

MINUTES OF THE MANYALLALUK LOCAL AUTHORITY MEETING OF THE  
ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE CONFERENCE  
ROOM COUNCIL SERVICE DELIVERY CENTRE, MANYALLALUK ON  
WEDNESDAY, 20 SEPTEMBER 2017 AT 2:30PM

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**PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Councillor Wayne Runyu  
Robert Williri, Chairperson  
Andrew Hood  
Ben Kleinig  
Eileen Lawrence  
Rachel Kendino

**1.2 Staff**

Sharon Hillen, Director of Council and Community Services  
Nathan McIvor, Area Manager for Central Arnhem  
Steven Loring, Council Services Coordinator  
Sommer Meadows-McIvor, Acting Council Services Coordinator  
Eventhia Friday, Senior Admin Support Officer (Minute Taker)  
Chantal Binding, Local Authority Support Coordinator

**1.3 Guests**

Ashley Strett, ACCC  
Robert Albertson, ACCC  
Timothy Brown, ACCC  
Jeanie Govan, NT Department of Chief Minister

**2.MEETING OPENED**

Meeting opened at 2:30pm.

**3.WELCOME TO COUNTRY**

Chairperson Robert Williri welcomed everyone and the Roper Gulf Regional Council pledge was read.

**4.APOLOGIES AND LEAVE OF ABSENCE**

**4.1 APOLOGIES AND LEAVE OF ABSENCE**

**30/2017 RESOLVED (Andrew Hood/Rachael Kendino)**

(a) That the Manyallaluk Local Authority accept the Apologies of Mayor Judy

MacFarlane, Deputy Mayor Helen Lee, Councillor Selina Ashley, Darryl Watson and Shaunette Mumbin.

## **5.CONFIRMATION OF PREVIOUS MINUTES**

### **5.1 PREVIOUS MINUTES**

31/2017 RESOLVED (Eileen Lawrence/Andrew Hood)

- (a) That the Manyallaluk Local Authority approve the minutes as a true and accurate record of the Manyallaluk Local Authority's Meetings held on Thursday 6<sup>th</sup> April and Monday 8<sup>th</sup> May 2017 (Provisional).

## **6. CALL FOR ITEM OF OTHER BUSINESS**

1. Community Services Report
2. Council Services Report
3. Manyallaluk Community Water

## **7. DISCLOSURES OF INTEREST**

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

## **8. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **8.1 ACTION LIST**

32/2017 RESOLVED (Ben Kleinig/ Rachael Kendino)

- (a) That the Manyallaluk Local Authority receive and note the Action List.

<b>Date</b>	<b>Agenda Item #</b>	<b>Item Description</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Status Comments - Completion Date</b>
17.08.15		Contact NT Royal Life Saving	Area Manager/ DCCS	<b>Complete</b>	16.05.2016: Training for life guards; CSM to follow up 15.08.2016 in negotiations with Stephen Gazzola, Royal Life Saving, for training & learn to swim classes, to work with school. 08.05.2017: DCCS to follow up cost of training and how to fund; will also investigate use to school sports vouchers to cover cost. 07.07.17 Part of Operational Plan.
15.08.16	7.2 Area Managers Report	Area Manager to follow up on street signs	Area Manager	<b>Complete</b>	06.04.2017: Quote for street sign names, purchase order to be written, posts to be placed and signs installed 08.05.2017: Area Manager advised \$1900 verbal quote given to CSC for signs only; Area Manager to complete PO and proceed with order. 07.07.17 Installed.
15.08.16	7.2 Area	Area Manager	Area	<b>Complete</b>	Partially completed. Iron

	Managers Report	to investigate closing off sides of stage so there is no climbing and padlock container	Manager		sheets erected to prevent people climbing up onto container. 07.07.17 Completed
06.04.17	11.11 HOUSING UPDATE	Update from Housing at next meeting as to which house is receiving the upgrade	DHCD	Ongoing	20.09.17 Jeanie Govan to chase up.
05.05.17	12.1 MANYALLALUK COMMUNITY SAFETY ACTION PLAN SIGNS	CSC to liaise with community regarding sign locations and arrange installation.	CSC	Complete	07.07.17 Installed.

### ISSUES RAISED IN COMMUNITY BY LA MEMBERS

- There is rubbish being left in the pool area, kids were taken down to clean it up, a wheelie rubbish bin is needed there.
- People are using the camping area but need permission to camp/permits and pay fees; need to check permits and report to Council/Police if no permits or fees paid.
- A wooden table slab was stolen.

**ACTION:** Nathan to put on Weekly Plan rubbish collection at pool.

**ACTION:** Wheelie bin to put in pool area.

**ACTION:** Sharon to talk to Jawoyn regarding stolen wooden table slab.

### UPDATE ON PROPOSED VENDING MACHINE

At the OCM 14 September 2017, the Council approved that the CEO to contact Scott Grummit regarding the proposed vending machines at Manyallaluk and Barunga.

Other points raised at LA Meeting:

- The vending company is a legitimate business and operating for 5 years
- Healthy food, toilet paper, phone cards etc, in the machines.
- The vending machine company want to plug into our power, issue if machine gets broken into; all of this needs to be investigated first.
- Needs a Section 19 and fees, environmental health and other compliance.
- Barunga has said no to a vending machine as have a shop.
- LA will be informed regarding the vending machine at Manyallaluk once update provided from CEO.

### 9. INCOMING CORRESPONDENCE

Nil

### 10. OUTGOING CORRESPONDENCE

#### 10.1 OUTGOING CORRESPONDENCE

33/2017 RESOLVED (Rachael Kendino/Ben Kleinig)

(a) That the Manyallaluk Local Authority receive and note the Outgoing

## Correspondence.

### Other points raised by LA Members regarding the subject of alcohol in the community:

- There are still discussions happening in the community regarding having a social club in the community, no licence has been applied for yet or a Section 19, still in early stages.
- Posters regarding the Banned Drinking Register were provided at meeting to be put up on noticeboard.

### AUSTRALIAN COMPETITION AND CONSUMER COMMISSION (ACCC) - SCAMS

Representatives from ACCC presented to the LA, and had also been out in the community this morning informing about the type of scams being targeted at people, and that with the installation of the mobile phone service here will increase the level of scams through social media, e.g. Facebook.

ACCC handed out information sheets regarding the types of scams and said to telephone them if any questions or issues.

## 11. GENERAL BUSINESS

### 11.1 ELECTED MEMBER REPORT

#### The following update regarding the new elected Council Members and LA Membership:

- **Never Never Ward** – Judy MacFarlane, Annabelle Daylight and Ossie Daylight
  - **Numbulwar Numburindi Ward** – Edwin Nunggumajbarr and David Murrungun
  - **Nyirranggulung Ward** – Helen Lee, Selina Ashley and Wayne Runyu
  - **South West Gulf Ward** – Samuel Evans, Don Garner and Keith Rory
  - **Yugul Mangi Ward** – Eric Yelawarra Roberts and Owen Turner
- Judy MacFarlane our Mayor and Councillor Helen Lee our Deputy Mayor.
  - All current Manyallaluk LA Members, accept Darryl Kalakala have been re-appointed by Council at last week's OCM.

#### Other points discussed as part of the report (Elected Members Report):

- There will be an assessment undertaken regarding the safety of the playground and will report back to the LA.
- It was recommended that the LA could apply for \$3,000 community grant fund to replace spring rocker in the playground.
- 2 solar lights coming to community, 1 at phone booth and other at BBQ area.

### 34/2017 RESOLVED (Eileen Lawrence/Andrew Hood)

- (a) That the Manyallaluk Local Authority receive and note the Elected Member report.

**ACTION:** Sharon to put forward at next OCM for a quick application for the spring rocker.

**ACTION:** Sharon to provide Moira McCreesh at NTG Alcohol Action Initiative the ideas the LA members have put forward for activities and programs (Cultural Camp June/July 2018, 1x solar light for church side of road) for the grant application next round.

## **11.2 COUNCIL FINANCIAL REPORT**

**35/2017 RESOLVED (Andrew Hood/Ben Kleinig)**

- (a) That the Manyallaluk Local Authority receive and note the Manyallaluk financial report for the fourth quarter of 2016-17.**

Sharon informed the LA that Stephen Loring is the new CSC in Manyallaluk and will be the contact for LA members and informing of the meetings and distributing the Agendas and putting up job vacancies up on noticeboard. Speak to Stephen regarding our services here and support staff and he will communicate with other stakeholders. Patricia Lee is the Housing Officer.

## **11.3 GOVERNANCE REPORT - LOCAL AUTHORITIES UPDATE**

**36/2017 RESOLVED (Eileen Lawrence/Wayne Runyu)**

- (a) That Manyallaluk Local Authority receive and note the update of Local Authorities in relation to Caretaker Mode and the new term of Council.**
- (b) That Manyallaluk Local Authority meet bi monthly, on the third Monday of the month at 2.30 pm.**

## **11.4 GOVERNANCE REPORT - NEW AND REVIEWED POLICIES**

**37/2017 RESOLVED (Andrew Hood/Ben Kleinig)**

- (a) That the Manyallaluk Local Authority receive and note the following new policies of Council:**
  - 1. ADM025 Conflict of Interest – Staff Policy**
  - 2. ADM011 Conflict of Interest – Members Policy**
  - 3. HR035 – Relocation Assistance Policy**
  - 4. CTS002 - Commercial Commitments Policy**
- (b) That the Manyallaluk Local Authority receive and note the following reviewed policies of Council:**
  - 1. ASS002 – Asset Management Policy**
  - 2. HR014 – Employee Training and Development Policy**
  - 3. ADM001 – Policy Framework**
  - 4. GOV012 - Organisational Delegations Manual (non-financial)**

The following reviewed policies were also presented to the Manyallaluk Local Authority:

- (a) That the Manyallaluk Local Authority receive and note the following reviewed policies:**
  - 1. GOV014 Good Governance Policy (previously ADM014)**
  - 2. GOV15 Legislative and Regulatory Compliance Policy (previously ADM015)**
  - 3. ASS001 Fleet Procurement and Allocation Policy**
  - 4. CL005 Council Meeting Procedure Policy**
  - 5. CL006 Elected Council Member Allowance Policy,**
  - 6. GOV004 Cultural Business Policy (previously ADM004)**

- 7.GOV009 Vehicle Use Policy (previously ADM009)
- 8.LA001 Local Authority Policy
- 9.WS002 Smoke Free Policy
- 10.WS003 Work Health and Safety Policy
- 11.WS005 PPE Policy
- 12.WS006 Firearm and Tranquiliser Policy
- 13.GOV001 – Policy Framework (previously ADM001)
- 14.GOV005 – Communication Policy (previously ADM005)
- 15.GOV012 – Organisational Delegations Manual (previously ADM012)
- 16.HR003 – Employee Discipline Policy
- 17.HR005 – Confidentiality Policy
- 18.HR008 – Off-site Workers Policy
- 19.HR009 – Volunteer Policy
- 20.HR010 – Visa Policy
- 21.HR011 – Leave Policy
- 22.HR015 – Uniform Policy
- 23.HR023 – Criminal History Check Policy
- 24.WS004 – Pool Policy
- 25.WS008 – Evacuation Policy

#### 11.5 GOVERNANCE REPORT – COMPLAINTS

- (a) That Manyallaluk Local Authority receive and note the Complaints Report.
  - No outstanding complaints

#### 11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE

38/2017 RESOLVED (Wayne Runyu/Andrew Hood)

- (a) That the Manyallaluk Local Authority receive and note the report on the Local Authority Project funding.

**ACTION:** Sharon to add unspent budget to play equipment.

**ACTION:** Stephen to put up information on noticeboard of what is planned to spend money on.

#### MANYALLALUK CHURCH – ELECTRICITY ISSUES

- Need an electrician for quote.
- Could apply for \$3,000 Community Benefit Grant for public services.
- Late year photos and information sent to Power & Water who were going to investigate, but going to cost too much money and also legal issues connecting power, etc.
- Generator a possible option and cost \$600 - \$800, PA system could be battery charged.
- Volunteer groups possibly could do up church through CDP.

**ACTION:** Stephen and CDP Coordinator to follow up possible works project at the church.

## **11.7 2018-2021 STRATEGIC PLAN**

**39/2017 RESOLVED (Wayne Runyu/Eileen Lawrence)**

- (a) That the Manyallaluk Local Authority receives and notes the report about proposed planning and consultation for the 2018-2021 Strategic Plan.

## **11.8 GRANTS: ROUND 1 2017-18 ROPER GULF REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM**

**40/2017 RESOLVED (Rachel Kendino /Andrew Hood)**

- (a) That the Manyallaluk Local Authority receive and note commencement of Round 1 of the 2017-18 Community Grants Program.

## **12 OTHER BUSINESS**

### **12.1 TOWARDS ZERO ROAD SAFETY**

**41/2017 RESOLVED (Ben Kleinig/Andrew Hood)**

- (a) That the Manyallaluk Local Authority receive and note the Towards Zero Road Safety discussion paper.

### **12.2 COMMUNITY SERVICES REPORT**

**42/2017 RESOLVED (Eileen Lawrence/Ben Kleinig)**

- (a) That the Manyallaluk Local Authority receive and note the verbal Community Services Report

### **12.3 COUNCIL SERVICES REPORT**

**43/2017 RESOLVED (Wayne Runyu/Andrew Hood)**

- (a) That the Manyallaluk Local Authority receive and note the verbal Council Services Report

**ACTION:** Community Safety Action Plan sign needs to be put up in public locations and add the Night Patrol Phone number.

### **12.4 MANYALLALUK COMMUNITY WATER**

LA Member Ben Kleinig provided the verbal report regarding the possible water issue:

- Concerns that the mercury levels could be exceeding the Australian standards.
- With the use of a community basic test kit we tested community water supply which showed mercury present, but no mercury found in the 2 creeks.
- The problem could possibly be the bore accumulating natural mercury from underground.
- RGRC and Power and Water (PWC) have been contacted about this potential

issue and PWC are coming out to the community tomorrow to undertake water testing.

**44/2017 RESOLVED (Wayne Runyu/Andrew Hood)**

- (a) **That the Manyallaluk Local Authority receive and note the verbal report regarding the community water**

**ACTION:** To report back to the LA, community and RGRC regarding the results of the water testing by PWC.

**Jeanie Govan, Department of Chief Minister:**

Advised the LA that she had come out to the community this week for the Drive Safe Program.

**CLOSE OF MEETING**

The meeting terminated at 5:17pm.

THIS PAGE AND THE PRECEEDING 8 PAGES ARE THE MINUTES OF THE Manyallaluk Local Authority Meeting HELD ON Wednesday, 20 September 2017 AND CONFIRMED Monday, 6 November 2017.

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Chairperson