



## **AGENDA**

# **TITJIKALA LOCAL AUTHORITY MEETING FRIDAY 13 JUNE 2025**

The Titjikala Local Authority Meeting of the MacDonnell Regional Council will be held at the Titjikala Council Office on Friday 13 June 2025 at 10:30 AM.

Belinda Urquhart  
**CHIEF EXECUTIVE OFFICER**



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*Nil*

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**14 NEXT MEETING THURSDAY 4 SEPTEMBER 2025****15 MEETING CLOSED**

**3. ATTENDANCE / APOLOGIES / RESIGNATIONS / TERMINATIONS /  
NOMINATIONS****3.1 & 3.2 ATTENDANCE / APOLOGIES / ABSENTEES / LEAVE OF ABSENCES**

That members:

- a) note the attendance
- b) note and accept the apologies; and
- c) note the absences without notice for this meeting.

**3.3 RESIGNATIONS**

NIL

**3.4 TERMINATIONS**

NIL

**3.5. NOMINATIONS/MEMBERSHIP**

<b>ITEM NUMBER</b>	3.5.1
<b>TITLE</b>	Membership of the Local Authority
<b>AUTHOR</b>	June Crabb, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

This purpose of this paper is to highlight the vacancies on the Local Authority (the Authority) and to apprise the Local Authority of any legislative changes to appointments introduced in the Local Government Act 2019 (the Act).

**RECOMMENDATION**

**That the Local Authority:**

- a) **notes the resignation received from the Chair Greg Sharman,**
- b) **thinks Mr Sharman for his contribution to the community;**
- c) **considers selecting a Chairperson for the Authority;**
- d) **notes that two vacancies are now available on the Local Authority; and**
- e) **calls for community nominations to fill these vacancies.**

**BACKGROUND**

The chart below shows the current membership of the Local Authority and their attendance at the previous meeting:

<b>Appointed Members Titjikala LA</b>	<b>Attendance noted at 27 March Meeting</b>
Janie Campbell	Apology
Terry Simmons	Apology
Lena Campbell	Present
Geoffrey Campbell	Absent
Debra Claude	Present
Greg Sharman	Resignation received
Vacant	
<b>Elected Members Rodinga Ward</b>	
Cr Lisa Sharman	Present
Cr Patrick Allen	Apology
Cr Andrew Davis	Present

The Local Authorities are made up of local members. They have four (4) Local Authority meetings per year and discuss things like council service delivery, project funding, project ideas and progress, finances etc.

Functions of the Local Authority (Local Government Act 2019 section 78):

- a) To involve local communities more closely in issues related to local government; and
- b) To ensure that local communities are given an opportunity to express their opinions on questions affecting local government; and
- c) To allow local communities a voice in the formulation of policies for the locality as well as policies for the area and the region; and
- d) To take the views of local communities back to the council and act as advocates on their behalf; and
- e) To contribute to the development of the relevant regional plan; and
- f) To make recommendations to the council in relation to:

- (i) The council's budget; and
- (ii) The part of the council's area within which the local authority performs its functions; and
- g) To perform other functions assigned to the local authority by the Minister, in accordance with any guidelines that the Minister may make.

**ISSUES, CONSEQUENCES, OPTIONS**

Council's Local Authority Meeting Procedure, para.4.14: Nominations and Appointments states:

- a) nominations will be tabled at the next local authority meeting and considered. A recommendation on the nominations to Council will be recorded and presented with the nomination forms at the next Council meeting.
- b) in the case that there is a nomination, or nominations submitted but no timely local authority meeting (that is before the next council meeting), nominations will still be presented to the next Council meeting. The Council may appoint based on the submitted nominations.

**FINANCIAL IMPLICATIONS**

If Local Authorities do not maintain their membership numbers, their ability to make quorum for their meetings is impaired and they may not be able to commit funds to Community projects and events.

**CONSULTATION**

Titjikala Local Authority

**ATTACHMENTS:**

- 1 Resignation letter from Greg Sharman

28th March 2025

CEO

Mackay Regional Council

BRUNDA

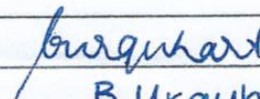
I would like to tender my RESIGNATION from Brunda

Local Authority.

Yours

 CAC SHAMM

Accepted 28/3/25

  
B. Urquhart.



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**4. MACDONNELL COUNCIL CODE OF CONDUCT**

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**ITEM NUMBER** 4.1**TITLE** MacDonnell Council Code of Conduct**EXECUTIVE SUMMARY:**

This report contains all of the details about the MacDonnell Council Code of Conduct Policy.

**RECOMMENDATION**

**That the Titjikala Local Authority note the Council Code of Conduct.**

**MacDonnell Regional Council Code of Conduct****Interests of the Council and Community come first**

A member must act in the best interests of the community, its outstations and the Council.

**Honesty**

A member must be honest and act the right way (with integrity) when performing official duties.

**Taking care**

A member must be careful to make good decisions (diligence), and must not be under the influence of alcohol or illegal drugs, when performing official duties.

**Respect/Courtesy**

A member must be respectful to other members, council staff, constituents and members of the public.

**Conduct towards council staff**

A member must not direct, reprimand, or interfere in the management of council staff.

**Respect for culture**

A member must respect different cultures, families and language groups (cultural diversity) and not be unfair towards others, or the opinions of others, because of their background.

**Conflict of interest**

A member must, if possible, avoid conflict of interest between the member's private interests (family, other job, business etc.) and duties.

Where a conflict exists, the member must inform the Council, Local Authority or Council Committee and not take part in the discussion or vote.

**Respect for private business**

A member must not share private (confidential) information that they heard as a member, outside of meetings.

A member must not make improper use of confidential information to gain a benefit or to cause harm to another.

**Gifts**

A member must not ask for or encourage gifts or private benefits from anyone who might want to do business with or obtain a benefit from Council.

**Accountable**

A member must be able to show that they have made good decisions for the community, and have allocated the Council's resources carefully and to benefit the region.

Failure to comply with this Code of Conduct may result in disciplinary action.

**ISSUES/OPTIONS/CONSEQUENCES**

The Code of Conduct Policy helps Council to ensure that the:

- MacDonnell Regional Council (MRC) exercises strong and accountable governance;
- constituents of MRC are aware of the behaviours they can expect from members.

**5. CONFIRMATION OF PREVIOUS MINUTES**

**ITEM NUMBER** 5.1  
**TITLE** Confirmation of Previous Minutes  
**AUTHOR** June Crabb, Coordinator Governance



This report provides the unconfirmed minutes of the previous Local Authority meeting and is presented to members to accept as a true and correct record of the proceedings.

**RECOMMENDATION**

**That the Titjikala Local Authority accepts the unconfirmed minutes of the meeting held 27<sup>th</sup> of March 2025 as an accurate record of the proceedings.**

**ATTACHMENTS:**

1 Draft Minutes - 27.03.2025



MINUTES OF THE TITJIKALA LOCAL AUTHORITY MEETING HELD IN THE  
TITJIKALA COUNCIL OFFICE ON THURSDAY 27 MARCH 2025 AT 10:30 AM

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**1 MEETING OPENING**

The meeting was declared open at 10.38AM

**2 WELCOME**

2.1 Welcome to Country – Greg Sharman

**3 ATTENDANCE / APOLOGIES / RESIGNATIONS / TERMINATIONS /  
NOMINATIONS**

**3.1 Attendance**

Local Authority Members:

Chairperson Greg Sharman, Member Debra Claude, and Member Lena Campbell.

Councillors:

President Roxanne Kenny, Councillor Lisa Sharman and Councillor Andrew Davis

Council Employees:

Belinda Urquhart – CEO, Jame Walsh – Manager Project Management Office, Sai Katam – Project Officer Project Management Office, Victor Morgan – Area Manager Council Services, Shae Thompson – Coordinator Governance

Via Teams: Ruth Tahere – Project Officer Project Management Office

Guests:

Shane Franey – ALO, Member for Namatjira Office

Via Teams: Sharon Troncoso – Clinical Nurse Specialist NT Trachoma Program

**3.2 Apologies/Absentees**

Apologies:

Member Terry Simmons, Councillor Patrick Allen and Member Janie Campbell

Absentees:

Member Geoffrey Campbell

**3.1 & 3.2 ATTENDANCE / APOLOGIES AND ABSENCES****TLA2025-001 RESOLVED (Lisa Sharman/Lena Campbell)**

That members:

- a) noted the attendance;
- b) accepted the apologies from Councillor Patrick Allen, Member Janie Campbell and Member Terry Simmons; and
- c) noted the first absence without notice of Member Geoffrey Campbell.

**3.3 Resignations**

NIL

**3.4 Terminations**

NIL

**3.5 Nominations****3.5.1 VACANCIES ON THE LOCAL AUTHORITY****EXECUTIVE SUMMARY:**

This purpose of this paper is to highlight the vacancies on the Local Authority (the Authority) and to apprise the Local Authority of any legislative changes to appointments introduced in the Local Government Act 2019 (the Act).

The appointment of Councillor Aloyiscois Hayes was terminated at the meeting on the 28<sup>th</sup> of February 2025 due to his being absent without the permission of Council from 2 consecutive Ordinary Council Meetings.

**TLA2025-002 RESOLVED (Lena Campbell/Lisa Sharman)**

That the Local Authority:

- a) noted the vacancy currently available on the Local Authority; and
- b) called for community nominations to fill the vacancy.

**4 COUNCIL CODE OF CONDUCT****4.1 CODE OF CONDUCT****TLA2025-003 RESOLVED (Lisa Sharman/Lena Campbell)**

That the Titjikala Local Authority noted the Council Code of Conduct.

**5 CONFIRMATION OF PREVIOUS MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES****TLA2025-004 RESOLVED (Lisa Sharman/Lena Campbell)**

That the Titjikala Local Authority accepted the unconfirmed minutes of the meeting held 27<sup>th</sup> of November 2024 as an accurate record of the proceedings.

**6 ACCEPTANCE OF THE AGENDA AND NOTIFICATIONS OF GENERAL BUSINESS AND NON-COUNCIL BUSINESS ITEMS**

**6.1 PAPERS CIRCULATED AND RECEIVED**

**TLA2025-005 RESOLVED (Greg Sharman/Debra Claude)**

That the Titjikala Local Authority noted the that the papers circulated were received for consideration at the meeting

**7 CONFLICT OF INTEREST**

**7.1 CONFLICT OF INTERESTS**

**TLA2025-006 RESOLVED (Andrew Davis/Lisa Sharman)**

That the Titjikala Local Authority noted the Conflict of Interest policy.

**7.2 MEMBERS DECLARATION**

**TLA2025-007 RESOLVED (Andrew Davis/Lisa Sharman)**

That the Titjikala Local Authority did not declare any conflict of interest with the meeting agenda.

**8 DEPUTATIONS / GUEST SPEAKERS**

**8.1 REMOTE HOUSING - REPAIRS, MAINTENANCE AND TENANCY TEAM**

**EXECUTIVE SUMMARY:**

This section provides an opportunity for representatives from the Department of Housing, Local Government and Community Development to provide the Local Authority with updates regarding Remote Housing programs, repairs, maintenance and tenancy.

**RECOMMENDATION**

That the Local Authority:

- a) accepts the updates from Remote Housing representatives; and
- b) raises matters relating to housing repairs, maintenance and tenancy within the community.

**Minute Note: No representatives attended the meeting.**

**8.2 NT TRACHOMA PROGRAM & INDIGENOUS EYE HEALTH**

**EXECUTIVE SUMMARY:**

The purpose of the presentation from the Public Health Unit and Indigenous Eye Health is to provide information on the Trachoma Program.

**TLA2025-008 RESOLVED (Lisa Sharman/Lena Campbell)**

**That the Local Authority:**

- a) noted and accepted the presentation from the Trachoma Unit;
- b) noted that the Trachoma team will not be screening Titjikala this year as the community has had low instances of Trachoma in past screenings; and
- c) requested posters be sent to the clinic for display in the community.

### 8.3 POWER METER CHANGES - POWERWATER

#### EXECUTIVE SUMMARY:

This section provides an opportunity for representatives from Power & Water to provide the Local Authority with updates regarding the changes to power meters in community.

#### RECOMMENDATION

That the Local Authority accepts the updates from Power & Water regarding the new power meters that will be installed in the community.

**Minute Note: No representative attended the meeting.**

## 9 LOCAL AUTHORITY REPORTS AND CORRESPONDENCE

### 9.1 REGIONAL PLANNING INCORPORATING COMMUNITY INFRASTRUCTURE PLANS

#### EXECUTIVE SUMMARY:

The Regional Plan is developed every year after consultation with MacDonnell Regional Council's (MRC) communities and directs how we will deliver our vision, mission and goals. The Regional Plan guides MRC staff to deliver on our mission to improve the lives of Council residents by delivering valued and relevant services.

The Local Authority is asked to guide and support MRC staff in the development of the 2025-26 Regional Plan in the consideration of the development of the community and planning in relation to the community's infrastructure.

**TLA2025-009 RESOLVED (Greg Sharman/Andrew Davis)**

That the Local Authority:

- a) accepted the following updates on Major Projects:
  - Football lights – The tender has been assigned to MG electrical. Work is expected to start in 4 to 5 months with works expected to take 4 to 5 weeks. The Gantt chart will be shared with the CSC.
  - BMX pump track – will be installed next to the Rec-hall and quotes are being sought to compare the costs of different surfaces – concrete verses twin layer polymer coating.
  - Rec Hall refurbishment – PMO is considering options. Designs will be presented to the Local Authority prior to the project moving ahead.
- b) provided guidance and support for MRC staff in the development of the MRC 2025-26 Regional Plan;
- c) agreed to provide the community's priorities in relation to the development of community infrastructure plan on the poster that will be held in the Council Office in Titjikala for discussion at the next meeting; and
- d) Suggested the following as possible items for the community infrastructure plan:
  - motorbike track
  - community laundry / laundry trailer or truck

### 9.2 ACTION REGISTER

#### EXECUTIVE SUMMARY:

This report provides a running list of Local Authority action items as reported in previous meetings.

**TLA2025-010 RESOLVED (Lisa Sharman/Andrew Davis)**

That the Local Authority noted and accepted the progress on the action items as reported in the previous minutes as follows:

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Thursday, 27 March 2025

- a) closed the action regarding Human Resources matters;
- b) closed the action regarding Aged and Disability Care matters; and
- c) noted that Shane Franey will raise the sealing of Maryvale road item with Bill Yan to follow up with Tellus Holdings and kept this item open.

### 9.3 LOCAL AUTHORITY PROJECT REGISTER

#### EXECUTIVE SUMMARY:

Funding for Local Authority projects is part of a grant received from The Northern Territory Government (NTG) and invested in projects and development to benefit and improve the community.

#### Examples of acceptable purposes for expenditure include:

- Repairs and maintenance of community assets controlled or owned by the council. e.g. park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. e.g. trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures/stands.
- Upgrade/enhancement of community facilities, e.g. sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women's or men's sheds /shelters.
- Festivals or other events – to be conducted only within the Local Authority area LAPF has been provided for.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions.

*At risk funds'* are funds that may include unallocated funds and/or funds that have been allocated but remains unspent.

#### TLA2025-011 RESOLVED (Lisa Sharman/Lena Campbell)

##### That the Local Authority:

- a) noted the Acquittal and Certification (as attached) of the Titjikala Local Authority Project funding as at 30 June 2024;
- b) noted that \$37,742.36 are funds *at risk* of being returned to NTG;
- c) noted the progress on their current projects as provided by the Project Management Office:
  - 2214 Outdoor Dining Area – the PMO will work with Council Services to complete this project. It is expected to be finished by next meeting.
  - 2215 Bin Trailer – expected to be delivered within 3 months.
  - 2400 Solar lights at the entrance – Civil team to install. No further funds required. Return unused funds to unallocated;
- d) closed completed project 2216 Fence and Playground and returned unused funds to unallocated;
- e) removed the wishlist item Cemetery as the land has been cleared;
- f) created a new Project item 'Cemetery Upgrades' to include the following:
  - a fence around the cemetery
  - shade shelter and seating
  - a water supply and
  - head stones that can accommodate plaques; and
- g) noted that the PMO will develop a plan for this item and that any unallocated funds will be held until the Local Authority receives additional funds which will be allocated to this project.



#### 9.4 LOCAL AUTHORITY DISCRETIONARY FUNDS

##### EXECUTIVE SUMMARY:

Each financial year, MacDonnell Regional Council grants a discretionary fund allocation of \$4,000.00 to the Local Authority. These funds cannot be carried over from year to year and must be spent (with goods received) between 1 July and 30 June.

##### **TLA2025-012 RESOLVED (Andrew Davis/Lena Campbell)**

**That the Titjikala Local Authority:**

- a) **noted the spending on their 2024/2025 Discretionary funds;**
- b) **provided advice on items of outdoor equipment to be purchased as follows:**
  - **rakes**
  - **hoses and coupling parts**
  - **brooms**
  - **shovels**
  - **5 wheelbarrows to be shared by the community;**
- d) **noted that Council Services will be responsible for the purchase of the outdoor gardening equipment;**
- e) **noted that there are no unallocated discretionary funds; and**
- d) **did not allocate the \$4,000.00 donated funds from the insurance company.**

#### 9.5 MRC POSITION VACANCIES REPORT

##### EXECUTIVE SUMMARY:

The attached list of vacancies are opportunities for community members to contribute to the community needs, and the People and Capabilities team asks those present at the Local Authority meeting to encourage community members to apply.

##### **TLA2025-013 RESOLVED (Lena Campbell/Debra Claude)**

**That the Local Authority:**

- a) **accepted the list of vacant positions available with MacDonnell Regional Council in Titjikala; and**
- b) **requested that a jobs poster be sent out for display at the store, Clinic, Council office, Homecare, Childcare and the Rec-hall.**

#### **10 COUNCIL MANAGED SERVICES REPORTS**

##### **10.1 COUNCIL SERVICES REPORT - TITJIKALA**

##### EXECUTIVE SUMMARY:

This report is an update of Council Delivered Services in Titjikala across the area of Local Government Council Services.

##### **TLA2025-014 RESOLVED (Lisa Sharman/Debra Claude)**

**That the Local Authority of Titjikala noted and accepted the Council Services report.**

##### **10.2 COMMUNITY SERVICES REPORT**

##### EXECUTIVE SUMMARY:

This report provides an update on the delivery of services for Community Safety, Children's Services, Youth Services and Aged & Disability Services for Titjikala.

##### **TLA2025-015 RESOLVED (Lena Campbell/Andrew Davis)**

**That the Authority noted and accepted the Community Services report.**

**11 INCOME AND EXPENDITURE REPORT****11.1 EXPENDITURE REPORT****EXECUTIVE SUMMARY:**

The expenditure report shows spending until 28 February 2025 in the Titjikala Local Authority community.

**TLA2025-016 RESOLVED (Lisa Sharman/Andrew Davis)**

That the Local Authority noted and accepted the Finance report as at 28 February 2025.

**12 GENERAL BUSINESS****12.1 GENERAL COUNCIL BUSINESS****EXECUTIVE SUMMARY:**

Members of the Authority have an opportunity to raise matters that they wish to discuss in General Council Business.

**TLA2025-017 RESOLVED (Lisa Sharman/Lena Campbell)**

That the Local Authority raised and discussed the following matters relating to General Council Business:

- a) requested that council investigate installing a street light on the street that houses the clinic staff;
- b) requested signs to discourage riding motorbikes within the community;
- c) requested a speed bump in front of the Rec-hall; and
- d) requested leadership training for Council Services team leaders.

**13 NON-COUNCIL BUSINESS****13.1 GENERAL NON-COUNCIL BUSINESS****EXECUTIVE SUMMARY:**

The purpose of this report is to provide feedback on matters that members may have regarding non-council services.

**RECOMMENDATION**

That the Local Authority did not raise any additional matters of General Non-Council Business outside of the current action item 'Sealing Maryvale Rd.'.

**14 DATE OF NEXT MEETING - THURSDAY 5 JUNE, 2025****15 MEETING CLOSED**

The meeting terminated at 12:38 pm.

This page and the preceding 7 pages are the minutes of the Titjikala Local Authority Meeting held on Thursday 27 March 2025 and are UNCONFIRMED.

**6. ACCEPTANCE OF THE AGENDA AND NOTIFICATIONS OF GENERAL BUSINESS  
AND NON-COUNCIL BUSINESS ITEMS**

**6.1 PAPERS CIRCULATED AND RECEIVED**

**RECOMMENDATION**

That the Titjikala Local Authority notes the that the papers circulated were received for consideration at the meeting.

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## 7. CONFLICTS OF INTEREST

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ITEM NUMBER 7.1  
TITLE Conflict of Interests



### EXECUTIVE SUMMARY:

This report outlines the minimum standard of behaviour expected of the Local Authority in relation to declaring personal or family financial interests that may impact on the performance of their roles and ability to make objective decisions.

### RECOMMENDATION

**That the Titjikala Local Authority Members:**

- a) **note the Conflict of Interest Policy; and**
- b) **that members declare any conflicts of interest.**

### BACKGROUND

Conflicts of interest arise when members are influenced, or appear to be influenced, by personal interests when doing their jobs. The perception of a conflict of interest – the way it seems to the public - can be as damaging as an actual conflict, because it undermines public confidence in the integrity and fairness of MacDonnell Regional Council (MRC).

Under the *Local Government Act*, not declaring a conflict of interest or improperly disclosing information can lead to imprisonment.

### Examples of conflicts of interest and improper disclosure of information:

Tendering and Purchasing – financial conflict of interest

- Example: Council has advertised for a contractor for irrigation of a football oval. A member is employed by a company which has tendered for the contract. This may affect, or it may reasonably be suspected that it could affect, their ability to make an unbiased or fair decision when the contract choice is considered by Council.

Tendering and Purchasing – non-financial conflict of interest

- Example: A contractor tendering for a Council contract for road works offers to seal the road to a member's house. The member would not be seen as impartial or fair when choosing the contractor for the job.

Information and Opportunities

- Example: a member may know a lot of information about tenders for contracts coming up in the MRC area before the tenders are made public. Conflicts can arise if the member gives this information to a friend or relative working for a company so they can have a better chance of winning the contract.

Undue Influence

- Example: a member tries to pressure a hotel in Alice Springs into providing free accommodation, because they are a member of Council.

**Declaring a Conflict of Interest**

As soon as practical after a member becomes aware of a conflict of interest in a matter that has come up or is about to come up before or during a meeting (council, local authority or council committee), the member must disclose or tell the relevant interest to the meeting and to the Chief Executive Officer (CEO) of MRC.

Details of members' interests and the nature of those interests will be recorded in the relevant Register of Interests published on the Council's website and to be available for any member of the public to look over at the Council's public office.

In addition, if a member enters into a personal or business relationship with another member or Council employee that could result in a conflict of interest, then this relationship must be reported to the President and CEO. A file note will be made and recorded on the relevant Register of Interests.

**Uncertainty about whether a conflict of interest exists or not**

If a member is unsure whether or not they have a conflict of interest, they should give full details to the CEO or seek independent legal advice.

The CEO does not have a responsibility to decide whether or not a member has a conflict of interest in a matter. The responsibility for determining whether a member has a conflict of interest is up to the individual member.

**If you do have a Conflict of Interest**

After a member has disclosed the nature of the interest, the member must not, without approval from the Minister:

- be present during any discussion of the meeting when the matter is being discussed
- take part in any decision related to the matter
- Influence another member in their decision.

Members will not become involved in the promotion or endorsement of products and/or services unless this has been approved in line with Council's policies and Code of Conduct.

**Complaints Regarding Failure to Disclose an Interest**

Any person may make a complaint that a member has or may have failed to disclose or tell of a conflict of interest. All complaints should be directed to the MRC CEO.

**ISSUES/OPTIONS/CONSEQUENCES**

The Disclosure of Interests Policy helps Council to ensure that:

- the business of Council is conducted with efficiency, fairness, and integrity; and
- members act in the best interests of Council and do not seek personal or family gain when performing their duties or use their public office for personal gain.

**8. DEPUTATIONS / GUEST SPEAKERS**

<b>ITEM NUMBER</b>	8.1
<b>TITLE</b>	Remote Housing - Repairs, Maintenance and Tenancy Team
<b>AUTHOR</b>	June Crabb, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities

Goal 02: Healthy Communities

Goal 03: Empowered Communities

**EXECUTIVE SUMMARY:**

This section provides an opportunity for representatives from the Department of Housing, Local Government and Community Development to provide the Local Authority with updates regarding Remote Housing programs, repairs, maintenance and tenancy.

**RECOMMENDATION**

**That the Local Authority:**

- a) accepts the updates from Remote Housing representatives; and**
- b) raises matters relating to housing repairs, maintenance and tenancy within the community.**

**BACKGROUND**

The Director for Remote Housing has requested that representatives from the Repairs and Maintenance/Remote Tenancy team have an ongoing deputation to attend Local Authority Meetings to provide updates and receive feedback from the community.

**ISSUES, CONSEQUENCES, OPTIONS**

Issues raised at this time may be followed up by representatives from the Department of Housing, Local Government and Community Development at the request of the Local Authority.

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Local Authority

**ATTACHMENTS:**

There are no attachments to this report.

## **8. DEPUTATIONS / GUEST SPEAKERS**

<b>ITEM NUMBER</b>	8.2
<b>TITLE</b>	2025 Local Government Elections
<b>AUTHOR</b>	June Crabb, Coordinator Governance



### **LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### **EXECUTIVE SUMMARY:**

Every four years, people living in the Northern Territory elect representatives to serve on their Local Government Council. Local Government is the level of government most connected to your community, and the 2025 Local Government Elections will be your chance to stand up and represent your local area.

### **RECOMMENDATION**

#### **That the Local Authority:**

- a) urges all eligible residents to ensure they are enrolled to vote;**
- b) encourages community members to consider nominating as candidates; and**
- c) notes that nominations open Friday 11 July to Thursday 31 July.**

### **BACKGROUND**

In the Northern Territory, it is compulsory for eligible voters to vote in all government elections including Federal, Territory and local government elections. If you do not vote, you may receive a fine.

If you are not yet enrolled to vote, visit [www.aec.gov.au](http://www.aec.gov.au) to enrol online or download a paper enrolment form.

Voting is important as it lets you, your family and your community have a say about who represents you.

Becoming an elected Councillor is a valuable opportunity to help shape the future of your community. Councillors play a vital role in influencing decisions that affect local services, infrastructure, and community well-being. By nominating, you also contribute to building a stronger, more diverse Council that truly represents the people it serves. That's why we need individuals like you to step forward.

#### **To be eligible to nominate, you must:**

- Be at least 18 years old
- Be enrolled in the local government area you wish to represent
- Complete a nomination form
- Be nominated by at least one other enrolled voter in the same local government area
- Provide a recent head-and-shoulders photograph

**Key Dates:**

- Nominations open: *Friday, 11 July 2025*
- Nominations close: *12 noon, Thursday, 31 July 2025*
- Election Day: *Saturday, 23 August 2025*
- Results Declared: *Monday, 8 September 2025*

Nomination forms are available from your local Council office

**ISSUES, CONSEQUENCES, OPTIONS**

Nominations can only be lodged after the notice inviting nominations is open and before 12 noon on Thursday, 31 July 2025.

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Local Authority Members

**ATTACHMENTS:**

- 1 FAQ for Voters
- 2 Voters enrolment form - NT



# VOTER FAQs

# 2025 LOCAL GOVERNMENT ELECTIONS

## Is voting compulsory?

In the Northern Territory, it is compulsory for eligible voters to vote in all government elections including Federal, Territory and local government elections.

If you do not vote, you may receive a fine.

## How do I check that I am correctly enrolled to vote?

You can check your enrolment details online by visiting [aec.gov.au](http://aec.gov.au)

Adding your email and mobile phone number means you will also receive a reminder when you need to vote.

If you are not enrolled, you can enrol to vote online.

## What do I need to do if I have changed my residential address?

If you have changed your residential address since the last election, you may need to update your details on the electoral roll to ensure you are voting in the correct division.

You can check and update your details online by visiting [aec.gov.au](http://aec.gov.au)

## Why is it important to vote?

Voting is important as it lets you, your family and your community have a say about who represents you in Federal government, Territory government or local government.

Governments have responsibilities for making laws and decisions about what affect our lives like, roads, schools, health care, education and housing

## What am I voting for in the 2025 Local Government Elections?

You are voting for the decision-makers who will shape your local council including councillors and mayor in some council areas.

## What voting services are available?

You can vote at an early voting centre, election day voting centre or at a remote mobile voting service.

Voting starts Monday 11 August 2025 and ends at 6.00 pm on election day which is Saturday 23 August. To find out when and where you can vote go to: [ntec.nt.gov.au](http://ntec.nt.gov.au)

If you can't vote at a voting centre, you can apply for a postal vote. To apply for a postal vote go to: [ntec.nt.gov.au/apply-postal](http://ntec.nt.gov.au/apply-postal)

## How do I make sure my vote counts?

Plan when and where you are going to vote. Apply for a postal vote if you cannot attend a voting centre.

- When you receive your ballot paper, you will receive voting instructions, the voting instructions are also written on the ballot paper: Write '1' next to the candidate who is your first choice.
- Continue numbering the boxes in the order of your preference. For example, write '2' next to the candidate who is your second choice; put '3' next to your third choice and so on until there is a number against every candidate.

You can ask for a new ballot paper if you make a mistake.

If you need help, you can ask a voting official.

[ntec.nt.gov.au](http://ntec.nt.gov.au)



Northern Territory  
Electoral Commission

**What help is available for voters with a disability or voters requiring assistance?**

Voting officials can assist voters to vote by reading and explaining the ballot paper instructions, completing the ballot paper according to the voter's instructions and placing the ballot paper in the ballot box.

Electors with mobility issues, who are unable to access a voting centre can vote from their car. The voting officials at the voting centre will help with this process on request.

**What help is available for people who do not speak English or have limited English?**

Information about the voting process has been translated in 13 Aboriginal languages and available in video online at [ntec.nt.gov.au/how-to-vote](https://ntec.nt.gov.au/how-to-vote)

A multilingual guide on the voting process has been translated in 14 international languages  
[ntec.nt.gov.au/multilingual-guide](https://ntec.nt.gov.au/multilingual-guide)

These resources will be available at voting centres.

**Does NTEC provide information on candidates?**

On 1 August 2025 following the declaration of nominations the names of all candidates contesting the elections will be published on the NTEC website including names and where consent is provided, contact details.

**Do I need to bring any identification (ID) to the voting centre?**

You do not need to bring your ID to a voting centre. ID can be provided to the issuing officer to assist them in searching the roll but it is not required for you to vote.

**Can I ask for help if I get confused with my ballot paper? If so, who can help me?**

Yes, you can bring a family member or friend with you to the voting centre to help you to vote. You can also ask a voting official to assist you at a voting centre.

**As a Territorian, can I still vote if I 'm interstate or overseas on election day?**

Yes, you can vote.

You can apply to receive a postal vote on the NTEC website. Or if you are interstate you can vote at an interstate electoral office.



## Enrol to vote or update your details

You can complete this form online today at [www.aec.gov.au](http://www.aec.gov.au)



**AEC**  
Australian Electoral Commission

### You can use this form to:

- enrol to vote
- change your residential or postal address, and/or
- change your name

on the electoral roll for federal, Legislative Assembly and local government elections in the Northern Territory.

### Who can enrol and vote?

It is compulsory for all eligible Australian citizens over 18 years to enrol to vote. You are eligible to enrol and vote if you:

- are an Australian citizen, or a British subject who was enrolled on 25 January 1984
- are 18 years or older, and
- have lived at your address for at least one month.

You can enrol at 16 years but cannot vote until you are 18.

Within three weeks of receiving your enrolment form the AEC will confirm your enrolment. We may seek further information from you and confirm your enrolment using any of the contact details you provide.

### Special enrolment

Special category enrolment forms are available if you:

- are temporarily overseas
- cannot attend a polling place on election day
- believe that having your address shown on a publicly available roll may endanger your safety or that of your family
- have no fixed address
- are in prison
- are physically incapable of signing your name
- are working in Antarctica.

### For more information

Australian Electoral Commission

[www.aec.gov.au](http://www.aec.gov.au) or 13 23 26

Northern Territory Electoral Commission

[www.ntec.nt.gov.au](http://www.ntec.nt.gov.au) or 1800 MYVOTE

### Returning your form

**Post** Australian Electoral Commission  
Reply paid 9867  
DARWIN NT 0801  
(No stamp is needed if posted in Australia)

**Fax** 08 8982 8025

**Scan and upload** [www.aec.gov.au/return](http://www.aec.gov.au/return)

**In person** To any AEC office

### Who has access to your enrolment information?

#### The Commonwealth of Australia

The Australian Electoral Commission (AEC) is authorised under the *Commonwealth Electoral Act 1918* (CEA) to collect and verify the information you have been asked to complete on this form. The information provided will assist the AEC to maintain electoral rolls.

The AEC may disclose electoral information to persons or organisations in accordance with the CEA. This may include:

- access to the publicly available electoral roll (containing names and addresses) which may be inspected at electoral offices
- state and territory electoral authorities
- Members of Parliament, Senators, registered political parties, and candidates for the House of Representatives
- approved medical research and public health screening programs
- any agencies, persons or organisations prescribed in the *Electoral and Referendum Regulation 2016*.

For more information on privacy, visit [www.aec.gov.au/privacy](http://www.aec.gov.au/privacy)

#### The Northern Territory

Electoral information including title, name and address, postal address, date of birth, occupation and gender is provided:

- to the Sheriff for the preparation of jury rolls
- to Members of the Northern Territory Legislative Assembly
- on request, to registered political parties.

It is also provided upon request for medical research and health screening programs where the Electoral Commissioner believes the public interest outweighs privacy considerations. This information may include title, name and address, postal address, age range, occupation and gender.

### Help in other languages

عربي	1300 720 132	Arabic	Polski	1300 720 143	Polish
中文	1300 720 135	Cantonese	Português	1300 720 145	Portuguese
Hrvatski	1300 720 136	Croatian	Русский	1300 720 146	Russian
Ελληνικά	1300 720 137	Greek	Српски	1300 720 147	Serbian
Italiano	1300 720 138	Italian	Español	1300 720 148	Spanish
ខ្មែរ	1300 720 134	Khmer	Türkçe	1300 720 149	Turkish
Македонски	1300 720 139	Macedonian	Việt-ngữ	1300 720 152	Vietnamese
中文	1300 720 142	Mandarin	<b>Other languages 1300 720 153</b>		

### If you are deaf, or have a hearing or speech impairment

Contact the AEC through the National Relay Service (NRS):

- TTY – 133 677 then ask for 13 23 26
- Speak and Listen – 1300 555 727 then ask for 13 23 26
- Internet relay – connect to the NRS then ask for 13 23 26



**Northern Territory  
Electoral Commission**  
EVERY vote counts!



## Enrol to vote or update your details

for federal, Legislative Assembly and local government elections in the Northern Territory

You can complete this form online today at [www.aec.gov.au](http://www.aec.gov.au)



12

Office use only –  
Date received

## INSTRUCTIONS

Notation

CATS

NIN

**1 Your current name**

If completing by hand use a ☒ where appropriate.  
Use black or blue pen and BLOCK LETTERS

 Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other 

Family name

Given name(s)

**If notifying a change of name**

Previous family name

Previous given name(s)

**2 Date of birth (dd/mm/yyyy)**
       
Gender 

Occupation

**3 Current residential address**

Clearly identify your residential address. A locality name or mail service number is not enough

State

Postcode

**Current postal address**

Leave blank if the same as your residential address

State

Postcode

**If notifying a change of address**

Previous residential address

State

Postcode

**4 Phone numbers**

Mobile

Daytime (  ) 

Email address

**5 Citizenship status**

To enrol you must be an Australian citizen, or a British subject who was on the Commonwealth electoral roll on 25 January 1984

☐ **Australian citizen by birth**

Town of birth

State or territory

OR

☐ **I have become an Australian citizen**

Citizenship certificate number

Country of birth

Name on citizenship certificate

OR

☐ **British subject who was enrolled on 25 January 1984**

Country of birth

Name on 25 January 1984

**6 Evidence of your identity**Complete **ONE** option only\*

Your evidence of identity must be a document issued by an Australian Government

\*If you provided a citizenship certificate number at Question 5, you do not need to provide further evidence of your identity

☐ **Australian driver's licence**

Number

State or territory

OR

☐ **Australian passport**

Number

OR

☐ **Medicare card**

Number

Valid to (mm/yyyy)

Individual Reference Number (IRN)

Name (exactly as it appears on card)

OR

☐ **A person who is on the Commonwealth electoral roll will confirm my identity**

Person's name and address (BLOCK LETTERS)

Date of birth (dd/mm/yyyy)

**Declaration by person confirming your identity**

- I am on the Commonwealth electoral roll, and
- I confirm the identity of the applicant.

Signature

/ /

**7 Your declaration**

- I am eligible to enrol at my current residential address as listed at Question 3 and claim enrolment for federal, Legislative Assembly and local government elections in the Northern Territory
- The information I have given on this form is true and complete
- I understand that giving false or misleading information is a serious offence, and
- I consent to my information being shared with the document issuer or official record holder in order to verify the information provided.

Your signature or mark

Please print and sign your form before returning it to an address shown on page 1

/ /

**NOTE:** A person who is on the Commonwealth electoral roll must confirm the elector's identity at Question 6 if the elector has made a mark because they are unable to sign their name.

ER016w\_NT\_230123

Returning your form – see overleaf for instructions

PRINT

CLEAR

**9. LOCAL AUTHORITY REPORTS AND CORRESPONDENCE**

**ITEM NUMBER** 9.1  
**TITLE** Action Register  
**AUTHOR** June Crabb, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
 Goal 02: Healthy Communities  
 Goal 03: Empowered Communities  
 Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

This report provides a running list of Local Authority action items as reported in previous meetings.

**RECOMMENDATION**

**That the Local Authority notes and accepts the progress on the action items as reported in the previous minutes.**

**BACKGROUND**

Meeting	Officer/Director	Section	Subject
Titjikala Local Authority 27/11/2024	MRC CEO, URQUHART, Belinda	Non-Council Business	Sealing Maryvale Rd.
<b>Action: TLA2024-074 – Maryvale Road</b>			
That the Local Authority:			
b) notes that NTG has completed their part of the roads project. Members requested that MRC's CEO write on behalf of the Authority to invite Tellus Holdings to the Local Authority meeting to discuss if their plan includes sealing Maryvale Road.			
The CEO has not been able to contact Tellus Holdings yet.			
<b>27 March 2025</b> – Res.010 – Member for Namatjira Office Representative, Shane Franey advised that he will raise the matter with Hon. Bill Yan to follow up with Tellus Holdings re. the possibility to seal Maryvale Road.			

Meeting	Officer/Director	Section	Subject
Titjikala Local Authority 27/03/2025	Human Resources	MRC Position vacancies report	<b>Job posters</b>
TLA2025-13			
That the Local Authority:			
a) <b>requested that a jobs poster be sent out for display at the store, clinic, Council office, homecare, childcare and the rec-hall.</b>			



Meeting	Officer/Director	Section	Subject
Titjikala Local Authority 27/03/2025 TLA2025-17 That the Local Authority:		General Council Business	<b>Street Light</b>
<b>a) requested that council investigate installing a street light on the street that houses the clinic staff.</b>			
<b>28/03/2025</b> – emailed MRC Area Managers, Jake Potter, James Walsh and Ken Satour.			
<b>28/03/2025 – update from Libby Taylor</b> – Due to the load that is going to be added to the power system with the new oval lights, there will be no potential for any more streetlights unless Power and Water decide to upgrade the power station to a bigger, more powerful system.			
There is potential for a solar light to go in, however that is up to the LA whether they wish to allocate money to allow this to happen.			

Meeting	Officer/Director	Section	Subject
Titjikala Local Authority 27/03/2025 TLA2025-13 That the Local Authority:	PMO and Technical Services	MRC Position vacancies report	<b>No Motorbikes signs</b>
<b>b) requested signs to discourage riding motorbikes within the community</b>			

Meeting	Officer/Director	Section	Subject
Titjikala Local Authority 27/03/2025 TLA2025-13 That the Local Authority:	Council Services	General Council Business	<b>Speed bump [Rec-hall]</b>
<b>b) requested a speed bump in front of the rec-hall;</b>			

Meeting	Officer/Director	Section	Subject
Titjikala Local Authority 27/03/2025 TLA2025-13 That the Local Authority:	Council Services	General Council Business	<b>Team leader – leadership training.</b>
<b>c) requested leadership training for Council Services team leaders;</b>			
<b>28/03/2025</b> – Update from Council Services			
The Council Services management team will provide support and develop the skills of their team leaders. However, it is not appropriate to discuss matters of staff management with the Local Authority as it goes against policy and the Local Government Act. There are complex laws covering employment issues and this policy is designed to protect you from breaking those laws.			

**ISSUES, CONSEQUENCES, OPTIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

The Local Authority  
Executive Leadership Team

**ATTACHMENTS:**

There are no attachments to this report.

## **9. LOCAL AUTHORITY REPORTS AND CORRESPONDENCE**

<b>ITEM NUMBER</b>	9.2
<b>TITLE</b>	Community Infrastructure Planning
<b>AUTHOR</b>	June Crabb, Coordinator Governance



### **LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### **EXECUTIVE SUMMARY:**

The MacDonnell Regional Council develops Community Infrastructure plans for each community every five years. These plans are created in consultation with the Local Authority to record the community's priorities for the future development of their Infrastructure.

The Local Authority is asked to guide and support MRC staff in the development of the of the community and planning in relation to the community's infrastructure.

*Priority projects discussed at the previous meeting included a motorbike track and a community laundry.*

### **RECOMMENDATION**

**That the Local Authority continues to provide its priorities in relation to the development of the community's infrastructure plan.**

### **BACKGROUND**

MacDonnell Regional Council maintains 4 Goals which it sees as critical to its success. They are:

- Goal #1 Developing Communities
- Goal #2 Healthy Communities
- Goal #3 Empowered Communities
- Goal #4 A Supportive Organisation

The reason for having these Goals is so that we can fulfil the vision of MacDonnell Regional Council: ***"many voices, one dream - building a quality desert lifestyle"***.

The Local Authority is able to make a significant contribution towards the attainment of these Goals by providing direction in relation to the projects it sees as important for the members of its community.

### **ISSUES, CONSEQUENCES, OPTIONS**

The Local Authority should consider what projects will be of benefit to the community and prioritise the projects that will provide the greatest improvements in the quality of life for the residents within their Local Authority area.

### **FINANCIAL IMPLICATIONS**

The Local Authority is able to pool 4 years of funding in order to facilitate the completion of larger projects that will create significant positive change to the quality of lives of the residents of the community.

### **CONSULTATION**

Executive Leadership Team  
Local Authority members  
Project Management Office

### **ATTACHMENTS:**

There are no attachments to this report.

## **9. LOCAL AUTHORITY REPORTS AND CORRESPONDENCE**

<b>ITEM NUMBER</b>	9.3
<b>TITLE</b>	Local Authority Project Register
<b>AUTHOR</b>	June Crabb, Coordinator Governance



### **LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

### **EXECUTIVE SUMMARY:**

Funding for Local Authority projects is part of a grant received from The Northern Territory Government (NTG) and invested in projects and development to benefit and improve the community.

### **Examples of acceptable purposes for expenditure include:**

- Repairs and maintenance of community assets controlled or owned by the council. e.g. park fencing, solar lighting, road repairs and ablution facilities.
- Acquisition of plant and equipment directly related to local government service delivery. e.g. trailers, graders, garden maintenance equipment such as brush cutters, lawn mowers and pressure cleaners, rubbish bin enclosures/stands.
- Upgrade/enhancement of community facilities, e.g. sporting venues, upgrade of community ovals, basketball courts and playgrounds, shade structures, picnic areas, seating and park furniture, tree planting and irrigation; upgrade of women's or men's sheds /shelters.
- Festivals or other events – to be conducted only within the Local Authority area LAPF has been provided for.
- Community based programs – including music, art or dance; uniforms for sporting events; or preservation of culture or traditions.

*At risk funds'* are funds that may include unallocated funds and/or funds that have been allocated but remains unspent.

### **RECOMMENDATION**

**That the Local Authority:**

- a) accepts the 2024/25 Local Authority Project funding allocation of \$35,900.00**
- b) notes that \$17,644.86 are funds *at risk* of being returned to NTG;**
- c) notes the progress on their current projects as at 28 May 2025;**
- d) closes any completed projects provided no outstanding Purchase Orders are yet to be received; and**
- e) discusses and determines the priority of the wishlist item.**

### **BACKGROUND**

Members of the Local Authority allocate project funds to support community and sporting infrastructure, open space developments and community priorities. These projects are intended to assist communities to improve community amenity through the provision of social and community facilities.

Local Authorities must formally resolve each initiative for which this funding will be used.



Project 2214		Outdoor Dining Area	\$
Status		Committed	
16-May-24	Res.066 – Create a new project - Outdoor dining area. Concrete in an outdoor table, chairs and fence under the shade structure at the back of the Store. NB: No allocation amount specified.		
1-Aug-24	Res.048 – the following decisions noted: - allocated \$10,000.00 to the project - that a fence is no longer required - agreed on table and chairs to seat 8 and have them concreted in; and - cracker dust flooring with Council Services to confirm quantity.	\$	10,000.00
8-Aug-24	Balance of Purchase Order raised with Felton Industries.	-\$	818.18
14-Aug-24	Invoice received from Felton Industries - Park Seating.	-\$	2,098.00
28-Aug-24	Purchase Order raised with SDS Landscaping Supplies - Cracker Dust. Duplicated PO removed.		
29-Oct-24	Invoice received from Felton Industries - Park Seating.	-\$	189.00
14-Nov-24	Invoice received from SDS Landscaping Supplies - Cracker Dust.	-\$	1,720.40
27-Nov-24	Res.067 – Noted that more cracker dust to be ordered.		
13-Jan-25	PMO update - Need to determine situation regarding this project.		
11-Mar-25	PMO update - Expect completion soon - all items in community.		
27-Mar-25	Res.011 – PMO will work with Council Services to complete this project. It is expected to be finished by next meeting.		
11-Apr-25	<b>PMO update - Have to close project as the lease belongs to the store - need to determine where the items purchased will be placed.</b>		
underspend or (overspend)		\$	5,174.42

Project 2215		1 x Bin Trailer	\$
Status		Committed	
27-Nov-24	Res.067 - Created a new project – 1 x Bin Trailer, allocating \$18,000.00.	\$	18,000.00
13-Jan-25	PMO update - in final design stage - will be ordered as soon as finalised quotes are available.		
6-Feb-25	<b>PO raised with Modern Trailers Pty Ltd - 4 months delivery time.</b>	-\$	13,318.18
underspend or (overspend)		\$	4,681.82

Project 2400		Solar lights at Entrance	\$
Status		Committed	
2-Nov-23	Res.066 – Solar light at the entrance, allocating \$5,000.00.	\$	5,000.00
29-Feb-24	Res.012 – Additional funds of \$1,500.00 allocated.	\$	1,500.00
16-May-24	Res.030 – Kept project open.		
1-Aug-24	Res.048 – Kept project open.		
25-Sep-24	Invoices from Green Frog Systems.	-\$	630.00
2-Oct-24	Invoice received from Bunnings - concrete mix.	-\$	914.62
29-Oct-24	Invoice received from Stanes Transport - freight of pallets.	-\$	612.00
27-Nov-24	Res.067 – Waiting until a full capacity Civil team is available to install.		
13-Jan-25	<b>PMO update - Civil team will be installing lights.</b>		
underspend or (overspend)		\$	4,343.38

NEW Cemetery Upgrades		\$
	Status	Committed
27-Mar-25	Res.011 - created a new Project item 'Cemetery Upgrades' to include the following: • a fence around the cemetery • shade shelter and seating • a water supply and • head stones that can accommodate plaques; and noted that the PMO will develop a plan for this item and that any unallocated funds will be held until the Local Authority receives additional funds which will be allocated to this project.	
	underspend or (overspend)	\$ -

<b>Budget consideration</b>	Balance of underspend or (overspend)	\$ 14,199.62
	Total un-allocated funds	\$ 61,108.88
	<b>Total unspent funds</b>	<b>\$ 75,308.50</b>

WISHLIST	
Raised	Assigned
03-Aug-23	<b>Cemetery</b> Members agreed that Cr Sharman and the CSC organise a meeting with community to discuss a location for a new cemetery. RESPONSE: Council advised that they will confer with CLC once the community has reached a decision.
1-Aug-24	Members advised that a CLC meeting was scheduled in Titjikala and that they raise and discuss the location at this meeting.

PROJECTS CLOSED 2024-25		
Project 2211	Park Rejuvenation	\$
	Status	Committed
21-Jan-21	Res 013: CSC Titjikala to seek quotations for a Water Bubbler and Seating at Northside and Southside Parks and quotes for fencing, Rubbish Bins and more trees around Tjitji Tjutaku Park.	\$ 20,000.00
31-Jul-21	Riverside seats, table and freight	-\$ 11,864.55
1-Aug-24	Res.048 – closed Project 2211 - Park Rejuvenation, returning the unspent funds of \$8,135.45 to unallocated.	-\$ 8,135.45
	underspend or (overspend)	\$ -

Project 2216 Fence around Playground		\$
	Status	Committed
27-Nov-24	Res.067 - Created a new project – Fence around Playground, allocating \$45,338.38 for a chain mesh fence, 1200mm high with a top and bottom rail, to include one vehicle access gate and two pedestrian gates.	\$ 45,338.38
7-Feb-25	Invoice received from Bluedust NT	-\$ 20,097.50
19-Feb-25	Invoice received for info request - Aboriginal Areas Protection Authority.	-\$ 32.00
27-Mar-25	Res.011 – Closed finished project and returned unused funds to unallocated.	-\$ 25,208.88
	underspend or (overspend)	\$ -

**ISSUES, CONSEQUENCES, OPTIONS****Examples of unacceptable purposes for Expenditure include:**

- Purchase of vehicles and fuel expenses.
- Payment of salaries, cash prizes or recurrent operating costs of Council.
- Meeting costs and payments to Local Authority members.
- Sponsorship by way of uniforms, travel costs and allowances.
- Purposes that are not related to local Government Services and that should be addressed by another Government agency.

**FINANCIAL IMPLICATIONS**

The purchase of any product or service must comply with MRC's Procurement Policy.

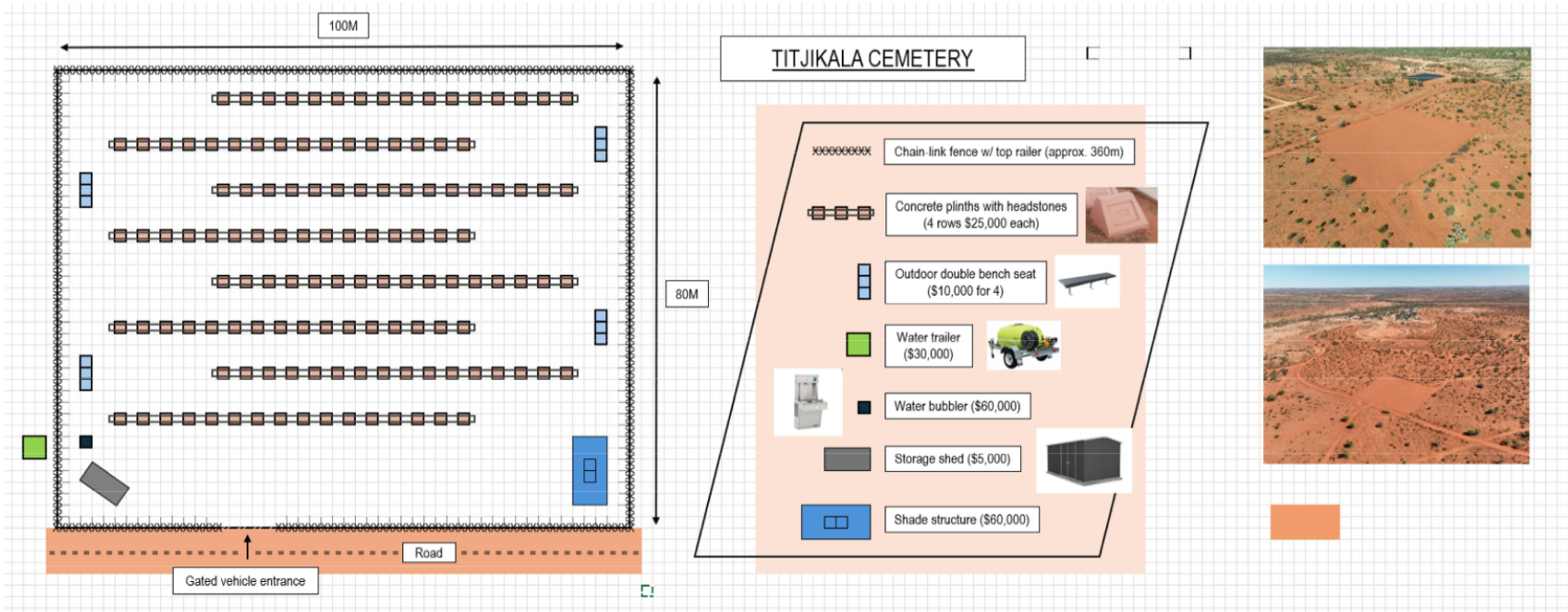
Funds from the Grant must be fully expended within two years of receipt of funding. Failure to expend the funds may result in the funds being returned to the Northern Territory Government.

**CONSULTATION**

Executive Leadership Team  
The Local Authority

**ATTACHMENTS:**

- 1 Titjikala Cemetery plan



**9. LOCAL AUTHORITY REPORTS AND CORRESPONDENCE**

**ITEM NUMBER** 9.4  
**TITLE** Local Authority Discretionary Funds  
**AUTHOR** Shae Thompson, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 03: Empowered Communities

**EXECUTIVE SUMMARY:**

Each financial year, MacDonnell Regional Council grants a discretionary fund allocation of \$4,000.00 to the Local Authority. These funds cannot be carried over from year to year and must be spent (with goods received) between 1 July and 30 June.

**RECOMMENDATION**

That the Titjikala Local Authority:

- a) notes the spending on their 2024/2025 Discretionary funds;
- b) notes the update on the purchase of outdoor yard equipment;
- c) notes that there are no unallocated discretionary funds; and
- d) discusses the allocation of the \$4,000.00 donated funds from the insurance company.

**BACKGROUND**

**Examples that Discretionary funds can be used for:**

- Community Christmas and New Year's Festivities
- Community BBQ's
- Sports weekends
- Naidoc Celebration
- Youth Board

Date	2024/2025 Discretionary funds	Budget \$
1-Jul-24	2024/2025 Discretionary funds allocation	\$ 4,000.00
10-Jul-24	<i>Youth Board Visit to ASP Aquatic Centre</i>	- 453.09
27-Nov-24	Allocated \$3,546.91 to the purchase of outdoor yard equipment for each occupied house.	- 3,546.91
2-Jun-25	Waiting on updated quotes from bunnings. Hoping to purchase the equipment in the next 2 weeks.	
<b>Funds available</b>		<b>\$ 0.00</b>

Date	Funds donated by Insurance Company No expiry Date	Budget \$
27-Nov-24		\$ 4,000.00
<b>Funds available</b>		<b>\$ 4,000.00</b>

**ISSUES, CONSEQUENCES, OPTIONS**

Local Authorities decide how to best spend this money to broadly benefit the community. The Local Authority is responsible for consulting with community members to ensure that community priorities are considered when allocating discretionary funds.

**FINANCIAL IMPLICATIONS**

The use of funds must be approved at a Local Authority meeting with a full quorum, or a form signed by more than half of the active Local Authority members.

Failure to spend the funds within the financial year (1 July to 30 June) will result in these funds being returned to MacDonnell Regional Council.

**CONSULTATION**

Titjikala Local Authority

**ATTACHMENTS:**

There are no attachments to this report.

**9. LOCAL AUTHORITY REPORTS AND CORRESPONDENCE**

**ITEM NUMBER** 9.5  
**TITLE** MRC Position Vacancies Report  
**AUTHOR** June Crabb, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

The attached list of vacancies are opportunities for community members to contribute to the community needs, and the People and Capabilities team asks those present at the Local Authority meeting to encourage community members to apply.

Active open positions in the MRC Org Structure as approved by Managers – 16 May 2025.

**RECOMMENDATION**

**That the Local Authority accepts the list of vacant positions available with MacDonnell Regional Council in Titjikala.**

**BACKGROUND**

The MacDonnell Regional Council embraces its role as a significant employer for people wishing to live and work in our remote communities. It is a priority for MRC to provide meaningful employment opportunities for local people.

**ISSUES, CONSEQUENCES, OPTIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Katie Fuller, P&C Operations Manager, MRC  
Keheli Nagahawatte (Katy), P&C Generalist, MRC

**ATTACHMENTS:**

1 Positions Vacant - Titjikala



## Position Vacancies

### Titjikala

Position #	Service	Description	Type	Weekly Hours
400383	MacKids	Educator - Early Learning	Part-Time	27.4
400386	MacKids	Educator - Early Learning	Part-Time	19
400390	MacKids	Educator - Early Learning	Part-Time	27.4
401163	MacSafe	Senior Community Safety Officer	Part-Time	25
401165	MacSafe	Community Safety Officer	Part-Time	20
403149	MacYouth	Youth Services Officer	Part-Time	9.5
500425	Council Serv	Works Assistant	Part-Time	19
500428	Council Serv	Works Assistant	Part-Time	19
500429	Council Serv	Works Assistant	Part-Time	19

Table data derived from XLOne Position Vacancy Report of Active Open Positions in the MRC Org Structure and approved by Managers: 16/05/2025





**10. COUNCIL MANAGED SERVICES REPORTS**

**ITEM NUMBER** 10.1  
**TITLE** Council Services LA Report  
**AUTHOR** Ellen Fitzgerald, Administration Officer

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

This report is an update of Council Delivered Services in Titjikala across the area of Local Government Council Services.

**RECOMMENDATION**

That the Local Authority of Titjikala note and accept the attached report.

**BACKGROUND**

Nil

**ISSUES, CONSEQUENCES, OPTIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Ken Satour – A/Director Council Services  
Libby Taylor – Manager Contracts and projects  
Caitlyn Palmer – Council Services Coordinator

**ATTACHMENTS:**

1 Council Services LA Report



# Council Services

## Titjikala

March - May 2025



98% First Nations Employees in SCD



10 Area Manager Visits to Community



Council Office 480 Hours of Service

### Snapshot



919 Litres Fuel Usage Total



19 Vehicles and Plant in Use



142 Bins Emptied Weekly



31 Operational Street lights  
0 Non-operational street light



1 Sport Grounds Maintained



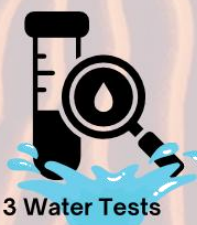
4 Toolbox Talks Completed



11 Australia Post Deliveries



5 Generator Services



3 Water Tests



2 Parks & Playgrounds Inspections

**Animal Management**

- Vet Visit in April
- Vet visited all houses and treated all dogs and cats
- Animal management coordinator is visiting Friday 16 to provide education to community members and school about caring for pets. A member of the civil team will be trained in Animal Management duties.

**Cemetery Management**

- No funerals since last LA report
- Civil teams done slashing and tiding up inside cemetery
- Civil teams have cleared out the front of the cemetery and are installing new bollards to stop people cutting the corner from the waste management facility.

**Internal Road Maintenance**

- No issues with roads
- Civil teams will continue to maintain the roads.

**Maintenance of Parks and Open Spaces**

- Civil teams will start cleaning the parks and play equipment
- Some of the equipment is broken but will be replaced once the parts are ordered

**Sports Grounds**

- Civil team have dragged the A frame around the oval to flatten it and get rid of weeds.
- Civil team need to clean change rooms and water shade trees around oval

**Waste Management**

- Illegal dumping as been dealt with by the MRC CEO and the Murray River North company will be disposing of the waste as per Council guidelines
- Civil been doing two rubbish run every week and hard rubbish once a week.
- New bins ordered. 100 new bins to all houses
- Community drop off bays emptied every month
- Civil teams have been picking up rubbish round the community
- Titjikala is looking very tidy

**Weed Control and Fire Hazard Reduction**

- Civil teams been using whipper snippers and ride on mower to cut grass around the community
- Civil has been using the bobcat to clear big areas of grass
- Moses been spraying weed killer around power and water compounds

**Local Authority Updates**

- New Civil Team Members are Adam Mocketarinja, Lionel Golder, Noelly Hayes, Roger Wilyuka, Gilbert Fishhook.
- New CSC Caitlin Palmer
- Advertised the admin position
- Mail is ready for collecting every Wednesday morning
- Office gates are being locked up every night
- New water bubbler has been installed free for everyone to use

**General Business**

- Darren and a team of civil workers have been doing slashing at the outstations to ensure their power and water assets are being maintained for fire management reasons.
- New signs have been installed at the office for the new water bubbler and Centrelink as part of a re-brand.





**10. COUNCIL MANAGED SERVICES REPORTS**

**ITEM NUMBER** 10.2  
**TITLE** Community Services Report  
**AUTHOR** Annaliza Rivera, Administrator Officer

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

This report provides an update on the delivery of services for Community Safety, Children's Services, Youth Services and Aged & Disability Services for Titjikala.

**RECOMMENDATION**

**That the Local Authority notes and accepts the Community Services report.**

**BACKGROUND**

All Community Services programs continue to be delivered in line with funding requirements.

**ISSUES, CONSEQUENCES, OPTIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Keith Hassett - Director of Community Service  
Liz Scott - Manager of Community Safety  
Emma Hacche - A/Manager of Aged and Disability Care  
Matt Virgona - A/Manager of Youth Services  
Ainsley Roscrow - Manager of Children's services  
Rajan Khadka - Coordinator of Youth Services  
Pavithra Devasurendra - Coordinator of Children's Services

**ATTACHMENTS:**

1 Community Services - Titjikala LAR March April 2025



# Local Authority MacKids Titjikala



**March - April 2025**



**6 Employees**  
**100 % First Nation**



**Service Delivery**  
**221 Hours**



**16 - Total enrolments**



## **Training**

- Team Leader enrolled for a Diploma in Early Childhood Education and Care
- Educator enrolled for a Cert III in Early Childhood Education and Care



## **Stakeholder Engagement**

- Safe 4 Kids
- Dept. of Health: Primary Health
- Catholic Care NT
- Australin Childhood Foundation
- Titjikala School
- Parents and Family visits



**Vacancies**

--



**Support**  
**Coordinator support**  
**84 HRS**



**102 Meals served**

## **Highlights**



- The service's Philosophy is documented in Visual form, incorporating the community's perspective
- Visit from Safe 4 Kids facilitated an awareness among educators as to how educators and mothers should educate and protect young children from any abuse
- The children celebrated Easter. They made Easter egg baskets and went on an Easter egg hunt.
- A visit from the Australian Childhood Foundation discussed how care and activities that parents and caregivers provide for children help to develop young children's minds.





# MacKids Titjikala

## March - April 2025



Brush painting: Exploring different tools for painting



Playdough time: A child making a man



Safe 4 Kids representative with educators



Animal feel on playdough, Children and educators





# MacKids Titjikala

March - April 2025

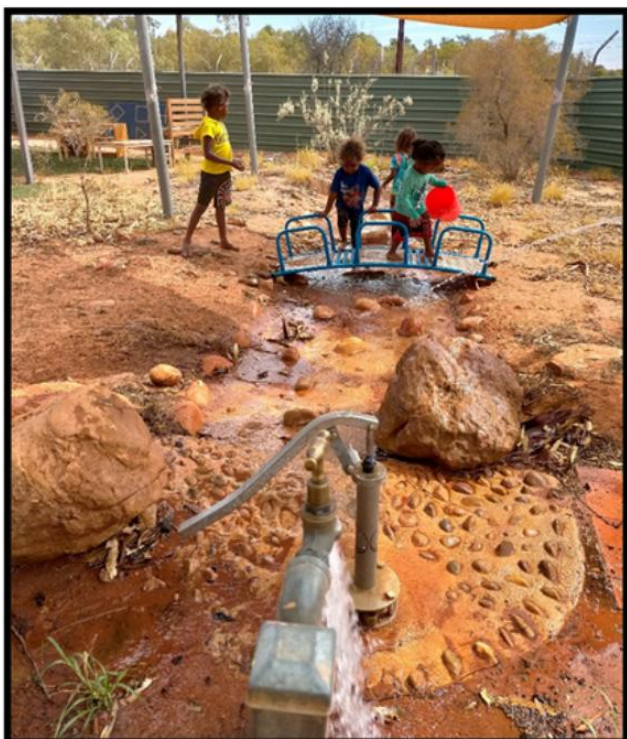
**MacKids**  
growing strong in  
mind, body & culture



Children are looking for caterpillars



Painting time: children with an educator



Creek and bridge: Children and the educator





# MacKids Titjikala

March - April 2025

**MacKids**  
growing strong in  
mind, body & culture



Easter egg hunt: children going for the search with educators



Making Easter egg baskets: Children with their Mums



Making an Easter egg basket: children with educators



Representative of the Australian Childhood Foundation conducting an activity



## Local Authority Report Aged and Disability

Titjikala  
March - April 25

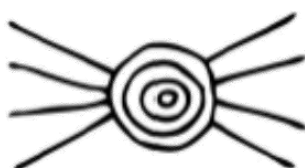


4 Staff in the Titjikala team  
100% Community-based Employees are  
Aboriginal

Stakeholders' engagement  
School principal engagement  
Regular contact with clinic



**Transport provided:**  
261 trips



**Client Interactions: 314**  
This includes client  
welfare checks and client  
engagement at the Aged  
Care Centre



**Personal support provided:**  
**198**

Includes...  
Shower & Toilet Assistance,  
Laundry Loads, Tablet  
Reminders



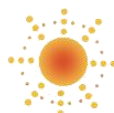
**Client numbers:**  
**CHSP - 2**  
**NATSI - 8**



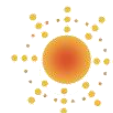
**Training:**  
We will soon be enrolling the  
staff onto cert III in Community  
Services.



**Meals Provided**  
Aged Care Clients: **1568**  
School meals: **642**



### Updates



We have recently started interviewing for the coordinator position and hope to have this filled in the coming weeks.

Due to our current TL taking some time off, we have recently stepped up one of our HCAs into the TL position to cover and are excited to guide her and upskill her in this position.

Both the manager and senior coordinator have had regular visits to the Titjikala centre and its always such a pleasure to get to see the clients and spend time with them.



As the colder weather approaches we have been busy handing blankets to our clients.

Left - Team Leader Janie with our Senior Coordinator Ashton providing blankets to our Aged Care Client Nora

Below - Team Leader Janie with Aged Care client Michael







# Local Authority Report

Titjikala MacSafe  
Community Safety  
March - April 2025



- 4 Staff in the Titjikala Team
- Senior and Casual CSO Vacancies
- 100% Community-based Employees are Aboriginal
- 181 Hours Patrolled
- 544 Hours Worked
- Work: 6 hour shifts Mon-Fri Between 6pm - Midnight



345 Engagements  
with young people



278 Engagements  
with over 18's



58 Young people  
taken home



4 Training  
Hours



187 Are you okay?  
Checks



No Community  
gatherings

## Updates



- MacSafe Reporting App was not working, it is now fixed and operating again.
- Roger Wilyuka is now the Team Leader of MacSafe in Titjikala.
- MacSafe Services resumed at the end of February once Ceremonial Business travelled through.
- Due to low staff levels, at times the service has struggled to run.
- Recruitment is in place for a Senior Community Safety Officer and new Community Safety Officers.

Leroy Wilyuka and Roger Wilyuka at Titjikala MacSafe Office





### Employees

7 staff  
85 % Local Staffs



### Activities

74 activities  
188 hours



### Engagements

82 Participant  
1074 engagements



### Bush / Town Trip

6



### School Support

0



### Training

Staff  
Development 1



### Youth Board

1



### Sport

21



### Events

1

## Challenges



- **Team Leader position:** The previously vacant team leader role has been filled by Lee, an experienced leader from Kintore.
- **No proper space for a healthy and safe cooking program** – A suitable kitchen or cooking area is still needed to run these activities effectively.

## Highlights



- **Bush Trips** – Regular outings that connect young people with country and culture.
- **Sports Activities** – High participation in sports, especially basketball.



1. **Basketball Program** – Youth engaging in basketball as part of our weekly program, promoting physical activity and teamwork.
2. **Computer Time** – Youth taking part in computer sessions where they have the opportunity to learn new skills and explore technology.
3. **Youth Board** – Youth participating in the Youth Board, building leadership skills and having a say in planning programs and activities.





**12. GENERAL BUSINESS**

**ITEM NUMBER** 12.1  
**TITLE** General Council Business  
**AUTHOR** June Crabb, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

Members of the Authority have an opportunity to provide feedback on matters relating to General Council Business.

**RECOMMENDATION**

**That the Local Authority discusses the matters raised in General Council Business.**

**BACKGROUND**

Nil

**ISSUES, CONSEQUENCES, OPTIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Titjikala Local Authority

**ATTACHMENTS:**

There are no attachments to this report.



**13. NON-COUNCIL BUSINESS**

**ITEM NUMBER** 13.1  
**TITLE** General Non-Council Business  
**AUTHOR** June Crabb, Coordinator Governance

**LINKS TO STRATEGIC PLAN**

Goal 01: Developing Communities  
Goal 02: Healthy Communities  
Goal 03: Empowered Communities  
Goal 04: A Supportive Organisation

**EXECUTIVE SUMMARY:**

The purpose of this report is to provide feedback on matters that members may have regarding Non-Council services.

**RECOMMENDATION**

**That the Local Authority raises and discusses matters of General Non-Council Business.**

**BACKGROUND**

Members can raise matters on services related to business outside of Council. This may include:

- NT Roads
- Education
- Health
- Land Management
- Housing

**ISSUES, CONSEQUENCES, OPTIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Titjikala Local Authority

**ATTACHMENTS:**

There are no attachments to this report.