



Victoria Daly
REGIONAL COUNCIL

AGENDA

**TIMBER CREEK LOCAL AUTHORITY MEETING
TO BE HELD ON TUESDAY 21 NOVEMBER 2023
AT 3:00 PM
AT THE TIMBER CREEK COUNCIL OFFICE
VDRC OFFICE**

MEMBERS

Larry McLaughlin
Cecelia McKenzie
Coralie Myers

Rebecca Myers
John Horgan
Felicity McLaughlin
Councillor Deborah Jones



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Brian Hylands
Chief Executive Officer



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1. Meeting Opening

2. Welcome

3. Attendance and Apologies

3.1. Attendees

3.2. Apologies and Absentees

Nil

4. Disclosure of Interest

5. Resignations, Terminations and Nominations

5.1. Resignations

Nil

5.2. Terminations

Nil

5.3. Nominations

Nil

6. Guests and Presentations

Nil

7. Confirmation of Minutes

ITEM NUMBER 7.1.

Timber Creek Local Authority meeting held on 15 August 2023

REPORT TYPE Confirmation of Minutes

PREPARED BY Media and Communications Officer

Recommendation



That the minutes of the Timber Creek Local Authority meeting held on 15 August 2023 be taken as read and be accepted as a true record of the meeting.

Attachments

1. 20230815 TCLA MIN unconfirmed [7.1.1 - 6 pages]



MINUTES

TIMBER CREEK LOCAL AUTHORITY MEETING
HELD ON TUESDAY 15 AUGUST 2023
AT 3:00 PM
AT THE TIMBER CREEK COUNCIL OFFICE
VDRC Office



Victoria Daly
REGIONAL COUNCIL

MINUTES
Timber Creek Local Authority Meeting Tuesday 15 August 2023

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Brian Hylands
Chief Executive Officer



1. Meeting Opening

The meeting opened at 3:10pm.

2. Welcome

Chairperson welcomed members and visitors to the meeting.

3. Attendance and Apologies

3.1. Attendees

Appointed Members Present

Coralie Myers	Chairperson
Rebecca Myers	Member
John Horgan	Member
Beatty Retchford	Member
Tristram Holcombe	Member

Staff Present

Brian Hylands	Chief Executive Officer
Paul Buckley	Council Operations Manager
Michelle Griffin	Manager of Executive Services
Keira Townsend	Grants Manager

Elected Members Present

Brian Pedwell	Mayor - Walingeri Ward
Deborah Jones	Councillor - Timber Creek Ward

Guests

Karen Hocking	The Department of the Chief Minister and Cabinet
Tristan Stonhill	The Department of the Chief Minister and Cabinet
Michelle Connolly	Australian Electoral Commission
Graham Watts	Community Member

3.2. Apologies and Absentees

Apologies: Cecelia McKenzie, Marilla Appleby

Absent: Nil

4. Disclosure of Interest

There were no declarations of interest at this meeting.

5. Resignations, Terminations and Nominations



5.1. Resignations

Nil

5.2. Terminations

Nil

5.3. Nominations

TCLA-2023/25 Resolution: Carried (Beatty Retchford/Coralie Myers)

The Timber Creek Local Authority accept the nomination of Lucy Moran and request that Council endorses the nomination.

TCLA-2023/26 Resolution: Carried (Tristram Holcombe/Rebecca Myers)

The Timber Creek Local Authority accept the nomination of Graham Watts and request that Council endorses the nomination.

6. Guests and Presentations

6.1. Australian Electoral Commission

The Chairperson thanked Michelle Connolly from the Australian Electoral Commission for the information regarding the Community Electoral Participation Officer opportunities.

6.2. Code of Conduct Presentation - CM&C

The Chairperson thanked Karen Hocking from the Department of the Chief Minister and Cabinet for the training presented on 'Understanding Code of Conduct'.

7. Confirmation of Minutes

7.1. Timber Creek Local Authority Meeting held on 16 May 2023

TCLA-2023/27 Resolution: Carried (John Horgan/Tristram Holcombe)

That the minutes of the Timber Creek Local Authority Meeting held on 16 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

TCLA-2023/28 Resolution: Carried (Rebecca Myers/Beatty Retchford)

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



9. Reports

9.1.1. Council Operations Manager Report

TCLA-2023/29 Resolution: Carried (John Horgan/Coralie Myers)

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

9.2.1. Timber Creek Finance Report for the period ended 30th June 2023

TCLA-2023/30 Resolution: Carried (Tristram Holcombe/Rebecca Myers)

That the Timber Creek Local Authority receive and note the finance report.

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

TCLA-2023/31 Resolution: Carried (Coralie Myers/John Horgan)

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

TCLA-2023/32 Resolution: Carried (Coralie Myers/John Horgan)

- A. The Timber Creek Local Authority request that the funds allocated to the International Women's Day event (TCLA-2022/17) be returned to 'funds available'; and
B. That the remaining funds from the Timber Creek Festival (TCLA-2022/15) be returned to 'funds available'.

TCLA-2023/33 Resolution: Carried (Rebecca Myers/John Horgan)

The Timber Creek Local Authority reviewed quotes for supply and installation of outdoor gym and shade structure and notify Council that their preference in NT Sports and Playground Surfacing (Forpark).

9.3.1. Timber Creek Action Items

TCLA-2023/34 Resolution: Carried (John Horgan/Tristram Holcombe)

- A. That the Timber Creek Local Authority receive and note the action items update.

TCLA-2023/35 Resolution: Carried (Beatty Retchford/Tristram Holcombe)

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.



Action: The TCLA have requested information from the Grants Department regarding the 'Building Better Regions' grant opportunities.

Action: The TCLA have requested that Mayor B. Pedwell raise the topic of land release with Minister Lawler when he meets with her.

9.4.1. Learn to Swim Scheme

TCLA-2023/36 Resolution: Carried (John Horgan/Rebecca Myers)

A. That the Learn to Swim Scheme report is received and noted

10. Questions from the Public

11. General Business

11.1 Street Lights (near median strip on Victoria Highway)

Action: NTG will investigate status of lights and provide action request to DIPL if required.

12. Next Meeting

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

The meeting closed at 4:48pm.

This page and the preceding five pages are the minutes of the Timber Creek local Authority meeting held on 15 August 2023.



8. Council Response to Previous Minutes

ITEM NUMBER 8.1.

Feedback from Council

REPORT TYPE Local Authority Reports

PREPARED BY Media and Communications Officer

Purpose

The purpose of this report is to provide feedback to the Timber Creek Local Authority from the relevant Ordinary Council meeting.

Recommendation

That the Feedback from Council be received and noted.

Feedback

On 29 August 2023, Council received the minutes of the Timber Creek Local Authority meeting held on 15 August 2023. Council endorsed the minutes and all resolutions as per the table below:

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.

Attachments

Nil



9. Correspondence

10. Reports

10.1. Council Operations Manager Community Report

ITEM NUMBER 10.1.1.

Council Operations Manager Report

REPORT TYPE Council Operations Manager Report

PREPARED BY Paul Buckley

Purpose

Updating Council on Timber Creek Project priorities.

Recommendations

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

Regional Plan

Goal 1: Quality Leadership

1.3 - Comply with all statutory, regulatory and reporting requirements

Goal 4: Liveability

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

Events and Activities

To date Sports and Rec program have been work with the timber Creek and Bulla communities engaging the children and older community members.

Local Authority Meetings

Lat meeting on the 15 August 2023.

New meeting on the 21st November 2023.

Vacant Positions (VDRC in Community)

Council operations parks and Gardens.

Night Patrol.

NDIS worker.

Maintenance Buildings and Fixed Assets

Maintenance to buildings required are being quoted for repairs.

Plant and Equipment

Vehicles, Plant and equipment are up to date.

Photos and Media

XXAddPhotosXX



Regional Plan Project Priorities

Timber Creek outdoor gym- Quotes received and awaiting new quotation from NT Sports and Playground before proceeding.

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



10.2. Finance Report

ITEM NUMBER 10.2.1.

Finance Report for period ending 30 September 2023

REPORT TYPE Local Authority Finance Report

PREPARED BY Chief Finance Officer

Recommendations

A. That the Finance Report for period ending 30 September 2023 report is received and noted

Attachments

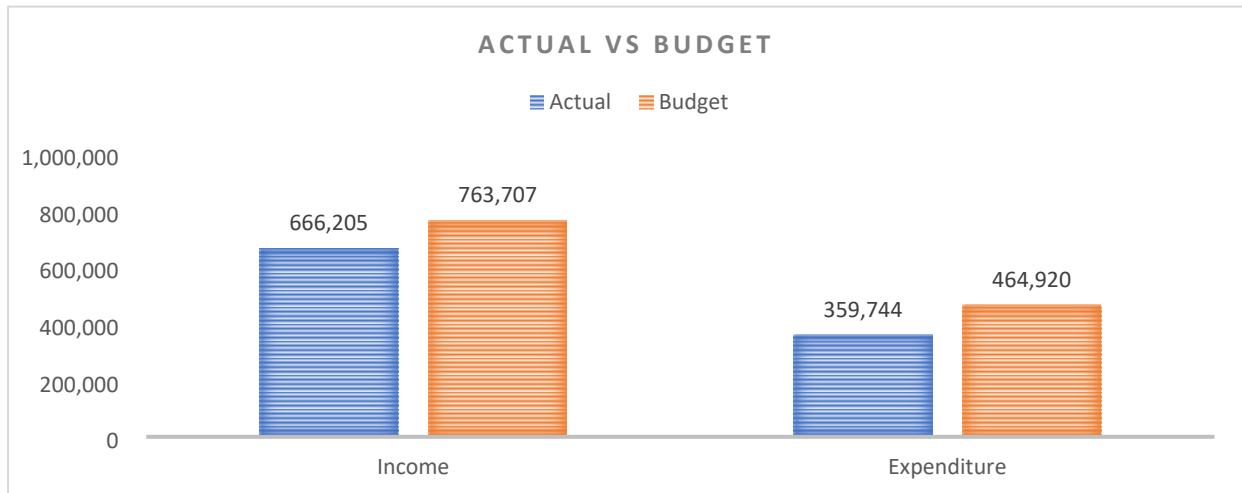
1. Timber Creek 30 09 2023 [**10.2.1.1** - 2 pages]

Actual v Budget for Timber Creek Local Authority as of 30th September 2023

OPERATING INCOME	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Comments
Rates	214,122	204,816	9,306	More properties were levied rates compared to the budget. The Council used an updated June list from Land titles to levy rates.
Charges	184,196	189,176	-4,980	Reclassification of properties resulted in a decrease in revenue
Fees and Charges	43,284	69,684	-26,400	NDIS clients number decreased, which resulted in a decrease in revenue
Operating Grants and Subsidies	219,465	298,247	-78,781	The first instalment for Night Patrol and Sports and Rec grants for this financial year has not yet been received
Commercial and Other Income	5,139	1,784	3,354	
TOTAL OPERATING INCOME	666,205	763,707	-97,502	
OPERATING EXPENDITURE				
Employee Expenses	159,566	278,720	-119,153	Underspend due to vacant positions in Timber Creek
Materials and Contracts	138,163	119,423	18,740	ICT hardware (Starlink installation) and Contractors' labour costs paid to date are more than budgeted.
Council Committee & LA Allowances	3,100	7,650	-4,550	
Council Committee & LA Expenses	387	600	-213	
Allocations	58,527	58,527	-	
TOTAL OPERATING EXPENDITURE	359,744	464,920	-105,177	
OPERATING SURPLUS / DEFICIT	306,461	298,787	7,675	

For the first quarter of the financial year 2023-24, Council received \$666,205 and spent \$359,744 compared to budgeted income of \$763,707 and expenditure of \$464,920, respectively.

The bar graph below shows actual income and expenditure vs budgets.





ITEM NUMBER 10.2.2.

Project Funding Update as of 30 September 2023

REPORT TYPE Finance Report

PREPARED BY Chief Finance Officer

Purpose

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

Recommendations

That the Project Funding Update as of 30 September 2023 report is received and noted

Local Authority Project Funding

Funds Spent financial year

\$5,911 of LAPF has been spent this financial year

Funds Committed

\$30,000 of LAPF is committed to projects.

Funds Available

\$30,580 of LAPF is available for future projects

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

Attachments

1. TC Projects 30 09 2023 [**10.2.2.1** - 1 page]

Local Authority projects-Timber Creek

Fund Carried forward from last financial year.		29,891
Grant expected to be received this financial year.		36,600
Total available funds		<u>66,491</u>
Funds spent to date	8,179	
Less: funds spent last financial year	-2,268	-5,911
Funds committed but not yet spent		<u>-30,000</u>
Funds available for future projects		<u><u>30,580</u></u>

Project Name	Resolution	Funds Committed to projects	Money spent to date	Remaining funds available	Status
The Family Festival 2023/24	TCLA-2022/15	8,179	8,179	-	Completed
Playground and outdoor fitness stations	TCLA-2023/6	30,000	-	30,000	Remains open
		38,179	8,179	30,000	



10.3. Actions Report

Action item update.10.3.1. Timber Creek Action Items

Report Type Local Authority Reports
Department Operations
Prepared by Operations manager

Purpose

To provide an update on Timber Creek Local Authority action items.

Recommendations

- A. That the Timber Creek Local Authority receive and note the action items update.

Action items-

Resolution: TCLA- 2023/ 6

Quotes received and actioned before TCLA and Council Meeting, awaiting final revised quotation from NT sports and Playground to approve works to be actioned.

Resolution: TCLA- 2023/ 24

Scope of works to be finalized ready for quotation by Operations Katherine in progress.

Streetlights- Timber Creek

4 streetlights from Wilson St have been replaced and 6 lights have been repaired to working status from Wilson St and O'keefe St.

Attachments

1. 20230516 Action Items Report TCLA [10.3.1.1 - 4 pages]

ACTION REGISTER

Timber Creek Local Authority – NOVEMBER 2023



Victoria Daly
REGIONAL COUNCIL

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
16 August 2022	Festival Stage Mural	Festival Stage Mural	Council Operations	<i>Developing ideas for this project.</i>	In progress
21 February 2023	Co-contribution funding project	Resolution: TCLA-2023/6 That the Timber Creek Local Authority agrees to accept the election commitment funding offer and commit a matching co-contribution as per the funding guidelines; and That the Timber Creek Local Authority will commit their remaining LAPF funds of \$30,000 and the TCLA request that council contributes \$20,000 to allow for the maximum \$50,000 co-contribution offer.	Council Operations	<i>Three quotes received from three suppliers for gym equipment and shade. 13/11/23. Quotes have been accepted, awaiting final quote update from NT sports and playgrounds. Ready to move forward with works.</i>	In progress
21 February 2023	Women's Shelter	<u>Action:</u> An invitation to be extended to Noel and/or Joel to attend the next local authority meeting to discuss options for a women's shelter for the Timber Creek township.	Council Operations	<i>Invitation extended. A new invitation has been forwarded to the new police member for Timber Creek- Matthew Gray.</i>	In progress
16 May 2023	School Zone and security lights at gate	Resolution: TCLA-2023/24 A. The Timber Creek Local Authority request council look into alternative illuminating school zone signs which will capture the attention of drivers; and B. The Timber Creek Local Authority request council obtain quotes and/or research grant opportunities (such as Community Safety Grants) for security lights (flood lights) on the street outside the school and creche (from both directions)	Council Operations	<i>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.</i> <i>Council Operations Katherine still working on final draft for works to be carried out for tender.</i>	In progress
15 August 2023	Return of funds	TCLA-2023/32 Resolution: Carried (Coralie Myers/John Horgan)	Executive		

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
		<p>A. The Timber Creek Local Authority request that the funds allocated to the International Women's Day event (TCLA-2022/17) be returned to 'funds available'; and</p> <p>B. That the remaining funds from the Timber Creek Festival (TCLA-2022/15) be returned to 'funds available'.</p>			
15 August 2023	Outdoor gym and shade structure	<p>TCLA-2023/33 Resolution: Carried (Rebecca Myers/John Horgan)</p> <p>The Timber Creek Local Authority reviewed quotes for supply and installation of outdoor gym and shade structure and notify Council that their preference in NT Sports and Playground Surfacing (Forpark).</p>		<i>Awaiting NT Sports and Playground surfaces to send updated quotation- due shortly to move forward with construction.</i>	In progress
15 August 2023	Inadequate telecommunication services	<p>TCLA-2023/35 Resolution: Carried (Beatty Retchford/Tristram Holcombe)</p> <p>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.</p>	Executive		
15 August 2023	Building Better Regions	The TCLA have requested information from the Grants Department regarding the 'Building Better Regions' grant opportunities.	Executive		
15 August 2023	Land release	The TCLA have requested that Mayor B. Pedwell raise the topic of land release with Minister Lawler when he meets with her.	Executive		
15 August 2023	Street lights	NTG will investigate status of lights and provide action request to DIPL if required.	Council Operations	<i>Timber creek operations have used a contractor to replace and upgrade streetlights on Wilson St and O'keefe St. All</i>	

MEETING DATE	ITEM	ACTION REQUIRED	ASSIGNED DEPARTMENT	ACTION TAKEN	STATUS
				<i>currently working on council roadways.</i>	



10.4. General Reports

11. Questions from the Public

12. General Business

13. Next Meeting

The next Meeting of Timber Creek Local Authority is TBC.