MINUTES OF THE JILKMINGGAN LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE ROOM COUNCIL SERVICE DELIVERY CENTRE, JILKMINGGAN ON TUESDAY, 3 APRIL 2018 AT 10:00AM

1. PRESENT/STAFF/GUESTS

1.1 Elected Members
Mayor Judy McFarlane (Chairperson)
Councillor Ossie Daylight

1.2 Local Authority Members
Lisa McDonald
Jeffery Joe
Rosina Farrell

1.3 Staff
Sharon Hillen - Director of Council and Community Services
Paul Amarant - Senior Council Services Coordinator
Sommer Meadows - Senior Administration Support Officer (Minute Taker)
Eventhia Friday - Senior Administration Support Officer - Barunga
Sam Phelan - VET
Anna Sri - VET
Dennis Watson - Night Patrol Team Leader

1.4 Guests
Tom Girdler, Department of Housing and Community Development
Helena Lardy, JCAC

2. MEETING OPENED
Meeting opened at 10:45 am

3. WELCOME TO COUNTRY
Mayor Judy McFarlane welcomed members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES AND LEAVE OF ABSENCE

2/2018 **RESOLVED (Ossie Daylight/Jeffrey Joe)**

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(a) That the Jilkminggan Local Authority accept the apologies from Anne Marie McDonald (Woods) LA Member and Barry Clark GEC Jilkminggan PMC.

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 PREVIOUS MINUTES

3/2018 **RESOLVED (Ossie Daylight/Jeffrey Joe)**

(a) **That the Jilkminggan Local Authority approve the minutes as a true and accurate record of the Jilkminggan Local Authority's Meeting held on Tuesday 7th November 2017.**

(b) **That the Jilkminggan Local Authority approve the minutes as a true and accurate record of the Jilkminggan Local Authority's Meeting held on Tuesday 6th February 2018.**

6. CALL FOR ITEMS OF OTHER BUSINESS

6.1 Recycle Centre Mataranka – Can Crusher Machine
6.2 AFL Grass Roots Program
6.3 Playgrounds
6.4 Vet Update

7. DISCLOSURES OF INTEREST

There were no declarations of interest at this Jilkminggan Local Authority.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION LIST

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date

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2.05.17	12.4 CDP PICK UP ALL THE OLD FENCES WIRE AROUND HOUSES AND RIVER BANK	Cr Baker to see how much wire is at Elsey Station.	DCCS Sharon /Ossie	Ongoing	07.07.17 Nathan said that wire mostly rusted; Not Viable. CDP can't work for commercial business without a host agreement - refer back to Station landholder & GEC. 01.08.17 Sharon to email NLC to find out who is responsible. Ex station horses approx. 18. LA funding to muster horses & move, also grids needed. Use local lads to muster & take away horses. Ossie talk to Hoare's for quote to muster all horses. 31.10.17 JCAC meeting with Ossie; Signed complaint letter from CEO going to be sent to NLC & JCAC regarding the horses and associated community safety issues and complaints; and Marc investigating liability with fencing of horses. 07.11.17 LA members to contact Police regarding animal welfare issues if an option to cull/shoot the horses. **03.04.18 CDP will be installing Rail Fencing down the riverbank to stop horses from entering in community. CDP has started Riverbank clean up.**
01.08.17	12.6 STREET NAMES	At the last LA meeting members agreed on street signs and names. CSC to follow up with JCAC on street names.	CSC	Ongoing	31.10.17 Finalised, update to be provide to LA. 07.11.17 Street names approved by LA Members present and signed off (MagiQ ID: 725108/725109). **03.04.18 JCAC Approved all Street Names (9 out of 10 street names approved except for #4 which will be removed from the list) Nathan to order street name signs JCAC to gain community consultation to replace 1 previously agreed names.**

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01.08.17	12.7 SPORTS AND REC BUS	At the moment the school bus is used to take sport teams to competitions. Request Council to look at the possibility of the Council to provide a bus for Sports and Rec. Council already supports the program and can't be fully funded. Investigate opportunities for funding a Sports & Rec bus.	DCCS	Ongoing	31.10.17 Sharon investigating options (we can apply for gift via Selina Uibo, as RGRC unable to fund) Issue is the ongoing costs of repairs and maintenance. 07.11.17 CEO Michael Berto explained about the issue associated with a bus, i.e. drivers, costs of maintenance. 04.12.17 AM Investigating application for gifting, ensure fits with SnR KPI's. 08.12.17 Community Benefit Fund - Vehicle Gift Application 404 can fund transfers. **03.04.18 Sharon to contact Gerry McCartney for follow-up for gifting bus.**
01.08.17	12.8 OUTSTATIONS: MOLE HILL	Replacement water tank needed at Mole Hill as split. Investigate what is happening with replacement tank at Mole Hill. CSC to follow-up from Contracts on the replacement tank for Mole Hill.	DCS	Ongoing	14.09.17 At OCM Council accepted funding from DHCD (2017-18 Municipal and Essential Services Special Purpose Grant) which includes water tank upgrades and dump excavation in Mole Hill. 31.10.17 Purchase order done and contractor engaged. To be completed end of November. **03.04.18 Waiting for Outstation Crew to arrange time to install tank**
01.08.17	12.11 REQUEST SOLAR LIGHTS AT MOLE HILL	LA request Outstations Program source funds to install 2 solar lights at Mole Hill.	DCS	Ongoing	31.10.17 Funded, got 3 lights but just need to be installed by Roper Gulf. 07.11.17 Installed by end of month. 06.02.18 Paul to report back at next LA Meeting **03.04.18 Paul to report back to next LA Meeting.**
07.11.17	11.5 GOVERNANCE REPORT - JILKMINGGAN LOCAL AUTHORITY PROJECT	Paul to investigate seating options and costs and will advise the LA	CSC/Area Manager	Ongoing	04.12.17 Commenced CSC and AM: Report to go to next LA meeting. **03.04.18 Need 2 more quotes for approval. Paul to approve. To Complete before next LA Meeting**

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07.11.17	12.5 SPEED BUMPS IN COMMUNITY	Speed bumps are coming off easily and getting damaged. It appears that the bolts were not long enough when the speed bumps were installed. MUNS team should be fixing them up. Paul to follow up for the speed bumps to get fixed.	CSC	**Complete**	04.12.17 Speed bumps have been ordered and will be in Jilkminggan by Christmas, installation will be over the school holidays ready for the school year. Old damaged speed bumps have been removed. 20.03.18 Two more to do. **03.04.18 Completed**
07.11.17	12.6 ROCKS IN COMMUNITY - SOME ARE DANGEROUS	Rocks to be removed and replace with bollards and control traffic with concrete curbing, better landscaping and wide enough for 2 cars.	CSC/Area Manager	Ongoing	04.12.17 Commenced - Quotes being sourced for bollards and curbing, possible CDP project for curbing. **03.04.18 Remove old rocks replace with bollards. To be purchased in next financial year out of operational budget.**
07.11.17	12.7 WATER PARK IN COMMUNITY	1. Jeffery and Paul to speak to JCAC regarding this proposal and to organise a meeting with JCAC and to let the Mayor know. 2. RGRC to investigate designs and costs, including ongoing costs for a water park and bring back to the next LA Meeting.	CSC/Jerry Amato	**Complete/ Remove**	24.11.17 Initial investigations of costings and designs sought. A quote has been obtained and to be presented at next LA Meeting. **03.04.18 Remove from list as this project is not feasible.**
06.02.18	10.3 JILKMINGGAN PLAY GROUND PROJECT	Paul Amarant to follow up on previous request of Play Ground Areas and Equipment and report back to the next Local Authority Meeting.	CSC Paul	Ongoing	22.01.18 A quote has been obtained and to be presented at next LA Meeting. (See Attached Quotes) 08.03.18 Nathan to bring back designs to next LA Meeting. **03.04.18 Playground Areas will be going to tender for each community. Community request an additional playground. Community meeting to be held for 2nd playground. Maps to be obtained for area of interest.**

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06.02.18	10.5 SEATING AREA AT THE SPORTS OVAL	The Local Authority discussed the need for a seating area around the Sports Oval for competitions and training. Paul Amarant to source quotes for seating and report back to the next Local Authority Meeting.	CSC Paul	Ongoing	22.01.18 A quote has been obtained and to be presented at next LA Meeting. (See Attached Quotes) **03.04.18 To be purchased by next LA Meeting. Approved $23,750.00+GST Additional quotes to be obtained**
06.02.18	10.5 OVAL SCOREBOARD	The Local Authority discussed the requirement for a new electronic scoreboard for the sports oval for competitions. Paul Amarant to source quotes and report back to the next Local Authority Meeting.	CSC Paul	Ongoing	22.01.18 A quote has been obtained and to be presented at next LA Meeting. (See Attached Quotes) **03.04.18 To be purchased by next LA Meeting. Approved amount $13,645.00 plus hook up.**
06.02.18	10.6 BASKETBALL COURTS UPGRADE	1) Paul to source quotes for shelter over the courts and report back to the next Local Authority meeting. 2) Paul to hold a community meeting for consultation around what the community wants to see upgraded at the courts, including shade and other facilities.	CSC Paul	Ongoing	22.01.18 Paul to hold community meeting for consultation. **03.04.18 Community Meeting to be held. Paul to organise. Previous meeting was not held. Item on Town Priority. Apply for funding for shade top / lighting out of Community Benefit Funding. Letter of support to be attached to application from JCAC.**

4/2018 **RESOLVED (Ossie Daylight/Jeffrey Joe)**

(a) **That the Jilkminggan Local Authority receive and note the Action List.**

(b) **That the Jilkminggan Local Authority approve to purchase the seating at the sports oval for $23,750.00+GST from the Jilkminggan Local Authority Project Funding.**

(c) **That the Jilkminggan Local Authority approve to purchase and for install of the scoreboard for $13,645.00 from the Jilkminggan Local Authority Project Funding.**

9. INCOMING CORRESPONDENCE

Nil

10. OUTGOING CORRESPONDENCE

10.1 OUTGOING CORRESPONDENCE

5/2018 **RESOLVED (Jeffrey Joe/Lisa McDonald)**

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(a) **That the Jilkminggan Local Authority receive and note the Outgoing correspondence.**

THANK YOU LETTER. DEPT OF HEALTH MULGAN CAMP

11. GENERAL BUSINESS

11.1 ELECTED MEMBER REPORT

6/2018 **RESOLVED (Ossie Daylight/Rosina Ferrell)**

(a) **That the Jilkminggan Local Authority receive and note the Elected Member report.**

Mayor Judy MacFarlane left the meeting, the time being 12:18 PM
Mayor Judy MacFarlane returned to the meeting, the time being 12:20 PM

11.2 COUNCIL SERVICES REPORT

7/2018 **RESOLVED (Ossie Daylight/Jeffrey Joe)**

(a) **That the Jilkminggan Local Authority receive and note the Jilkminggan Council Services Report at the 3 April 2018 meeting.**

Overview
Community has had several compliments on how clean and tidy it has become lately. Speed Bumps have been installed around community.
Community Clean Garden Competition was held on March 25th with Mayor Judy McFarlane here to judge the yards. 3 Winners where picked and prizes given.
Muns and CDP have been working together to catch up on mowing.
Recycling of cans and bottles has commence. Recycles are taken into Mataranka at the Mataranka Recycle Centre.
Coordinator Forum held in Katherine

Training
Mental Health First Aide was held in Katherine for some of the staff members.
Meetings
Regular Monthly Staff meetings have been held. Topics have included Policies and Procedures. Communication, and changes being made around the office area for better delivery service.

Staff
Some issues with absenteeism. Timesheets not being filled out properly. This has been rectified with changes that have been made inside the office area.

Community Issues
Horses have moved back into community
Dog Complaints have been submitted. Cheeky dogs around the school area. 2 kids have been bitten.
Snakes in community has been a big issue this wet season. WHS has assisted in information flyers and educational tools. Guarders have been purchased for Muns Team for safety around snake bites.
Drinking and speeding around community.

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OMC
The OMC was held in Jilkminggan in February. Office staff assisted in catering and other needs. Positive feedback and Certificate of Appreciation was given to 3 staff members for their hard work during the OMC.

11.3 COUNCIL FINANCIAL REPORT - JILKMINGGAN

8/2018 **RESOLVED (Ossie Daylight/Rosina Ferrell)**

(a) **That the Jilkminggan Local Authority receive and note the Financial Report for the Second Quarter of 2017-18.**

11.4 GOVERNANCE REPORT - NEW POLICIES

9/2018 **RESOLVED (Ossie Daylight/Jeffrey Joe)**

(a) **That the Jilkminggan Local Authority receives the following new policies:**
- **(i) GOV027 Indigenous Procurement Policy;**
- **(ii) GOV028 Buy Local Policy;**
- **(iii) GOV029 Records Management Policy;**

(b) **That the Jilkminggan Local Authority receives and notes the following new and revised policies as adopted by Council at the 15 December 2017 meeting.**
- **(i) WS009 Fatigue Management Policy;**
- **(ii) HR029 Redeployment and Redundancy Policy;**
- **(iii) GOV012 Organisational Delegations Manual (non-financial);**
- **(iv) AGE038 AGED CARE Service Referral and Coordination Policy.**

11.5 COMPLAINTS REGISTER

10/2018 **RESOLVED (Lisa McDonald/Rosina Ferrell)**

(a) **That the Jilkminggan Local Authority receive and note the Complaints report.**

2 Animal Complaints

11.6 GOVERNANCE REPORT - JILKMINGGAN LOCAL AUTHORITY PROJECT REGISTER UPDATE

11/2018 **RESOLVED (Ossie Daylight/Jeffrey Joe)**

(a) **That the Jilkminggan Local Authority receive and note the report on the Local Authority Project funding for the Second Quarter of 2017-18.**

11.7 COMMUNITY SAFETY REPORT

12/2018 **RESOLVED (Ossie Daylight/Jeffrey Joe)**

(a) **That the Jilkminggan Local Authority receive and note the Community Safety Report**

11.8 CDP REPORT

13/2018 **RESOLVED (Jeffrey Joe/Rosina Ferrell)**

(a) **That the Jilkminggan Local Authority receives and notes CDP Report**

12. OTHER BUSINESS

12.1 MATARANKA RECYCLE CENTER CAN CRUSHING MACHINE

Roper Gulf Regional Council intends to purchase a large can crushing machine to service surrounding communities.

14/2018 **RESOLVED (Rosina Ferrell/Jeffrey Joe)**

(a) **That the Jilkminggan Local Authority receive and note the report on Mataranka Recycle Center Can Crushing Machine at the 3 April 2018 meeting.**

(b) **That the Jilkminggan Local Authority has agreed to give $3,000 towards the new can crushing machine to also benefit Jilkminggan Community.**

12.2 AFL GRASS ROOTS PROGRAM

Update provided regarding AFL Grass Roots Program

Roper Gulf Regional Council will be providing support in each community with the AFL Grass Roots Program.

15/2018 **RESOLVED (Jeffrey Joe/Ossie Daylight)**

(a) **That the Jilkminggan Local Authority receive and note the report on AFL Grass Roots at the 3 April 2018 meeting.**

(b) **That the Jilkminggan Local Authority has agreed to give $1,000 towards purchasing Uniforms or Shoes for competition.**

12.3 PLAYGROUNDS

The Roper Gulf Regional Council intends on only using one company to provide playgrounds in all our communities. This will help in overall costs of purchasing and maintenance.

Roper Gulf Regional Council will need to go to tender.

16/2018 **RESOLVED (Jeffrey Joe/Ossie Daylight)**

(a) **That the Jilkminggan Local Authority receive and note the report on Playgrounds at the 3 April 2018 meeting.**

12.4 VET REPORT

MAGIQ ID: 745556

Roper Gulf Regional Council VET Animal Management Program have a material handout to be given in community, this breaks down amount of dogs at each household. The handout also will assist with cheeky dogs in community and how to identify them for future management.

17/2018 **RESOLVED (Jeffrey Joe/Ossie Daylight)**

(a) **That the Jilkminggan Local Authority receive and note the verbal report from the VET at the 3 April 2018 meeting.**

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13. CLOSE OF MEETING

The meeting terminated at 1:06 pm.

THIS PAGE AND THE PRECEEDING 9 PAGES ARE THE MINUTES OF THE Jilkminggan Local Authority Meeting HELD ON Tuesday, 3 April 2018 AND CONFIRMED Wednesday, 4 April 2018.

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Chairperson

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