



**Victoria Daly**  
REGIONAL COUNCIL

# **AGENDA**

**ORDINARY MEETING OF COUNCIL  
TO BE HELD ON TUESDAY 12 DECEMBER 2023  
AT 9:00 AM  
AT THE REGIONAL OFFICE - KATHERINE  
18 PEARCE STREET KATHERINE**

## **COUNCILLORS**

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

No responsibility is implied or accepted by the Victoria Daly Regional Council for any act, omission or statement or intimation occurring during Council or committee meetings.

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

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

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.

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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 28 November 2023

**ITEM NUMBER** 6.1.

**REPORT TYPE** Confirmation of Minutes

**PREPARED BY** Executive Services Officer

---

### Recommendation

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

### Attachments

1. 20231128 OCM MIN unconfirmed (2) [6.1.1 - 9 pages]



# MINUTES

**ORDINARY MEETING OF COUNCIL  
HELD ON TUESDAY 28 NOVEMBER 2023  
AT 9:00 AM  
AT THE REGIONAL OFFICE - KATHERINE  
18 Pearce Street, Katherine NT 0850**





## VICTORIA DALY REGIONAL COUNCIL DISCLAIMER

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

Brian Hylands  
Chief Executive Officer



*The meeting opened at 9:10 am.*

## 1. Present

### Elected Members Present

Mayor (Chair) - Walangeri Ward	Brian Pedwell
Deputy Mayor- Daguragu Ward	Georgina Macleod (Teams)
Councillor - Pine Creek Ward	Yvette Williams
Councillor - Milngin Ward	Andrew McTaggart
Councillor - Timber Creek Ward	Deborah Jones

### Staff Present

Chief Executive Officer	Brian Hylands
Director of Corporate and Community Services	Trudy Braun
Governance & Compliance Manager	Janelle Izlaub
Director of Council Operations	Matthew Cheminant
Media and Communications Officer	Kim Maskell (minutes secretary)
Executive Services Officer	Chellah Clancy (minutes secretary)

### Guests

Karen Hocking	The Department of the Chief Minister and Cabinet
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## 2. Apologies

Apologies: Nil

Absent: Nil

## 3. Presentations - Deputations - Petitions

## 4. Public Question Time

## 5. Disclosure of Interest - Councillors and Staff

There were no declarations of interest at this meeting



**Victoria Daly**  
REGIONAL COUNCIL

MINUTES  
Ordinary Meeting of Council Tuesday 28 November 2023

## 6. Confirmation of Minutes

Ordinary Council Meeting held on 31 OCT 2023

ITEM NUMBER 6.1.

**OCM-2023/214 Resolution:** Carried (Deputy Mayor Georgina Macleod/Cr Yvette Williams)

That the minutes of the Ordinary Council Meeting held on 31 OCT 2023 be taken as read and be accepted as a true record of the meeting.

## 7. Call for Items of General Business

- I. Cars being parked on the road in Kalkarindji.
- II. Availability of funding for staff training.
- III. Disaster funding status.
- IV. Railway sleepers in Pine Creek.

## 8. Mayoral Report

Mayoral Report

ITEM NUMBER 8.1.

**OCM-2023/215 Resolution:** Carried (Cr Andrew McTaggart/Cr Deborah Jones)

- 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-2023/216 Resolution:** Carried (Mayor Brian Pedwell/Cr Andrew McTaggart)

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



**Victoria Daly**  
REGIONAL COUNCIL

MINUTES  
Ordinary Meeting of Council Tuesday 28 November 2023

## 10. Reports to Council

### 10.1. Reports for Council Decision

### 10.2. Reports for Information

#### Financial Report for the period ended 31 October 2023

##### ITEM NUMBER 10.2.1.

**OCM-2023/217 Resolution:** Carried (Cr Andrew McTaggart/Cr Deborah Jones)

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

## 11. Action Items

### Action Item Report

##### ITEM NUMBER 11.1.

**OCM-2023/218 Resolution:** Carried (Cr Deborah Jones/Cr Yvette Williams)

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

The meeting adjourned for morning tea at 10:04am  
The meeting resumed at 10:35am

## 12. Correspondence

## 13. Local Authority

### 13.1. Local Authority Minutes

#### Pine Creek Local Authority meeting held on 6 November 2023

##### ITEM NUMBER 13.1.1.

**OCM-2023/219 Resolution:** Carried (Cr Yvette Williams/Cr Andrew McTaggart)

That the minutes of the Pine Creek Local Authority meeting held on 6 November 2023 be adopted as a resolution of Ordinary Council.



**Victoria Daly**  
REGIONAL COUNCIL

MINUTES  
Ordinary Meeting of Council Tuesday 28 November 2023

**Kalkarindji - Dagaragu Local Authority meeting held on 14 November 2023**

**ITEM NUMBER 13.1.2.**

**OCM-2023/220 Resolution:** Carried (Cr Andrew McTaggart/Cr Yvette Williams)

That the minutes of the Kalkarindji - Dagaragu Local Authority meeting held on 14 November 2023 be adopted as a resolution of Ordinary Council.

**Yarralin Local Authority meeting held on 15 November 2023**

**ITEM NUMBER 13.1.3.**

**OCM-2023/221 Resolution:** Carried (Mayor Brian Pedwell/Deputy Mayor Georgina Macleod)

That the minutes of the Yarralin Local Authority meeting held on 15 November 2023 be adopted as a resolution of Ordinary Council.

**Bulla Local Authority meeting held on 21 November 2023**

**ITEM NUMBER 13.1.4.**

**OCM-2023/222 Resolution:** Carried (Cr Deborah Jones/Mayor Brian Pedwell)

That the minutes of the Bulla Local Authority meeting held on 21 November 2023 be adopted as a resolution of Ordinary Council.

**Timber Creek Local Authority meeting held on 21 November 2023**

**ITEM NUMBER 13.1.5.**

**OCM-2023/223 Resolution:** Carried (Cr Deborah Jones/Cr Andrew McTaggart)

That the minutes of the Timber Creek Local Authority meeting held on 21 November 2023 be adopted as a resolution of Ordinary Council.

**13.2. Local Authority Resignations/Nominations**

Nil



## 14. General Business

### GB 1/ Cars being parked on the roads in Kalkarindji

Action: Council to consult with police regarding what can be done about the cars being parked on the roads

### GB 2/ Disaster Funding Status

Action: Council requests CEO to attend next LEC meeting on 1 December 2023 at 3:00pm.

**OCM-2023/224 Resolution:** Carried (Cr Yvette Williams/Mayor Brian Pedwell)

Council moved that the railway sleepers in Pine Creek are to be sold online by auction

## 15. Confidential

**Resolution:** Carried (Cr Andrew McTaggart/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 moved into confidential session at 11:19am.*

### 15.1. Confidential Ordinary Meeting held on 31 OCT 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. Affixing Common Seal to 2023-2025 Sport and Recreation Project Schedule ID 4-IPT11RN

**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:*



**Victoria Daly**  
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MINUTES  
Ordinary Meeting of Council Tuesday 28 November 2023

*subject to subregulation (3) - prejudice the interests of the council or some other person*

### **15.3. Affixing Common Seal to Community Night Patrol - Deed of Variation - 4-H28H9KD**

**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*

### **15.4. 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. Risk Report October 2023**

**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*

### **15.6. Australia Post Contract Negotiations**

**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:



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Ordinary Meeting of Council Tuesday 28 November 2023

*subject to subregulation (3) - prejudice the interests of the council or some other person*

## **16. Next Meeting**

The next Ordinary General Meeting of Victoria Daly Regional Council will be held 14 December 2023.

*The meeting closed at 12:10pm.*

This page and the preceding 8 pages are the minutes of the meeting of Ordinary Council held on 28 November 2023.

-----  
Mayor Brian Pedwell

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-----  
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** Media and Communications Officer

---

#### Purpose

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

The Mayor will be delivering his report verbally.

#### 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.

#### Attachments

Nil

## 9. CEO Update

### CEO Report

**ITEM NUMBER** 9.1.

**REPORT TYPE** Confirmation of Minutes

**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
29 December 2023	Daly River Local Authority	Quarterly meeting

### **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**

#### **Amended New Audit & Risk Policy / Terms of Reference**

**ITEM NUMBER** 10.1.1.

**REPORT TYPE** Officer Report For Decision

**PREPARED BY** Governance Manager

---

### **Purpose**

Amended New Audit & Risk Policy / Terms of Reference

### **Recommendations**

- A. That the Amended New Audit & Risk Policy / Terms of Reference report is received and noted
- B. Council approves implementing non-attendance clause into LGP028
- C. Council approves LGP028 Audit & Risk Policy/Terms of Reference

### **Regional Plan**

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

1.3 - Comply with all statutory, regulatory and reporting requirements

### **Background**

A new policy was presented to the Council on 31 October with options to be included in the new policy / Terms of reference.

The 5 options have now been included in the policy.

One decision was not outlined in the resolution of 31 October 2023

Would the Council like to make a resolution for non-attendance?

Currently both Council and Local Authorities have outlined that;



*“Membership shall be revoked for non-attendance of two consecutive meetings without an apology.”*

**Policy implications**

New policy / Terms of Reference for the Audit and Risk Committee

**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 028 Audit and Risk Committee Policy [**10.1.1.1** - 5 pages]

LGP028

## AUDIT AND RISK COMMITTEE POLICY / TERMS OF REFERENCE

**Victoria Daly**  
REGIONAL COUNCIL

### 1.0 PURPOSE

This policy establishes the framework for the Audit and Risk Committee established by Victoria Daly Regional Council. Including requirements under the *Local Government Act 2019*, Local Government (General) Regulations 2021.

### 2.0 POLICY STATEMENT

Audit and Risk Committee monitors and reviews the integrity of the Council's financials and internal controls within the local government sector. This policy guides good governance practices for the committee.

#### 2.1 Delegation

- 2.1.1 A council committee has the functions assigned to the committee by the council.
- 2.1.2 The assigned functions may be of an executive or advisory nature.
- 2.1.3 A council committee carries out, on behalf of the council, functions delegated to it by the council.
- 2.1.4 A council committee must have terms of reference, approved by council resolution, that set out its functions.

#### 2.2 Function of the Audit and Risk Committee

- 2.2.1 An audit committee has the following functions in relation to a council:
  - (a) to monitor and review the integrity of the council's financial management;
  - (b) to monitor and review internal controls;
  - (c) to make recommendations to the council about any matters the committee considers require the council's consideration as a result of the committee's functions under paragraph (a) or (b).

#### 2.2 Audit and Risk Committee Members

- 2.3.1 A council must, by resolution, establish and maintain an audit committee.
- 2.3.2 An audit committee consists of the persons appointed, by resolution, by the council to be members of the committee.
- 2.3.3 Committee members will comprise of Council Members and appropriately qualified external member or employee of Council (OCM-2023/199).
- 2.3.4 At least one member must be a qualified accountant, with relevant expertise in accounting (OCM-2023/199).

LGP028 Audit and Risk Committee Policy / Terms of Reference  
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- 2.3.5 However, the chairperson of an audit committee must not be a member of the council or a member of the council's staff.
- 2.3.6 Members are appointed for a 2-year term and may be consecutively reappointed (OCM-2023/199).
- 2.3.7 The council may, by resolution, abolish an audit committee.
- 2.3.8 The council must establish or abolish an audit committee in accordance with any guidelines that the Minister may make.
- 2.3.9 All members of the committee must reside in the Northern Territory (OCM-2023/199).

### 2.4 Audit and Risk Committee Meetings

- 2.4.1 Meetings of an audit committee are convened by the CEO.
- 2.4.2 The CEO may, at the request of the chairperson of an audit committee, convene a meeting of the audit committee.
- 2.4.3 A notice convening a meeting:
  - (a) must be in writing; and
  - (b) must state the date, time, place and agenda for the meeting; and
  - (c) must be given to the members of the audit committee, at least 3 business days before the date of the meeting; and in the case of special meeting at least 4 hours before the time appointed for the meeting.
  - (d) must be accessible on the council's website at least 3 business days before the date of the meeting;
  - (e) must be posted on a notice board at the council's public office at least 3 business days before the date of the meeting;
- 2.4.4 The notice may be given to a member personally, by post, by email, by any other electronic means or in any other way arranged by the CEO with the member.
- 2.4.5 Audit and Risk Committee Meetings are to be held on the morning of briefing day (OCM-2022/109).
- 2.4.6 The committee will hold meetings at least 3 times each calendar year. (OCM-2023/199).

### 3.0 PROCEDURE AT MEETING

#### 3.1 Chairperson

The chairperson of a meeting of an audit committee is:

- 3.1.1 a member appointed by the council to be the chairperson of the audit committee; or



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- 3.1.2 if the chairperson is not present (or no one is appointed to the position of the chairperson at the time of the meeting) – a member chosen by the members present at the meeting to chair the meeting.

### 3.2 Conflict of Interest

Committee members must disclose any perceived or potential conflicts of interest at the commencement of each meeting and will be excused from Committee discussions and deliberations on the issues where the conflict exists.

Conflicts of interest are to be recorded in the minutes.

### 3.3 Meetings

A meeting of an audit committee may be conducted in private.

### 3.4 Decisions

A decision of an audit committee is to be by majority vote of the members present at a meeting.

### 3.5 Quorum

A quorum at a meeting of an audit committee, consists of a majority of its members holding office at the time of the meeting.

A member who is not physically present at a meeting is taken to be present at the meeting if:

- the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner; and
- communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and
- the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting.

### 3.6 Postponement of meeting

- 3.6.1 If a quorum is not present within 30 minutes of the start time for the meeting of an audit committee, a council, a council committee or a local authority, the following may postpone a meeting to a time later on the same day:

- (a) the chairperson;
- (b) if the chairperson is not present but 2 or more members are present – the majority of members present;

LGP028 Audit and Risk Committee Policy / Terms of Reference  
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- (c) if the chairperson is not present and fewer than 2 members are present – the CEO or a person authorised by the CEO.
- 3.6.2 If a meeting is postponed under subsection (1), the CEO must, in writing, record the fact that the meeting was postponed and the record must be:
  - (a) published on the council's website; and
  - (b) posted on the notice board at the council's public office.
- 3.6.3 If it is impracticable for a meeting to be postponed to a time later on the same day under subsection (1), the CEO may postpone the meeting for up to 21 days.
- 3.6.4 The person who postpones a meeting under subsection (1) or (3) must ensure, as far as practicable, that each member receives notice of the postponement and of the time and place to which the meeting has been postponed.
- 3.6.5 If a meeting is postponed under subsection (3), the notice of the postponement and of the time and place to which the meeting has been postponed must be, within the timeframe prescribed by regulation:
  - (a) published on the council's website; and
  - (b) posted on the notice board at the council's public office.

### 3.7 Minutes

- 3.7.1 The CEO must ensure that proper minutes of meetings of an audit committee are kept.
- 3.7.2 The minutes must be in writing and:
  - (a) must set out:
    - (i) the names of the members present at the meeting; and
    - (ii) the business transacted at the meeting; and
    - (iii) any confidential business that was considered at the meeting; and
    - (iv) any other information required by regulation; and
  - (b) must include references to any written reports or recommendations considered in the course of the meeting together with information about how to obtain access to the reports or recommendations.
- 3.7.3 The audit committee must, at its next meeting, confirm the minutes (with or without amendment), including any confidential business considered at the meeting, as a correct record of the meeting.
- 3.7.4 The minutes of an audit committee must be tabled at the next meeting of the council.

### 3.8 Expenses and benefits

- 3.8.1 Audit and risk members are entitled to payment or reimbursement of reasonable expenses for travel and accommodation necessary for:
  - (a) attending a meeting of the audit committee, for which the person is a member; or





## Victoria Daly

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- (b) attending to business of the council in accordance with a prior resolution of the council.

### 3.9 Sitting Fees

- The Chair.....\$800
- Committee Member.....\$600

3.9.1 Councillor extra meeting allowance (not including the principal member) as per the Northern Territory of Australia Remuneration Tribunal. Determination of allowances for members of Local Government Councils.

- Up to 2 hours.....\$200
- Between 2 and 4 hours.....\$300
- More than 4 hours.....\$500

Policy Number	LGP028 replacing 1.05 Council Committees
References	Local Government Act 2019, Local Government (General) Regulations 2021, Guidelines 1, NT Remuneration Tribunal Local Government Councils. NT Remuneration Tribunal Local Authorities
Version	1
Approved by	Council
Adopted Date	
Revision	4 years
Amendments	
Next Revision Due	

LGP028 Audit and Risk Committee Policy / Terms of Reference  
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**Policy review - LGP013 Privacy and Confidentiality and LGP005 Other reasonable expenses and non-monetary benefits policy (Council Members)**

**ITEM NUMBER 10.1.2.**

**REPORT TYPE Officer Report For Decision**

**PREPARED BY Governance Manager**

---

**Purpose**

Policies up for review LGP013 Privacy and Confidentiality and LGP005 Other reasonable expenses and non-monetary benefits policy (Council Members)

**Recommendations**

- A. That the Policy review - LGP013 Privacy and Confidentiality and LGP005 Other reasonable expenses and non-monetary benefits policy (Council Members) report is received and noted
- B. Council Approves LGP013 Privacy and Confidentiality Policy
- C. Council Approves LGP005 Other reasonable expenses and non-monetary benefits policy (Council Members)

**Regional Plan**

**Goal 1: Quality Leadership**

1.3 - Comply with all statutory, regulatory and reporting requirements

**Background**

Under the Local Government Act 2019, Council is required to have a privacy policy. Both LGP013 and LGP005 are requirements under the new *Local Government Act 2019*. Both policies were set for review in two years and are now due for review. No changes have been made to either policies.

**Considerations**

There have been no changes in the Local Government Act or Regulations that impact on the current policy.

**Policy implications**

No changes have been made to the previously approved policy.

**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 013 Privacy and Confidentiality Policy [10.1.2.1 - 4 pages]



2. LG P 005 Other reasonable expenses and non-monetary benefits policy  
(council members) [**10.1.2.2** - 2 pages]



**Victoria Daly**  
REGIONAL COUNCIL

## 1.0 SUMMARY

### 1.1 Purpose

To establish a framework pertaining to the privacy and confidentiality obligations of Council, including protecting all council members, staff, committee members and Local Authority Members from undue intrusion into their private information contained within council

### 1.2 Scope

This policy shall apply to all employees and elected members of Council and its Committees. This process will be reviewed every two years.

### 1.3 Policy Objectives

The objectives of this policy are:

- To ensure adequate controls are in place to minimise risk
- To promote transparency and accountability
- Uphold the reputation of the Victoria Daly Regional Council
- Instil confidence in Council by community stakeholders and business partners
- Protect members and staff private information contained within council

### 1.4 Definitions

*Privacy* is mandated under the Privacy Act 1988 (Cth) ('the Act') to protect the privacy of individuals through the handling of their personal information, irrespective if the information is publicly available. Under the Act, "personal information" is defined as information or an opinion, about an identified person or reasonably identifiable individual, regardless of whether the information or opinion is true or not, and whether recorded in a material format or not.

Confidentiality is not mandated and is governed under common law. However, clauses in agreements and meetings dictate whether certain information that is not readily available to the public and has been conveyed in confidence, is to remain confidential and not disclosed.

*Personal Information* includes information pertaining to employees, elected members, customers and residents/rate payers.

## 2.0 POLICY STATEMENT

### 2.1 Policy Provisions

2.1.1 Council will only collect information on members and staff members that it needs to carry out its functions and activities.



- 2.1.2 Council will only use information on members and staff for the purpose it was collected for.
- 2.1.3 Information on members and staff will only be disclosed for a purpose:
- (a) that is directly and reasonably related to the necessary operations of the council or local government.
  - (b) if the member or staff consents to the use or disclosure; or
  - (c) if the disclosure is authorized by law.
- 2.1.4 Council must ensure contracts with third parties where the use of personal information is utilised must include provisions to protect the integrity and security of the personal information. Contracts must stipulate the contractor does not make unauthorised disclosures and may incorporate specific provisions about how the information is to be stored and disposed at the completion of the contracted activity.
- 2.1.5 Council is to take all reasonable measures to ensure the information it collects on members and staff members is accurate, complete and up to date.
- 2.1.6 Council will take steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
- 2.1.7 Council employees are responsible for protecting personal information from misuse, loss, corruption or disclosure. Personal information will be handled with care and only used for authorised purposes.
- 2.1.8 All employees must maintain public confidentiality and respect the privacy of individuals who have dealings with Council. Employees must treat all personal information as confidential and sensitive information as highly confidential. Council employees will not disclose any confidential information, use any information to their personal advantage or permit unauthorised access to such information.
- 2.1.9 Council files are strictly confidential and under no circumstances should a member of the public have access to files. Employees must also be conscious of security within the office environment when members of the public are present. External customers must not be left unattended with Council files.



## **Victoria Daly**

REGIONAL COUNCIL

- 2.1.10 Destruction of records containing personal information, including personal records must be by secure means. Ordinarily, garbage disposal or recycling of intact documents are not secure means of destruction and should only be used for documents that are already in the public domain. Reasonable steps to destroy paper documents that contain personal information include shredding, pulping or the disintegration of paper. All computers that are removed from use and made available for non-Council purposes will have all data removed from the hardware.

### **2.2 Access and Correction to Data**

- 2.2.1 Individuals are permitted to access information about them which is held by Council. Individuals are entitled to know generally what sort of information Council holds about them, for what purposes and how it collects, holds, uses and discloses that information.
- 2.2.1 Requests for access to such information are to be made in writing to the Director of Corporate Service. The Director of Corporate Services will establish the identity of the individual asking for the information.
- 2.2.2 Council will respond to public requests to correct information in a timely manner.
- 2.2.3 Council will provide written reasons when a request for access or correction of personal information is refused.

### **2.3 Confidential use of Media**

VDRC progressively install CCTV cameras on all our waste operations and assets. The primary security use of CCTV is to discourage and/or detect unlawful behavior. CCTV can also help to improve perceptions of safety within the community by helping to prevent damage to property, deter anti-social behavior and inappropriate activity in settings such as libraries or leisure centers.

- 2.3.1 VDRC expects authorised officers and stakeholders to ensure confidentiality of information gathered by or from CCTV operations, by not disclosing or discussing any events with unauthorized personnel or associates who have no direct responsibility relating to CCTV operations.
- 2.3.2 Treat all live and recorded images in an ethical manner and with the utmost of care, respect and dignity.
- 2.3.3 If access to CCTV footage is provided for an authorised purpose, a record is to be created by the officer processing the request, indicating the reason why the CCTV footage was extracted.



#### **2.4 Anonymity**

Whenever it is lawful and practicable to do so, customers will be given the option of not identifying themselves when dealing with Council.

#### **2.5 Accounting privacy**

2.5.1 Members, council staff and local government subsidiary staff have a right to privacy of their financial information as far as reasonably possible.

2.5.4 Council is to take all reasonable steps to maintain the privacy and integrity of the personal information it holds as part of its accounting records.

2.5.5 Council is to maintain a secure system for storing accounting records and related information on members and staff.

2.5.6 Appropriate access to accounting records by members and council staff as per schedule 1(8.2) of the Local Government Act 2019 Code of conduct.

Policy Number	LGP013 replacing 2.07
Reference	<i>Privacy Act 1988 (Cth)</i> <i>Information Act 2002</i> <i>Section 206(3)(4) and Schedule 1 of the Local Government Act 2019</i>
Version	1.3
Approved by	Council 184/2021
Adopted Date	12 December 2023
Revision	4 years
Amendments	Reviewed
Next Revision Due	12 December 2027

*LGP013 Privacy and Confidentiality*  
Page **4** of **4**



LGP005

## OTHER REASONABLE EXPENSES AND NON-MONETARY BENEFITS POLICY (COUNCIL MEMBERS)

**Victoria Daly**  
REGIONAL COUNCIL

### 1. PURPOSE

The purpose of this policy is to set out council member entitlements for payment or reimbursement of other reasonable expenses (not including travel and accommodation) and non-monetary benefits incurred or required as a result of undertaking official duties.

### 2. PRINCIPLES

Council is committed to providing payment or reimbursement of reasonable expenses and the provision of non-monetary benefits to support council members to carry out their official duties in an accountable and transparent manner that ensures the proper use of council assets and resources.

### 3. APPLICATION OF POLICY

#### 3.1 General expenses and benefits

Once per term of the Council, each council member will be provided with information technology capital, including a laptop and/or an Ipad and mobile phone to carry out their official duties. All ongoing telecommunication plans will be covered by Victoria Daly Regional Council during the council members' term of appointment.

Council members will be provided with a council email address with calendar facility. A council member's calendar shall be available to other council members and council staff to facilitate the smooth running of council operations and as a record of their activities relating to undertaking official duties.

Council members wishing to use council resources, such for photocopying and printing, must arrange for the use of these resources through the CEO. Council resources may not be used for personal documents or for circulars, publications or election material.

On commencement, Council Members elected will be issued with the following clothing of a style and appearance as adopted by Council for the term of office. Five (5) pieces of clothing – Pieces can be replaced when beyond repair

#### 3.2 Additional benefits for Mayor

The Mayor is entitled to the following additional benefits to assist in undertaking official duties:

- (a) an office;
- (b) administrative assistance (as agreed with the CEO); and
- (c) use of a dedicated council vehicle for official purposes and limited private use.

*LGP005 Other Reasonable Expenses and non- monetary  
Benefits Policy  
Page 1 of 2*



**Victoria Daly**  
REGIONAL COUNCIL

Limited private use means that the vehicle is not to be used for travel outside the Northern Territory without prior approval from CEO, which may include a requirement that you pay running cost during any such travel.

Policy Number	LGP005
Reference	Section 109(2) of the Local Government Act 2019 LGA 7.1/2
Version	1.2
Approved by	Council 184/2021
Adopted Date	12/12/2023
Revision	4 Years
Amendments	
Next Revision Due	12/12/2027

LGP005 Other Reasonable Expenses and non- monetary  
Benefits Policy  
Page **2** of **2**





## **Auction of Council's Mobile Assets**

**ITEM NUMBER 10.1.3.**

**REPORT TYPE Officer Report for Council Decision.**

**PREPARED BY Jess Motlap**

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### **Purpose**

To seek councils' approval for the auction list attached.

### **Recommendations**

- A. That the Auction of Council's Mobile Assets report is received and noted
- B. That council approves the disposal of the following assets through an auction:
  - 2000, Kubota M5700 Tractor Rego CC56BV
  - 2004, Kubota ME8200 Tractor Rego 718583
  - 2017, Kubota ZD1011-54-AU Mower Rego CD05FO
  - 2010, Can Am 5ABC Quad Bike Rego CC29MJ
  - 2016, Polaris Litre 570 Quad Bike Rego CC56MU
  - Various IT equipment and CCTV system
  - Steel railway sleepers – Pine Creek

### **Regional Plan**

#### **Goal 5: Infrastructure**

5.1 Develop and implement an Asset Maintenance and Replacement Program

### **Background**

Due to the delivery of a new Kubota tractor and zero turn mower Nauiyu community no longer require the listed tractors and mower.

Quad bikes no longer meet the work health and safety standards; therefore, they can no longer be used to complete tasks and are incurring costs to the council.

The listed IT equipment is outdated and is no longer of use.

There is a large number of steel railway sleepers that are located at Pine Creek that belong to Council. Council has no immediate or long term use for these sleepers.

### **Considerations**

Nil

### **Policy implications**

Fin010 Asset Management Policy

### **Budget implications**

Funds from the sale of these assets will go to Asset Reserves



**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. Auction Listing 202312 [**10.1.3.1** - 7 pages]

Auction List\_202311/12

Number:	Community From:	Registration Number:	Type:	Registration Status:	Photos: (Which page)	Sell/Keep:
1.	Naiiyu	CC56BV	2000, Kubota M5700 (Tractor)	Expiry Date: 27/03/2024	Page 2	<b>Sell</b>
2.	Naiiyu	718583	2004, Kubota ME8200 (Tractor)	Expiry Date: 27/03/2024	Page 3	<b>Sell</b>
3.	Naiiyu	CD05FO	2017, Kubota ZD1011-54-AU (Mower)	Expiry Date: 27/03/2024	Page 4	<b>Sell</b>
4.	Timber Creek	CC29MJ	2010, Can Am 5ABC (Quad Bike)	Expiry Date: 07/06/2024	Page 5	<b>Sell</b>
5.	Kalkarindji	CC56MU	2016, Polaris Litre 570 (Quad Bike)	Expiry Date: 27/03/2024	Page 6	<b>Sell</b>
6.	Naiiyu/Katherine	-	Various items of IT equipment	-	Page 7/8	<b>Sell</b>
7.	Pine Creek	-	Railway line	-	No current images included.	<b>Sell</b>

Auction List\_202311/12



CC56BV
2000, Kubota M5700 Tractor
Sell





Auction List\_202311/12



<b>718583</b>
<b>2004, Kubota ME8200 Tractor</b>
<b>Sell</b>





Auction List\_202311/12

CD05FO
2017, Kubota ZD1011-54-AU (Mower)
Sell





Auction List\_202311/12



CC29MJ
2010, Can Am 5ABC (Quad Bike)
Sell



Auction List\_202311/12



CC56MU
2016, Polaris Litre 570 (Quad Bike)
Sell





Auction List\_202311/12

Various IT Equipment					
Assets	Model	Serial Number	Quantity	Year	Sell/Keep:
Apple Thunderbolt Display	MC914X/B	C02PD0QXF2GC	1	2020	Sell
Hikvision NVR 16 Port	DS-7616NI-I2	79950489	1	2022	Sell
Dahua SMD Network Camera	DH-IPC-HDBW3841RP-ZAS-27135	7M0A410AG6D446	7	2022	Sell
Apple USB Super Drive	MD564ZM/A	CD2KLWQWF4GW	1	2012	Sell





## 10.2. Reports for Information

### Financial Report for the month ended 30th November 2023

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

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#### **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 month ended 30th November 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 Certificate [10.2.1.1 - 1 page]
2. Finance report for the month ended Nov [10.2.1.2 - 15 pages]
3. Revised budget (1) [10.2.1.3 - 15 pages]



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

**MONTHLY FINANCE REPORT FOR THE PERIOD ENDED 30 NOVEMBER 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 6<sup>th</sup> December 2023



**Victoria Daly**  
REGIONAL COUNCIL

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

**Monthly Income and Expenditure Statement For the Period Ended 30 November 2023**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	1,209,090	1,190,563	18,528	1,190,563
Charges	939,605	947,059	(7,453)	947,059
Fees and Charges	2,064,633	3,111,450	(1,046,817)	7,467,479
Operating Grants and Subsidies	2,867,569	3,864,151	(996,582)	9,273,963
Interest / Investment Income	233,511	222,042	11,469	532,900
Commercial and Other Income	66,473	205,826	(139,353)	493,984
<b>TOTAL OPERATING INCOME</b>	<b>7,380,881</b>	<b>9,541,090</b>	<b>(2,160,210)</b>	<b>19,905,947</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	4,227,189	5,340,325	(1,113,136)	12,816,780
Materials and Contracts	2,712,488	2,490,342	222,146	5,976,821
Elected Member Allowances	89,147	99,167	(10,019)	238,000
Elected Member Expenses	31,714	50,159	(18,446)	120,383
Council Committee & LA Allowances	13,400	38,100	(24,700)	76,200
Council Committee & LA Expenses	1,169	2,800	(1,631)	5,600
Depreciation, Amortisation, and Impairment	1,090,527	1,282,774	(192,248)	3,078,658
Interest Expenses	-	-	-	
Other Expenses	-	1,905	(1,905)	4,573
<b>TOTAL OPERATING EXPENDITURE</b>	<b>8,165,633</b>	<b>9,305,573</b>	<b>(1,139,940)</b>	<b>22,317,015</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>(784,753)</b>	<b>235,517</b>	<b>(1,020,270)</b>	<b>(2,411,068)</b>

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

**Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>(784,753)</b>	<b>235,517</b>	<b>(1,020,270)</b>	<b>(2,411,068)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income			-	
Add Back Non-Cash Expenses	1,090,527	1,282,774	(192,248)	3,078,658
<b>TOTAL NON-CASH ITEMS</b>	<b>1,090,527</b>	<b>1,282,774</b>	<b>(192,248)</b>	<b>3,078,658</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure/Capital works	457,879	441,371	16,508	9,233,272
Borrowing Repayments (Principal Only)			-	
Transfer to Reserves			-	-
Other Outflows			-	
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(457,879)</b>	<b>(441,371)</b>	<b>(16,508)</b>	<b>(9,233,272)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	-	-	-	2,114,127
Prior Year Carry Forward Tied Funding	58,866	58,866	0	2,086,539
Other Inflow of Funds	1,083,013	1,083,013.01	-	3,500,000
Transfers from Reserves	250,891	250,891	-	1,350,000
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,392,770</b>	<b>1,392,770.19</b>	<b>0</b>	<b>9,050,666</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>1,240,666</b>	<b>2,469,691</b>	<b>(1,229,025)</b>	<b>484,984</b>

Total revenue year to date is \$ 7,380,881 and is under the budget by \$2,160,210.

- Rates and Charges: Rates was over budget by \$18,528, and Refuse Charges was under budget by \$7,453. The variance is due to adjustments required.
- Fees and Charges were under budget by \$1,046,817. Incomes from CDP and NDIS are received in arrears; revenues for services delivered in November are received in December. In addition, monthly income from both streams is expected to be lower than budget.
- Grants and Subsidies were under the budget by \$996,582. The grant is expected to be received later than budgeted—timing difference. Night patrol, sports, and rec first instalment have yet to be received.
- Interest income was over budget by \$11,469. The increase is due to higher interest rates.
- Commercial and other Income was under budget by \$139,353. Income from Aged care programs is received in arrears a month after the services are delivered. The Council also expects revenue from this category to be lower than budgeted.

During November, Council received \$510,783 in Fees and charges, \$588,524 in Grants and Subsidies, \$59,413 in interest income, \$12,847 in other income and refuse charges adjustment of \$4,985.

Income	November 2023 Actuals	YTD Actual
	\$	\$
Rates	-	1,209,090
Charges	4,985	939,605
Fees and Charges	510,783	2,064,633
Operating Grants and Subsidies	588,524	2,867,569
Interest / Investment Income	59,413	233,511
Commercial and Other Income	12,847	66,473
<b>Total Income</b>	<b>1,176,552</b>	<b>7,380,881</b>

Total expenditure year to date is \$8,165,633 and is under budget by \$1,139,940.

- Employees' expenses were under budget by \$1,113,136. The underspent is due to vacant positions across the organisation.
- Materials and Contracts costs were over budget by \$222,146. This is attributed to \$851,738 insurance expenditures for the 2023-24-year period, and the expense is accounted for in income and expenditure when payment is made rather than apportioning the spending over 12 months. Council also paid \$28,000 to replace bins in Kalkarindji, which was not included in the budget. Insurance will reimburse Council this amount.
- Elected Member Allowances were under budget by \$10,019
- Elected Member Expenses were under budget by \$18,446.
- The Council Committee and LA allowances were under budget by \$24,700.
- Council Committee & LA Expenses were under budget by \$1,631.
- Depreciation is under budget by \$192,248.

In November, employee expenditure was \$1,126,067, Materials and contracts \$425,701, Elected Member allowance \$25,446, Elected members' expenses \$8,319, Council Committee & LA Allowances \$5,850, Council Committee & LA Expenses \$275 and depreciation \$212,945.

OPERATING EXPENDITURE	November 2023 Actuals	YTD Actual
	\$	\$
Employee Expenses	1,126,067	4,227,189
Materials and Contracts	425,701	2,712,488
Elected Member Allowances	25,446	89,147
Elected Member Expenses	8,319	31,714
Council Committee & LA Allowances	5,850	13,400
Council Committee & LA Expenses	275	1168.56
Depreciation, Amortisation, and Impairment	212,945	1,090,527
<b>Total Expenditure</b>	<b>1,804,603</b>	<b>8,165,633</b>

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

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

- 18 Pearce St project \$250,891 (work in progress)
- Solar \$31,960 (Amanbidji) (Completed)
- Two Troppo Birds Hides \$5,073 (Completed)
- Playground-Yarralin \$54,646 (work in progress)
- Playground-Pine Creek \$23,397 (work in progress)
- Playground-Naiyu \$28,498 (work in progress)
- Staff house renovation- Kalkarindji \$15,908 (Completed)
- New Mower \$20,600
- Playground-Bulla \$26,906 (Completed)

**In October, the Council made the following payments for capital works.**

- Playground-Bulla \$26,960
- 18 Pearce St project \$216,284



**Victoria Daly**  
REGIONAL COUNCIL

The table below compares capital revenue and expenditure to 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 (2x)	20,600	20,000	-600	40,000	40,000	-	-	-
New office Building-18 Pearce St	250,891	250,891	-	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	5,073	5,073	-	63,369	31,125	-	32,244	-



Motor vehicles	-	-	-	200,000	200,000	-	-	-
Playground upgrade-Bulla	26,906	26,906	-	26,906		26,906		
Solar light- Amanbidj	31,960	31,960	-	31,960		31,960		
Kalkarindji staff house upgrade	15,908		-15,908					
Playground Installation (With Shade Shelter)-Yarralin	54,646	54,646	-	320,000	-	150,000	170,000	-
Playground Installation-Naiuyu (Playground with Soft fall Rubber)	28,498	28,498	-	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-Pine Creek	23,397	23,397	-	110,000	-	-	110,000	-
Major stormwater drain repairs			-	100,000	-	-	100,000	-
Flood recovery program			-	3,500,000	-	-	-	3,500,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>457,879</b>	<b>441,371</b>	<b>-16,508</b>	<b>9,233,272</b>	<b>2,320,125</b>	<b>337,812</b>	<b>3,075,335</b>	<b>3,500,000</b>

VICTORIA DALY REGIONAL COUNCIL  
ABN 66 931 675 319



### Monthly Balance Sheet Report

Balance Sheet as of 30 November 2023	YTD Actuals \$	Note Reference
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	4,318,001	
Untied Funds	15,944,014	
Accounts Receivable		
Trade Debtors	206,858	(2)
Rates & Charges Debtors	1,126,535	(2)
Other Current Assets	(224,535)	
<b>TOTAL CURRENT ASSETS</b>	<b>21,370,872</b>	
Non-Current Financial Assets	172,075	
Property, Plant and Equipment	44,117,585	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>44,289,660</b>	
<b>TOTAL ASSETS</b>	<b>65,660,533</b>	
<b>LIABILITIES</b>		
Accounts Payable	24,807	(3)
ATO & Payroll Liabilities	188,617	(5)
Current Provisions	1,192,883	(6)
Accruals	8,681	
Other Current Liabilities	1,630,184	(7)
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,045,173</b>	
Non-Current Provisions	102,276	
Other Non-Current Liabilities	70,466	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>172,742</b>	
<b>TOTAL LIABILITIES</b>	<b>3,217,914</b>	
<b>NET ASSETS</b>	<b>62,442,618</b>	
<b>EQUITY</b>		(8)
Asset Revaluation Reserve	2,377,320	
Reserves	38,669,536	
Accumulated Surplus	21,395,763	
<b>TOTAL EQUITY</b>	<b>62,442,618</b>	

**Note 1: Cash and Investment Held**

The Council invests cash from its operational and business Savers accounts to ensure it receives the best return on its cash holdings. As of November 2023, the Council's cash and cash equivalent increased by \$1,740,667 from \$4,621,348 in October to 6,362,015 in November. Term deposit investment of \$2,000,000 matured during the month of November 2023, and it was reinvested with CBA for 6 months at 5.04%. The total term deposits held as of 30 November 2023 was \$13,900,000.

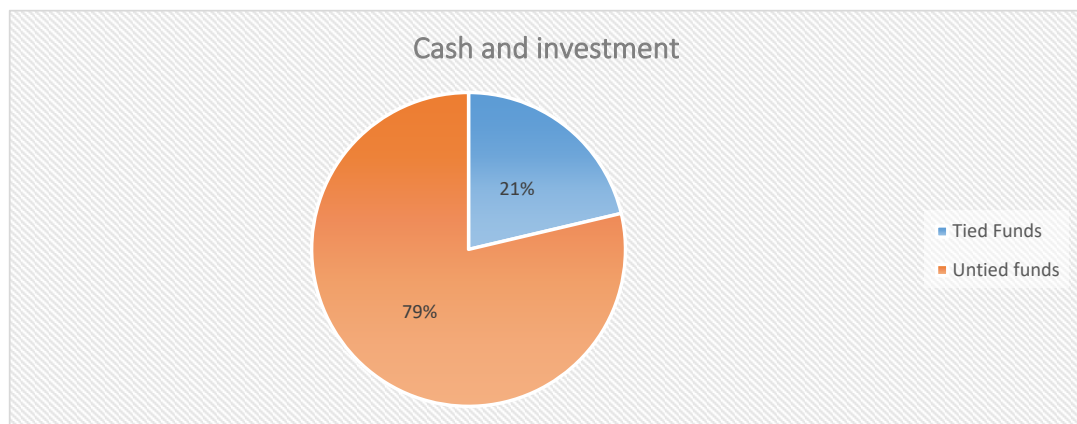
21% (\$4,318,001) of \$20,262,015 total cash and investments are tied funds.

**Cash and Investments**

Business Saver				2,824,579
Transaction Account				2,087,215
Trust account				1,449,821
Petty Cash				400
				6,362,015

Cash Investments	Interest Rates	Maturing date	Maturing Term	Term Deposit amount	Total Expected Interest on Maturity
Term Deposit-CBA	5.14%	27/12/2023	6 months	2,000,000	8,167.67
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	71,391.78
Term Deposit-CBA	4.86%	4/03/2024	6 months	2,000,000	57,521.10
Term Deposit-CBA	4.92%	27/03/2024	6 months	2,000,000	54,726.58
Term Deposit-CBA	4.31%	24/04/2024	6 months	1,500,000	36,664.52
Term Deposit-CBA	5.04%	27/05/2024	6 months	2,000,000	58,823.01
				13,900,000	346,616.30

<b>Tied Funds</b>	<b>4,318,001</b>
<b>Untied funds</b>	<b>15,944,014</b>
<b>Total</b>	<b>20,262,015</b>

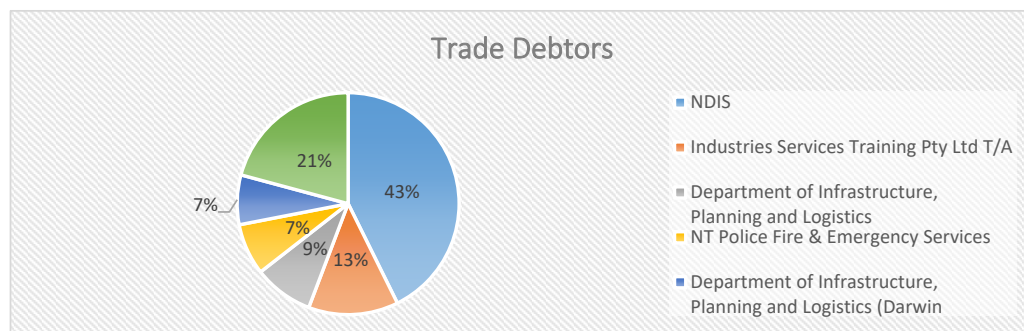


## Note 2: Statement of Trade Debtors

The Council's trade receivables balance as of 30 November 2023 was \$206,857.99, of which \$147,954.31, or approximately 72%, was more than 90 days old. 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	9,781.71	1,952.73	-	3,679.58	72,869.32	88,283.34	42.7%
Industries Services Training Pty Ltd T/A	-	-	-	-	27,086.68	27,086.68	13.1%
Department of Infrastructure, Planning and Logistics	17,977.85	-	-	-	-	17,977.85	8.7%
NT Police Fire & Emergency Services	-	-	-	-	15,488.50	15,488.50	7.5%
Department of Infrastructure, Planning and Logistics (Darwin)	-	-	-	-	14,956.69	14,956.69	7.2%
Other Debtors	20,165.81	-	5,046.00	300.00	17,553.12	43,064.93	20.8%
	<u>47,925.37</u>	<u>1,952.73</u>	<u>5,046.00</u>	<u>3,979.58</u>	<u>147,954.31</u>	<u>206,857.99</u>	
	23%	1%	2%	2%	72%		

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



In November, the Council received \$992,233 from Rates payers. Total rates and refuse charges outstanding as of 30 November was \$1,126,535, of which \$570,464 are 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 of 01/11/2023	2,118,768
Cash received in November	992,233
Balance as at 30/11/2023	<u><u>1,126,535</u></u>

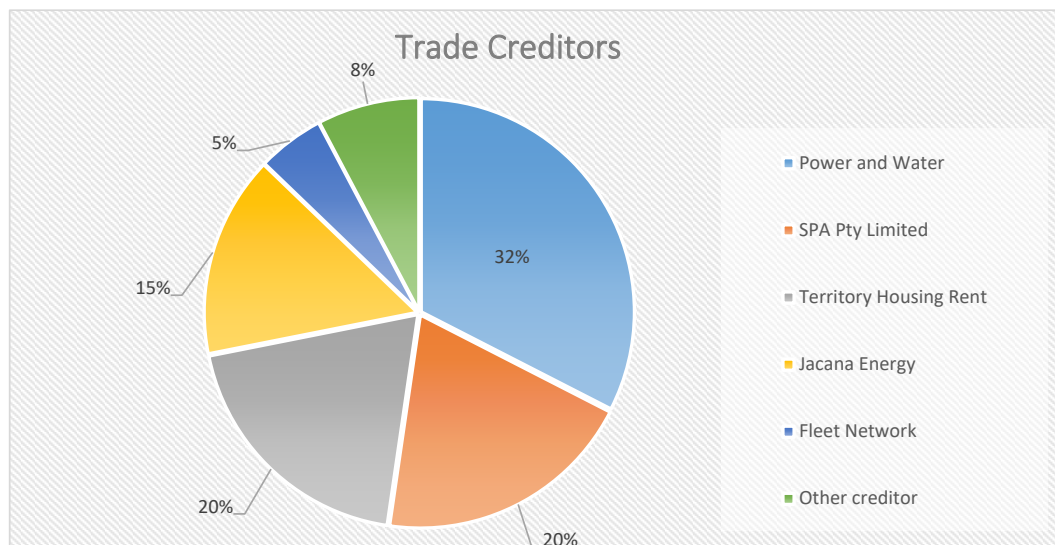
### Note 3: Statement on Trade Creditors

The Council's trade payables balance as of 30 November was \$24,807.

Settlement of the Council's trade payables is generally within 30 days. The table below shows that \$1,346.46 is over 90 days overdue. The Council has disputed the amount, and the finance department is following up with COM and Power and Water to resolve the issue.

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	
Power and Water	6,723	-	-	-	1,346.46	8,069	33%
SPA Pty Limited	4,907	-	-	-	-	4,907	20%
Territory Housing Rent	4,855	-	-	-	-	4,855	20%
Jacana Energy	2,792	1,006	-	-	-	3,798	15%
Fleet Network	1,259	-	-	-	-	1,259	5%
Other creditor	1,797	122	-	-	-	1,919	8%
	22,332	1,128	-	-	1,346.46	24,807	
	90%	5%	0%	0%	5%		



**Note 4: Corporate credit cards.**

The Council has a credit card facility of \$200,000, of which \$112,000 has been allocated to 15 cardholders.

For November 2023, there was an aggregate spending of \$19,410.

Masked Card Number	Transaction Dates		Amount
5550-05XX-XXXX-0915	27-Oct-23	26-Nov-23	27
5550-05XX-XXXX-1528	27-Oct-23	26-Nov-23	2,998
5550-05XX-XXXX-2105	27-Oct-23	26-Nov-23	678
5550-05XX-XXXX-2566	27-Oct-23	26-Nov-23	297
5550-05XX-XXXX-4529	27-Oct-23	26-Nov-23	1,353
5550-05XX-XXXX-4541	27-Oct-23	26-Nov-23	-19,410
5550-05XX-XXXX-4639	27-Oct-23	26-Nov-23	56
5550-05XX-XXXX-5569	27-Oct-23	26-Nov-23	4,362
5550-05XX-XXXX-5585	27-Oct-23	26-Nov-23	1,408
5550-05XX-XXXX-5850	27-Oct-23	26-Nov-23	1,125
5550-05XX-XXXX-6309	27-Oct-23	26-Nov-23	1,464
5550-05XX-XXXX-7716	27-Oct-23	26-Nov-23	444
5550-05XX-XXXX-8147	27-Oct-23	26-Nov-23	319
5550-05XX-XXXX-9622	27-Oct-23	26-Nov-23	329
5550-05XX-XXXX-9718	27-Oct-23	26-Nov-23	4,552

In November, the Mayor spent \$319 on his credit card.

**Cardholder Name:** Mayor

Transaction Date	Amount	Supplier's Name	Reason for the Transaction
	\$		
14-Nov-23	135.00	NDIS SCREENING	NDIS SCREENING (OCHRE Card)
23-Nov-23	184.00	KMART 3307	Clothing for Mr Alan Young Najukpayi to wear to ceremony to receive OAM.
<b>Total</b>	<b>319.00</b>		

In November, the CEO spent \$4,361.80 on his credit card.

**Cardholder Name:** CEO

Transaction Date	Amount	Supplier's Name	Reason for the Transaction
	\$		
01-Nov-23	2,551.50	TRYBOOKING*LGANT Ltd	LGANT
11-Nov-23	905.15	DoubleTree Esplanade	Accommodation

11-Nov-23	905.15	DoubleTree Esplanade	Accommodation
<b>Total</b>	<b>4,361.80</b>		

**Note 5: Statement on Australian Taxation Office, Superannuation, and Insurance Obligations**

**(a) Australian Taxation Office**

The Council has the following reporting and payment obligations with the Australian Taxation Office:

- (i) Goods and Services Tax – Amounts are reported and remitted monthly.
  - (ii) PAYG Income Tax Withheld – Amounts are reported and remitted fortnightly as part of Single Touch Payroll (STP) arrangements and
  - (iii) Fringe Benefits Tax – Instalment amounts are paid quarterly with an FBT return for the 12 months ending 31 March required to be lodged each year.
- As of 30 November, the GST liability was \$71,899, and there was no PAYG liability.

**(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 percent of an employee's ordinary time earnings into their selected super account. Some employees of the Council receive an additional superannuation contribution as part of their agreed remuneration package.

Superannuation payments are remitted monthly.

As of 30 November 2023, super liability was \$116,719. The Council will remit this payment to superannuation funds in December.

		Obligation Accrued	To be paid/refunded
GST	71,899	November	December
Super	116,719	November	December
PAYG	-	November	December
	<b>188,617</b>		

**Note 6: Provisions**

The provision includes annual leave, LSL, and toils liability accrual. As of November 2023, employees' leave liability increased by \$11,002 from \$1,181,881 in October to \$1,192,883 in November.

	Nov	Oct	Difference
Provision - Annual Leave	780,891	784,826	(3,935)
Provision - LSL (Current)	411,965	397,028	14,937
Provision - TOIL	28	28	0
	<b>1,192,883</b>	<b>1,181,881</b>	<b>11,002</b>

**Note 7: Other Current Liabilities**

Other current liabilities increased by \$15,273 from \$1,614,912 in October to \$1,630,184 in November. Bond of \$3,920 was received from Tenants (staff), \$5,000 of CDP money was paid to a third party, Council retained \$21,628 from Supplier, and \$3,364 sitting on rates received in the advance account was applied to ratepayer's property.

<b>Current Liabilities</b>	<b>Nov</b>	<b>Oct</b>	<b>Difference</b>
Client Contribution clearing	1,054	1,054	-
Community Fund (Generated from CDP IGA)	6,837	6,837	-
Credit Card - B Hylands	-	-	-
Credit Card-2 - P Kaur	-	-	-
Council Rates Received in Advance	7,063	10,427	-3,364
Current Lease Liability	120,769	120,769	-
Current Liability Other General	53,300	53,300	-
HCP Client Contingencies	29,710	29,710	-
Material Fund (CDP IGA)	7,682	7,682	-
Payables - Bond and Deposit	13,536	11,736	1,800
Payables - CDP Income Generation Activity	21,637	21,637	-
Payables - CDP Outcome Pay	10,000	15,000	-5,000
Payables - Employee	35	35	-
Payables - Others	4,601	4,601	-
Payables - Retention Money	168,354	146,725	21,628
Payroll Clearing Account	0	-208	208
Rounding	0	0	-
Unexpended Grants	1,185,606	1,185,606	-
Workers Compensation Clearing	0	0	-
	<b>1,630,184</b>	<b>1,614,912</b>	<b>15,273</b>

**Note 8: Equity**

The equity balance increased by \$369,227 from \$62,046,392 in October to \$62,442,618.

<b>Equity</b>	<b>Nov</b>	<b>Oct</b>
Accumulated Surplus/Deficit	21,097,502	21,097,502
Asset Reval Reserve	35,177,330	35,177,330
Asset Revaluation-Motor Vehicles	1,262,315	1,262,315
Asset Revaluation-Plant & Equipment	1,115,005	1,115,005
Assets Replacement Reserve	530,000	530,000
Unexpended Grants Reserve	2,962,206	2,962,206
	<b>62,144,358</b>	<b>62,144,358</b>

**Add:**

Operating Surplus/Deficit	-784,753	-97,966
Capital Income	-	-
Prior Year Carry Forward Tied Funding	-	-

**Add:**



Insurance Claims	1,083,013	
Current Year Earnings	298,260	-97,966
	<b>62,442,618</b>	<b>62,046,392</b>

**Note 9: Insurance for the financial year 2023/24**

No was insurance premiums paid in November.

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

Insurance	Amount \$	GST	Net	Paid on
Motor vehicle	53,795	4,890	48,905	01-Oct-23
Property	67,341	2,936	64,406	29-Sep-23
Property	866,065	78,733	787,332	06-Oct-23
1st Instalment Workers Comp	115,689	10,517	105,172	25-Aug-23
2nd Instalment Workers Comp	115,689	10,517	105,172	01-Oct-23
3rd Instalment Workers Comp	-	-	-	
4th Instalment Workers Comp	-	-	-	
	<b>1,218,580</b>	<b>107,594</b>	<b>1,110,986</b>	

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

Key indicators	Jul-Nov 23	Jul-Oct 23	Variance
<b>Cash</b>			
Cash received	8,837,029	5,657,597	56%
Cash spent	8,731,661	6,909,014	26%
Closing bank balance	6,361,615	4,621,348	38%
<b>Profitability</b>			
Income	8,463,894	6,275,748	35%
Expenses	8,165,633	6,373,714	28%
Profit (loss)	298,260	(97,966)	-404%
<b>Balance Sheet</b>			
Debtors	206,858	216,178	-4%
Creditors	24,807	1,888	1214%
Net assets	62,442,618	62,046,392	1%
<b>Ratios</b>			
Current assets to liabilities	3.56	3.64	-2%
Liabilities to assets Ratio	0.049	0.044	10%

**The current ratio is 3.30:** For every \$1.00 in current liabilities, VDRC has \$3.56 of Current assets. In other words, VDRC's current assets are 3.56 times more than its current liabilities.

**The Liabilities to Assets Ratio of 0.044:** For every \$1.00 of assets, VDRC has \$0.049 of debt (liabilities). In other words, VDRC's total liabilities are 4.9% of total assets.

### **Revised Budget 1**

The Revised Budget is based on the same assumptions as the original budget. Revised Budget 1 forecasts an increase in the net budget operating position from \$543,850 to \$1,018,318 compared to the original budget adopted in June 2023. Operating revenue is forecasted to increase by \$22,835, and operating expenditure is predicted to increase by \$680,121. Council have revised its planned capital expenditure from \$9,174,406 to \$8,503,166 for this financial year.

#### **Key Points:**

##### **Revenue.**

Revenue is expected to increase by \$22,835 compared to the original budget.

##### **Employees Costs**

Employee costs are expected to reduce by \$844,960. This is due to the organisation's expected average vacancy rate of 21%.

##### **Councillors and LA expenses**

Councillors and LA expenses are projected to be lower than previously envisaged. The budget has been reduced from \$440,183 to \$375,433.

##### **Depreciation**

Depreciation is expected to increase by \$116,993 due to the capitalisation of Pine Creek and Timber Creek transfer stations.

##### **Materials and Contracts**

Material and contract expenses are forecasted to increase by \$680,121.

**Revised Budget 1 for Financial Year 2023-  
2024**

<b>Income</b>	<b>Annual Budget</b>	<b>Regional Office</b>	<b>Kalkarindji</b>	<b>Nauiyu</b>	<b>Pine Creek</b>	<b>Timber Creek</b>	<b>Yarralin</b>
Rates	1,161,904		214,460	274,968	274,796	214,122	183,558
Statutory charges	936,810	4,985	190,976	256,561	165,694	184,196	134,398
Fees and Charges	6,600,228	4,997,257	406,966	95,208	27,924	314,680	758,194
Grant Income	9,856,985	4,525,295	1,400,241	841,898	727,038	1,268,230	1,094,281
Interest Income	709,700	709,700					
Other Income	663,156	182,000	99,353	151,268	6,000	58,979	165,556
<b>Total Income</b>	<b>19,928,782</b>	<b>10,419,236</b>	<b>2,311,996</b>	<b>1,619,903</b>	<b>1,201,452</b>	<b>2,040,207</b>	<b>2,335,988</b>
<b>Expenses</b>							
Employees Expenses	11,971,821	4,836,871	2,009,073	1,166,164	678,561	1,472,911	1,808,240
Material and Contracts	6,661,015	3,288,108	815,013	547,273	486,996	722,735	800,889
Elected Member Allowances	244,101	244,101					
Elected Member Expenses	92,698	92,698					
Council Committee & LA Allowances	33,484	4,800	3,284	4,500	7,000	11,200	2,700
Council Committee & LA Expenses	5,150		600	550	800	2,400	800
Depreciation, Amortisation, and Impairment	3,195,652	3,195,652					
Other Expenses	500			500			
<b>Total Expenses</b>	<b>22,204,420</b>	<b>11,662,230</b>	<b>2,827,971</b>	<b>1,718,987</b>	<b>1,173,357</b>	<b>2,209,246</b>	<b>2,612,629</b>
<b>Budgeted Operating Surplus/Deficit</b>	<b>(2,275,637)</b>	<b>(1,242,994)</b>	<b>(515,975)</b>	<b>(99,084)</b>	<b>28,095</b>	<b>(169,039)</b>	<b>(276,641)</b>

<b>Add Back Non-Cash Expenses</b>							
Depreciation	3,195,652	3,195,652	-	-	-	-	-
<b>Total Non-Cash Items</b>	<b>3,195,652</b>	<b>3,195,652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Less Additional Outflows</b>							
Borrowing Repayments (Principal Only)	-	-	-	-	-	-	-
Capital Expenditure	8,503,166	1,418,582	2,289,274	280,000	1,378,316	1,591,733	1,545,261
<b>Total Additional Outflows</b>	<b>8,503,166</b>	<b>1,418,582</b>	<b>2,289,274</b>	<b>280,000</b>	<b>1,378,316</b>	<b>1,591,733</b>	<b>1,545,261</b>
<b>Add Additional Inflows</b>							
Capital Income	2,020,126		-	-	1,143,243	626,883	250,000
Insurance Claims and Grants	1,432,419	-	1,432,419	-	-	-	-
Capital Grants Brought Forward	1,095,955						
Prior Year Carry Forward Tied Funding	2,562,970						
Transfer from Reserves	1,490,000						
<b>Total Additional Inflows</b>	<b>8,601,470</b>						
<b>Net Budgeted Operating Position</b>	<b>1,018,318</b>						

Below are detailed explanations for the cause of variances in revenue, Operational Expenses and Capital Expenditures.

INCOME AND EXPENSE STATEMENT	ORIGINAL BUDGET	REVISED BUDGET	VARIANCE	COMMENTS
<b>OPERATING INCOME</b>				
Rates	1,190,563	1,161,904	-28,659	Reclassification of some properties upon ratepayer applications has contributed to a reduction in revenue.
Statutory Charges	947,059	936,810	-10,249	Reclassification of some properties upon ratepayer applications has contributed to a reduction in revenue.
User Fees and Charges	7,467,479	6,600,228	-867,252	Since July, CDP's monthly income received by the Council has been lesser than in previous years and is expected to continue for the rest of the financial year. In addition, some NDIS clients supported by Council have opted out, meaning less revenue is expected to be received from NDIS during the financial year.
Operating Grants and Subsidies	9,273,963	9,856,985	583,022	Council expects to receive more grants from FAG (by \$339,110) and FAA road (by \$215,756) than anticipated in the original budget. Council will also receive a one-off supplementary payment of \$177,273 from NIAA.
Interest / Investment Income	532,900	709,700	176,800	A higher interest rate means more revenue for Council. In the original budget, the Council calculated interest income for 2023-24 at an interest rate of 3.51%. The revised interest income is based on the interest rate of 4.8%
Other Income	493,984	663,156	169,173	Council expects to receive more revenue from the HCP program and profit from the disposal of fixed assets.

<b>TOTAL INCOME</b>	<b>19,905,947</b>	<b>19,928,782</b>	<b>22,835</b>	
<b>OPERATING EXPENSES</b>				
Wages and Oncosts	12,382,460	11,531,977	-850,484	Council expects its employees' costs to be lower than previously budgeted. Council predicts the average number of vacant positions within the organisation during 2023-24 will be 21%.
Employee - Uniforms	14,740	14,022	-718	
Employee – Ochre Card & Police Check	6,738	5,135	-1,603	
Insurance Premium - Workers Compensation	412,842	420,687	7,845	
	<b>12,816,780</b>	<b>11,971,821</b>	<b>- 844,960</b>	
Councillors - Accommodation	32,552	23,014	-9,537	Based on actual expenses paid to date, Council expects the accommodation expenses to be lesser than originally budgeted
Councillors - Electoral Allowances	198,000	204,101	6,101	In the revised budget, the Electoral Allowance is based on 26 pay runs, and Council expects the allowance to be more than originally budgeted.
Councillors - Extra Meeting Allowances	40,000	40,000	0	
Councillors - Meals and Incidentals	30,521	24,437	-6,084	Based on actual expenses paid to date, Council expects the meals and incidental expenses to be lesser than originally budgeted.
Councillors - Other Expenses	2,460	800	-1,660	
Councillors - Professional Development	20,000	20,000	0	
Councillors - Travel and Mileage Allowance	20,000	17,263	-2,737	

Councillors - Fares Air / Road	-	3,044	3,044	
Councillor Election expenses	12,000	1,139	-10,861	When the original budget was prepared, the amount allocated to the upcoming election in Timber Creek ward was \$12,000. The Actual cost was \$1,139, resulting in a variance of \$10,861
LA Sitting Fees	71,400	28,684	-42,716	The original allocated budget for LA allowance was based on 100% attendance. The second meeting has been finalised, and the actual expense to date is \$13,400. Council predicts the current trend will continue and has revised its budget down by \$42,716
Audit and Risk Management Committee Expense	4,800	4,800	-	
Catering - Councillors, Audit Committee and LA	8,450	8,150	-300	
	<b>440,183</b>	<b>375,433</b>	<b>-64,750</b>	
Depreciation - Building	1,477,699	1,477,699	-	
Depreciation - Motor Vehicles	499,322	499,322	-	
Depreciation - Plant & Equipment	301,158	301,158	-	
Depreciation - Road Infrastructure	499,322	499,322	-	
Depreciation - Structures	301,158	418,151	116,993	Council capitalised transfer stations in Pine Creek and Timber Creek. When the original budget was prepared, it was not certain whether these costs would be expensed or capitalised. Capitalising the expenses has increased depreciation.
Depreciation - Leased Assets	-			



	<b>3,078,658</b>	<b>3,195,652</b>	<b>116,993</b>	
Accommodation	159,756	162,869	3,113	
Advertising	12,900	50,288	37,388	To fill vacant positions within the organisation, Council opted to advertise jobs through other options besides Seek.com. One of these options is the Employment Office, which costs Council \$5,645 per advert.
Air/Car/Taxi Fares	10,600	7,907	-2,693	
Animal / Veterinary Expenses	37,545	53,257	15,711	At the time, when Yarralin LA allocated funds for bi-annual vet services, the original budget had already been prepared and approved. No funds were allocated for expenditures in the original budget.
Audit Fee - Finance Only	46,772	52,360	5,588	
Bank Fee and Charges	6,000	5,262	-738	
Catering - Training and Seminar	2,359	7,638	5,279	
Cleaning Products and Contractors	271,336	232,218	-39,118	The original budget, \$80,000, was allocated for the cost of transporting refuse from Timber Creek to Katherine. No payment has been made to date in relation to this contract. The budget has been revised down by \$39,118 to reflect this.
Client Purchases	9,908	7,250	-2,658	
Consulting Fees	158,500	181,059	22,559	For 2023-24, Council will not pay GRAC for OSCH services in Nauiyu. GRAC will be receiving a grant from NIAA.
Contractors - Electrical	74,777	86,200	11,423	Council planned to carry out thermal scanning and safety checks on all the circuit switchboards in Timber Creek. No fund was allocated in the original budget. This will cost Council \$12,910.
Contractors - Labour	44,780	175,118	130,338	Faced with challenges recruiting Parks and Gardens staff in Pine Creek, Council opted to outsource park and Garden services for \$100,000 annually. The other additional cost of \$30,338 (\$130,338-\$100,00) is the supplementary budget for maintenance and repair works as requested

				by the community operations managers due to the condition of council buildings.
Contractors - Plumbing	94,600	111,043	16,443	The Community Operation Managers have requested more funds to be allocated to plumbing work across the communities due to the condition of Council Buildings.
Contractors - Structural	97,100	96,051	-1,049	
Doubtful Debts	10,000	15,000	5,000	
Electricity - Streetlight expenses	31,092	31,496	405	
Employee Amenities	8,870	10,610	1,740	
Equipment and Vehicle Hire	21,302	22,536	1,234	
Fees and Charges	119,052	121,671	2,619	
Food Expenses	142,619	154,535	11,916	In general, food prices have increased due to inflation compared to 2022-2023.
Freight Expenses	53,206	90,885	37,679	Council is outsourcing towing services for vehicles and plants from communities to Katherine for either service or auction. Council projects that more vehicles and plants will be towed than originally planned. Council will also incur \$6,989 cost of delivering wheel bins to communities. This has also contributed to the variance because it was not captured in the original budget.
Fuel Expenses	307,468	304,051	-3,418	
General Materials and Consumables	88,784	173,036	84,252	During flooding in Yarralin, Pigeonhole and Kalkarindji, wheelie bins were damaged, and it will cost the Council \$37,825 to replace them. This cost was not captured in the original budget; however, insurance will reimburse it. Yarralin LA has also allocated an additional \$20,000 for beautification. This has also contributed to the variance.

ICT - Mobile/ Modem Telephone	180,071	107,004	-73,066	Council is auditing all ICT services it receives from Telstra. Several active mobile numbers have been cancelled because Council no longer requires/uses them. On top of that, the Council gets a discount on all mobile numbers.
ICT - Software and Licenses	360,953	399,563	38,611	When the original budget was prepared, Council assumed AvePoint Record and backup software would be implemented and all costs settled by June 2023. Only \$14,000 was paid by June, and the \$27,000 balance will be settled this financial year. The balance of \$11,611 (\$38,611-27,000) is a variance due to a yearly increase in subscriptions for software.
ICT - Consultants / Service Providers	2,300	3,100	800	
ICT - Hardware < \$5,000	82,839	183,005	100,166	Council installed Starlink and Cameras across the communities. The cost incurred to date is \$68,006, and there was no allocation for these expenses in the original budget. Council will also continue to install the complete fleet tracker on vehicles and plants this financial year. Each tracker costs \$1,741 per vehicle/plant. This will contribute to an increase in hardware expenditure.
ICT - Phone/Fax/Internet	20,471	32,438	11,967	\$20,471 allocated in the original budget is quite low compared to last year's actual amount spent. The amount has been revised up by \$11,967 to reflect what Council expects to spend on the internet and phone.
ICT - Satellite Telephone	28,674	19,492	-9,182	Several Satellite lines have been cancelled because Council no longer requires/uses them. This will result in a decrease in satellite phone expenses.
ICT - Minor Repair and Maintenance	500	4,014	3,514	
Insurance Excess/ Payout Expense	1,000	3,788	2,788	

Insurance Premium Exp Industrial Special Ris - Finance Only	825,597	812,722	-12,875	
Insurance Premiums - Plants and Motor Vehicles	128,501	49,965	-78,536	Expenditure is expected to be lower than planned because plants, equipment, and vehicles sold in the last two years are yet to be replaced, and the insurer did not increase the premiums after Councils' vehicles and plants were revalued upward as the Council projected.
Legal Fees and Charges	5,000	-	-5,000	Not required this Financial Year.
Licence and Registration (Other than MV & PE) -including White Card	6,629	6,102	-527	
Materials - Infrastructure / Construction	54,500	37,250	-17,250	Park and Garden staff use most materials bought under this expense category for repair work. Due to a Staff shortage in the parks and gardens program, the Council is forced to outsource the work, meaning fewer materials will be required.
Materials Sports Equip - Inc Uniforms, trophies, etc	12,500	26,100	13,600	Sports and Rec is planning to organise more tournaments in communities. Council has received an additional grant of \$19,900 to organise events (Free Communities 'Where Champions Are Made') in Kalkarindji and Timber Creek.
Materials WHS, including PPE	44,275	90,232	45,958	Council has planned to service aircons every six months and test and tag electrical equipment to comply with WHS.
Minor Assets < \$5,000 (Do not use for general material)	51,030	72,628	21,598	Most aircons in Council's buildings are old and are not economical to service. Council plans to replace these aircons across communities, and these costs were not captured in the original budget.
Operating Leases Office Equipment	17,674	18,169	495	
Contractors - Other Expenses	79,700	183,259	103,559	Council has outsourced work at dump facilities in Nauiyu for \$53,440 annually. No fund was

				allocated in the original budget. The balance of \$49,560 (\$103,559-53,440) has been added to the budget for general maintenance of buildings/repair or parks, like tree lopping or airstrip maintenance, as requested by Community Operations Managers.
Other expenses	4,573	500	-4,073	
Pest Control Expenses	19,002	58,461	39,459	Council planned to carry out pest control at least once a year in all its premises in each community, which will increase expenditure in this category.
Printing, Postage (stamps), Stationery	37,165	35,406	-1,758	
Program/Event Cost (education/sport program)	21,284	30,631	9,347	Council has received an additional grant of \$19,900 to organise Free Communities 'Where Champions Are Made' in Kalkarindji and Timber Creek. This cost was not allocated in the original budget.
Insurance Premium - Public Liability	23,120	39,016	15,896	
Publications and Information Resources	15,470	21,211	5,741	
Recruitment and Relocation Expenses	-	5,961	5,961	In the original budget, there was no allocation for Relocation expenses.
Registrations & Renewal - MV & Plants	79,212	63,888	-15,324	Expenditure is expected to be lower than planned because plants, equipment, and vehicles sold in the last two years are yet to be replaced.
Rent Expenses - Facilities	361,983	438,317	76,334	Rent expenditures are expected to increase due to unforeseeable delays in moving the Regional Office to Pearce Street. An additional four months' rent for Crawford St. has been added to this review.
Repairs & Maintenance MV and Plant	303,133	332,199	29,066	Increased frequencies of maintenance and repairs of vehicles, plants and equipment as per actual expenses to date. Council expects to spend more than originally budgeted.

Subscriptions and Memberships	73,834	131,517	57,683	For each complete fleet tracker installed on a vehicle or plant, Council pays \$69.27 per month per vehicle/plant. This will result in an increased expenditure in subscriptions than initially budgeted.
Tools and Equipment (Other than Minor Assets)	11,950	16,249	4,299	Variance is due to additional tools required for CDP activities.
Training, Seminars and Professional Development	808,363	797,706	-10,657	The Council expects the training expenditure to be less than previously predicted.
Travel and Mileage Allowance	170,947	197,569	26,622	In the initial budget, travelling allowance for Sports & Rec coordinators stationed in Katherine, but travel to Kalkarindji and Timber Creek was budgeted for one trip every fortnight. The expenditure is expected to increase because the staff are travelling twice every fortnight
Utilities - Electricity	200,811	169,876	-30,935	Based on current spending/actual paid to date, Council expects electricity bills for 2023-24 to be around \$169,876
Utilities - Gas	900	379	-521	
Utilities - Water Sewerage	138,108	121,454	-16,654	Based on current spending/actual expenses paid to date, Council expects the water bill for 2023-24 to be around \$121,454
	<b>5,981,394</b>	<b>6,659,288</b>	<b>677,894</b>	
<b>TOTAL EXPENSES</b>	<b>22,317,015</b>	<b>22,202,193</b>	<b>-114,823</b>	
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>- 2,411,068</b>	<b>- 2,273,410</b>	<b>137,658</b>	

**Capital expenditure.**

Council has revised the capital budget from \$9,174,406 to \$8,503,166 this financial year. The flood recovery program budget has been changed from \$3,500,000 to \$1,432,419, and the road work budget on Wilson St in Timber Creek has been increased from \$160,000 to 518,050. Additional funds will come from the R2R grant.

New projects added to the budget.

- Cold drinking water fountains-Kalkarindji
- Solar lights -Amanbidji
- Playground- Bulla
- Sealing road accessing to WTS in Timber
- Water and Electricity project-Pigeon Hole
- Lot 81 and Com's house Timber Creek Sceptic Upgrade (Provisional)
- Basketball Court-Lingara
- Night Patrol Bus (x2)
- Sports and Rec Trailer

Capex For the year 2023-2024		Funded by				Comments
CAPITAL EXPENDITURE	Current Financial Year (Annual) Budget	Council's Reserves	LA Fundings	Grants	Insurance Claims & Grants	
Arts Centre Park Shade Trees and Outdoor table-Kalkarindji	20,000	-	20,000	-	-	
Basketball Court-Lingara	30,000	-	30,000			New Project
Bus Shelter-Kalkarindji	40,000	-	40,000	-	-	
Cab tractor(2x)	260,000	260,000	-	-	-	
Cold drinking water fountains-Kalkarindji	80,000	-	80,000	-	-	New project.
Daguragu Sports & Rec Hall Upgrade	635,947	-	-	635,947	-	



Daguragu Street Lighting	30,000	30,000	-	-	-	
Duplex - Yarralin	815,261	490,000	-	325,261	-	\$140,000 has been added to the project.
Flood recovery program	1,432,419	-	-	-	1,432,419	Council has revised its initial flood recovery work plan to be done this financial year from \$3,500,000 to \$1,432,419.
Kalkarindji Street Lighting	35,000	35,000	-	-	-	
Lot 81 and Com's house Timber Creek Sceptic Upgrade (Provisional)	100,000	100,000				New project. Council plans to replace the septic tank, install the new floor and test soil in Timber Creek.
Major stormwater drain repairs-Pine Creek	318,243	-	-	318,243	-	The budget has been increased from \$100,000 to \$318,243. Will be funded by LCRI
Minor infrastructures-Pine Creek	100,000		50,000	50,000	-	
Minor infrastructures-Timber Creek	100,000	20,000	30,000	50,000	-	
Motor vehicles (x3)	200,000	200,000	-	-	-	
New office Building-18 Pearce St	1,000,000	1,000,000	-	-	-	
Night Patrol Bus (x2)	137,382			137,382		NIAA approved the purchase of two buses in June 2023 after the original budget was prepared and approved.
No 4 Fitzner Road - Respite Centre Upgrade	626,883	-	-	626,883	-	
Playground- Bulla	30,000	-	30,000	-	-	
Playground Installation (Playground with Soft fall Rubber)-Naiyu	150,000	-	-	150,000	-	
Playground Installation (With Shade Shelter)-Yarralin	320,000	-	150,000	170,000	-	
Power card-operated lights for Yarralin Oval	30,000	-	30,000	-	-	
Proposed Oval Lighting-Pine Creek	825,000	-	-	825,000	-	

Road works on Wilson Street-Timber Creek	518,050	160,000	-	358,050	-	Council expects the cost of repairing Wilson St to be around \$518,000. The additional funds of \$358,050 will come from the R2R grant.
Sealing road accessing to WTS in Timber	148,800			148,800		New project. It is funded by WaRM grant.
Shade Shelter Installation-Playground-Pine Creek	110,000	-	-	110,000	-	
Sign - Northern and Southern entrances-Pine Creek	20,000	-	20,000	-	-	
Solar lights -Amanbidji	38,000	-	38,000	-	-	
Sports and Rec Trailer	40,000	20,000	-	20,000		New project. 50% is financed by grant, and Council co-contributes 50%.
Staff House Upgrade-Kalkarindji	15,908	15,908				
Two Troppo Bird Hides-Pince Creek	5,073	5,073	-	-	-	
Water and Electricity project-Pigeon Hole	250,000	-	-	250,000	-	New Project. The grant will fund it.
Zero-turn mowers (x2)	41,200	41,200	-	-	-	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>8,503,166</b>	<b>2,377,181</b>	<b>518,000</b>	<b>4,175,566</b>	<b>1,432,419</b>	



## **Asset Management - Waste Collection Garbage Compactor**

**ITEM NUMBER 10.2.2.**

**REPORT TYPE Officer Report for Decision**

**PREPARED BY Projects and Contracts Manager**

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### **Purpose**

To provide our communities with an effective waste management service.

### **Recommendations**

- A. That the Asset Management - Waste Collection Garbage Compactor report is received and noted,
- B. Council make decision on the procurement of the new asset

### **Regional Plan**

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

4.3 Facilitate the provision of services which improve residents' lives

#### ***Goal 5: Infrastructure***

5.1 Develop and implement an Asset Maintenance and Replacement Program

### **Background**

Operations have been developing an Asset management plan for council. This ensures our assets provide council with the highest return of investment throughout their lifecycle and that council can operate efficiently and effectively for all our communities

### **Considerations**

Through the development of council's asset management plan, Operations have identified the need for a new Garbage Compactor to service our communities and dispose of community household waste on a weekly basis. The current garbage truck is returning a high yield of maintenance and a greater time off road, that results in higher operational costs to keep the truck running and a reduced garage collection. It will soon be reaching its end-of-life date. For council to effectively manage this risk, plans need to begin for council to procure a new machine.

The compactor will be of a side loading capacity, serviceable of up to 4-5 cubic metres which is about 2-3 tonnes of waste. The side loader operation will allow the truck to operate without the need for a spotter or 2<sup>nd</sup> worker. The truck that council are looking at is ideal for remote or regional communities as it has a lighter body. Known as the Litter pack This enables access to all roads a conventional 4wd would have access too.



Discussions have begun with suppliers to determine an accurate estimation for the purchase cost and lead time before council would have access to the machine.

The cost would be an estimated \$250,000, with a delivery time of approx. 9 months from the date of order.

**Budget implications**

For the next fiscal year 2024 – 2025 the Compactor is quoted to cost approximately \$250,000.

**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. side-loaders litterpack [**10.2.2.1** - 1 page]





## 11. Action Items

### Action Item Report

**ITEM NUMBER** 11.1.

**REPORT TYPE** Action Items Report

**PREPARED BY** Media and Communications Officer

#### **Purpose**

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

#### **Recommendations**

- A. That the Action Item 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**

Action Item Report December 2023 {11.1.1 - 10 pages}

# Action Register

Search Criteria

Showing Completed Items: Yes  
Include Items Completed From: 28/11/2023

Applied Filters

Meeting Types: Amanbidji Local Authority Meeting, Bulla Local Authority Meeting, Daly River Local Authority Meeting, Kalkarindji Local Authority Meeting, Ordinary Meeting of Council, Pine Creek Local Authority Meeting, Timber Creek Local Authority Meeting, Yarralin Local Authority Meeting

Generated By: Kim Maskell  
Generated On: 05/12/2023 at 12:26pm



Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
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	Trudy Braun	<b>21/06/2023 Trudy Braun</b> This is occurring every 6 months with the first one completed.	Ongoing
01/04/2022	28/01/2022 - Item 14 - Correspondence	<div> <b>MOTION BROUGHT FORWARD</b>  (28/02/22) Letter to be sent to LGANT regarding the urgent need for upstream flood notification for Upper Victoria River (above Kalkarindji) and the Humbert River (above Lingara)  (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. </div>	Brian Hylands, Michelle Griffin	<b>17/03/2023 Michelle Griffin</b> Motion paper sent to LGANT for inclusion in the general meeting agenda. LGANT GM is scheduled for 19-20 April 2023.  <b>25/07/2023 Michelle Griffin</b> 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	Adam Justin, Matthew Cheminant	<b>17/03/2023 Matthew Cheminant</b> VDRC are still waiting for a lease agreement  <b>20/09/2023 Matthew Cheminant</b> 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	<div> #4 (3) Kalkarindji Landfill (052/2017)  CEO to identify ownership (through Land Council) of suitable future dump land sites. Apply for external fencing funding for Kalkarindji.  Civil Works to ascertain dump site requirements for inclusion of project in the community plan. </div>	Brian Hylands	<b>22/06/2023 Michelle Griffin</b> COMMENTS FROM PREVIOUS ACTIONS ITEMS (prior to DA) <b>25 June 2019</b> Since March 2017 a waste management strategy has been established. The only outstanding land tenure issues are at Kalkarindji. The area where the landfill is located is subject to a land title claim. CLC are investigating a way forward. Funding has been provided to develop shovel ready documentation and cost estimates for all Council landfills.	Ongoing
26/07/2022	General Business 13.2 Roadside stops - Buntine Hwy	Discuss and identify the location for a rest stop with toilets.  <u>Action:</u> Letter to DIPL and the Department of Chief Minister and Cabinet (Jake and Claire) and Regional Manager Territory Regional Growth. Roadside rest stop near Delemere.	Adam Justin, Matthew Cheminant	<b>17/03/2023 Matthew Cheminant</b> MC sent an email to Dipl requesting toilet blocks along the Buntine HWY in three locations. They have acknowledged the request.  <b>23/10/2023 Adam Justin</b> Followed with DIPL as per MC's original request. DIPL could not provide any update on the request. This is actioned for follow up and initiate further discussions shall be opened with DIPL to meet requests of community members throughout the VDRC region.	In progress
30/08/2022	General Business 13.2 LGANT Sport and Rec Symposium update - Theme "What Sports means to community"	<b>Motion:</b> CEO to write to Representation Review Committee for an additional Councillor for Timber Creek ward	Brian Hylands		Not yet started
27/09/2022	General Business 15.6 Title - In-kind	<b>Motion</b> That a letter from the Mayor be sent to Sitzler seeking in-kind support for the projects taking place in Timber Creek for the benefit of the people of Timber Creek.	Michelle Griffin	<b>17/01/2023 Michelle Griffin</b> Letter draft and awaiting feedback	On hold

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
	support from Sitzler			<b>13/04/2023 Michelle Griffin</b> On hold until scope of works is complete.	
29/11/2022	Kalkarindji   Daguragu Local Authority meeting held on 8 November 2022	<b>Motion</b> 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 B. That Council endorse the following Kalkarindji   Daguragu Local Authority resolution: <ul style="list-style-type: none"> <li><b>KLA-2022/3</b> - That the Kalkarindji   Daguragu Local Authority commit up to \$25,000 for the Katherine Vet Services to deliver vet program two times in 2023.</li> </ul>	Adam Justin, Matthew Cheminant	<b>17/03/2023 Matthew Cheminant</b> Purchase order has been raised for the two vet visits.	Ongoing
31/01/2023	Mayoral Report	<b>Resolution: OCM-2023/4</b>  That Council recommend Daniel Jones and Graham Watts receive a bravery award for their commitment to ensuring community safety during the Timber Creek floods in December 2022.	Kim Maskell	<b>23/10/2023 Michelle Griffin</b> Final details being confirmed. The application is almost ready for submission.  <b>09/11/2023 Kim Maskell</b>  The application was submitted on 1/11/23  Your application has been successfully submitted. Your application ID is APP-P5Q4048.	Awaiting external response
28/02/2023	Pine Creek Local Authority meeting held on 7 February 2023	<b>OCM-2023/28 Resolution:</b> A. That the minutes of the Pine Creek Local Authority meeting held on 7 February 2023 be adopted as a resolution of Ordinary Council; and  B. That Council endorses resolution <b>PCLA-2023/4</b> The Pine Creek Local Authority extends an invitation to PowerWater to attend the next Pine Creek Local Authority meeting to discuss water issues.  C. That Council endorses resolution <b>PCLA-2023/7</b> that the Pine Creek Local Authority have accepted the Election Commitment funding offer and commit a matching co-contribution as per the funding guidelines.  D. That Council endorses resolution <b>PCLA-2023/8</b> for the council to obtain quotes for lighting options for the Pine Creek oval (to include fixed and mobile options).  E. That Council notes resolution <b>PCLA-2023/10</b> and will continue to support the Pine Creek Goldrush with in-kind assistance	Adam Justin, Matthew Cheminant	<b>08/03/2023 Jackson Bernard</b> No action is required from Finance.  <b>17/03/2023 Matthew Cheminant</b> 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  <b>20/03/2023 Tanya Brown</b> 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  <b>21/06/2023 Matthew Cheminant</b> 21/06/2023 Waiting on update from grant application for oval lighting  <b>24/08/2023 Tanya Brown</b> 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.	Awaiting external response

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
				<b>20/09/2023 Matthew Cheminant</b> VDRC are awaiting a response re the grant application.	
28/02/2023	Daly River Local Authority meeting held on 8 February 2023	<b>OCM-2023/29 Resolution:</b> <ul style="list-style-type: none"> <li>A. That the minutes of the Daly River Local Authority meeting held on 8 February 2023 be adopted as a resolution of Ordinary Council.</li> <li>B. That Council endorses DRLA resolution <b>DRLA-2023/8</b> to commit \$10,000 of Local Authority Project Funding to a bi-annual veterinary program.</li> <li>C. That council receives the feedback from the Daly River Local Authority <b>DRLA-2023/6</b> that a library service would benefit the community and will take this feedback into account when developing the 2023/24 regional plan.</li> </ul>	Adam Justin, Matthew Cheminant	<b>08/03/2023 Jackson Bernard</b> \$10k for Bi-annual veterinary be added in the next budget review.  <b>18/04/2023 Pat Hollowood</b> 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.  <b>28/05/2023 Michelle Griffin</b> Feedback regarding library services has been added to the regional plan.  <b>10/07/2023 Pat Hollowood</b> First of two vet visits successfully conducted 24 May 2023. Second visit will be scheduled towards end of the year.  <b>20/09/2023 Matthew Cheminant</b> Second Vet Visit is at the end of the year.	In progress
28/02/2023	Yarralin/Nitjpurru Local Authority meeting held on 16 February 2023	<b>OCM-2023/31 Resolution:</b> <ul style="list-style-type: none"> <li>A. That the minutes of the Yarralin/Nitjpurru Local Authority meeting held on 16 February 2023 be adopted as a resolution of Ordinary Council.</li> <li>B. That council endorses resolution <b>YLA-2023/4</b> to commit \$30,000 of Local Authority Project Funding to a bi-annual vet program in 2023.</li> <li>C. That council endorses resolution <b>YLA-2023/5</b> to commit \$150,000 of Local Authority Project Funding to the development of a playground, including outdoor fitness equipment in Yarralin.</li> <li>D. That council notes resolution <b>YLA-2023/6</b> and will investigate options for developing a council premises including office and staff accommodation at Nitjpurru.</li> <li>E. That council notes resolution <b>YLA-2023/7</b> and will investigate the process and support a place name change from 'Pigeon Hole' to 'Nitjpurru'.</li> </ul>	Adam Justin, Matthew Cheminant	<b>08/03/2023 Jackson Bernard</b> \$30k and \$150k commitments will be included in the next budget review.  <b>21/06/2023 Matthew Cheminant</b> 21/06/2023 First vet visit was undertaken in March/April, second vet Oct/Nov.  <b>20/09/2023 Matthew Cheminant</b> Purchase orders raised and in progress	In progress
28/02/2023	Action Items	<b>OCM-2023/34 Resolution:</b> <ul style="list-style-type: none"> <li>A. That council request that the ABA grant to develop land at 4 Fitzner 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.</li> </ul>	Keira Townsend, Matthew Cheminant, Trudy Braun	<b>08/03/2023 Keira Townsend</b> 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.	Awaiting external response

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
				<p><b>26/05/2023 Keira Townsend</b></p> <p>Operations team are currently developing amended project scope, budget and timeline to include construction of staff accommodation.</p> <p><b>21/06/2023 Matthew Cheminant</b></p> <p>21/06/2023 land tenure still an issue. Investigating other areas.</p> <p><b>22/08/2023 Keira Townsend</b></p> <p>Request for variation submitted. Awaiting notice of outcome.</p> <p><b>20/09/2023 Matthew Cheminant</b></p> <p>Grant manager to confirm whether the variation has been accepted</p> <p><b>20/09/2023 Keira Townsend</b></p> <p>Still awaiting official outcome notification from NIAA</p> <p><b>22/11/2023 Keira Townsend</b></p> <p>NIAA will provide the final agreement over the coming weeks.</p>	
28/03/2023	General Business 14.4 Nitjpurru Housing	<div> <b>OCM-2023/60 Resolution:</b>            That the Mayor writes to all relevant Northern Territory and Federal Ministers advocating for the relocation of Nitjpurru to higher ground, emphasising that no new houses should be built in the flood area.         </div>	Michelle Griffin	<p><b>19/07/2023 Michelle Griffin</b></p> <p>letter in progress</p> <p><b>25/07/2023 Michelle Griffin</b></p> <p>Mayor B. Pedwell has contacted ABC to discuss houses being built in flood zone at Nitjpurru.</p>	In progress
28/03/2023	General Business 14.5 Road from Kalkarindji to Daguragu	<div> <b>OCM-2023/61 Resolution:</b>            That Council write to Minister Eva Lawler to take responsibility for the strategic road from Kalkarindji to Daguragu, access to Mount Stanford Station, and access to Gregory/Jutburra National Park.         </div>	Michelle Griffin	<p><b>23/10/2023 Michelle Griffin</b></p> <p>Correspondence sent on 25 September 2023.</p>	Awaiting external response
28/04/2023	Action Items	<div> <b>OCM-2023/79 Resolution:</b>            A. That Council write to the Minister Moss (cc Minister Paech) requesting that the EPA attend local authority meetings to explain their policies that impact council's waste management.         </div>	Michelle Griffin	<p><b>09/06/2023 Michelle Griffin</b></p> <p>Letter sent to Minister Moss on 9 June 2023. Awaiting response.</p> <p><b>17/07/2023 Michelle Griffin</b></p> <p>NTEPA officers from the Regulation division will be attending the Pine Creek and Timber Creek local authority meetings in August.</p> <p><b>23/10/2023 Michelle Griffin</b></p> <p>Invitation extended to NTEPA to meet with Councillors.</p>	Awaiting external response

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
28/04/2023	General Business 14.5 Relocation of Nitjpurru office	<b>Resolution: OCM-2023/86</b> 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.	Adam Justin, Brian Hylands, Matthew Cheminant, Michelle Griffin	<b>21/06/2023 Matthew Cheminant</b> 21/06/2023 sourcing quotes  <b>18/07/2023 Michelle Griffin</b> Letter sent to A/Executive Director of the Local Government branch of Department of the Chief Minister and Cabinet. Awaiting reply.  <b>20/09/2023 Matthew Cheminant</b> All relevant information and quotes have been submitted to the Grant manager for action.	Ongoing
28/04/2023	General Business 14.8 Australia Post	<b>OCM-2023/89 Resolution:</b> A. Council request management to negotiate for reasonable remuneration with Australia Post, and if unsuccessful, cancel the contract.	Trudy Braun	<b>21/06/2023 Trudy Braun</b> Letter Drafted to be sent to Australia Post  <b>21/06/2023 Trudy Braun</b> New Contracts received  <b>10/07/2023 Trudy Braun</b> 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.  <b>14/08/2023 Trudy Braun</b> Followed up a response from Australia Post and their is no outcome to date as yet.  <b>19/09/2023 Trudy Braun</b> 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. 06/12/2023 <b>Brian Hylands</b> Completed	Completed
28/04/2023	General Business 14.7 Daguragu Road	<b>OCM-2023/88 Resolution:</b> A. Council write to Minister Lawler requesting clarification on the ownership of the crossing at Wattie Creek crossing at Daguragu.	Brian Hylands, Michelle Griffin	<b>31/05/2023 Michelle Griffin</b> Letter sent to Minister Eva Lawler on 31 May 2023. Awaiting response.	Completed
30/05/2023	Bulla Local Authority Meeting held on 16 May 2023	<b>OCM-2023/106 Resolution:</b> A. That the minutes of the Bulla Local Authority Meeting held on 16 May 2023 be adopted as a resolution of Ordinary Council.  B. That Council endorses resolution <b>BLA-2023/4 Resolution:</b> The Bulla Local Authority request that Council investigate options for the storage of the mower and outdoor furniture.  C. That Council endorses resolution <b>BLA-2023/7 Resolution:</b> That the Bulla Local Authority request that Paul research quotes for play equipment - swings, larger slide and seesaw.  D. That Council endorses resolution <b>BLA-2023/8 Resolution:</b> The Bulla Local Authority request Council approval to commit \$3,500 of Local Authority Project Funding for signs around community (School, rubbish tip, air strip, Goorbidgim (x2), Janyima)	Adam Justin, Matthew Cheminant	<b>21/06/2023 Paul Buckley</b> OCM-2023/106. B.- <b>BLA-2023/4.</b> The Night Patrol building at lot 26 Goorbidigum Street is still being leased and can be utilised for the event furniture and the new mower which is currently being housed at timber Creek Operations workshop.  C. <b>BLA-2023/7.</b> Three companies have been selected to tender a quote for the supply and installation of a playground system in Bulla.  D. <b>BLA-2023/8.</b>	In progress

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
		E. That Council endorses resolution <b>BLA-2023/10 Resolution:</b> The Bulla Local Authority request Council approval to commit \$30,000 of Local Authority Project Funding towards playground for the Bulla community.		<p>The signage has arrived in timber creek. Kendel Builders will inform of their dates to install shortly.</p> <p>E. <b>BLA-2023/8.</b> NT Sports and Surfacing Pty Ltd quotation has been accepted from the 3 quotes sourced. They will contact the Council shortly once delivery and installation time has been sort.</p> <p><b>21/06/2023 Matthew Cheminant</b> 21/06/2023 Quotes accepted for Bulla playground addition.</p> <p><b>21/06/2023 Matthew Cheminant</b> 21/06/2023 outdoor furniture awaiting collection and delivery.</p> <p><b>02/12/2023 Matthew Cheminant</b> COM - Paul Buckley has delivered the furniture and housed in the night patrol building</p>	
30/05/2023	Timber Creek Local Authority Meeting held on 16 May 2023	<p><b>OCM-2023/107 Resolution:</b></p> <p>A. That the minutes of the Timber Creek Local Authority Meeting held on 16 May 2023 be adopted as a resolution of Ordinary Council.</p> <p>B. That Council endorses resolution <b>TCLA-2023/24 Resolution:</b> The Timber Creek Local Authority request council look into alternative illuminating school zone signs which will capture the attention of drivers; and</p> <p>C. That Council endorses resolution <b>TCLA-2023/24 Resolution:</b> The Timber Creek Local Authority request council obtain quotes and/or research grant opportunities (such as Community Safety Grants) for security lights (flood lights) on the street outside the school and creche (from both directions)</p>	Adam Justin, Matthew Cheminant	<p><b>21/06/2023 Matthew Cheminant</b> Roads to Recovery funding has been received. Lighting and school signage is included in scope of works being prepared for the Timber Creek Wilson Street upgrade.</p> <p><b>21/06/2023 Paul Buckley</b> <b>OCM-2023/107</b> B. <b>TCLA-2023/24</b> Contractors have been engaged to quote on the signage for the school signage to capture drivers attention. Awaiting quotations. C. <b>TCLA-2023/24</b> contractors have been engaged for quotes to move forward with grant funding amounts.</p>	In progress
27/06/2023	General Business GB-5 National Parks Rubbish	<b>OCM-2023/139 Resolution:</b> 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	<p><b>18/09/2023 Michelle Griffin</b> Letter sent to Minister Nicole Manison on 18 September 2023.</p>	Awaiting external response
25/07/2023	General Business GB6 - Consumer Advisory Body Aged Care	Action: Report to next council meeting with options for Aged Care advisory bodies.	Trudy Braun	<p><b>17/08/2023 Trudy Braun</b> 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.</p> <p>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.</p> <p><b>19/09/2023 Trudy Braun</b> This has been followed up with still no outcome of the requirement. Awaiting a response.</p> <p><b>15/11/2023 Trudy Braun</b></p>	In progress



Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
				Advice from the Aged Care Quality Commision has been received regarding the requirement for Council to set up and implement a Consumer Advisory Body. Council being Local Government, there is no requirement for Council to set up and implement a Consumer Advisory Board. This does not stop the Council from engaging and seeking feedback from clients where possible.	
25/07/2023	General Business GB1 - Travel Allowance solutions	Action: Report to Council in August regarding Councillor Travel Allowance	Brian Hylands, Michelle Griffin	<b>24/10/2023 Michelle Griffin</b>  This action is on hold until the NT Remuneration Tribunal conduct the consultation with all councils.	On hold
29/08/2023	Yarralin - Nitjpurru Local Authority meeting held on 9 August 2023	<b>OCM-2023/162</b> C. That Council endorses <b>YLA-2023/23 Resolution:</b> 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	<b>20/09/2023 Michelle Griffin</b>  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	<b>OCM-2023/162</b> B. That Council endorses <b>YLA-2023/22 Resolution:</b> 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.	Adam Justin, Matthew Cheminant	<b>20/09/2023 Matthew Cheminant</b>  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	<b>OCM-2023/164</b> C. Council acknowledges <b>TCLA-2023/33 Resolution:</b> 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).	Adam Justin, Matthew Cheminant	06/12/2023 Brian Hylands Purchase order pending.	In progress
29/08/2023	General Business GB9 - Lot 1 and 2 Wooliana Road	<b>OCM-2023/176</b> 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	<b>23/10/2023 Michelle Griffin</b>  Correspondence sent on 12 October 2023.	Awaiting external response
26/09/2023	General Business 14.3: LGANT Motion - Staff housing for Federal Government funded programs	<b>OCM-2023/193 Resolution:</b> Victoria Daly Regional Council would like LGANT to endorse a motion regarding the lack of consideration of Federal Government programs delivered by regional councils in remote Indigenous communities that require staff housing. These include, but are not limited to Night Patrol, Aged Care, Child Care, Centrelink, Remote School Attendance Strategy, Sport and Recreation and Australia Post. Furthermore, VDRC would like Federal Government departments to fund the required housing for the provision of these services in remote communities and acknowledge the role regional councils playing the delivery of Federal Government services. It is widely recognised that there is a housing crisis in remote Indigenous communities that failed to be addressed.	Brian Hylands	06/012/2023 Brian Hylands Completed	Completed
31/10/2023	Termination of Simeon Long from the Kalkarindji - Daguragu Local Authority	Please update register and upload to the website <b>OCM-2023/205 Resolution:</b> A. Council revokes the membership of Simeon Long from the Kalkarindji – Daguragu Local Authority due to non-attendance.	Chellah Clancy		Completed
31/10/2023	General Business	<b>OCM-2023/211 Resolution:</b> A. Council are requesting for slip lanes at Gulardi, One Mile, Myatt and Amanbidji	Adam Justin		Not yet started
31/10/2023	General Business	<b>OCM-2023/212 Resolution:</b>	Kim Maskell		Not yet started



Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
		A. Council writes to minister Worden seeking clarification on the issues with genetically modified cotton being transported on our roads, re-growing and roadside litter.			
31/10/2023	General Business GB 2/ Fire Breaks	<u>Action:</u> Research options for Firebreaks in VDRC Communities	Adam Justin		Not yet started
31/10/2023	General Business	<b>Action:</b> Consultation with ALPA, Police, Gurindji regarding emergency supplies in Dargaragu	Brian Hylands	Brian Hylands Will occur at next LEC	Not yet started
31/10/2023	General Business	<b>OCM-2023/210 Resolution:</b> A. Council write to Minister Bowden requesting an update on disaster relief funding.	Kim Maskell		Not yet started
14/11/2023	Feedback from Council	Action: Contact Ms Tania Roberts from NTG to gather more information regarding the pilot program for pest control and check if Daguragu is included.	Matthew Cheminant	Brian Hylands 06/12/2023 Update has been provided.	Completed
14/11/2023	Council Operations Manager Report	Action: follow up on the dead tree outside the Kalkarindji Arts Centre. Arrange removal if required.	Matthew Cheminant		Not yet started
14/11/2023	Finance Report for period ending 30 September 2023	Action: investigate possible locations for recycling points throughout the community	Matthew Cheminant		Not yet started
14/11/2023	General Business	<u>Action:</u> invite Spur to the next KDLA to present options for mobile solar powered safety cameras	Matthew Cheminant		Not yet started
14/11/2023	General Business	<u>Action:</u> investigate whether the KDLA can purchase available land	Matthew Cheminant		Not yet started
15/11/2023	Correspondence	Action - Council to call Tanya Roberts regarding when pilot pest control project will start.	Matthew Cheminant	Brian Hylands 06/12/2023 Update has been provided.	Completed
21/11/2023	Project Funding Update as of 30 September 2023	Action: The Bulla Local Authority requests Council to write to DIPL and ask about installing a person gate at the airstrip.	Kim Maskell		Not yet started
21/11/2023	Bulla Action Items	Action: The Bulla Local Authority Request Council to contact PAWA regarding a water supply point for the cold water fountain at the Bulla basketball centre.	Matthew Cheminant, Paul Buckley	<b>04/12/2023 Paul Buckley</b> Contacted Billy Flanagan from Power and water via email on the 4/12/23 regarding the feasibility and costing of the installation. Awaiting response.	Awaiting external response
21/11/2023	Timber Creek Action Items	Action: TCLA requests Council to look into possible playground equipment for younger children.	Matthew Cheminant, Paul Buckley		Not yet started
28/11/2023	General Business	<b>OCM-2023/224 Resolution:</b> Council moved that the railway sleepers in Pine Creek are to be sold online by auction	Matthew Cheminant	Brian Hylands 06/12/2023 Included in OCM Agenda.	Completed
28/11/2023	General Business	<u>Action:</u> Council to consult with police regarding what can be done about the cars being parked on the roads	Brian Hylands, Matthew Cheminant		Not yet started

Meeting Date	Item	Action Required	Assignee/s	Action Taken	Status
	GB 1/ Cars being parked on the roads in Kalk				
28/11/2023	General Business GB 2/ Disaster Funding Status	<u>Action:</u> Council requests CEO to attend next LEC meeting on 1 December 2023 at 3:00pm.	Brian Hylands	<b>04/12/2023 Matthew Cheminant</b> LEC meeting was changed to this Friday the 8th of December	Not yet started



## 12. Correspondence

### Correspondence Report

**ITEM NUMBER** 12.1.

**REPORT TYPE** Correspondence Report

**PREPARED BY** Media and Communications Officer

#### 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

<b>DATE</b>	<b>FROM</b>	<b>ADDRESSED TO</b>	<b>REGARDING</b>	<b>DOC ID</b>
25/10/2023	Mayor B. Pedwell	Hon. Chansey Paech	RE: Community Benefit Fund Major Community Organisation Grant	<a href="#">DOCID-423691570-1336305</a>
30/10/2023	Mayor B. Pedwell	Minister Eva Lawler Minister for Infrastructure, Planning and Logistics	RE: Lot 1 and 2 Wooliana Road	DOCID-423691570-1329498
20/11/2023	VDRC	Development Coordination Branch	RE: Clearing Permit PLC23/03 Dungowan	DOCID-423691570-1331863
27/11/2023	Mayor B. Pedwell	Hon. Chansey Paech	RE: Rateability of land occupied by charities and public benevolent institutions	<a href="#">DOCID-423691570-1333103</a>
8/11/2023	VDRC	NTG	RE: Development Permit - 7333 Daly River RD, Nauiyu	<a href="#">DOCID-423691570-1333109</a>

#### OUTGOING REGISTER

<b>DATE</b>	<b>ADDRESSED TO</b>	<b>FROM</b>	<b>REGARDING</b>	<b>DOC ID</b>
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30/10/2023	MICHAEL MARTIN OAM Chairperson Northern Territory Remuneration Tribunal via email: <a href="mailto:NTRemunerationTribunal@nt.gov.au">NTRemunerationTribunal@nt.gov.au</a>	Mayor Brian Pedwell	RE: Submission: Inquiry on Local Government Council and Local Authority members' allowances	DOCID- 423691570- 1329497
30/11/2023	Ms Melinda Caygill Territory Manager QLD/NT	CEO Brian Hylands	RE: Council CPA Contract Renewal	DOCID- 423691570- 1331857
30/11/2023	Foundation for Regional and Rural Renewal	Mayor Brian Pedwel	RE: FRRR Strengthening Rural Communities, Prepare and Recover Funding	DOCID- 423691570- 1333324

### Attachments

1. Page 0002 [12.1.1 - 1 page]



MINISTER FOR RACING, GAMING AND LICENSING

Parliament House  
State Square  
Darwin NT 0800  
minister.paech@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5688

Mr Brian Pedwell  
Mayor  
Victoria Daly Regional Council  
KATHERINE EAST NT 0850

Email: [ceo@vicdaly.nt.gov.au](mailto:ceo@vicdaly.nt.gov.au)

Dear Mr Pedwell

I am pleased to advise your application to the Community Benefit Fund Major Community Organisation Grant Category has been assessed and a grant for the amount of \$250,000 has been approved to assist your organisation with the provisioning of essential services at the Nitjpurru (Pigeon Hole) Emergency Evacuation Centre.

The Community Benefit Fund Secretariat will be in contact shortly to discuss payment of your grant. Should you have any queries on this matter, please contact the Secretariat on 1300 650 153 or email [cbf.ntg@nt.gov.au](mailto:cbf.ntg@nt.gov.au)

Please accept my best wishes.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'CP' followed by a flourish.

CHANSEY PAECH

25 OCT 2023





## 13. Local Authority

### 13.1. Local Authority Minutes

**Pine Creek Local Authority meeting held on 6 November 2023**

**ITEM NUMBER 13.1.1.**

**REPORT TYPE Local Authority Minutes**

**PREPARED BY Media and Communications Officer**

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#### **Recommendation**

- A. That Council endorses **PCLA-2023/41 Resolution:** That PCLA donate \$1000 towards Christmas Party.
- B. That Council acknowledges **PCLA-2023/42 Resolution:** PCLA have agreed for member John Roberts to use blower to push the dead salvinia weed off the sides and down into the ponds to see if it can be burnt and cleared out before the wet season approaches.
- C. That Council endorses **PCLA-2023/43 Resolution:** PCLA has agreed to allocate \$1000 to have 67 Territory native trees planted around Pine Creek.
- D. That Council acknowledges **PCLA-2023/31 Resolution:** the Resignation of Clare Merritt from the Pine Creek Local Authority is noted.
- E. That Council endorses **PCLA-2023/32 Resolution:**
  - i. That the Nomination of Dianne Benson to the Pine Creek Local Authority is received; and
  - ii. The Pine Creek Local Authority recommend that Council endorses the nomination.

#### **Attachments**

Nil



**Kalkarindji - Dagaragu Local Authority meeting held on 14 November 2023**

**ITEM NUMBER 13.1.2.**

**REPORT TYPE Local Authority Minutes**

**PREPARED BY Media and Communications Officer**

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**Recommendation**

- A. That Council endorses **KDLA-2023/21 Resolution:** The KDLA requests that Council writes to the Central Land Council requesting a crocodile management plan. If no plan is available, request that a plan be developed.
- B. That Council endorses **KDLA-2023/25 Resolution:**
- i. The KDLA requests three quotes for the supply and installation of cold drinking water fountains at the Kalkarindji basketball court, the arts centre, and the Daguragu recreation hall (all to have multiple outlets); and
  - ii. That the existing drinking water fountain at the Kalkarindji basketball court be repaired and re-installed at the Kalkarindji council office; and
  - iii. That the KDLA request council approval to commit up to \$80,000 towards the project.
- C. That Council endorses **KDLA-2023/26 Resolution:**
- i. That the KDLA request quotes for the supply and installation of a bus shelter at Daguragu; and
  - ii. That KDLA requests council approval to commit up to \$40,000 towards the project.
- D. That Council endorses **KDLA-2023/27 Resolution:** That the KDLA requests council approval to increase the committed funds for the Kalkarindji bus shelter (KDLA-2023/6) from \$20,000 to \$40,000.
- E. That Council endorses **KDLA-2023/28 Resolution:**
- i. That the KDLA request council to check compliance of the playground at central park; and
  - ii. To liaise with the Kalkaringi School regarding compliance requirements; and





iii. Prepare an estimate of funds required for the project.

**Attachments**

Nil



**Yarralin Local Authority meeting held on 15 November 2023**

**ITEM NUMBER 13.1.3.**

**REPORT TYPE Local Authority Minutes**

**PREPARED BY Media and Communications Officer**

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**Recommendation**

- A. That Council endorses **YLA-2023/34 Resolution:**
  - i. The Yarralin - Nitjpurru Local Authority requests approval from Council that \$30,000 be committed towards a half basketball court at Lingara, and
  - ii. Will be seeking a matching contribution from Local Member Chansey Paech.
- B. That Council endorses **YLA-2023/35 Resolution:** The Yarralin - Nitjpurru Local Authority requests approval from Council that \$20,000 be committed towards the Yarralin beautification project.
- C. That Council acknowledge **YLA-2023/28 Resolution:** The Yarralin - Nitjpurru Local Authority received and noted that Simon Campbell has resigned.

**Attachments**

Nil



**Timber Creek Local Authority meeting held on 21 November 2023**

**ITEM NUMBER 13.1.4.**

**REPORT TYPE Local Authority Minutes**

**PREPARED BY Media and Communications Officer**

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**Recommendation**

- A. That the Council endorses **TCLA-2023/43 Resolution:** That the Timber Creek Local Authority accept the final quote from NT Sports and Playground for the outdoor gym.
- B. That the Council acknowledges **TCLA-2023/44 Resolution:** TCLA requests that a community plan be put forward by the Local Authority members at the next Local Authority meeting.

**Attachments**

Nil



**Daly River Local Authority meeting held on 29 November 2023**

**ITEM NUMBER 13.1.5.**

**REPORT TYPE Local Authority Minutes**

**PREPARED BY Media and Communications Officer**

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**Recommendation**

- A. That Council endorses **DRLA-2023/36 Resolution:** That DRLA allocate \$1000 to the youth Christmas fund.
- B. That Council endorses **DRLA-2023/37 Resolution:** That DRLA request Council Approval to donate \$500 each to the St Francis and Wooliana schools for their Christmas events from the Community and wellbeing fund of \$20,000.
- C. That Council endorses **DRLA-2023/33 Resolution:** That the DRLA have agreed to close the donation of \$500 to the St Francis school.
- D. That Council endorses **DRLA-2023/34 Resolution:** That Council approve funding for new solar sensor lighting in Nauiyu of up to \$18,000.

**Attachments**

1. 20231129 DRLA MIN unconfirmed [13.1.5.1 - 6 pages]



# MINUTES

**DALY RIVER LOCAL AUTHORITY MEETING**  
**HELD ON WEDNESDAY 29 NOVEMBER 2023**  
**AT 12:30 PM**  
**AT THE DALY RIVER COUNCIL OFFICE**  
VDRC Office



## 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 read 'B. Hylands', written over a large, faint, diagonal watermark that says 'unconfirmed'.

Brian Hylands  
Chief Executive Officer



## 1. Meeting Opening

The meeting opened at 12:50pm.

## 2. Welcome

Chairperson welcomed members and visitors to the meeting.

## 3. Attendance and Apologies

### 3.1. Attendees

#### Appointed Members Present

Peter Hollwood	Chairperson
Brian Muir	Member
Mark Mullins	Member
Wayne Buckley	Member
Deputy Mayor Andrew McTaggart	VDRC Councillor

#### Staff Present

Brian Hylands	Chief Executive Officer
Chellah Clancy	Executive Services Officer
Matthew Cheminant	Director of Operations
Pat Hollwood	Council Operations Manager
Ingrid Schreiner	Council Operations Assistant Manager

#### Guests

NIL

### 3.2. Apologies and Absentees

Apologies: Robert Austral, Nadine Daly

**DRLA-2023/27 Resolution: Carried (Brian Muir/Mark Mullins)**

Council have received and accept the apology of Robert Austral and Nadine Daly

## 4. Disclosure of Interest

There were no declarations of interest at this meeting.





## 5. Resignations, Terminations and Nominations

### 5.1. Resignations

Nil

### 5.2. Terminations

Nil

### 5.3. Nominations

Nil

## 6. Guests and Presentations

Nil

## 7. Confirmation of Minutes

### ITEM NUMBER 7.1.

Daly River Local Authority meeting held on 13 September 2023

**DRLA-2023/28 Resolution:** Carried (Brian Muir/Wayne Buckley)

That the minutes of the Daly River Local Authority meeting held on 13 September 2023 be taken as read and be accepted as a true record of the meeting.

## 8. Council Response to Previous Minutes

### ITEM NUMBER 8.1.

Feedback from Council

**DRLA-2023/29 Resolution:** Carried (Mark Mullins/Brian Muir)

That the Feedback from Council be received and noted

## 9. Correspondence



## 10. Reports

### 10.1. Council Operations Manager Community Report

#### ITEM NUMBER 10.1.1.

#### Council Operations Manager Report

##### Discussion:

The Regional Plan Project priorities were reviewed, some items to be removed in the next Regional Plan.

**DRLA-2023/30 Resolution:** Carried (Cr Andrew McTaggart/Mark Mullins)

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

### 10.2. Finance Report

#### ITEM NUMBER 10.2.1.

#### Finance Report for the period ended 30 September 2023

**DRLA-2023/31 Resolution:** Carried (Brian Muir/Mark Mullins)

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

#### ITEM NUMBER 10.2.2.

#### Projects Funding Update as of 30 September 2023

**DRLA-2023/33 Resolution:** Carried (Cr Andrew McTaggart/Brian Muir)

That the DRLA have agreed to close the donation of \$500 to the St Francis school

**DRLA-2023/34 Resolution:** Carried (Cr Andrew McTaggart/Brian Muir)

That Council Approve funding for new solar sensor lighting in Nauiyu of up to \$18,000

**DRLA-2023/32 Resolution:** Carried (Brian Muir/Mark Mullins)

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



### 10.3. Actions Report

#### 10.3.1. Action Items

**DRLA-2023/35 Resolution:** Carried (Wayne Buckley/Mark Mullins)

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

### 10.4. General Reports

## 11. Questions from the Public

## 12. General Business

GB1: Youth Christmas Fund

**DRLA-2023/36 Resolution:** Carried (Brian Muir/Mark Mullins)

That DRLA allocate \$1000 to the Youth Christmas Fund

GB2: School Christmas Event

**DRLA-2023/37 Resolution:** Carried (Brian Muir/Mark Mullins)

That DRLA request Council Approval to donate \$500 each to the St Francis and Wooliana schools for their Christmas events from the Community and Wellbeing Fund of \$20,000.

## 13. Next Meeting

The next Meeting of Daly River Local Authority is to be confirmed.

*The Meeting closed at 1:50pm*

This page and the preceding five pages are the minutes of the Daly River Local Authority meeting held on 29 November 2023.



## **13.2. Local Authority Resignations/Nominations**

## **14. General Business**

## **15. Supplementary Reports**

## **16. Confidential**

THAT pursuant to *section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(a) of the Local Government (General) Regulations 2021* the meeting be closed to the public to consider the Confidential items of the Agenda.

### **16.1. Pine Creek Mining Lease Conditions**

**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*

### **16.2. Removal of Policy 3.1.03 CEO & Responsible Officers Duties**

**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*

### **16.3. Affixing Common Seal to Indigenous Employment Initiative (IEI) Deed of Variation 4-ENIZWY9**

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



#### **16.4. Australia Day 2024 Award Nominations**

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

#### **16.5. 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*

#### **16.6. Wattie Creek Crossing Inspection and Repair**

**Status 51(1)(b)** - *This item is considered 'Confidential' pursuant to section 99(2) and 293(1) of the Local Government Act 2019 and section 51(1)(b) of the Local Government (General) Regulations 2021, which states a council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.*

#### **16.7. Tender to Purchase New Vehicles**

**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*