



## 7. General Business

### 7.1 \*Elected Member Report:

### 7.2 \*Council Services Managers Report: Report Attached page 7

- Council Services Update
- \*Work Health and Safety Update

### 7.3 \*Council Financial Reports: Report attached page 10

### 7.4 \*Governance Updates:

- \*Town Priorities-Local Authority Funding Report attached. Page 13
- \*Complaints Register: Nil
- \*Policy Updates  
ADM009 Vehicle Use Policy (Updated) Added Clarification on Home Garaging of Vehicles. Vehicles are to be used to commute between work and home and not used for any other purpose outside work hours.  
DIT001 Fleet Procurement and Allocation Policy has been added with rules around Fleet purchases of new or replacement of machinery/vehicle.

### 7.5 \*CDP- Community Development Program: Verbal Presentation

### 7.6 \*Alcohol Management Plan:

### 7.7 Night Patrol : Verbal Presentation

## 8. Other Business

## 9. Meeting Closed

\* Denotes permanent Agenda items

**10:00 am Monday 31<sup>st</sup> August 2015**

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Meeting opened at 10.45 and was chaired by Cheryl Lardy

**1. Present:**

**1.1 Elected Members**

Councillor Annabelle Daylight

**1.2 Local Authority Members,**

Maxie Miller  
Patrisha Baker,  
Lisa McDonald  
Sheryl Lardy

**1.3 Staff,**

Antony Lynch, Council Services Manager (CSM)  
Jo Nicol, Local Authority Coordination Officer  
Anne-Marie McDonald, Customer Services Officer (CSO)  
Darcie Boom Governance Officer  
Brian Philips Night Patrol Officer.

**1.4 Visitors/Guests.**

None

**2. Apologies:**

Deputy Mayor Judy MacFarlane , Nick Sharah, Sharon Hillen,

**3. Conflict of Interest:**

Nil

**4. Minutes of Previous Meeting:**

Members accepted the Minutes from the previous meeting held on 3<sup>rd</sup> March 2015.

Moved: Patrisha Baker  
Carried by way of consensus.

Seconded: Maxie Millar

**5. Business Arising/Action List;**

- Cemetery: Waiting on new Government Legislation to become available.
- Also land tenure may be an issue as to who has responsibility.
- Security screens on toilets at Sport & Rec area: CSM to action

## **6. Correspondence**

### **6.1. Outgoing Correspondence:**

Nil

### **6.2. Incoming Correspondence:**

- Letter from Outback Stores.
- 29.7.2015.Letter from the Department of Local Government Re: Local Authority Project Funding 2015/2016

## **7. General Business:**

### **7.1 Elected Members Report:**

The new 2015/2016 Regional Plan has been handed out to Local Authority Members it has a large amount of information that is relevant to Jilkminggan Local Authority; Town Priorities, 2015/2016 Budget and Staffing.

The next Ordinary Council meeting will be held 30<sup>th</sup> September in Borroloola. The following month October's Council Meeting will be held in Mataranka, a visit to Jilkminggan is being planned to coincide with Council Meeting.

### **7.2 Council Service managers report:**

Council Services Manager, Antony Lynch is very happy with the Municipal team the community is looking very clean and tidy. Unfortunately vandalism continues to be an issue, help is needed from the community to stop road signs being vandalised, with the potential to cause traffic hazards.

The community has to take an active role in reducing litter. Card games are the major culprit with litter being left everywhere. Nappies, broken glass and green cans have to be cleaned up daily from the crossing as well as many areas around the community please encourage people to not litter.

Members were requested to report any misuse of Roper Gulf Regional Council vehicles to the Council Services Manager as soon as possible.

A new car park has been built outside the crèche for safer access, there is a turn around space.

A new sand pit has been put into the crèche garden.

Council Services Manager has fine grade top soil that can be delivered to residents gardens if requested. A new bore pump has been installed which will assist with watering the oval and surrounding area's more efficiently.

Smoking area outside the Council Services Centre needs to be moved in accordance with Roper Gulf Regional Council Smoke free Policy. Local Authority members discussed on what could be the new possible smoking area and suggested for a new preferred site across the road next to the large gum tree, which will be signposted.

The old playground looks unsafe and needs to be addressed, Council Services Manager will talk with JCAC and Director Council Services and Infrastructure Sharon Hillen regarding what should be done depending on ownership of the area.

Hooning and drinking are still a major problem in the community especially after night patrol has finished for the night. Local Authority members decided to call a community meeting and try to address the problem.

The Police can not make an arrest unless perpetrators are caught in the act or have someone willing to testify. Currently there have been six arrests for Drunk Driving.

Members were advised that Neem trees are now declared as weed and were requested to inform Council Services Manager if any are seen so they can be removed.

Bats are transmitting Lyssavirus Virus, beware of any contact with live or dead Bats and any injury seek immediate medical attention.

Unsafe stairs at the Council Office are soon to be removed and replaced.

### **7.3 Council Financial Reports:**

4<sup>th</sup> Quarters Financial Reports were tabled and discussed. An outstanding variance was discussed; \$107,335 for Night Patrol, Brian Phillips, Night Patrol Coordinator informed the Local Authority that this was because of people not turning up for work and there have been problems getting staff. This impacts on the Community as Night Patrol is not being as effective as it should be. There are still positions in Night Patrol available.

Local Authority Members asked the status of the Right Path Project.

### **7.4 Governance Updates:**

- **Town Priorities**

The Local Authority Project was discussed and the booklet of play equipment handed out. A meeting to choose the play equipment was organised for Friday 4<sup>th</sup> of September.

- **Complaints Register:** Nil
- **Policy Updates-** Nil
- **Trainings:**

Local Authority Coordination Officer Jo Nicol thanked Wendy Daylight and Anne Marie McDonald for attending the Ordinary/Extraordinary Women's Conference in Katherine in June.

### **7.5 RJCP/CDP Report:**

Local Authority members were advised that from July 1<sup>st</sup> 2015 RJCP has been changed to "Work for the Dole". Everyone 18-49yrs who are on Centerlink payments must come into the RJCP office to redo a Job Plan, must be entered into an activity are required to do 5 hours a day , 5 days a week.

Jilkmिंगgan has 108 participants and only a fraction are turning up. Local Authority members should encourage family and friends to participate in activities to improve the community.

A Community Information meeting was planned to identify activities that job seekers would like to do, due to no one attending the meeting was cancelled. Currently the main project/activity has commenced and is the clean up and refurbishment of Elsey Station.

Any one with any Ideas for activities were requested to contact Sherilee Retchford or CSM, Antony Lynch so we can assist our community in looking amazing.

#### **7.6 Alcohol Management Plan.**

Nil

**Action-** Invite Moira McCreesh, Senior Alcohol Management Project Officer and Helena Lardy JCAC to attend next Local Authority Meeting to give update.

#### **8. Other Business:**

Nil

#### **9. Meeting Closed at 12.15 pm.**

Next Meeting: 6 October 2015

**Subject:** CSM Report for Current Regional Council services in Jilkminggan

**Author:** Antony Lynch – Council Services Manager, Jilkminggan

**RECOMMENDATION**

(a) That the Jilkminggan Local Authority accepts the CSM Report on current Regional Council Services.

1. **Visitors:**  
Roper Gulf Regional Council, Mayor and Councillors.
2. **Overview of Council Services:**
  - All services are going well.
  - Currently working on the sprinkler systems to get the oval and the surrounding areas looking green.
  - Rocks have been placed to cordon off the sport and rec area to stop dust being spread over the community by cars driving through it .The area is now being rehabilitated with grass and plants.
  - The municipal crew have been busy doing various task, the rubbish collection is running well with help from CDP staff.
3. **Events/Activities:**
  - Jilkminggan has a litter patrol every day to make sure we keep on top of the litter in the community.
4. **CSM Meetings:**
  - Meeting with Michael Soler re: building the new dump.
  - GEC Barry Clarke re: Careers Day held for Youth of Jilkminggan, to highlight potential jobs and careers in the area. Tuesday 10<sup>th</sup> November 2015
  - Municipal Forum in Alice Springs
  - Outback stores and the School regarding Dump Fee's.
5. **Community Issues:**
  - Horses entering the community creating safety concerns.
  - Alcohol / Loud music.
  - 3 faze power cable brought down by kids playing football underneath it.
  - The Store was broken into.
  - Hooning still a major problem.
  - Low attendance at school, Police have been in Community attending to increased Truancy.
6. **Staffing/Vacancies:**
  - CDP Trainee Employment Consultant
  - CDP Activity Supervisor
  - Night Patrol Supervisor

- Part time Municipal worker.
- Centerlink Agent

**7. Projects:**

- Right path project
- Sport and Rec Area Regeneration
- Oval fencing
- New Dump
- Children's Playground.

**8. Core / Infrastructure Services:**

- Fence and Grid Project (Stock Exclusion Fence) application investigated and submitted to ABA for Jilkminggan
- Bollard Project funding and specifications being developed.
- Commenced consultation with all stakeholders relating to the enforcement of Commercial Dumping Fees.
- Sport and Recreation area rejuvenation.
- Sign for entrance to community nearly completed.

**Jilkminggan Dump**

- Dump maintenance at Jilkminggan, Robbie Campbell and Michael Soler have assessed dump in preparation for civil works when the current dump is full.

**9. Council Services:**

- **Public & Street Lighting:**  
Street light audit done, 4 lights need changing. Report completed, waiting for Electricians.
- **Local Emergency Management:**  
Nil to Report. Waiting for Meeting Date from local Police.
- **Maintenance, Buildings & Fixed Assets:**  
Minor Repairs and Maintenance for RGRC assets. Window broken in Service Delivery Centre, new bore pump fitted and fence around oval repaired to try to keep out horses.
- **Cemetery:**  
Currently managed by JCAC.
- **Swimming Pool:**  
N/A

**10. Animal Welfare:**

- Veterinary visit to Jilkminggan over the quarter allowing for the treatment of approximately 80% of dogs and cats and the occasional pig, rabbit, buffalo and wallaby.
- Pre-vet visits have occurred before each vet visit to gather information on animal numbers and to book in surgery and treatments.
- In general, the dogs in our communities are looking very good with improvements in parasite burdens, de-sexing programs and the amount of pups being born.
- The program is well received in the community however one main issue is the ability to catch and restrain all of the animals. With animals running away and owners being absent when we visit, we are not able to cover all animals.
- The birth control program is also successful with most residents taking the opportunity offered for surgery or chemical contraception. This has made a big difference to the number



of new- borns. There are still pups being bought in from outside locations, however, pups are extremely susceptible to the disease “Parvo” and unless fully vaccinated, a large number of these pups are dying from that disease.

- The average body condition of animals in communities is 3 out of 5 (3 is the ideal), which indicates that community animals are generally in good health.
- A hydro-bathing service in Jilkminggan has occurred over this period. The community was very helpful with this program and owners are co-operating to catch their animals and assist. With the pre vet visits, the vet visits and the hydro-bathing program, visits are occurring 3 times a quarter. Each visit allows the opportunity to assess the condition of the animals, treat any injured or sick if required and to talk to residents on good pet care.
- It is encouraging that many community members are seeking our assistance in providing the health care for their animals. They are seeing the benefits of the program on their pets and are actively perusing treatments.
- There have been 1 official animal related complaints received in the past few months and has been investigated.
- The keeping of feral animals such as pigs and horses is ongoing. Residents are generally agreeable to removal of these animals once you explain the hazards associated with keeping them long term.

**11. Local Road maintenance:**

The Municipal crew have conducted a survey of all pot holes on the internal roads and have not found any major issues.

**12. Traffic Management:**

Signs are constantly being vandalised which have to be repaired for safety reasons. Please report any offences you may see.

**13. Waste management & Litter Control:**

The number of actual weekly rubbish pickups	2-Monday & Friday
Volume of waste dumped at the landfill by the kerb side pickup service	32m <sup>3</sup>
Volume of commercial waste dumped at the landfill by businesses and service providers	2 m <sup>3</sup>

**14. Plant & Equipment:**

- We have had to sell our bobcat due to repairs being far too costly to be financially practical. RGRC has another stationed in Barunga which can be utilised when needed.

**15. Airport maintenance:**

- N/A

**16. Power, Water & Sewage.**

- RGRC Essential Services Officer is doing a good job taking the very important reads every morning. We have 2 other staff members trained up for back up.



## Roper Gulf Regional Council

### Jilkmिंगgan Local Authority Meeting

Tuesday 3<sup>rd</sup> November 2015

## Finance Report

Title: Jilkmिंगgan First Quarter Finance Report

Author Bala Donepudi

### RECOMMENDATION

(a) That Jilkmिंगgan Local Authority receive and note First Quarter Financial Report.

#### 1. Background

This report details out the First Quarter Financial Report from the period starting July 1 to September 30, 2015.

The Annual Budget for Jilkmिंगgan is \$ 2,597,682, and the budget for the first quarter is \$649,421. Council has spent \$ 479,796 on various programs in Jilkmिंगgan, this comes to 74% of the allocated budget.

#### Expenditure Breakdown as per Directorate

Corporate Services have a budget of \$ 11,212 for the first quarter, of this \$ 554 was spent. The Main area of Underspend is the Local Authority Project .The spending will be increased once the project is decided.

Agency Services was allocated a budget of \$ 438,137 for the first quarter, of this \$ 325,908 was spent, 74% of the allocated budget. Main areas of underspend is the CDP Jobs Program and Night Patrol Program.

**Underspend** in CDP is due to funds not spent on materials and salaries; due to still using up materials bought under the last year's budget. Few Positions are vacant due to reduced case load. Staffing levels are influenced by the case load, reduced case load means reduced staff needed. HR is currently in the process of recruiting the new staff.

Commercial services show an underspend of \$18,122; 13.64% of the allocated budget has been spent.

**Underspend** in the Power & Water contract by \$ 10,332, due to the ESO position being vacant for some time.

Council Services has a total Budget of \$179,091; 84% of the allocated budget has been spent with an underspend of \$28,617.

**Underspend** is mainly due to vacant positions in Municipal Services and General Council Services .

Attached- First Quarter Financials.

# Roper Gulf Regional Council

Income & Expenditure Report as at  
30-September-2015  
for the year 2015-2016



16GLACT Year to Date Actual (\$)	16GLBUD Year to Date Budget (\$)	Variance (\$)	16GLBUD Full Year Budget (\$)	Percentage of Budget Spent
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## Jilkmिंगgan (Duck Creek)

### Expenditure by Service

1 - Corporate Services	554	11,212	10,657	44,847	4.94%
2 - Agency Services	325,908	438,137	112,228	1,752,546	74.39%
3 - Commercial Contract & Technical Serv	2,859	20,981	18,122	83,926	13.63%
4 - Council Services	150,474	179,091	28,617	716,363	84.02%
<b>Total Expenditure</b>	<b>479,796</b>	<b>649,421</b>	<b>169,625</b>	<b>2,597,682</b>	<b>73.88%</b>

### Expenditure by Activity

131 - Council and Elected Members	60	0	-60	0	Needs Amendment to the Budget ,Total Spending for all the commnities is under the budget
132 - Local Authority	0	1,225	1,225	4,900	No Caims made under for Local Authority Allowance - 1,075 ; Matering Catering Expense unspent -
136 - Establishment of Local Authorities	494	0	-494	0	All the Expenses will be recoded to 130
138 - Local Authority Project	0	9,987	9,987	39,947	No Project decided ; Underspend in materials - 9,987
<b>Total Expenditure - Corporate Services</b>	<b>554</b>	<b>11,212</b>	<b>10,657</b>	<b>44,847</b>	
314 - Service Fee - RJCP	121,271	221,268	99,997	885,070	Underspend in Salaries due to Vacant Postions - 44,392 ; No spend in materials - 37,882; Underspend in Fleet due to not receiving fleet invoices - 5,837;Internal workshop and other repairs not done - 4,958 ;Other op - 6,928
316 - Participation Account - RJCP	17,479	0	-17,479	0	UnBudgted spend in materials - 4,708;Oth op - 9,334 ; Inter - 3,436 ; Carried forward funds being spent.
340 - Family and Community Services adn	237	0	-237	0	carried forward funds being spent ; Office Expencc - 237
342 - Aged Care NT Jobs Package	4,342	6,763	2,421	27,053	One of the employee coded left the postion - 2,359 ; Oth op -62
344 - HACC services	479	3,600	3,121	14,400	General underspend in Material - 3,487 ;Spending may go up in the coming months
347 - Creche	74,546	77,088	2,542	308,350	
350 - Centrelink agency	4,510	9,257	4,747	37,028	Underspend in salaried due to fewer hours worked - 2,524;Rental entries for lot 17 Council Office not Done .
370 - Remote School Attendance Strategy	30,051	23,174	-6,878	92,695	Overspend in salaries - 9,237(Budget need to be adjusted )
401 - Night Patrol	18,948	53,184	34,237	212,737	Underspend in Emp Exp due to vacant postions
403 - Outside School Hours Care	23,333	26,967	3,634	107,867	
404 - Aus Govt Sport and Rec Managemer	0	8,304	8,304	33,216	Zero Spend in Emp Exp due to vacant positions - 7,629 ; Materials - 500 ; Oth Op - 175
405 - Aus Govt Sport and Rec Indigenous	5,666	0	-5,666	0	
407 - ARC - NTG S&R	18,268	8,532	-9,736	34,128	Overspend in emp Expenses - 9,237
414 - Volatile Substance Abuse	24	0	-24	0	All the expense to recoded to other activities
415 - 67568 Youth In Communities	521	0	-521	0	Budgtes will be amended in the review.Overall Expenditure under the budget

	<b>16GLACT</b> Year to Date Actual (\$)	<b>16GLBUD</b> Year to Date Budget (\$)	<b>Variance (\$)</b>	<b>16GLBUD</b> Full Year Budget (\$)	<b>Percentage of Budget Spent</b>
416 - Youth Vibe Holiday Grant	1,415	0	-1,415	0	Expenses will be recoded to other activities as there is not budget
475 - RJCP CDF	4,819	0	-4,819	0	carried Forward funds being spent ; Materials - 4,819
<b>Total Expenditure - Agency Services</b>	<b>325,908</b>	<b>438,137</b>	<b>112,228</b>	<b>1,752,546</b>	
201 - Street lighting	0	875	875	3,500	No street Lighting work done till date ; Materials - 875
202 - Staff Housing	-1,834	500	2,333	2,000	Materials underpend - 2,333
220 - Territory Housing Repairs and Maint	0	50	50	200	No Repairs Carried out ; Materials - 50
221 - Territory Housing Tenancy Manager	3,857	8,385	4,528	33,539	Underspend in salaries due to one vacant position - 1,521 ; Rental expense Journal not done - 2681
244 - Power Water contract	120	10,452	10,332	41,807	Underspend in Salaries - 7,237 due to Vacant Positions;Internal vehicle Underspend - 2500 ( Journals to be done)
246 - Commercial Australia Post	716	720	4	2,880	
<b>Total Expenditure - Commercial Services</b>	<b>2,859</b>	<b>20,981</b>	<b>18,122</b>	<b>83,926</b>	
111 - Council Services General	61,734	72,695	10,961	290,780	Underspend in salaries due to a Vacant Position - 12,396;Underspend in Fleet - 1642 due to lease ;General Underspend in materials - 191 and oth op - 3,523 ; Income form Comm ops and community Services for usage of Office space yet to be posted - 7,036
160 - Municipal Services	68,280	88,000	19,721	352,001	Underspend in salaries due to fewer hours and One employee started in the middle of the period - 9,549 ; Materials - 3,759 ;Fleet - 2,145( Rego not due) ;Internal - 2,913
161 - Waste management	15,958	15,500	-458	62,000	
164 - Local Emergency Management	313	570	258	2,281	Rego not due - 155 ; No work shop repairs - 103
169 - Civic Events	0	25	25	100	Budget allocated for the Civic events Hence not spent
170 - Australia Day	0	50	50	200	Budget for australia day hence not spent
171 - Naidoc Week	0	250	250	1,000	Budget for Naidoc Week.This will be spent for that event .
381 - Animal Control	4,161	2,000	-2,161	8,000	Overall budget
481 - Right Path Project	28	0	-28	0	carried Forward funds being spent
<b>Total Expenditure - Council Services</b>	<b>150,474</b>	<b>179,091</b>	<b>28,617</b>	<b>716,363</b>	

<b>Total Expenditure</b>	<b>479,796</b>	<b>649,421</b>	<b>169,625</b>	<b>2,597,682</b>
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# Roper Gulf Regional Council

## Jilkmिंगgan Local Authority Meeting

Tuesday 3<sup>rd</sup> November 2015

### Governance Report

**Title:** Local Authority Funding Report

**Author:** Jo Nicol

#### RECOMMENDATION

- (a) That the Jilkmिंगgan Local Authority receive and note the Governance Update on Local Authority Funding.
- (b) That the Jilkmिंगgan Local Authority choose one of the three Playground options.
- (c) That Jilkmिंगgan Local Authority choose one of the four Playground sites.

#### 1. Background

The NT Government allocated funds for Local Authorities to spend outside of the Council's Budget to spend in their community.

All Local Authorities received their funding in July 2014 and another round was received in July 2015. These funds need to be spent by June 2016. All Projects, expenditure and quotes must be formally moved at a Local Authority meeting and then be considered by Council at OCM

#### 2. Status of Current Projects

**Jilkmिंगgan Local Authority Allocation: x2 \$39,947.00**

Project	Description	Comments/Status	Budget
Playground Equipment	Install playground equipment	<ul style="list-style-type: none"> <li>• Woodchip to be used as softfall</li> <li>• CDP participation opportunity for demolition of old playground and investigation into new location for playground</li> </ul>	Compounded 14/15 and 15/16 grants totalling \$79,894

**Jilkmिंगgan Remaining Budget: \$0**

### **3. Issues/Discussions:**

The 2015/2016 Local Authority Funding for Jilkminggan Local Authority of \$39,947 has now been received.

#### **Type Of Playground**

Local Authority Members need to make a decision about the following Playground options of a large Playground in one area or many areas of a few pieces of Playground equipment.

1. one large Playground in area of choice.  
With or without shade.
2. Two areas with an assortment of Playground equipment in both areas.  
With or without shade.
3. Three areas with an assortment of Playground equipment of choice, example a swing and small climbing frame.  
With or without shade.

#### **Site Of Playground**

Local Authority Members need to decide on where the Playground will go. Four areas have been provided based on previous Local Authority member discussions and discussions with JCAC. These areas are;

1. Where the existing (decommissioned ) playground area currently is
2. Behind the Service Delivery Centre near the BBQ ,
3. At the end of Mango plantation area,
4. Down at the Sport and Rec Area near the Football Field..











