100,000

DELEGATE: CEO

- More than \$100,000

DELEGATE: Council

FUNCTION: Authority to invite formal tenders for supplies of good and services

- More than \$10,000 but less than \$100,000

DELEGATE: Directors

FUNCTION: Formation of tender committee for opening and evaluating tenders

- All values and types

DELEGATE: CEO

FUNCTION: Authority to call for public quotations. (Regulation 35(1))

- 100k -150k

DELEGATE: CEO

FUNCTION: Authority to approve public quotations.

- Up to 100k

DELEGATE: CEO

- 100k to 150k

DELEGATE: Council

Submissions

6.6

FUNCTION: Approve the commencement of funding submissions or tendering activity to be undertaken.

DELEGATE: CEO

Agreements

6.7

FUNCTION: Authority to negotiate contracts and agreements

- Up to 1 year and \$10,000

DELEGATE: Directors

- Over 1 year and \$10,000

DELEGATE: CEO

FUNCTION: Authority to sign agreements and contracts obtain that do not require the common seal

- Total value less than \$10,000

DELEGATE: Directors

- Total value more than \$10,000 but less than \$100,000

DELEGATE: CEO

- Total value more than \$100,000

DELEGATE: Council

FUNCTION: Authority to sign funding grant agreements

- Existing annual program funding

DELEGATE: CEO

- New program funding grants up to \$500,000

DELEGATE: CEO

- New program funding grants more than \$500,000 but less than 1 million

DELEGATE: Council

- New capital grants more than then 1 million

DELEGATE: Council to endorse including legal review

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| Legal | 7 |
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| Legal Matters | 7.1 |
|----------------------|------------|

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| Legal Matters | 7.1 |
|----------------------|------------|

FUNCTION: Authority to consult with Council's external advisors on legal matters

- For all types and values

| |
|------------------------------|
| DELEGATE: CEO / Mayor |
|------------------------------|

FUNCTION: Authority to purchase legal advice and or advisors on legal matters

- For all types and values

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| DELEGATE: CEO / Mayor |
|------------------------------|

FUNCTION: Authority to settle court, legal or any other formal proceedings and bind the Council

- For all types and values

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| DELEGATE: Council |
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FUNCTION: Authority to approve expenditure on legal matters, which are outside the approved budget

- For all types and values

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| DELEGATE: Council |
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| Governance | 8 |
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| Common Seal | 8.1 |
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| Common Seal | 8.1 |
|--------------------|------------|

FUNCTION: Approve the use of the Common Seal of Council

- For Organisation

DELEGATE: CEO / Mayor by resolution of Council and must include all page being initialed.

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|--------------------------------|----------|
| Policies and Procedures | 9 |
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| Policies and Procedures | 9.1 |
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|--------------------------------|------------|
| Policies and Procedures | 9.1 |
|--------------------------------|------------|

FUNCTION: Approval of Operational Policies and Procedures

- For Organisation

DELEGATE: CEO

FUNCTION: Approval of Policies and Procedures required adoption by resolution in accordance with the NT Local Government Act 2019, including regulations.

- For Organisation

DELEGATE: Council

Documents, Correspondence and Minutes

10

| | |
|--|------|
| Use of Logo | 10.1 |
| Public Statements | 10.2 |
| Media Statements and Comments | 10.3 |
| Ministerial | 10.4 |
| Correspondence (standard and non-standard) | 10.5 |
| Agenda and Minutes | 10.6 |

Use of Logo

10.1

FUNCTION: Approve the use of Council's name or logo by parties external to Council

- For Organisation

DELEGATE: CEO

Public Statements

10.2

FUNCTION: Authority to release public statements

- For Organisation

DELEGATE: Mayor (in absence of Mayor the CEO)

Media Statements and Comments

10.3

FUNCTION: Authority to release media statements

- For Organisation

DELEGATE: Mayor (in absence of Mayor the CEO)

FUNCTION: Authority to delegate specific media responses

- For all staff

DELEGATE: Mayor (in absence of Mayor the CEO)

Ministerial

10.4

FUNCTION: Authority to respond to ministerial and contentious issues

- For all staff

DELEGATE: Mayor (in absence of Mayor the CEO)

Correspondence (Standard and Non-standard)

10.5

Correspondence primarily refers to letters but also includes reports, memos, facsimiles, documents and in some cases emails where they are to be used as the official means of communication to parties external to the Council.

FUNCTION: All correspondence to be sent out

- For all staff
 - To the Department of Chief Minister and Cabinet (except routine matters)
 - To Government Ministers, Senior Bureaucrats, Heads of Government Departments or Members of Parliament
 - To any Ombudsman

- To Unions
- Which constitutes an official “apology”
- Where the CEO has been in direct contact with the party making the representation and had not referred the reply to a Director or Manager/Coordinator
- Which is of a contentious nature, or
- Where formal support of a service, program or agency is provided.

DELEGATE: CEO or Mayor as directed by Council

FUNCTION: Standard and non-standard correspondence that has significant implications within their own Division and / or has the potential to have implications across a number of Divisions

- For all staff

DELEGATE: CEO and Directors

FUNCTION: Standard and non-standard correspondence which is part of the normal business activities of the Council and is not contentious

- For all staff

DELEGATE: CEO / Directors / Regional Managers / Managers / Coordinators

Note: *Specific delegation may be given to other staff with the CEO or Director’s approval. Regional Managers, Managers and Coordinators need to consider when signing off correspondence, whether the CEO, Directors, other Managers and Coordinators may need to be consulted or advised of the correspondence.*

Agendas and Minutes

10.6

FUNCTION: Authority to submit Council reports for inclusion in Council agenda papers

- For all staff

DELEGATE: Directors

FUNCTION: Approval of final Council or Committee Agenda for submission to the Council or Committee

- For Council meetings
- For Committee meetings

DELEGATE: CEO

FUNCTION: Approval for inclusion of “Late Agenda Item”

- For Council meetings

DELEGATE: CEO

FUNCTION: Approval of draft Council or Committee Minutes

- For Council meetings
- For Committee meetings

DELEGATE: Mayor and CEO

FUNCTION: Conformation of Council or Committee Minutes

- For Council meetings
- For Committee meetings

DELEGATE: By resolution of Council

FUNCTION: Approval of agenda for submission to Local Authority

- For all Local Authority meetings

DELEGATE: CEO

FUNCTION: Approval of draft Local Authority Minutes

- For all Local Authority meetings

DELEGATE: Local Authority Chairperson

FUNCTION: Conformation of Local Authority minutes

- For all Local Authority meetings

DELEGATE: Local Authority Committee by resolution

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| Complaints | 11 |
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| Complaints | 11.1 |
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|-------------------|-------------|
| Complaints | 11.1 |
|-------------------|-------------|

FUNCTION: Resolution of external complaints not included below

- All types of complaints

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| DELEGATE: CEO |
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FUNCTION: External complaints about the Chief Executive Officer

- All types of complaints

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|------------------------|
| DELEGATE: Mayor |
|------------------------|

FUNCTION: Internal complaints

- All types of complaints

| |
|----------------------|
| DELEGATE: CEO |
|----------------------|

FUNCTION: Resolution of complaints against Councillors and or the Mayor

- All types of complaints

| |
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| DELEGATE: As per Local Government Act 2019, including regulations |
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Financial Delegations

12

| | |
|---|-------------|
| Budgets | 12.1 |
| Bad Debts | 12.2 |
| Cheques | 12.3 |
| Operational Investment | 12.4 |
| Petty Cash | 12.5 |
| Rates Debts | 12.6 |
| Members Expenses (Council and Local Authority Members) | 12.7 |
| Salaries and Deductions | 12.8 |
| Disposal of Property | 12.9 |

The Victoria Daly Regional Council appoints the CEO as the Authorised Person as per Division 2 of the *Local Government Act 2019*. Under section 40(3)(b) of the Act, Council will delegate the CEO the power to incur financial liabilities. This appointment and delegation must be endorsed by resolution at an Ordinary Meeting of Council.

Resolution 485/2019 of the Ordinary meeting of Council on 17th December 2019, approves the appointment and delegation of financial liability limit of \$500,000 to incoming Chief Executive Officer.

Powers conferred under provisions 167 and 168 of the *Local Government Act 2019*, provide authority to the CEO to delegate financial liability to an amount limited by the Council resolution. Financial delegations assigned to other officers may only incur expenditure on behalf of the Council if:

- (a) The officer has been granted the financial delegation by the Chief Executive Officer and this delegation have been recorded in the Delegations Schedule (Appendix 1).
- (b) The expenditure is provided for in the Council's budget.

The Delegations Schedule must be endorsed by resolution at an Ordinary Meeting of Council.

No officer, except the Chief Executive Officer, may have procurement delegation exceeding \$50,000 (excluding GST) in a single transaction. Capital items are items which have a purchase price in excess of \$5,000 and must be recorded into the Asset register at purchase. All expenditure must be in accordance with Victoria Daly Regional Council Policy and the following guidelines.

VARIATION procedures

All variations require an additional line item on the original Purchase Order stating the scope and cost. Variations to the original consultancy or contract amount must be within budget and the financial delegation of the approving officer. In the case of consultancy or contract, where the cumulative value of variations exceed 5% of the original value or \$2,000, whichever is lesser, any further variation must be authorised by the CEO. Where expenditure is still within the overall budget but outside any officer's delegation then the variation must be approved by the CEO.

Budgets

12.1

FUNCTION: Approve draft budgets to be forwarded to the Council

- For all divisions

DELEGATE: CEO

FUNCTION: Approve the Councils budget

- For organisation

DELEGATE: Council

FUNCTION: Authority to recommend to Council unbudgeted expenditure

- For organisation

DELEGATE: CEO

FUNCTION: Authority to authorise variations to the annual operational and capital budgets

- For organisation

DELEGATE: Council

FUNCTION: Approve the issue and withdrawal of corporate credit cards

- For Staff

DELEGATE: CEO

- For CEO

DELEGATE: Council

- For Mayor

DELEGATE: Council

FUNCTION: Approve corporate credit card credit limits

- For Staff

DELEGATE: CEO

- For CEO

DELEGATE: Council

- For Mayor

DELEGATE: Council

Bad Debts

12.2

FUNCTION: Approve debt recovery agreement

- Up to \$5,000

DELEGATE: Chief Financial Officer

- No Limit

DELEGATE: CEO

FUNCTION: Write off Debt (CEO to certify in writing the reason as per Regulation 32(2))

- Up to \$500

DELEGATE: CEO

Cheques

12.3

FUNCTION: Approve change and or add cheque signatory

- For organisation

DELEGATE: CEO

FUNCTION: Authority to sign cheques and approve EFT bank files (Two cheque signatories in all instances)

- For organisation

DELEGATE: CEO / Directors / Chief Financial Officer

FUNCTION: Approval to stop payment on cheques

- For organisation

DELEGATE: CEO and Chief Financial Officer

Operational Investment

12.4

FUNCTION: Approve banking and investment account arrangements including the authorising opening of new accounts

- For organisation

DELEGATE: CEO / Directors / Chief Financial Officer

FUNCTION: Approve investment of funds

- For organisation

DELEGATE: CEO / Directors / Chief Financial Officer

FUNCTION: Approve drawdown of investment funds for deposit into operational accounts

- For organisation

DELEGATE: CEO / Directors / Chief Financial Officer

Petty Cash

12.5

FUNCTION: Authority to operate, control and reimburse petty cash

- Up to \$500

DELEGATE: CEO / Directors / Chief Financial Officer / Managers

Rates Debts

12.6

FUNCTION: Authority to write off rate debts, the CEO must certify in writing the reasons for writing off the debt as per Regulation 32

- Where the principle debt paid and less than \$5.00 remains

DELEGATE: CEO has delegated to the Rates Officer

- Not exceeding \$100.00

DELEGATE: Chief Financial Officer

- Over \$100.00 but less than \$1,000

DELEGATE: CEO

- Over \$1,000

DELEGATE: Council

Member Expenses (Council and Local Authority Members)

12.7

FUNCTION: Approve Council's Members expenses

- For all Council members

DELEGATE: CEO

FUNCTION: Approve CEO expenses

- CEO

DELEGATE: Mayor

FUNCTION: Approve Local Authority expenses

- For all Local Authority Members

DELEGATE: CEO

Salaries and Deductions

12.8

FUNCTION: Approve staff reimbursement for expenditure on behalf of Council

- For staff

DELEGATE: Manager

- For Managers

DELEGATE: Director

- For Directors

DELEGATE: CEO

- For CEO

DELEGATE: Mayor

FUNCTION: Approval for payroll documents to be uploaded into financial system for payment

- For all staff

DELEGATE: Director of Corporate Services and CEO to review

FUNCTION: Approve for payment all payroll related transactions

- For all staff
 - Group tax remittal
 - Payroll tax settlement
 - Superannuation contribution payments
 - Transfers of staff payroll deductions to authorised entities.
 - Payment of GST
 - Payment of PAYG

DELEGATE: CEO and Directors

Disposal of Property

12.9

FUNCTION: Authority to dispose of assets as per Guideline 4, Assets, Section 10

- For disposal of assets up to \$20,000

DELEGATE: CEO

- For disposal of assets over \$20,000

DELEGATE: Council resolution

Elections

13

General and By Elections

13.1

General and By Elections

13.1

FUNCTION: Approval to appoint the Returning Officer for general elections

- All cases

DELEGATE: Council

FUNCTION: Approval to appoint the Returning Officer for by-elections

- All cases

DELEGATE: Council

Delegation Schedule

14

| Delegated Authority | Expenditure within approve budget |
|---|-----------------------------------|
| CEO | \$500,000 |
| Directors | \$50,000 |
| Mayor | \$10,000 |
| Regional Managers | \$10,000 |
| Managers (Operational, Program) | \$10,000 |
| Executive Services Manager | \$5,000 |
| Assistant Managers (Programs) | \$5,000 |
| Assistant Managers (Council Operations Assistant Managers) | \$2,000 |
| Coordinators | \$2,000 |

Amended OCM 22/2/22 036/2022

Amended OCM 30/8/22 OCMC-2022/31 & OCM-2022/104

Amended OCM 26/9/23 OCM-2023/



10.2. Reports for Information

Financial Report for the period ended 31st August 2023

ITEM NUMBER 10.2.1.
REPORT TYPE Finance Report
PREPARED BY Chief Finance Officer

Purpose

To provide the financial report pursuant to Section 17 of the Local Government (General) Regulations 2021.

Recommendations

- A. That the Financial Report for the period ended 31st August 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 August [10.2.1.2 - 14 pages]



VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

MONTHLY FINANCE REPORT FOR PERIOD ENDED 31st August 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 19th September 2023

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319



Monthly Income and Expenditure Statement For the Period Ended 31 August 2023

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|-------------------|------------------|-----------------------|---------------------|
| OPERATING INCOME | | | | |
| Rates | 1,213,263 | 1,190,563 | 22,700 | 1,190,563 |
| Charges | 938,582 | 947,059 | (8,477) | 947,059 |
| Fees and Charges | 487,899 | 1,244,580 | (756,681) | 7,467,479 |
| Operating Grants and Subsidies | 1,896,212 | 1,545,661 | 350,552 | 9,273,963 |
| Interest / Investment Income | 54,934 | 88,817 | (33,883) | 532,900 |
| Commercial and Other Income | 20,768 | 82,331 | (61,563) | 493,984 |
| | | | | |
| TOTAL OPERATING INCOME | 4,611,658 | 5,099,009 | (487,351) | 19,905,947 |
| OPERATING EXPENDITURE | | | | |
| Employee Expenses | 1,387,392 | 2,136,130 | (748,738) | 12,816,780 |
| Materials and Contracts | 447,864 | 996,137 | (548,273) | 5,976,821 |
| Elected Member Allowances | 26,032 | 39,667 | (13,635) | 238,000 |
| Elected Member Expenses | 9,372 | 20,064 | (10,692) | 120,383 |
| Council Committee & LA Allowances | 4,800 | 19,050 | (14,250) | 76,200 |
| Council Committee & LA Expenses | 224 | 1,400 | (1,176) | 5,600 |
| Depreciation, Amortisation and Impairment | 444,304 | 513,110 | (68,806) | 3,078,658 |
| Interest Expenses | - | - | - | |
| Other Expenses | - | 762 | (762) | 4,573 |
| TOTAL OPERATING EXPENDITURE | 2,319,988 | 3,726,319 | (1,406,332) | 22,317,015 |
| OPERATING SURPLUS / DEFICIT | 2,291,670 | 1,372,690 | 918,980 | (2,411,068) |

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319

Monthly Operating Position

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|-------------------|------------------|-----------------------|------------------------|
| BUDGETED OPERATING SURPLUS / DEFICIT | 2,291,670 | 1,372,690 | 918,980 | (2,411,068) |
| Remove NON-CASH ITEMS | | | | |
| Less Non-Cash Income | | | - | |
| Add Back Non-Cash Expenses | 444,304 | 513,110 | (68,806) | 3,078,658 |
| TOTAL NON-CASH ITEMS | 444,304 | 513,110 | (68,806) | 3,078,658 |
| | | | | |
| Less ADDITIONAL OUTFLOWS | | | | |
| Capital Expenditure/Capital works | 46,960 | 15,000 | 31,960 | 9,174,406 |
| Borrowing Repayments (Principal Only) | | | - | |
| Transfer to Reserves | | | - | - |
| Other Outflows | | | - | |
| TOTAL ADDITIONAL OUTFLOWS | (46,960) | (15,000) | (31,960) | (9,174,406) |
| | | | | |
| Add ADDITIONAL INFLOWS | | | | |
| Capital Grants Income | - | - | - | 2,114,127 |
| Prior Year Carry Forward Tied Funding | 31,960 | - | 31,960 | 2,086,539 |
| Other Inflow of Funds | | | - | 3,500,000 |
| Transfers from Reserves | 15,000 | - | 15,000 | 1,350,000 |
| TOTAL ADDITIONAL INFLOWS | 46,960 | - | 46,960 | 9,050,666 |
| NET BUDGETED OPERATING SURPLUS / DEFICIT | 2,735,974 | 1,870,799 | 865,174 | 543,850 |

Total revenue year to date is \$4,611,658 and is under the budget by \$487,351.

- Rates and Charges: Rates is over budget by \$22,700 and Refuse Charges is under budget by \$8,477. The variance is due to adjustments required before levying rates and charges.
- Fees and Charges was under budget by \$756,681. Incomes from CDP and NDIS is received in arrears; revenues for services delivered in August will be received in September. In addition, monthly income from both streams is expected to be lower than expected
- Grants and Subsidies were over the budget by \$350,552. Grant received earlier than budgeted.
- Interest income was under budget by \$33,883. Interest is accounted for in the income and expenditure account when received rather than earned.
- Commercial and other Income was under the budget by \$61,563. Income from Aged care programs is received in arrears, a month after the services is delivered.

In August, the Council levied rates and charges for the financial year 2023-2024. Council is expected to receive \$1,213,455 from Rates and \$938,582 from refuse Charges. During the month of August, Council received \$444,972 in Fees and charges, \$884,066 in Grants and Subsidies, \$25,661 in interest income, and \$12,354 in other income.

| Income | August 2023 Actuals | YTD Actual |
|--------------------------------|---------------------|------------------|
| Rates | 1,213,455 | 1,213,263 |
| Charges | 938,582 | 938,582 |
| Fees and Charges | 444,972 | 487,899 |
| Operating Grants and Subsidies | 884,006 | 1,896,212 |
| Interest / Investment Income | 25,661 | 54,934 |
| Commercial and Other Income | 12,354 | 20,768 |
| | 3,519,029 | 4,611,658 |

Total expenditure year to date is \$2,319,988 and is under budget by \$1,406,332.

- Employees' expenses was under budget by \$748,738. The underspent is due to vacant positions across the organisation.
- Materials and Contracts costs was under budget by \$548,273 due to underspends across all categories of expenses.
- Elected Member Allowances was under budget by \$13,635.
- Elected Member Expenses was under budget by \$10,692.
- The Council Committee and LA allowances was under budget by \$14,250. Some of planned LA meetings in August were postponed due to sorry business.
- Council Committee & LA Expenses was under budget by \$1,176. Some of planned LA meetings in August were postponed due to sorry business.
- Depreciation was under the budget by \$68,806.

In August, employee's expenditure was \$712,421, Materials and contracts \$287,472, Elected Member allowance \$14,892, Elected members' expenses \$5,028, Council Committee & LA Allowances \$4,800, Council Committee & LA Expenses \$126 and depreciation \$221,814.

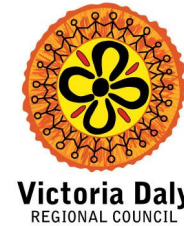
| OPERATING EXPENDITURE | August 2023 Actuals | YTD Actual |
|--|---------------------|------------------|
| Employee Expenses | 712,421 | 1,387,392 |
| Materials and Contracts | 287,472 | 447,864 |
| Elected Member Allowances | 14,892 | 26,032 |
| Elected Member Expenses | 5,028 | 9,372 |
| Council Committee & LA Allowances | 4,800 | 4,800 |
| Council Committee & LA Expenses | 126 | 224 |
| Depreciation, Amortisation, and Impairment | 221,814 | 444,304 |
| Other Expenses | - | - |
| TOTAL OPERATING EXPENDITURE | 1,246,554 | 2,319,988 |

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

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

- 18 Pearce St project \$15,000 (work in progress)
- Solar \$31,960 (Amanbidji)

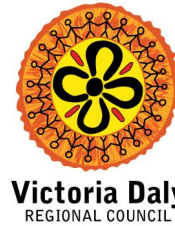
In August, there was no payment made for capital works.



| The table below compares capital revenue and expenditure to the budget. Expenses will increase as projects progress. | | | | | Funded by | | | |
|--|----------------|---------------|-----------------|---|--------------------|-------------|---------|---------------------------|
| CAPITAL EXPENDITURE | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Current Financial Year (Annual) Budget \$ | Council's Reserves | LA Fundings | Grants | Insurance Claims & Grants |
| Zero-turn mowers | - | - | - | 40,000 | 40,000 | - | - | - |
| New office Building-18 Pearce St | 15,000 | 15,000 | - | 1,000,000 | 1,000,000 | - | - | - |
| Cab tractor(2x) | - | - | - | 260,000 | 260,000 | - | - | - |
| Duplex - Yarralin | - | - | - | 675,261 | 350,000 | - | 325,261 | - |
| Libanagu Road Drainage | - | - | - | 194,000 | 194,000 | - | - | - |
| 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 | - | 32,244 | - |

| | | | | | | | | |
|--|---------------|---------------|----------|------------------|------------------|----------------|------------------|------------------|
| Motor vehicles | - | - | - | 200,000 | 200,000 | - | - | - |
| 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 | - | - | - |
| Daguragu Street Lighting | - | - | - | 30,000 | 30,000 | - | - | - |
| Kalkarindji Street Lighting | - | - | - | 35,000 | 35,000 | - | - | - |
| 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 | 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 |
| TOTAL CAPITAL EXPENDITURE | 15,000 | 15,000 | - | 9,174,406 | 2,320,125 | 278,946 | 3,075,335 | 3,500,000 |

VICTORIA DALY REGIONAL COUNCIL
ABN 66 931 675 319



Monthly Balance Sheet Report

| BALANCE SHEET AS AT 31 August 2023 | YTD Actuals \$ | Note Reference* |
|---|---------------------------|----------------------------|
| ASSETS | | |
| Cash at Bank | | (1) |
| Tied Funds | 4,920,388 | |
| Untied Funds | 15,740,929 | |
| Accounts Receivable | | |
| Trade Debtors | 227,364 | (2) |
| Rates & Charges Debtors | 2,708,108 | (2) |
| Other Current Assets | (128,454) | |
| TOTAL CURRENT ASSETS | 23,468,335 | |
| Non-Current Financial Assets | 172,075 | |
| Property, Plant and Equipment | 33,949,640 | |
| TOTAL NON-CURRENT ASSETS | 34,121,715 | |
| TOTAL ASSETS | 57,590,050 | |
| LIABILITIES | | |
| Accounts Payable | 161,537 | (3) |
| ATO & Payroll Liabilities | 167,227 | (5) |
| Current Provisions | 1,128,086 | (6) |
| Accruals | 71,546 | |
| Other Current Liabilities | 1,699,538 | (7) |
| TOTAL CURRENT LIABILITIES | 3,227,934 | |
| Non-Current Provisions | 102,276 | |
| Other Non-Current Liabilities | 70,466 | |
| TOTAL NON-CURRENT LIABILITIES | 172,742 | |
| TOTAL LIABILITIES | 3,400,675 | |
| NET ASSETS | 54,189,375 | |
| EQUITY | | (8) |
| Asset Revaluation Reserve | 1,178,449 | |
| Reserves | 29,621,481 | |
| Accumulated Surplus | 23,389,445 | |
| TOTAL EQUITY | 54,189,375 | |

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 August, the Council's cash and cash equivalent increased by \$250,972 from \$6,510,344 in July to 6,761,316 in August. there was no Term deposit investment matured during the month of August 2023. The total term deposits held as of 31 August 2023 was \$13,900,000.

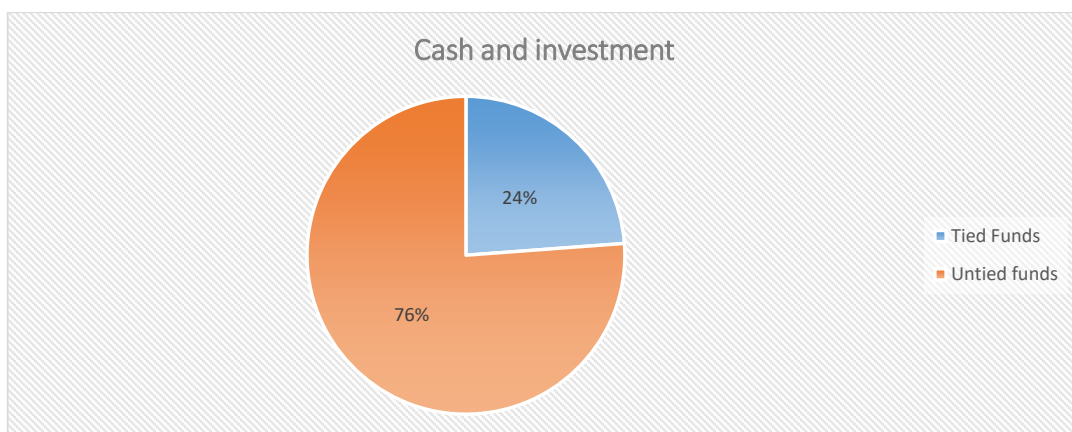
24% (\$4,920,388) of \$20,661,316 total cash and investments are tied funds.

Cash and Investments

| | | | | |
|---------------------|--|--|--|------------------|
| Transaction Account | | | | 366,591 |
| Trust account | | | | 3,598,506 |
| Business Saver | | | | 2,795,520 |
| Petty Cash | | | | 700 |
| | | | | <u>6,761,316</u> |

| Cash Investments | Interest Rates | Maturing date | Maturing Term | Term Deposit amount | Total Expected Interest on Maturity |
|------------------|----------------|---------------|---------------|---------------------|-------------------------------------|
| Term Deposit-CBA | 4.47% | 6/09/2023 | 6 months | 2,000,000 | 45,312.33 |
| Term Deposit-CBA | 4.32% | 29/09/2023 | 6 months | 2,000,000 | 43,081.64 |
| Term Deposit-CBA | 4.31% | 27/10/2023 | 6 months | 1,500,000 | 32,413.56 |
| Term Deposit-CBA | 4.72% | 27/11/2023 | 6 months | 2,000,000 | 46,294.79 |
| Term Deposit-CBA | 5.14% | 27/12/2023 | 6 months | 2,000,000 | 50,695.89 |
| Term Deposit-CBA | 5.18% | 25/01/2024 | 7 months | 2,000,000 | 59,321.64 |
| Term Deposit-CBA | 5.05% | 31/01/2024 | 8 months | 2,400,000 | 60,766.03 |
| | | | | <u>13,900,000</u> | <u>337,885.89</u> |

| | |
|---------------------|--------------------------|
| Tied Funds | 4,920,388 |
| Untied funds | 15,740,929 |
| Total | <u>20,661,316</u> |



Note 2: Statement of Trade Debtors

The Council's trade receivables balance as of 31 August was \$227,364 of which \$146,693, or approximately 65%, was more than 90 days old. Both the finance team and Professional Collection Services (PCS) are following up on overdue invoices.

| Contact | Current | 1 Month | 2 Months | 3 Months | >3 Months | Total | |
|---|-----------|----------|----------|----------|------------|------------|-------|
| NDIS | 3,679.58 | 1,866.60 | - | 1,998.05 | 70,871.27 | 78,415.50 | 34.5% |
| Department of Infrastructure, Planning and Logistics | 49,483.30 | - | - | - | - | 49,483.30 | 21.8% |
| Industries Services Training Pty Ltd T/A | - | - | - | - | 27,086.68 | 27,086.68 | 11.9% |
| Department of Infrastructure, Planning and Logistics (Darwin) | 2,726.00 | 2,726.00 | - | - | 14,956.69 | 20,408.69 | 9.0% |
| NT Police Fire & Emergency Services | - | - | 686.00 | - | 14,802.50 | 15,488.50 | 6.8% |
| Other Debtors | 12,978.65 | 1,800.00 | 2,727.14 | - | 18,975.98 | 36,481.77 | 16.0% |
| | 68,867.53 | 6,392.60 | 3,413.14 | 1,998.05 | 146,693.12 | 227,364.44 | |
| | 30% | 3% | 2% | 1% | 65% | | |

- NDIS
- Department of Infrastructure, Planning and Logistics
- Industries Services Training Pty Ltd T/A
- Department of Infrastructure, Planning and Logistics (Darwin)
- NT Police Fire & Emergency Services
- Other Debtors

In August, the Council received \$50,916 from Rates payers. Total rates and refuse charges outstanding as of 31 August was \$2,708,108 of which \$ 2,152,037 is outstanding rates and charges for the financial year 2023-24, and the remaining balance, \$556,071 was for prior years.

Rates and Refuse charges

| | |
|--------------------------|------------------|
| Balance as at 01/08/2023 | 606,987 |
| Rates and charges levied | 2,152,037 |
| Cash received in August | (50,916) |
| Balance as at 31/08/2023 | 2,708,108 |

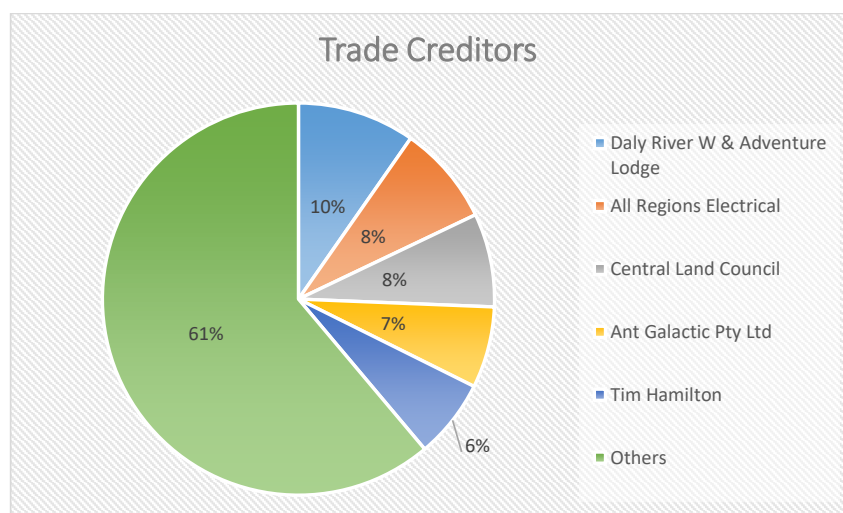
Note 3: Statement on Trade Creditors

The Council's trade payables balance as of 31 August was \$161,537.

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 | |
|--------------------------------|---------|---------|----------|----------|-----------|---------|-----|
| Daly River W & Adventure Lodge | 15,671 | - | - | - | - | 15,671 | 10% |
| All Regions Electrical | 13,282 | - | - | - | - | 13,282 | 8% |
| Central Land Council | 12,466 | - | - | - | - | 12,466 | 8% |
| Ant Galactic Pty Ltd | - | 10,832 | - | - | - | 10,832 | 7% |
| Tim Hamilton | 10,530 | - | - | - | - | 10,530 | 7% |
| Others | 81,961 | 13,875 | 1,573 | 1,346.46 | - | 98,756 | 61% |
| | 133,910 | 24,708 | 1,573 | 1,346.46 | - | 161,537 | |
| | 83% | 15% | 1% | 1% | 0% | | |



Note 4: Corporate credit cards.

The Council has a credit card facility of \$200,000, of which \$114,000 has been allocated to 14 cardholders.

For August 2023, there was an aggregate spend of \$25,043.39.

| Masked Card Number | Transaction Dates | | Amount |
|---------------------|-------------------|-----------|------------|
| 5550-05XX-XXXX-0726 | 27-Jul-23 | 26-Aug-23 | 36.67 |
| 5550-05XX-XXXX-1528 | 27-Jul-23 | 26-Aug-23 | 2,005.09 |
| 5550-05XX-XXXX-2105 | 27-Jul-23 | 26-Aug-23 | 1,286.72 |
| 5550-05XX-XXXX-2298 | 27-Jul-23 | 26-Aug-23 | 68.00 |
| 5550-05XX-XXXX-4529 | 27-Jul-23 | 26-Aug-23 | 12,854.61 |
| 5550-05XX-XXXX-4639 | 27-Jul-23 | 26-Aug-23 | 1,315.29 |
| 5550-05XX-XXXX-5569 | 27-Jul-23 | 26-Aug-23 | -53.59 |
| 5550-05XX-XXXX-5585 | 27-Jul-23 | 26-Aug-23 | -181.62 |
| 5550-05XX-XXXX-5850 | 27-Jul-23 | 26-Aug-23 | 2,765.32 |
| 5550-05XX-XXXX-6309 | 27-Jul-23 | 26-Aug-23 | 337.75 |
| 5550-05XX-XXXX-9622 | 27-Jul-23 | 26-Aug-23 | 81.00 |
| 5550-05XX-XXXX-9718 | 27-Jul-23 | 26-Aug-23 | 4,528.15 |
| 5550-05XX-XXXX-4541 | 27-Jul-23 | 26-Aug-23 | -25,043.39 |

In August, the Mayor did not use his credit card.

Cardholder Name: Mayor

| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|--------------|-----------------|----------------------------|
| | - | | |
| | | | |
| | | | |
| Total | - | | |

In August, CEO did not use his credit card. A refund of \$53.60 was received from disputed transactions.

Cardholder Name: CEO

| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|--------------|-----------------|-----------------------------|
| 28-Jul-23 | (52.3) | Globe--Billspay | Refund-Disputed transaction |
| 28-Jul-23 | (1.3) | Globe--Billspay | Refund-Disputed transaction |
| | | | |
| | | | |
| Total | (53.6) | | |

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 August, the GST liability was \$23,440, and the PAYG was \$67,748.

(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 11 per cent 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 August 2023, super liability was \$76,039. The Council will remit this payment to superannuation funds in September.

| | | Obligation Accrued | To be paid/refunded |
|-------|-----------------------|--------------------|---------------------|
| GST | 23,440 | August | September |
| Super | 76,039 | August | September |
| PAYG | 67,748 | August | September |
| | <u>167,227</u> | | |

Note 6: Provisions

The provision includes annual leave, LSL, and toils liability accrual. As of August 2023, employees' leave liability increased by \$1,218 from \$1,126,868 in July to \$1,128,086 in August

| | August | July | Difference |
|---------------------------|-------------------------|-------------------------|---------------------|
| Provision - Annual Leave | 751,826 | 755,915 | (4,089) |
| Provision - LSL (Current) | 376,231 | 370,956 | 5,275 |
| Provision - TOIL | 29 | -3 | 32 |
| | <u>1,128,086</u> | <u>1,126,868</u> | <u>1,218</u> |

Note 7: Other Current Liabilities

Other current liabilities decreased by \$6,400 from \$1,705,938 in July to \$1,699,538 in August.

| Current Liabilities | August | July | Difference |
|---|------------------|------------------|-------------------|
| Client Contribution clearing | 1,054 | 1,054 | 0 |
| Community Fund (Generated from CDP IGA) | 6,837 | 6,837 | 0 |
| Credit Card - B Hylands | 0 | 0 | 0 |
| Credit Card-2 - P Kaur | 157 | 157 | 0 |
| Council Rates Received in Advance | 10,427 | 10,427 | 0 |
| Current Lease Liability | 120,769 | 120,769 | 0 |
| Current Liability Other General | 53,300 | 53,394 | -94 |
| HCP Client Contingencies | 29,710 | 29,710 | 0 |
| Material Fund (CDP IGA) | 7,682 | 7,682 | 0 |
| Payables - Bond and Deposit | 15,656 | 15,656 | 0 |
| Payables - CDP Income Generation Activity | 21,637 | 21,637 | 0 |
| Payables - CDP Outcome Pay | 0 | 0 | 0 |
| Payables - Employee | 1,075 | 732 | 344 |
| Payables - Others | 4,601 | 4,363 | 238 |
| Payables - Retention Money | 241,824 | 236,182 | 5,642 |
| Payroll Clearing Account | -427 | -732 | 305 |
| Rounding | 0 | 0 | 0 |
| Unexpended Grants | 1,185,606 | 1,201,666 | -16,060 |
| Workers Compensation Clearing | -370 | -3,595 | 3,225 |
| | 1,699,538 | 1,705,938 | -6,400 |

Note 8: Equity

Equity balance increased by \$4,392,754 from \$49,796,621 in July to \$54,189,375

| Equity | August | July |
|---------------------------------------|-------------------|-------------------|
| Accumulated Surplus/Deficit | 20,811,978 | 18,796,904 |
| Asset Reval Reserve | 25,972,951 | 25,972,951 |
| Asset Revaluation-Motor Vehicles | 258,276 | 328,096 |
| Asset Revaluation-Plant & Equipment | 920,173 | 1,127,680 |
| Assets Replacement Reserve | 530,000 | 530,000 |
| Reserves- Warnkurr Club | 285,797 | 285,797 |
| Unexpended Grants Reserve | 3,118,530 | 2,580,248 |
| | 51,897,705 | 49,621,676 |
| Add: | | |
| Operating Surplus/Deficit | 2,291,670 | 174,945 |
| Capital Income | - | - |
| Prior Year Carry Forward Tied Funding | - | - |
| Less: | | |
| Works capitals | | |
| Current Year Earnings | 2,291,670 | 174,945 |
| | 54,189,375 | 49,796,621 |

Note 9: Insurance for the financial year 2023/24

During the month of August, Council paid the first installment (work comp insurance premium) on 25th August 2023

Details of the Council's current insurance arrangements for the 2023-2024 financial year are as follows

| Insurance | Amount \$ | GST | Net | Paid in |
|-----------------------------|----------------|----------------|---------------|------------|
| Motor vehicle | - | - | - | |
| Property | - | - | - | |
| 1st Instalment Workers Comp | 115,689 | 105,172 | 10,517 | 25/08/2023 |
| 2nd Instalment Workers Comp | - | - | - | |
| 3rd Instalment Workers Comp | - | - | - | |
| 4th Instalment Workers Comp | - | - | - | |
| | 115,689 | 105,172 | 10,517 | |

Note 10: Key Indicators year to date.

| Key indicators | Aug-July 23 | Jul-23 | Variance |
|-------------------------------|-------------|------------|----------|
| Cash | | | |
| Cash received | 3,295,505 | 1,283,726 | 157% |
| Cash spent | 2,392,715 | 1,066,321 | 124% |
| Closing bank balance | 6,780,859 | 6,523,179 | 4% |
| Profitability | | | |
| Income | 4,611,658 | 1,090,762 | 323% |
| Expenses | 2,319,988 | 915,817 | 153% |
| Profit (loss) | 2,291,670 | 174,945 | 1210% |
| Balance Sheet | | | |
| Debtors | 227,364.44 | 179,365 | 27% |
| Creditors | 161,537 | 301,957 | -47% |
| Net assets | 54,189,375 | 49,796,621 | 9% |
| Ratios | | | |
| Current assets to liabilities | 3.70 | 3.74 | -1% |
| Liabilities to Assets Ratio | 0.059 | 0.062 | -5% |



Corporate Services Report

ITEM NUMBER 10.2.2.
REPORT TYPE Officer Report For Information
PREPARED BY Director of Corporate Services

Purpose

To provide Council with an update on the delivery of Corporate Services across Council.

Recommendations

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

Regional Plan

Goal 3: Investing in our people

- 3.1 Invest in training through the development and implementation of a comprehensive Training Plan covering all staff
3.2 Review the current organizational structure to improve communications, maximize inter departmental support and to grow staff capabilities and remuneration
3.4 Grow local employment through the development and delivery of programs and contracts in communities and across the region

Background

WE WELCOME NEW STAFF

| | | | |
|-------------|------------|-----------------|--------------------------------------|
| Anastasia | Newry | Yarralin | Media Broadcasting |
| Ludek | Hasnik | Regional Office | Sport & Recreation |
| Desley | Jones | Timber Creek | CDP |
| Renitta | Harrington | Timber Creek | NDIS |
| Adam | Sambono | Naiyu | Community Night Patrol |
| Titus | White | Lajamanu | CDP |
| Brian (Bee) | Pedwell | Regional Office | Governance |
| Bradley | Bianamu | Yarralin | Community Care |
| Marcus | Laurie | Pine Creek | Community Night Patrol |
| Thirumugam | Robinson | Regional Office | CDP |
| Inderjeet | SIngh | Regional Office | Community Care |
| Kyna | Mcbride | Yarralin | Council Operations Assistant Manager |
| Jody | Wallace | Kalkarindji | CDP |
| Maxine | Campbell | Lajamanu | CDP |



Human Resources has been working on recreating a series of booklets to assist Team Leaders, Coordinators and Managers with the management of their teams. The series of booklets include an Interview and Selection guide, Workplace Information Toolkit, A guide to Managing Disputes in the workplace and A guide to Managing Staff Performance. These booklets define processes, requirements, and tips and to complement the booklets training sessions are being created to be delivered.

VDRC's new Enterprise Agreement 2023 has been approved by FWA and is now in use. Roubler has been updated to reflect the changes in the agreement.

EMPLOYEE MANAGEMENT

We have spent \$1,688,138.06 from our annual salary budget of \$12,816,780 of the budget. Currently we have a 26% vacancy rate across the Council.

June 2023

Council Employee Count: 142
Program employees: 92
New commencement: 8

FTE Rate: 123.6

ATSI: 85 = 57 %
Core employees: 50
Resignations: 6

| Location | Employee Count | Full Time | Part Time | Casual |
|-----------------|----------------|-----------|-----------|--------|
| Kalkarindji | 25 | 17 | 5 | 3 |
| Lajamanu | 5 | 2 | 3 | 0 |
| Naiyu | 18 | 11 | 6 | 1 |
| Pigeon Hole | 4 | 0 | 3 | 1 |
| Pine Creek | 11 | 5 | 5 | 1 |
| Timber Creek | 19 | 13 | 6 | 0 |
| Yarralin | 22 | 17 | 6 | 0 |
| Regional Office | 34 | 34 | 0 | 0 |

July 2023

Council Employee Count: 140
Program employees: 91
New commencement: 4

FTE Rate: 121.1

ATSI: 85 = 52 %
Core employees: 49
Resignations: 4

| Location | Employee Count | Full Time | Part Time | Casual |
|-----------------|----------------|-----------|-----------|--------|
| Kalkarindji | 23 | 15 | 5 | 3 |
| Lajamanu | 5 | 1 | 4 | 0 |
| Naiyu | 17 | 10 | 6 | 1 |
| Pigeon Hole | 4 | | 3 | 1 |
| Pine Creek | 12 | 5 | 6 | 1 |
| Timber Creek | 18 | 13 | 5 | 0 |
| Yarralin | 23 | 18 | 5 | 0 |
| Regional Office | 35 | 35 | 0 | 0 |



August 2023

Council Employee Count: 138
Program employees: 90
New commencement: 4

FTE Rate: 120.2

ATSI: 84 = 54 %
Core employees: 48
Resignations: 4

| Location | Employee Count | Full Time | Part Time | Casual |
|-----------------|----------------|-----------|-----------|--------|
| Kalkarindji | 24 | 16 | 5 | 3 |
| Lajamanu | 6 | 3 | 3 | 0 |
| Naiyu | 15 | 9 | 5 | 1 |
| Pigeon Hole | 4 | 0 | 3 | 1 |
| Pine Creek | 10 | 5 | 5 | 0 |
| Timber Creek | 18 | 13 | 5 | 0 |
| Yarralin | 23 | 19 | 4 | 0 |
| Regional Office | 35 | 35 | 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
RIB Training from TEABBA
Fire Extinguisher & Fire Blanket test and tagging

WHS Scheduled training for 2023

- Conducting Vehicle Inspections
- Completing Vehicle Checklists
- Electrical safety
- Heat stress, dehydration, and fatigue
- Drugs and Alcohol in the workplace

The roll out of

Mental Health First Aid Training in communities has commenced with Yarralin and Naiyu being completed.

Currently scheduling

Cert IV in Community Safety

Other Training occurred.

AvePoint M365 and SharePoint records management training

INDIGENOUS MENTOR SUPPORT PROGRAM



The mentoring program has been implemented across Council with 25 employees been mentored and 18 further staff requesting mentoring.

The mentor has been engaging with staff to assist in the Cultural Awareness Participant Handbook and presentation. The Cultural Awareness presentation and handbook once completed will go through a series of processes before final approval is given and the program is presented to all current employees. On commencement of employment this program will be part of the induction process.

Work is being done with the NDIS team to create a best practice model for Culturally appropriate service provision that our NDIS staff will use as a base line of the standards of service provision required.

WORK HEALTH AND SAFETY

Incident/accident/near miss reports

Between July and September 2023 WHS has received a total of 17 Incident Reports. This total includes all incidents, near misses and accidents for this period and covers all VRDC communities, Regional Office, and Pearce Street.

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

- Water leakages
- Minor motor vehicle accidents and damage to VDRC vehicles
- Dog bites and related animal incidents
- Minor injuries
- Snakes

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

- Regional office – 1
- Kalkarindji – 1
- Timber Creek – 11
- Nauiyu – 3
- Yarralin – 1
- Pine Creek – 0

An accident occurred where asbestos was exposed on the side of a building. This incident provided a good opportunity to update the Councils existing asbestos policy and create a new Asbestos Awareness and Management Procedure. These were implemented and staff have been provided with information and advice regarding the danger of being exposed to and handling asbestos and related products.

PPE

PPE has been purchased for our community staff members, who spend a substantial amount of their workday outside. Being mindful that the build-up is only a short period of time away it was decided that a PPE kit would be provided to staff working outside.

The PPE kits to be distributed to individual VDRC staff include:

- Wide brimmed straw hats
- Insect nets to cover the face and neck
- 5 litre cooler insulated drinking jugs
- Squincher electrolyte sachets
- Sunscreen



- Cooling ties

These items will be provided to VDRC staff over the coming weeks when the mandatory heat stress, dehydration and fatigue training is delivered.

Community visits

Community visits have continued with regular site inspections undertaken and the work with staff to ensure the Council meets legislative requirements as well as providing advice and assistance.

FINANCE

- Levied the rates and notices have gone out
- Working on EOFY reports
- Implementing changes in Roubler as per EA
- Monthly reporting
- Following up overdue payments

INFORMATION TECHNOLOGY

The IT area has continued to progress with various IT initiatives, installations, and upgrades during the last three months -

- Bulla Network Setup - Completed
- Starlink Installations

Starlink installations have been conducted at several key locations:

- Bulla
- TC Respite Center
- TC Council Office
- Yarralin Council Office

All these installations have been successfully completed, ensuring improved internet access in these areas. Moreover, installations at Nauiyu Aged Care Center and Nauiyu Council Office are progressing well and are expected to conclude by the end of this month. In addition, installations in Kalkarindji and Lajamanu are currently in progress.

- Pine Creek NBN Installation – Completed. The Pine Creek NBN installation has been successfully completed and greatly improved the speed of the internet.
- Katherine Pearce Street NBN Installation - Completed
- Printer Replacements

As part of our ongoing efforts to upgrade IT equipment, we have successfully replaced printers at various locations:

- Yarralin Night Patrol
- Yarralin CDP

This phase of the printer replacement project has been completed, resulting in improved printing capabilities.

Camera Installations



Camera installations have been completed at the following locations:

- Timber Creek Dump & Timber Creek Sports Oval

These installations enhance security and surveillance capabilities in these areas. Additionally, camera installations in Bulla are on track to be completed by the end of this month.

- Server Rack Replacement

To improve IT infrastructure, we have replaced the server rack in the Yarralin workshop. This relocation was done to optimize proximity to the power supply and enhance tolerance to high temperatures. An Industrial Cellular Router has also been installed to improve network performance in this area.

- AvePoint Configuration

The technical configuration of AvePoint- records management has commenced. We estimate that this configuration will be completed within the next seven weeks.

- IT Asset Management Program

We have procured a new IT Asset Management program, MANAGE ENGINE. The configuration of this tool to the VDRC environment is currently in progress, and further details will be provided upon completion.

- New Accommodation Booking Program

The IT review of the new accommodation booking program, LITTLE HOTELIER, has been completed. We are closely coordinating with project manager Keerthi to implement this program, which will improve our accommodation management capabilities.

- Azure Blob Storage

Our efforts to configure Azure Blob storage in the Office 365 environment are progressing well. Prerequisites and testing have been successfully completed. The next phase involves integration with the VDRC cloud platform and configuring the storage to work seamlessly with the AvePoint records management program.

- DEWR - CDP RFFR Milestone 1

We are pleased to report that DEWR - CDP RFFR Milestone 1 has been successfully completed. VDRC has met the majority of the IT requirements associated with this milestone, contributing to the overall progress of this project.

GOVERNANCE & COMPLIANCE

Weekly meetings are continuing with AvePoint, all retention periods have now been done for all the first and second level folders in SharePoint, IT will be start working on adding the rules to each area.

Working with all Regional office staff and Regional Manager regarding the new naming convention and the changes to SharePoint that will be coming into effect.

Currently we have 117 policies, 97 are up to date and 20 are overdue for review, work is continuing with the overdue policies.



Current Investigations being carried out for Councils:

- All lots within communities working with Crown lands, Valuation General Office, NLC, CLC.
- Miners Camp – Pine Creek
- Copperfield Dam – Pine Creek

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

Nil



Certification of 2022-2023 Local Authority Project Funding

ITEM NUMBER 10.2.3.
REPORT TYPE Officer Report For Information
PREPARED BY Grants Manager

Purpose

For Council to note the Certification of Local Authority Project Funding for the period 1 July 2022 to 30 June 2023

Recommendations

- A. That the Certification of 2022-2023 Local Authority Project Funding report is received and noted

Regional Plan

Goal 1: Quality Leadership

1.3 - Comply with all statutory, regulatory and reporting requirements

Key Issues

Through Council, the Northern Territory Government provides funding for Local Authority projects. The NTG expects that the funding provided for the financial year is spent within that financial year.

Considerations

The Northern Territory requires that Local Authority Project Funding is acquitted and certified by Council, that the certifications are signed by the CEO or CFO, and that the certifications are laid before Council. Certifications are attached.

Budget implications

There is quite a significant amount of funding which remains unspent and which has already been carried forward from the 2021-2022 financial year. It is likely that any funds remaining unspent for 24 months will be offset against future funding allocations.

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. VDRC LA Certifications 2022-23 [10.2.3.1 - 8 pages]

Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name Yarralin

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|---------------------|
| LAPF Grant 2022-2023 | \$70,000.00 |
| Other income/carried forward balance from 2021- 2022 | \$185,263.59 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$255,263.59 |
| Total Expenditure | \$10,769.01 |
| Surplus/ (Deficit) | \$244,494.58 |

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes ☒ No ☐
 - the LAPF funding guidelines; Yes ☒ No ☐
 - the Local Government Act and the Local Government (Accounting) Regulation; and Yes ☒ No ☐
 - the Northern Territory Government's buy from Territory enterprise policy. Yes ☒ No ☐
 - the NT Government's COVID19 Conditions of Contract were met: Yes ☒ No ☐
- (If no to any questions above please provide a written explanation with this acquittal)

Certification report prepared by Keira Townsend 04...../.....09...../2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before the Yarralin Local Authority on 15/11/2023

CEO or CFO Jackson Bernard /...../20__

DEPARTMENTAL USE ONLY

Grant amount correct: Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer/...../20__

Manager Grants Program/...../20__

Department of the Chief Minister and Cabinet



Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name Timber Creek

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|--------------------|
| LAPF Grant 2022-2023 | \$36,600.00 |
| Other income/carried forward balance from 2021- 2022 | \$3,587.18 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$40,187.18 |
| Total Expenditure | \$10,295.77 |
| Surplus/ (Deficit) | \$29,891.41 |

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority;
- the LAPF funding guidelines;
- the Local Government Act and the Local Government (Accounting) Regulation; and
- the Northern Territory Government's buy from Territory enterprise policy.
- the NT Government's COVID19 Conditions of Contract were met:
(If no to any questions above please provide a written explanation with this acquittal)

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Certification report prepared by Keira Townsend



04/09/2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA)

Acquittal to be laid before the Timber Creek Local Authority on 21/11/2023

CEO or CFO Jackson Bernard



04/09/2023

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer _____

...../...../20__

Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet



Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name Nauiyu

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|--------------------|
| LAPF Grant 2022-2023 | \$43,600.00 |
| Other income/carried forward balance from 2021- 2022 | \$36,982.98 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$80,582.98 |
| Total Expenditure | \$15,660.04 |
| Surplus/ (Deficit) | \$64,922.94 |

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority;
- the LAPF funding guidelines;
- the *Local Government Act and the Local Government (Accounting) Regulation*; and
- the Northern Territory Government's buy from Territory enterprise policy.
- the NT Government's COVID19 Conditions of Contract were met:
(If no to any questions above please provide a written explanation with this acquittal)

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Certification report prepared by Keira Townsend



04/09/2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before the Nauiyu Local Authority on 08/11/2023

CEO or CFO Jackson Bernard



04/09/2023

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer _____

...../...../20__

Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet



Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name Pigeon Hole

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|--------------------|
| LAPF Grant 2022-2023 | \$18,800.00 |
| Other income/carried forward balance from 2021- 2022 | \$38,983.00 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$57,783.00 |
| Total Expenditure | \$0 |
| Surplus/ (Deficit) | \$57,783.00 |

We certify that the LAPF was spent in accordance with,

- | | |
|--|---|
| • the projects submitted by the Local Authority; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • the LAPF funding guidelines; | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • the Local Government Act and the Local Government (Accounting) Regulation; and | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • the Northern Territory Government's buy from Territory enterprise policy. | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • the NT Government's COVID19 Conditions of Contract were met: | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

(If no to any questions above please provide a written explanation with this acquittal)

Certification report prepared by Keira Townsend



04/09/2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

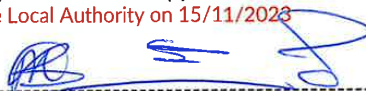
Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before the Yarralin/Pigeon Hole Local Authority on 15/11/2023

CEO or CFO

Jackson Bernard



04/09/2023

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer _____

...../...../20__

Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet



Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name Pine Creek

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|---------------------|
| LAPF Grant 2022-2023 | \$46,900.00 |
| Other income/carried forward balance from 2021- 2022 | \$72,503.58 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$119,403.58 |
| Total Expenditure | \$32,446.34 |
| Surplus/ (Deficit) | \$86,957.24 |

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority;
 - the LAPF funding guidelines;
 - the Local Government Act and the Local Government (Accounting) Regulation; and
 - the Northern Territory Government's buy from Territory enterprise policy.
 - the NT Government's COVID19 Conditions of Contract were met:
- (If no to any questions above please provide a written explanation with this acquittal)

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Certification report prepared by Keira Townsend 

04/09/2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before the Pine Creek Local Authority on 09/11/2023

CEO or CFO Jackson Bernard



04/09/2023

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer _____

...../...../20__

Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet



Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name Kalkarindji

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|---------------------|
| LAPF Grant 2022-2023 | \$85,500.00 |
| Other income/carried forward balance from 2021- 2022 | \$125,226.96 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$210,726.96 |
| Total Expenditure | \$0 |
| Surplus/ (Deficit) | \$210,726.96 |

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority;
- the LAPF funding guidelines;
- the Local Government Act and the Local Government (Accounting) Regulation; and
- the Northern Territory Government's buy from Territory enterprise policy.
- the NT Government's COVID19 Conditions of Contract were met:
(If no to any questions above please provide a written explanation with this acquittal)

Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐
Yes ☒ No ☐

Certification report prepared by Keira Townsend

KT

04/09/2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before the Kalkarindji Local Authority on 14/11/2023

CEO or CFO

Jackson Bernard

[Signature]

04/09/2023

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer _____

...../...../20__

Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet



Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name **Bulla**

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|--------------------|
| LAPF Grant 2022-2023 | \$19,400.00 |
| Other income/carried forward balance from 2021- 2022 | \$62,113.78 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$81,513.78 |
| Total Expenditure | \$9,796.05 |
| Surplus/ (Deficit) | \$71,717.73 |

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority;
- the LAPF funding guidelines;
- the *Local Government Act and the Local Government (Accounting) Regulation*; and
- the Northern Territory Government's buy from Territory enterprise policy.
- the NT Government's COVID19 Conditions of Contract were met:

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

Yes ☒ No ☐

(If no to any questions above please provide a written explanation with this acquittal)

Certification report prepared by Keira Townsend



04/09/2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

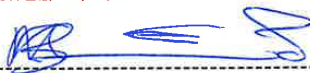
Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before the Bulla Local Authority on 21/11/2023

CEO or CFO **Jackson Bernard**



04/09/2023

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer _____

...../...../20__

Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet



Victoria Daly Regional Council

CERTIFICATION OF 2022-23 LOCAL AUTHORITY PROJECT FUNDING

Local Authority: Local Authority Name Amanbidji

File number: _____

INCOME AND EXPENDITURE FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|--------------------|
| LAPF Grant 2022-2023 | \$12,800.00 |
| Other income/carried forward balance from 2021- 2022 | \$25,600.00 |
| Other income/carried forward balance from 20__ - 20__ | \$- |
| Total Income | \$38,400.00 |
| Total Expenditure | \$0 |
| Surplus/ (Deficit) | \$38,400.00 |

We certify that the LAPF was spent in accordance with,

- the projects submitted by the Local Authority; Yes ☒ No ☐
 - the LAPF funding guidelines; Yes ☒ No ☐
 - the Local Government Act and the Local Government (Accounting) Regulation; and Yes ☒ No ☐
 - the Northern Territory Government's buy from Territory enterprise policy. Yes ☒ No ☐
 - the NT Government's COVID19 Conditions of Contract were met: Yes ☒ No ☐
- (If no to any questions above please provide a written explanation with this acquittal)

Certification report prepared by Keira Townsend



04/09/2023

The local authority projects formed part of the agenda and minutes of

Council's ordinary council meeting and local authority meeting.

Yes ☐ No ☐

Laid before the Council at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before Council at the next OCM on 26/09/2023

Laid before the LA at a meeting (held/to be held on)/...../20.... Copy of minutes attached (Yes/TBA).

Acquittal to be laid before the Amanbidji Local Authority on 22/11/2023

CEO or CFO Jackson Bernard



04/09/2023

DEPARTMENTAL USE ONLY

Grant amount correct:

Yes ☐ No ☐

Balance of funds to be spent \$ _____

Date next certification/...../20__

CERTIFICATION ACCEPTED

Yes ☐ No ☐

Comments

Grants Officer _____

...../...../20__

Manager Grants Program _____

...../...../20__

Department of the Chief Minister and Cabinet





NTG Grants Acquittals

ITEM NUMBER 10.2.4.
REPORT TYPE Officer Report For Information
PREPARED BY Grants Manager

Purpose

For Council to note the acquittals of the following Northern Territory Government funded grants:

- Waste and Resource Management (WaRM) 2021-2022
- Waste and Resource Management (WaRM) 2022-2023
- Local Government Priority Infrastructure Fund (LPIF) 2020-2021
- One-Off Grant 2021-2022

Recommendations

- A. That the NTG Grants Acquittals report is received and noted
- B. That Council notes the acquittal of the Waste and Resource Management (WaRM) Grant 2021-2022
- C. That Council notes the acquittal of the Waste and Resource Management (WaRM) Grant 2022-2023
- D. That Council notes the acquittal of the Local Government Priority Infrastructure (LPIF) Grant 2020-2021
- E. That Council notes the acquittal of the One-Off Grant 2021-2022

Regional Plan

Goal 1: Quality Leadership

1.3 - Comply with all statutory, regulatory and reporting requirements

Background

- **WaRM 2021-22** - In the 2021-22 FY Council was awarded a grant totaling \$148,800 to contribute toward the construction of a waste transfer station at Pine Creek, this project is now complete and all funds have been fully expended.
- **WaRM 2022-23** – In the 2022-23 FY Council was awarded a grant totaling \$148,800 to contribute towards the sealing of roads at the Timber Creek Waste Transfer Station. This project is ongoing and as per the Funding Agreement all funds must be fully expended by 30 June 2024.
- **LPIF 2020-21** – In the 2020-21 FY Council was awarded a grant totaling \$350,000 to contribute toward the demolition and replacement of staff housing at Lot 55 Yarralin. The project was originally due for completion in October 2021 however it was delayed due to issues with a non-compliant water main.



This issue has now been rectified and the current variation extends the project completion date to 30 June 2024.

- **One-Off Grant 2021-22** – In the 2021-22 FY Council was awarded a grant totaling \$130,000 to relocate a non-compliant water main at Lot 55 Yarralin. This was required to progress the project to replace staff housing at Lot 55 Yarralin. This project is now complete and all funds have been fully expended.

Considerations

As per grant conditions, the funding received must be acquitted at the end of the financial year. The acquittal reports are to be signed by the CEO or CFO and are to be laid before Council for noting. Acquittal reports are 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. VDRC Wa RM 2021-22 Acquittal [**10.2.4.1** - 1 page]
2. VDRC Wa RM 2022-23 Acquittal [**10.2.4.2** - 1 page]
3. VDRC LPIF 2020-21 Acquittal [**10.2.4.3** - 1 page]
4. VDRC One- Off Grant 2021-2022 Acquittal [**10.2.4.4** - 1 page]

Victoria Daly Regional Council

Acquittal of Waste and Resource Management (WaRM) grant 2021-22

File Number:

Purpose of Grant: Contribution toward the construction of a waste transfer station at Pine Creek

Waste Management Strategy attached:

☐ N/A ☐ Yes ☒ No

Purchases were in accordance with the Northern Territory Buy Local Plan: ☐ Yes ☐ No

(If no please provide an explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2022

| | |
|---|------------------------|
| Waste and Resource Management grant 2021-22 | \$ 148,800 (ex GST) |
| Other income | \$1,119,771 |
| Total income | \$1,268,571 |
| Expenditure (Specify accounts and attach copies of ledger entries, invoices, photos, Waste Management Strategy if applicable) An 'administration fee' is not to be apportioned to the grant for acquittal purposes. | \$1,268,571 |
| Total Expenditure | \$1,268,571 |
| Surplus/(Deficit) | \$0 |

IS THE PROJECT COMPLETE: ☒ Yes ☐ No

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Keira Townsend *KT* To be laid before Council at the next OCM on 26/09/2023 04 / 09 / 2023

Laid before the Council at a meeting held on ____/____/____ Copy of minutes attached.

CEO or CFO: Jackson Bernard *JB* 04 / 09 / 2023

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Waste Management Strategy - copy supplied: ☐ N/A ☐ Yes ☐ No

Goods/Services - Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: _____

Donna Hadfield, Manager Grants Program _____

Victoria Daly Regional Council

Acquittal of Waste and Resource Management (WaRM) grant 2022-23

File Number:

Purpose of Grant: Sealing internal roads at the Timber Creek Waste Transfer Station

Waste Management Strategy attached: ☒ N/A ☐ Yes ☒ No

Purchases were in accordance with the Northern Territory Buy Local Plan: ☒ Yes ☐ No
(If no please provide an explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2022

| | |
|---|------------------------|
| Waste and Resource Management grant 2022-23 | \$ 148,800 (ex GST) |
| Other income | |
| Total income | \$148,800 |
| Expenditure (Specify accounts and attach copies of ledger entries, invoices, photos, Waste Management Strategy if applicable) An 'administration fee' is not to be apportioned to the grant for acquittal purposes. | \$0 |
| Total Expenditure | \$0 |
| Surplus/(Deficit) | \$148,800 |

IS THE PROJECT COMPLETE: ☐ Yes ☒ No

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

To be laid before Council at the next OCM
Acquittal prepared by: Keira Townsend *KT* on 26/09/2023 04 / 09 / 2023

Laid before the Council at a meeting held on ____/____/____ Copy of minutes attached.

CEO or CFO: Jackson Bernard *[Signature]* 04 / 09 / 2023

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Waste Management Strategy - copy supplied: ☐ N/A ☐ Yes ☐ No

Goods/Services - Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: _____

Donna Hadfield, Manager Grants Program _____

Victoria Daly Regional Council

Local Government Priority Infrastructure Fund 2020-2021

File Number:

Purpose of Grant: Towards the demolition and replacement of beyond repair staff housing at Lot 55 Yarralin.

Purchases were in accordance with the Northern Territory Buy Local Plan:
(If no please provide a written explanation with this acquittal)

☒ Yes ☐ No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2023

| | |
|---|------------------|
| LPIF Grant 2020-21 | <u>\$350,000</u> |
| Other income | <u>\$350,000</u> |
| Total income | <u>\$700,000</u> |
| Expenditure (Specify accounts, attach copies of ledger entries and invoices) An 'administration fee' is not to be apportioned to the grant for acquittal purposes. | <u>\$24,738</u> |
| Total Expenditure | <u>\$24,738</u> |
| Surplus/(Deficit) | <u>\$675,262</u> |

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☐ Yes ☒ No

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Keira Townsend

Acquittal to be laid before Council at the next
OCM on 26/09/2023

04 / 09 / 2023

Laid before the Council at a meeting held on ____/____/____ Copy of minutes attached.

CEO or CFO: Jackson Bernard

04 / 09 / 2023

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Procurement – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: _____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: _____

Comments:

Manager Grants Program

Acquittal of One-Off Grant 2021-22

Purpose of Grant: To relocate a water main, which traverses multiple lots in the Yarralin community, which will enable the demolition and replacement of the staff house on Lot 55 In Yarralin to proceed.

☐ Yes ☐ No

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2023

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☒ Yes ☐ No

Accittal prepared by: Keira Townsend 04 / 09 / 2023

CEO or CFO: Jackson Bernard 04 / 09 / 2023

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Procurement – Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: _____

Acquittal checked by: _____

Manager Grants Program



11. Action Items

Action Item Report

ITEM NUMBER 11.1.

REPORT TYPE Action Items Report

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 Item Report report is received and noted
- B. That completed items be removed from the action items list.

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. Action Item Report September 2023 [11.1.1 - 6 pages]

Action Register

Search Criteria

Showing Completed Items: Yes

Generated By: Michelle Griffin

Generated On: 20/09/2023 at 1:18pm

| Meeting Date | Item | Action Required | Assignee/s | Action Taken | Status |
|--------------|--|--|---|--|----------------------------|
| 29/08/2023 | Guideline 1: Local Authorities | OCM-2023/159 Resolution That the Local Authority Policy is updated to comply with Guideline 1: Local Authorities as in force on 8 August 2023. | Janelle Iszlaub | 18/09/2023 Janelle Iszlaub Have not started as yet | Not yet started |
| 29/08/2023 | Action Item Report | Action: Forward letter regarding flood notification to emergency management. | Michelle Griffin | 18/09/2023 Michelle Griffin Letter forwarded on 18 September 2023. | Completed |
| 29/08/2023 | Yarralin - Nitjpurru Local Authority meeting held on 9 August 2023 | OCM-2023/162 That Council endorses YLA-2023/23 Resolution: That the YPHLA fully support a name change for Pigeon Hole to Nitjpurru and that the YPHLA seek Councils support on the name change. | Michelle Griffin | 20/09/2023 Michelle Griffin YPHLA and Council resolutions have been sent to the Department. Awaiting advice on next steps. | In progress |
| 29/08/2023 | Yarralin - Nitjpurru Local Authority meeting held on 9 August 2023 | OCM-2023/162 That Council endorses YLA-2023/22 Resolution: The YPHLA prefer the Colourful 'Welcome to Yarralin' sign incorporating Walangeri and Victoria Daly Regional Council and the YPHLA agree to allocate money from beautification funding towards the sign. | Jocelyn Moir, Keerthi Kumarawadu, Matthew Cheminant | 20/09/2023 Matthew Cheminant Quotes and enquiry is underway by the acting Com to purchase a sign and install | In progress |
| 29/08/2023 | Timber Creek Local Authority meeting held on 15 August 2023 | OCM-2023/164 That Council endorses TCLA-2023/35 Resolution: The Timber Creek Local Authority requests that Council put forward a motion to the Local Government Association of the Northern Territory regarding the inadequate telecommunication services provided by Telstra in the Timber Creek region. | Michelle Griffin | 20/09/2023 Michelle Griffin Motion paper is being developed for LGANT general meeting in November. | In progress |
| 29/08/2023 | Timber Creek Local Authority meeting held on 15 August 2023 | OCM-2023/164 Council acknowledges TCLA-2023/33 Resolution: The Timber Creek Local Authority reviewed quotes for supply and installation of outdoor gym and shade structure and notify Council that their preference is NT Sports and Playground Surfacing (Forpark). | Jocelyn Moir, Keerthi Kumarawadu, Matthew Cheminant, Paul Buckley | | Not yet started |
| 29/08/2023 | Timber Creek Local Authority meeting held on 15 August 2023 | OCM-2023/164 A. That Council endorses TCLA-2023/32 Resolution: That remaining funds from 'International Womens' Day' and Timber Creek Festival be returned to 'funds available'. | Jackson Bernard | 14/09/2023 Jackson Bernard Funds returned to Funds available. | Completed |
| 29/08/2023 | Provisional Amanbidji Local Authority meeting held on 16 August 2023 | Action: Write to NWA regarding waste collection services in Amanbidi | Michelle Griffin | 18/09/2023 Michelle Griffin Letter sent to NWAC on 18 September 2023. | Awaiting external response |
| 29/08/2023 | General Business GB8 - Pest Control | OCM-2023/175 That Council writes to the CEO of Territory Housing advocating for the provision of pest control services in remote community housing. | Michelle Griffin | 18/09/2023 Michelle Griffin Letter sent to Minister for Housing and Homelands on 18 September 2023. | Awaiting external response |

| Meeting Date | Item | Action Required | Assignee/s | Action Taken | Status |
|--------------|---|--|---|--|----------------------------|
| 29/08/2023 | General Business GB9 - Lot 1 and 2 Wooliana Road | OCM-2023/176 That Council writes to Minister Lawler requesting Lot 1 and 2, Wooliana Road be allocated to Victoria Daly Regional Council for future service delivery centre. | Brian Hylands, Michelle Griffin | 20/09/2023 Michelle Griffin Letter drafted. To be discussed with council on briefing day. | In progress |
| 29/08/2023 | General Business GB6 - PowerWater Pine Creek (Copperfield Dam) & Mango Farm enterprise pit | <u>Action:</u> research to be conducted and presented to Council (Governance Manager). Include research on previous minutes relating to seeking volunteer caretakers for the dam. | Janelle Iszlaub | 15/09/2023 Janelle Iszlaub Report has been done for Council with the timeline of Copperfield Dam. 18/09/2023 Janelle Iszlaub Mango farm - can talk through research so far. Seeking further direction from Council. | Ongoing |
| 29/08/2023 | General Business GB3 - Remuneration Tribunal calling for submission | OCM-2023/173 Resolution: Carried (Deputy Mayor Andrew McTaggart/Deborah Jones) Council requests a draft submission be prepared for the September OCM regarding the Northern Territory Remuneration Tribunal inquiry. | Brian Hylands, Michelle Griffin | 20/09/2023 Michelle Griffin In progress | In progress |
| 25/07/2023 | General Business GB6 - Consumer Advisory Body Aged Care | <u>Action:</u> Report to next council meeting with options for Aged Care advisory bodies. | Trudy Braun | 17/08/2023 Trudy Braun Contact has been made with the Aged Care Commission regarding clarification around who is required to have a Consumer Advisory Body, as per advice on their website All approved providers will need to comply with this requirement except for those who are state or territory approved providers or a local government authority. 19/09/2023 Trudy Braun This has been followed up with still no outcome of the requirement. Awaiting a response. | In progress |
| 25/07/2023 | General Business GB5 - Nauiyu local decision making. | <u>Action:</u> Invite Northern Territory Government to September Briefing Day meeting | Michelle Griffin | 18/09/2023 Michelle Griffin Invitation extended and accepted. Meeting to take place on 25 September 2023. | Completed |
| 25/07/2023 | <u>General Business GB3 Art center building</u> | <u>Action:</u> Report to Council regarding art center building lease in Kalkarindji | Matthew Cheminant | 20/09/2023 Matthew Cheminant Council agreed to lease the facility to the Art Centre. Lease pending | Completed |
| 25/07/2023 | General Business GB1 - Travel Allowance solutions | <u>Action:</u> Report to Council in August regarding Councillor Travel Allowance | Brian Hylands, Michelle Griffin | 20/09/2023 Michelle Griffin In progress | In progress |
| 27/06/2023 | General Business GB-5 National Parks Rubbish | OCM-2023/139 That Council write another letter to all relevant Ministers regarding rubbish in Pine Creek as a result of tourists 'taking their rubbish' from the surrounding National Park areas. | Michelle Griffin | 18/09/2023 Michelle Griffin Letter sent to Minister Nicole Manison on 18 September 2023. | Awaiting external response |
| 30/05/2023 | Pine Creek Local Authority Meeting held on 2 May 2023 | OCM-2023/104 Resolution: Carried (Cr Yvette Williams/Mayor Brian Pedwell) 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. | Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Tanya Brown | 21/06/2023 Matthew Cheminant 21/06/2023 COM sourcing quotes for feral cat control 27/06/2023 Jackson Bernard Resolutions: 2023/20 and 2023/22 will be included in the budget in the first review in November 2023 21/07/2023 Michelle Griffin D. Letters sent to members. Awaiting reply. 24/08/2023 Tanya Brown 24.08.2023- Presented quote from Katherine Vet Care regarding feral cat control, LA members advised they will not action as the member who raised this request was absent and it can be presented again at the November meeting, | Completed |
| 30/05/2023 | Bulla Local Authority Meeting held on 16 May 2023 | OCM-2023/106 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. | Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Paul Buckley | 21/06/2023 Paul Buckley OCM-2023/106. B.- BLA-2023/4. The Night Patrol building at lot 26 Goorbidgim 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. C. BLA-2023/7. Three companies have been selected to tender a quote for the supply and installation of a playground system in Bulla. D. BLA-2023/8. The signage has arrived in timber creek. Kendel Builders will inform of their dates to install shortly. E. BLA-2023/8. 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. | In progress |

| Meeting Date | Item | Action Required | Assignee/s | Action Taken | Status |
|--------------|---|--|--|--|----------------------------|
| | | | | 21/06/2023 Matthew Cheminant 21/06/2023 Quotes accepted for Bulla playground addition. 21/06/2023 Matthew Cheminant 21/06/2023 outdoor furniture awaiting collection and delivery. | |
| 30/05/2023 | Timber Creek Local Authority Meeting held on 16 May 2023 | OCM-2023/107 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) | Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Paul Buckley | 21/06/2023 Matthew Cheminant 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. 21/06/2023 Paul Buckley B. TCLA-2023/24 Contractors have been engaged to quote on the signage for the school signage to capture drivers attention. Awaiting quotations. C. TCLA-2023/24 contractors have been engaged for quotes to move forward with grant funding amounts. | In progress |
| 30/05/2023 | Amanbidji Local Authority Meeting held on 17 May 2023 | OCM-2023/108 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). | Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Paul Buckley | 21/06/2023 Matthew Cheminant 21/06/2023 Quote accepted for installation of solar lighting in Amanbidji. 23/06/2023 Paul Buckley 05/06/2023. Spoken with NWAC regarding a hard cover for the basketball court. There isn't enough funding from their avenues to support a hard cover shelter. Victoria Daly Council will have to seek funding through grant activities. 27/06/2023 Jackson Bernard Resolution: ALA-2023/9 will be included in the budget in the first review in November 2023 | Completed |
| 28/04/2023 | Action Items | OCM-2023/79 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 | 09/06/2023 Michelle Griffin Letter sent to Minister Moss on 9 June 2023. Awaiting response. 17/07/2023 Michelle Griffin NTEPA officers from the Regulation division will be attending the Pine Creek and Timber Creek local authority meetings in August. 22/08/2023 Michelle Griffin An invitation may be extended to NTEPA to meet with Council. | No further action required |
| 28/04/2023 | General Business 14.8 Australia Post | OCM-2023/89 A. Council request management to negotiate for reasonable remuneration with Australia Post, and if unsuccessful, cancel the contract. | Trudy Braun | 21/06/2023 Trudy Braun New Contracts received 10/07/2023 Trudy Braun Letter sent to Australia Post Contract Manager outlining the cost to deliver these services vs what the contract pays to deliver in the three communities. Awaiting their response. 14/08/2023 Trudy Braun Followed up a response from Australia Post and their is no outcome to date as yet. 19/09/2023 Trudy Braun Meeting held with Australia Post Wednesday 13th September where negotiations were held over the 3 contracts. Australia Post advised they would send through the new offer; however it has not been received as yet. | In progress |
| 28/04/2023 | General Business 14.3 Kalkarindji & Timber Creek ACAP Sewerage | OCM-2023/84 Council write to Department of Defence requesting that the Army Aboriginal Community Assistance Program (AACAP) program be engaged for Timber Creek and Kalkarindji. | Brian Hylands, Michelle Griffin | 22/06/2023 Michelle Griffin Letter drafted. Awaiting information from the Department of Defence. | Awaiting external response |
| 28/04/2023 | General Business 14.7 Daguragu Road | OCM-2023/88 A. Council write to Minister Lawler requesting clarification on the ownership of the crossing at Wattie Creek crossing at Daguragu. | Brian Hylands, Michelle Griffin | 31/05/2023 Michelle Griffin Letter sent to Minister Eva Lawler on 31 May 2023. Awaiting response. | Awaiting external response |
| 28/04/2023 | General Business 14.5 Relocation of Nitjpurru office | OCM-2023/86 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. | Brian Hylands, Matthew Cheminant, Michelle Griffin | 21/06/2023 Matthew Cheminant 21/06/2023 sourcing quotes 18/07/2023 Michelle Griffin Letter sent to A/Executive Director of the Local Government branch of Department of the Chief Minister and Cabinet. Awaiting reply. 20/09/2023 Matthew Cheminant All relevant information and quotes have been submitted to the Grant manager for action. | Ongoing |

| Meeting Date | Item | Action Required | Assignee/s | Action Taken | Status |
|--------------|---|--|--|---|----------------------------|
| 28/03/2023 | General Business 14.5 Road from Kalkarindji to Daguragu | OCM-2023/61 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 | 21/09/2023 Michelle Griffin Letter sent on 21 September | Awaiting external response |
| 28/03/2023 | General Business 14.3 Identification of land availability in Kalkarindji | OCM-2023/59 That investigations take place regarding land availability in Kalkarindji for the purpose of enabling future projects and grant funding opportunities that will benefit the community. | Michelle Griffin | 18/09/2023 Michelle Griffin Janelle will be presenting some information on briefing day - 25 September. | In progress |
| 28/03/2023 | General Business 14.4 Nitjpurru Housing | OCM-2023/60 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 | 25/07/2023 Michelle Griffin Mayor B. Pedwell has contacted ABC to discuss houses being built in flood zone at Nitjpurru. | In progress |
| 28/02/2023 | Pine Creek Local Authority meeting held on 7 February 2023 | OCM-2023/28 B. That Council endorses resolution PCLA-2023/4 The Pine Creek Local Authority extends an invitation to PowerWater to attend the next Pine Creek Local Authority meeting to discuss water issues. C. That Council endorses resolution PCLA-2023/7 that the Pine Creek Local Authority have accepted the Election Commitment funding offer and commit a matching co-contribution as per the funding guidelines. D. That Council endorses resolution PCLA-2023/8 for the council to obtain quotes for lighting options for the Pine Creek oval (to include fixed and mobile options). E. That Council notes resolution PCLA-2023/10 and will continue to support the Pine Creek Goldrush with in-kind assistance | Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Tanya Brown | 17/03/2023 Matthew Cheminant A. Pine Creek Com needs to invite Power and water to the next local authority meeting B. Committed funding just a delay on delivery of equipment C. Lighting, Applications for a grant in progress D. Approved 20/03/2023 Tanya Brown COM ,Tanya Brown emailed PWC on 7th February 2023 to Shane Papworth to update on Pine Creek water security. Waiting for confirmation on attendance. COM, Tanya Brown emailed AllRegions electrical for a cost estimate on supplying and installing lighting at the oval on 7.2.2023 21/06/2023 Matthew Cheminant 21/06/2023 Waiting on update from grant application for oval lighting 24/08/2023 Tanya Brown PWC representatives attended the August meeting and provided members with updates on the status of water in Pine Creek, they advised members they will request another attendance of the LA meeting when they have further updates to provide to the township. 20/09/2023 Matthew Cheminant VDRC are awaiting a response re the grant application. | Awaiting external response |
| 28/02/2023 | Daly River Local Authority meeting held on 8 February 2023 | OCM-2023/29 B. That Council endorses DRLA resolution DRLA-2023/8 to commit \$10,000 of Local Authority Project Funding to a bi-annual veterinary program. C. That council receives the feedback from the Daly River Local Authority DRLA-2023/6 that a library service would benefit the community and will take this feedback into account when developing the 2023/24 regional plan. | Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Pat Hollowood | 08/03/2023 Jackson Bernard \$10k for Bi-annual veterinary be added in the next budget review. 18/04/2023 Pat Hollowood 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. 28/05/2023 Michelle Griffin Feedback regarding library services has been added to the regional plan. 10/07/2023 Pat Hollowood First of two vet visits successfully conducted 24 May 2023. Second visit will be scheduled towards end of the year. 20/09/2023 Matthew Cheminant Second Vet Visit is at the end of the year. | In progress |
| 28/02/2023 | Kalkarindji/Daguragu Local Authority meeting held on 14 February 2023 | OCM-2023/30 B. That Council endorses resolution KDLA-2023/6 to proceed with the bus shelter project, estimated to cost up to \$20,000. C. That Council endorses resolution KDLA-2023/7 for the design of the waste management sign <i>'for health and safety reasons please do not light up the dump'</i> . (attached) D. That Council endorses resolution KDLA-2023/8 to proceed with the <i>Arts Centre Park shade trees and outdoor table project</i> , estimated to cost up to \$20,000. E. That Council receive and note resolution KDLA-2023/9 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. | Allan Hawke, Jackson Bernard, Jocelyn Moir, Matthew Cheminant | 08/03/2023 Jackson Bernard \$20k commitment for Bus Shelter and \$20k for Arts Centre shade trees and outdoor table project will be included in the next budget review. 23/05/2023 Michelle Griffin ESO drafting the letter pertaining to KDLA-2023/9 21/06/2023 Matthew Cheminant 21/06/2023 Just waiting on formal approval from DIPL. Then building scope of works and source quotes 23/06/2023 Matthew Cheminant Waste management facility sign is ordered and awaiting delivery. 20/09/2023 Matthew Cheminant B. In progress C. Complete D. In progress E. Complete | Completed |
| 28/02/2023 | Yarralin/Nitjpurru Local Authority meeting held on 16 February 2023 | OCM-2023/31 B. That council endorses resolution YLA-2023/4 to commit \$30,000 of Local Authority Project Funding to a bi-annual vet program in 2023. C. That council endorses resolution YLA-2023/5 to commit \$150,000 of Local Authority Project Funding to the development of a playground, including outdoor fitness equipment in Yarralin. | Jackson Bernard, Jocelyn Moir, Matthew Cheminant, Noleen | 08/03/2023 Jackson Bernard \$30k and \$150k commitments will be included in the next budget review. 21/06/2023 Matthew Cheminant 21/06/2023 First vet visit was undertaken in March/April, second vet Oct/Nov. | In progress |

| Meeting Date | Item | Action Required | Assignee/s | Action Taken | Status |
|--------------|---|---|--|---|-------------|
| | | <p>D. That council notes resolution YLA-2023/6 and will investigate options for developing a council premises including office and staff accommodation at Nitjpurru.</p> <p>E. That council notes resolution YLA-2023/7 and will investigate the process and support a place name change from 'Pigeon Hole' to 'Nitjpurru'.</p> | Campbell, Renee Croton | 20/09/2023 Matthew Cheminant Purchase orders raised and in progress | |
| 28/02/2023 | Action Items | <p>OCM-2023/34</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>08/03/2023 Keira Townsend 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>26/05/2023 Keira Townsend Operations team are currently developing amended project scope, budget and timeline to include construction of staff accommodation.</p> <p>21/06/2023 Matthew Cheminant 21/06/2023 land tenure still an issue. Investigating other areas</p> <p>22/08/2023 Keira Townsend Request for variation submitted. Awaiting notice of outcome.</p> <p>20/09/2023 Matthew Cheminant Grant manager to confirm whether the variation has been accepted</p> <p>20/09/2023 Keira Townsend Still awaiting official outcome notification from NIAA</p> | In progress |
| 31/01/2023 | Mayoral Report | <p>Resolution: OCM-2023/4 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.</p> <p>Resolution: OCM-2023/6 That Council request a Timber Creek community safety debrief by all services/agencies following the Timber Creek floods in December 2022.</p> <p>Resolution: OCM-2023/7 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> | Brian Hylands, Michelle Griffin | <p>20/09/2023 Michelle Griffin Received account and verifying information prior to submission.</p> | In progress |
| 29/11/2022 | Pine Creek Local Authority meeting held on 7 November 2022 | <p>Motion</p> <p>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</p> <p>B. That Council endorse the following Pine Creek Local Authority resolution:</p> <ul style="list-style-type: none"> PCLA-2022/26 That the Local Authority pay the variance of \$31,605.50 to build and install two Troppo Bird Hides. | Jocelyn Moir, Matthew Cheminant, Tanya Brown | <p>17/03/2023 Matthew Cheminant Approved contribution from council.</p> <p>03/07/2023 Jocelyn Moir Bird Hides have been built. Waiting for the signage.</p> <p>24/08/2023 Tanya Brown Bird hides have been completed and have been a benefit to all the birdwatchers who have visited Pine Creek in the last few weeks. They are very informative and have several bird species noted with photos of birds in the area.</p> | Completed |
| 29/11/2022 | Daly River Local Authority meeting held on 2 November 2022 | <p>Motion</p> <p>1) That the minutes of the Daly River Local Authority meeting held on 2 November 2022 be adopted as a resolution of Ordinary Council.</p> <p>2) That Council endorse the following Daly River Local Authority resolutions:</p> <ol style="list-style-type: none"> DRLA-2022/13 - That the Daly River Local Authority commit \$5000 ex.GST for the hire of a skip bin for waste management during the 2022-23 wet season at Nauiyu; and DRLA-2022/14 - That the Daly River Local Authority commits \$2,800 of their funds to the Bi-Annual vet visit from The Ark Animal Hospital as per the attached quote dated 21 October 2022; and DRLA-2022/18 - That the DRLA donate the amount of \$1500 toward a Community Christmas event and \$500 each to St Francis Xavier School and Wooliana School. | Jocelyn Moir, Matthew Cheminant, Pat Hollowood | <p>08/03/2023 Pat Hollowood Skip bin arrived in Nauiyu 27/2/2023 and used during the flood event in March</p> <p>10/07/2023 Pat Hollowood Christmas donations complete except for St Francis Xavier School. Still waiting on receipts from SFX principal to enable payment as per finance direction. Principal has moved on and has not responded to our emails.</p> | In progress |
| 29/11/2022 | Kalkarindji Daguragu Local Authority meeting held on 8 November 2022 | <p>Motion</p> <p>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</p> <p>B. That Council endorse the following Kalkarindji Daguragu Local Authority resolution:</p> <ul style="list-style-type: none"> KLA-2022/3 - That the Kalkarindji Daguragu Local Authority commit up to \$25,000 for the Katherine Vet Services to deliver vet program two times in 2023. | Allan Hawke, Jocelyn Moir, Matthew Cheminant | <p>17/03/2023 Matthew Cheminant Purchase order has been raised for the two vet visits.</p> | Ongoing |
| 27/09/2022 | General Business 15.6 Title - In-kind support from Sitzler | <p>Motion 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.</p> | Michelle Griffin | <p>17/01/2023 Michelle Griffin Letter draft and awaiting feedback</p> <p>13/04/2023 Michelle Griffin On hold until scope of works is complete.</p> | On hold |
| 27/09/2022 | General Business 15.1 Title - Schedule of fees and charges - key cutting | <p>Motion 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.</p> | Jocelyn Moir, Matthew Cheminant | <p>18/01/2023 Michelle Griffin 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> | Completed |

| Meeting Date | Item | Action Required | Assignee/s | Action Taken | Status |
|--------------|--|---|---------------------------------|---|-----------------|
| | | | | 03/07/2023 Jocelyn Moir The Nauiyu key cutting machine was gifted to GRAC on 3/11/2022. 06/07/2023 Matthew Cheminant Two key cutting machines will need to be replaced as enquiries to get the machines serviced have not been successful. Businesses approached to service the machines have declined and only offered to purchase for parts 20/09/2023 Matthew Cheminant Walangeri provide a key cutting service in Yarralin. The key cutting machines that came back to head office are not operational. | |
| 30/08/2022 | Community Benefit Fund Major Grant Application | Motion A. That the report Community Benefit Fund Major Grant Application is received and noted 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 C. 60K limit for kitchen upgrade - to be recovered from grant if successful | Keira Townsend | 08/03/2023 Keira Townsend 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 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. 26/05/2023 Keira Townsend 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. 22/08/2023 Keira Townsend Variation request submitted in July 2023. Awaiting notification of outcome. | In progress |
| 30/08/2022 | General Business 13.2 LGANT Sport and Rec Symposium | Motion: CEO to write to Representation Review Committee for an additional Councillor for Timber Creek ward | Brian Hylands | | Not yet started |
| 26/07/2022 | General Business 13.2 Roadside stops - Buntine Hwy | <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 | 17/03/2023 Matthew Cheminant MC sent an email to Dipl requesting toilet blocks along the Buntine HWY in three locations. They have acknowledged the request. | In progress |
| 01/04/2022 | 22/02/2022 - Item 10 - NDIS Audit | <u>Action Item:</u> Aged Care & NDIS Audit to be conducted every six months by external provider | Rebecca Mehew, Trudy Braun | 21/06/2023 Trudy Braun This is occurring every 6 months with the first one completed. | Ongoing |
| 01/04/2022 | 28/01/2022 - Item 14 - Correspondence | MOTION BROUGHT FORWARD (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 | 17/03/2023 Michelle Griffin Motion paper sent to LGANT for inclusion in the general meeting agenda. LGANT GM is scheduled for 19-20 April 2023. 25/07/2023 Michelle Griffin Letter received from the Bureau of Meteorology on 24 May 2023 regarding flood warning networks. Correspondence available in Share Point register. | In progress |
| 01/04/2022 | 28/09/2021 - Item GB-31.4 Green River Aboriginal Corporation | <u>31.4 Action item:</u> That a business plan be prepared to outsource waste management at Nauiyu | Matthew Cheminant | 17/03/2023 Matthew Cheminant VDRC are still waiting for a lease agreement 20/09/2023 Matthew Cheminant Requires further decision making as there is no lease on the current waste facility in Nauiyu | In progress |
| 01/04/2022 | 21/03/2017 - 052/2017 - Waste Management Site - Kalkarindji | #4 (3) Kalkarindji Landfill (052/2017) CEO to identify ownership (through Land Council) of suitable future dump land sites. Apply for external fencing for Civil Works to ascertain dump site requirements for inclusion of project in the community plan. | Brian Hylands | 22/06/2023 Michelle Griffin COMMENTS FROM PREVIOUS ACTIONS ITEMS (prior to DA) 25 June 2019 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. | Ongoing |



12. Local Authority

12.1. Local Authority Minutes

Daly River Local Authority meeting held on 13 September 2023

ITEM NUMBER 12.1.1.

REPORT TYPE Local Authority Minutes

PREPARED BY Manager of Executive Services

Recommendation

- A. That the minutes of the Daly River Local Authority meeting held on 13 September 2023 be adopted as a resolution of Ordinary Council.
- B. The Council approves resolution **DRLA-2023/25**: to commit an additional \$2000 towards the allocated money for the 'wet season skip bin' allocation for the 2023-24 season (remaining funds = \$2,768, therefore total updated allocation = \$7,000 with \$4,768 available)
- C. The council agrees to write to the Minister for Education, and any other relevant Ministers, requesting financial contribution towards water tanks and additional guttering for the Wooliana Primary School, which will support their efforts to provide water throughout the year at a low ongoing cost (**DRLA-2023/26**)

Attachments

1. 20230913_DRLA_MIN_unconfirmed [**12.1.1.1** - 7 pages]



MINUTES

**DALY RIVER LOCAL AUTHORITY MEETING
HELD ON WEDNESDAY 13 SEPTEMBER 2023
AT 12:30 PM
AT THE DALY RIVER COUNCIL OFFICE
VDRC Office**



Victoria Daly
REGIONAL COUNCIL

Daly River Local Authority Meeting Wednesday 13 September 2023

MINUTES

VICTORIA DALY REGIONAL COUNCIL DISCLAIMER

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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.

The Victoria Daly Regional Council advises that anyone who has any application lodged with the Victoria Daly Regional Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Victoria Daly Regional Council in respect of the application.

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

Brian Hylands
Chief Executive Officer



Victoria Daly
REGIONAL COUNCIL

Daly River Local Authority Meeting Wednesday 13 September 2023

MINUTES

1. Meeting Opening

The meeting opened at 12:26pm.

2. Welcome

Chairperson welcomed members and visitors to the meeting.

3. Attendance and Apologies

3.1. Members

Appointed Members Present

| | |
|-------------------------------|--------------|
| Nadine Daly | Chairperson |
| Wayne Buckley | Member |
| Brian Muir | Member |
| Mark Mullins | Member |
| Deputy Mayor Andrew McTaggart | Deputy Mayor |

Staff Present

| | |
|------------------|--|
| Brian Hylands | Chief Executive Officer |
| Michelle Griffin | Executive Services Manager (minutes secretary) |
| Pat Hollowood | Council Operations Manager |

Guests

| | |
|-----------------|--|
| Yvette Nicholls | Department of the Chief Minister and Cabinet |
| Doreen Alusa | Department of the Chief Minister and Cabinet |
| Renee Campbell | Menzies School of Health and Research |

3.2. Apologies and Absentees

Apologies: Peter Hollowood, Robert Austral

DRLA-2023/17 Resolution: Carried (Mark Mullins/Deputy Mayor Andrew McTaggart)

The Daly River Local Authority have received and accept the apologies of Peter Hollowood and Robert Austral.

4. Disclosure of Interest

There were no declarations of interest at this meeting.

5. Resignations, Terminations and Nominations

5.1. Resignations



Victoria Daly
REGIONAL COUNCIL

Daly River Local Authority Meeting Wednesday 13 September 2023

MINUTES

Nil

5.2. Terminations

Nil

5.3. Nominations

Nil

6. Guests and Presentations

6.1. Australian Electoral Commission

The Australian Electoral Commission officers were not present at the meeting.

6.2. NIAA - Jimmy Navie and Kyren Corpus

Jimmy Navie and Kyren Corpus were unable to attend the meeting and provided their apologies.

6.3. Menzies School of Health and Research - Hearing for Learning

Ms. Campbell provided an overview of the Hearing for Learning training and employment program. In conclusion, Renee asked the local authority to consider who may be suitable to be on the Board that decided on the allocation of positions at the end of the training.

The Chairperson thanked Renee Campbell from the Menzies School of Health and Research.

6.4. Code of Conduct Presentation - CM&C - Yvette Nicholls

The Chairperson thanked Yvette Nicolls from the Department of the Chief Minister and Cabinet for presenting the 'code of conduct' training.

6.5. Burial Grounds - CM&C - Doreen Alusa

During the presentation some feedback was provided including the difficulty for 'responsible entities' to cover the cost of maintaining the cemetery grounds, as there is insufficient funding available that must be shared between all regional councils.

Officers from the Department will take the feedback to their department.

The Chairperson thanked Doreen Alusa from the Department of the Chief Minister and Cabinet for presenting information regarding the Burial Grounds act.

7. Confirmation of Minutes

7.1. Daly River Local Authority Meeting held on 03 May 2023



DRLA-2023/18 Resolution: Carried (Brian Muir/Mark Mullins)

That the minutes of the Daly River Local Authority Meeting held on 03 May 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

DRLA-2023/19 Resolution: Carried (Deputy Mayor Andrew McTaggart/Brian Muir)

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

9. Correspondence

9.1. Correspondence

DRLA-2023/20 Resolution: Carried (Deputy Mayor Andrew McTaggart/Brian Muir)

That the following in-coming Correspondence be noted.

1. 2023-06-22 OUTGOING Letter-to- Telstra- Infrastructure- Daly- River [9.1.1 - 1 page]
2. 2023-06-22 OUTGOING Letter-to- GRA C-pool-shade-cover [9.1.2 - 1 page]

10. Reports

10.1. Council Operations Manager Community Report

10.1.1. Council Operations Manager Report – Nauiyu

DRLA-2023/21 Resolution: Carried (Mark Mullins/Deputy Mayor Andrew McTaggart)

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

10.2. Finance Report

10.2.1. Daly River Finance Report for period ended 30th June 2023

DRLA-2023/22 Resolution: Carried (Mark Mullins/Wayne Buckley)

That the Daly River Local Authority receive and note the finance report.

10.2.2. Daly River Projects updates as of 30th June 2023

DRLA-2023/23 Resolution: Carried (Wayne Buckley/Brian Muir)



Victoria Daly
REGIONAL COUNCIL

Daly River Local Authority Meeting Wednesday 13 September 2023

MINUTES

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

10.3. Actions Report

10.3.1. Action Items

Action: Officer to follow up with Telstra (Nic Danks) regarding the application for funding to improve Telstra infrastructure.

10.4. General Reports

DRLA-2023/24 Resolution: Carried (Mark Mullins/Wayne Buckley)

- A. That the Guideline 1: Local Authorities report is received and noted

11. Questions from the Public

Nil

12. General Business

GB1: Safety concerns at the t-intersection

Concerns were raised about the safety of the t-intersection in town, noting that there is confusion about which lane is required to give way. It was suggested that some simple signage or road markings might alleviate the issue.

Action: Deputy Mayor Andrew McTaggart and COM, Pat Hollowood to look at the t-intersection and recommend an appropriate solution.

GB2: Television system issues

Concerns were raised about the unreliable television system available to Daly River residents. Television is not a local government provided service; however, it was suggested that when technicians are travelling to perform maintenance on television infrastructure, that this information is shared with the community in case they wish to have something investigated.

GB3: Skip Bin

DRLA-2023/25 Resolution: Carried (Brian Muir/Mark Mullins)

The Daly River Local Authority requests council's approval to commit an additional \$2000 towards the allocated money for the 'wet season skip bin' allocation for the 2023-24 season (remaining funds = \$2,768, therefore total updated allocation = \$7,000 with \$4,768 available)



GB4: Water Tanks Wooliana Road School

DRLA-2023/26 Resolution: Carried (Wayne Buckley/Deputy Mayor Andrew McTaggart)

The Daly River Local Authority requests that council writes to the Minister for Education, and any other relevant Ministers, requesting financial contribution towards water tanks and additional guttering for the Wooliana Primary School, which will support their efforts to provide water throughout the year at a low ongoing cost.

GB5: Project Priorities

Action: DRLA to review project priorities at the November meeting to prepare for future planning

13. Next Meeting

The next meeting of Daly River Local Authority will be held 29 November 2023.

The meeting closed at 3:39pm.



12.2. Local Authority Resignations/Nominations

Nil

13. Correspondence

Correspondence Report

ITEM NUMBER 13.1.
REPORT TYPE Correspondence Report
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 Report is received and noted

INCOMING REGISTER

| DATE | FROM | ADDRESSED TO | REGARDING | DOC ID |
|-------------|--------------------------------|--|---|---|
| 1/09/2023 | Victoria Daly Regional Council | Northern Territory Aboriginal Investment Corporation | RE: Aboriginal Benefits Account - community consultations | DOCID-423691570-1319989 |
| 7/09/2023 | CEO Brian Hylands | Bureau of Meteorology | Flood warning network in the VDRC area | DOCID-423691570-1319083 |

OUTGOING REGISTER

| DATE | ADDRESSED TO | FROM | REGARDING | DOC ID |
|-------------|--|---------------------|---|---|
| 29/08/2023 | Patrick Fleming National Indigenous Australians Agency | Trudy Braun | RE: Request to utilise unspent funds for training | DOCID-423691570-1317763 |
| 18/09/2023 | Hon Selena Uibo Minister for Housing and Homelands minister.uibo@nt.gov.au Cc Minister Paech, Dheran Young, Sean Holden | Mayor Brian Pedwell | RE: Provision of pest control services in remote Northern Territory communities | DOCID-423691570-1319966 |
| 18/09/2023 | Minister Manison Minister for Parks and Rangers | Mayor Brian Pedwell | RE: Litter from tourists exiting National Parks | DOCID-423691570-1319972 |



| | | | | |
|------------|---|----------------------|------------------------------------|---|
| | Cc Minister Paech, Minister Lawler | | | |
| 18/09/2023 | Mr. John Horgan Chief Executive Officer Ngaliwurru-Wuli Aboriginal Corporation | CEO Brian Hylands | RE: Waste services at Amanbidji | DOCID-423691570-1319979 |

Attachments

Nil

14. General Business

15. 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.

15.1. Confidential Ordinary Meeting held on 29 August 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*

15.2. Construction of Staff Housing Duplex - Lot 55 Yarralin

Status 51(1)(c)(i) - *This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(i) 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: cause commercial prejudice to, or confer an unfair commercial advantage on, any person*

15.3. Lot 157 Pine Creek - Miners Camp

Status 51(1)(c)(i) - *This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(c)(i) 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: cause commercial prejudice to, or confer an unfair commercial advantage on, any person

15.4. Affixing Common Seal - Deed of Variation - RIBS Activity 4-G4HARKG 2021-2025

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*

15.5. 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*

15.6. Kalkarindji Flexible Aged Care Services Audit 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*

15.7. Copperfield Dam history

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

15.8. Confidential Action Items Report

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*