



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:

- 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 were confirmed at the meeting held 13 June 2025.