

**1. Present:**

- 1.1 Elected Members:
- 1.2 Local Authority Members:
- 1.3 Staff:
- 1.4 Visitors/Guests:

**PLEDGE:** “We pledge to work as one towards a better future through effective use of all resources. We have identified these key values and principles of Honesty, Equality, Accountability, Respect, and Trust as being integral in the achievement of our vision that the Roper Gulf Regional Council is Sustainable, Viable and Vibrant”.

**2. Apologies:**

Deputy Mayor Judy MacFarlane, Sue Edwards  
Sharon Hillen

Apologies Accepted,                      Moved:                                      Seconded:

**3. Conflict of Interest-Members & Staff:**

**4. Minutes of Previous Meeting:**

Minutes from the previous meeting held on 25 August 2015 is attached to the Agenda.

Previous Minutes Accepted, Moved:                                      Seconded:

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

**5.1. Previous minutes action List**

Date	Action	Responsible Person	Status	Comments
09.03.2015	Obtain more Post Boxes	CSM	Ongoing	<b>05.05.2015:</b> Post office boxes have been requested as part of an office upgrade under the 15/16 budget for the SDC <b>25.08.2015:</b> Office upgrade has been declined this year. Further opportunities may arise through Council project list.

Date	Action	Responsible Person	Status	Comments
09.03.2015	Op Shop - Started as RJCP project to be reported on	Director Community Services	Ongoing	05.05.15 CSM to provide status, and set up with Volunteers initially. 25.08.2015 RJCP advised they no longer hold an interest in the Op Shop. CSM advised that he has been approached by a Volunteer that may be willing to run with the idea if the LA were supportive. LA would like CSM to continue discussion with third party to see if it is practical.
05.05.2015	Seek to fund equipment upgrade for catering shed facilities	LA	Ongoing	25.08.2015 LA to continue to seek grant funding
05.05.2015	Work with RJCP to determine if possible for slab to be completed through RJCP	CSM	Ongoing	25.08.2015 This is on the RJCP project list for Mataranka
25.08.2015	Concern over underspend in the Library of approx. \$35K for last Financial Year	CSM/ DM/ Director Community Services	Ongoing	
25.08.2015	Dump Point	CSM/Michael Somers	Ongoing	25.08.2015 CSM to meet with Michael Somers to establish if there may be a better way of setting up the dump point.
25.08.2015	Letter from MFSRC to be forwarded to Council with a recommendation the Local Authority approves the agreement to proceed.	Council	Complete	The letter was presented to the Council at their ordinary meeting held on 30 <sup>th</sup> Sept 2015.

## 6. Correspondence

### 6.1. Outgoing Correspondence:

- Waste Management Facility, Commercial Dumping Fees

### 6.2. Incoming Correspondence:

- Application received : Alcohol Management Plan
- Access to Lot 84 Town of Mataranka

## 7. General Business

### 7.1 \*Elected Member Report:

### 7.2 \*Council Services Managers Report:

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

### 7.3 \*Council Financial Reports:

The financial report for first quarter of F/Y 2015-16 is attached to the agenda.

### 7.4 \*Governance Updates:

- \**Town Priorities*: Nil
- \**Complaints Register*

Date	Compliant	Type of Complaint	Status
27-08-2015	Incident involving Staff and LA Member	Code of Conduct and WH&S	<i>Closed</i>
25-09-2015	Unregistered dogs	Animal	

- \**Policy Updates*

HR006 Working with Children Certificate Policy: Council approved amended policy on Working with Children Certificate. The amended policy removed the stipulation that all employees, volunteers and contractors must have Ochre Cards and now only those that are required under the NT Care and Protection of Children Act will require having one. The primary reason for the amendment is to streamline the recruitment process and make it easier for potential employees to obtain employment with council.

### 7.5 \*RJCP- Remote Jobs and Communities Program:

### 7.6 \*Alcohol Management Plan:

## 8. Other Business

## 9. Meeting Closed

\* Denotes permanent Agenda items

**1. Present:**

**1.1 Elected Members:**

Deputy Mayor Judy MacFarlane

**1.2 Local Authority Members:**

Di Angel  
Tracey Anne Wilson  
Sue Edwards  
Leah Niehus  
Alan Chapman  
Michael Somers  
Di Jones

**1.3 Staff:**

Michael Soler-Council Services Manager  
Sharon Hillen – Director Council Services and Infrastructure  
Marion Smith – Director Community Services  
Jo Nicol - Local Authority Coordination Officer  
Kelly Mumme – RJCP Senior Employment Consultant  
Mary Cunningham –Sports and Recreation Officer  
Di Collins – Mataranka Night Patrol Team Leader  
Tony Moss – Night Patrol regional Coordinator  
Cathy Ward – Night Patrol Admin Officer

**1.4 Visitors/Guests:**

Martin Lambert – Strategic Leisure Group

**Meeting opened: 5:38PM**

**2. Apologies:**

Biddy Hamilton, Nick Sharah.

Moved: Di Angel

Seconded: Sue Edwards

**3. Conflict of Interest-Members & Staff:**

Nil declared

#### 4. Minutes of Previous Meeting:

Members accept the Minutes from previous meeting held on 5<sup>th</sup> May 2015.

Moved: Michael Somers

Seconded: Alan Chapman

Members accept the Minutes of Special Local Authority Meeting held on 30 June 2015.

Moved: Leah Niehus

Seconded: Sue Edwards

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

##### 5.1. Previous minutes action List

Date	Item Description	Responsible Person	Status	Comments
09.03.2015	Continue to seek funding for a Mataranka AMP (Alcohol Management Plan)	CSM	Transferred Completed	This item has been moved to Community Safety Action Plan group. (2 members of LA are identified as being on that group)
09.03.2015	Obtain more Post boxes	CSM	On project list for Council	05.05.2015: Post office boxes have been requested as part of an office upgrade under the 15/16 budget for the SDC 25.08.2015: Office upgrade has been declined this year. Further opportunities may arise through Council project list.
09.03.2015	Op Shop - Started as RJCP project to be reported on	CSM	On hold	RJCP advised they no longer hold an interest in the Op Shop. CSM advised that he has been approached by a Volunteer that may be willing to run with the idea if the LA were supportive. LA would like CSM to continue discussion with third party to see if it is practical.
05.05.2015	Email sent out to ask for a volunteer/s to put together the Mataranka newsletter	CSM	Completed	Biddy Hamilton is currently putting together the first edition of Never Never News.
05.05.2015	Report to be forwarded to Local Authority by start of Markets to whether Op Shop will be run by RJCP or by community Volunteers.	Director Community Services	Completed	See above
05.05.2015	Cleaner from SDC to clean catering shed on a monthly basis	CSM	Completed	SDC Cleaner on a monthly basis to clean Catering Shed
05.05.2015	Seek to fund equipment upgrade for catering shed facilities	LA	Ongoing	LA to continue to seek grant funding



CSM Michael Soler Thanked Anthony Heaslip for his efforts and assistance he provided to Mataranka Municipal staff for the Rodeo at the Never Never Festival.

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

CSM Michael Soler advised of recent near miss with RGRC staff member regarding Bat Lyssa Virus. Michael also advised of Safe September being RGRC month of focus on safety.

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

2014/2015 4<sup>th</sup> Quarter Expenditure Report

Director Council Services and Infrastructure Sharon Hillen spoke to the financial report and discussed variances in 14/15 and budget for 15/16.

**Action:** Director Community Services, CSM and Deputy Mayor to meet to work through the budget variances for Library.

Moved: Leah Niehus

Seconded: Sue Edwards

### 7.4 **\*Governance Updates:**

- **\*Town Priorities:** Nil

- **\*Complaints Register:**

Date	Complaint type	status
19-Mar-2015	Dangerous Dogs	Closed
30-June-2015	Code of Conduct	Closed

- **\*Policy Updates:** Nil

- **Regional Plan 2015-2016**

Roper Gulf Regional Plan 2015-2016 was approved by Council on 22nd July 2015. Hard copies of plan were given to all at meeting. Electronic copy is available on website.

### 7.5 **\*RJCP- Remote Jobs and Communities Program:**

RJCP Senior Employment Consultant Kelly Mumme reported that Oval Irrigation project will begin in October and a Certificate in Conservation Land Management will be run as part of the project.

Museum Roof, Builder trainer will be on site in Mataranka in about 3 weeks to begin planning for the project.

Position of employment consultant is to be filled within the next month.

### 7.6 **\*Alcohol Management Plan**

This issue has moved to the Community Safety Action Plan Committee, regular updates will be given to the Local Authority.

## 8. Other Business

### 8.1 Mataranka Disable Toilet Quotations:

The toilet quotation was presented to the members. There was a request for a baby change table to be installed.

### 8.2 Weed Management Plan for Neem Trees

There has been recent collaboration between Roper River Landcare, Mangarrayi Rangers, RGRC Municipal staff and RJCP participants to spray for Neem trees on Council and Crown Land including at Larrimah.

### 8.3 Dump Point

Michael Somers raised concerns about the current operation of the dump point located at Stan Martin Park. Michael felt that there were better ways it could be set up.

**Action:** Michael Somers and CSM to meet to discuss other options for the dump point.

### 8.4 Camping in public places

Concerns were raised about people still camping in public places such as Martin Road, Carew Road etc. CSM confirmed that Night Patrol and Police are moving people on when they come across them in inappropriate places. Advice to LA members is to contact police if people are camping illegally on private property.

### 8.5 Mataranka Fishing Sporting and Recreation Club– Sports & Rec Grounds

Letter received from MFSRC requesting use of the Bowls Club facility at the Sports & Rec grounds as their club house. The facility is currently unused and the MFSRC have stated that they would repair and maintain the facility and get it operational as part of an MOU with RGRC.

**Action:** Letter from MFSRC to be forwarded to Council with a recommendation the Local Authority approves the agreement to proceed.

### 8.6 Special Meeting Items

Deputy Mayor presented the adjusted list of items for the catering shed, including items a majority had listed and also Better Half Club's list.

Quotes for items were discussed and funding options to be considered.

### 8.7 Bowling Facility

See 8.5

### 8.8 Elsey St Drainage

Currently seeking quotes from contractors for upgrades to the Elsey St drainage problem. Works should be completed by the upcoming wet season.



### **8.9 Carew Road - Storm water drain**

Currently seeking quotes from contractors for repairs and remedial works to table drains and culverts along Carew and Conway Roads. This will hopefully allow time for works to be completed by the upcoming wet season.

### **8.10 Rejuvenation of the statues in Stan Martin Park**

Local Authority members requested the statues in Stan Martin Park be repainted and repaired. It was noted this was done a few years ago at great expense. RJCP Senior Employment Consultant Kelly Mumme will investigate if an RJCP Project would be possible and what Tourism grants that may be available.

### **8.11 Tourist Signs**

Director Council Services and Infrastructure Sharon Hillen advised that Tourist signs with maps to facilities within the town were a Project for this financial year and will be located at both ends of town.

### **8.12 Sport & Rec Officer**

Concerns were raised by Local Authority members about Sports and Rec Officer who is currently on 8 weeks Leave not being replaced. Sports and Recreation Officer Mary Cunningham, advised there was to be a casual position advertised for the school holiday program and that someone had been engaged but that HR had been unable to contact her to advise of commencement date.

### **8.13 Never Never News**

Biddy Hamilton has taken on the role of preparing the Never Never News and has created an email address for articles/stories advertising to be forwarded to [nevernevernews@gmail.com](mailto:nevernevernews@gmail.com)

### **8.14 Sports and Rec Facility future developments**

Martin Lambert, Consultant for Strategic Leisure Group has been engaged by RGRC to undertake scoping Sport & Re facilities and Sport & Rec requirements for all RGRC Communities over the next 10 years. Martin asked what the Mataranka Local Authority thought were the priorities for Mataranka

**8. Meeting Closed: 8:12 PM**

# Roper Gulf Regional Council

Income & Expenditure Report as at  
31-August-2015  
for the year 2015-2016



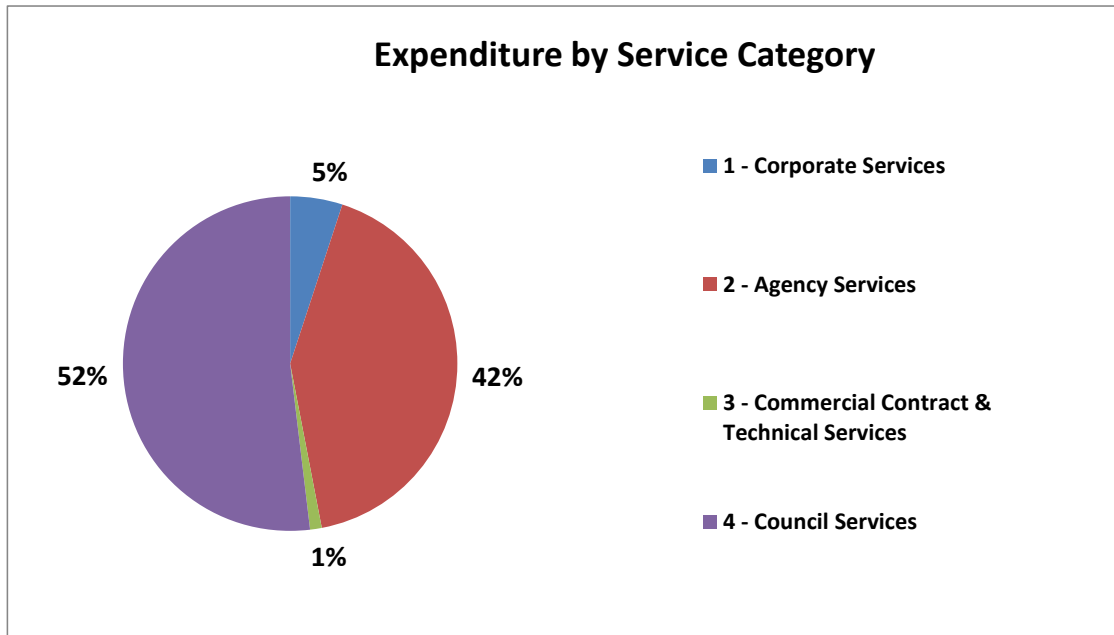
16GLACT	16GLBUD		16GLBUD
Year to Date	Year to Date		Full Year Budget
Actual (\$)	Budget (\$)	Variance (\$)	(\$)

## Mataranka

### Expenditure by Service

1 - Corporate Services	13,436	6,685	-6,751	40,111
2 - Agency Services	111,285	107,800	-3,485	646,769
3 - Commercial Contract & Technical Sen	2,995	6,420	3,425	38,519
4 - Council Services	137,821	162,082	24,262	972,494
<b>Total Expenditure</b>	<b>265,537</b>	<b>282,988</b>	<b>17,451</b>	<b>1,697,893</b>

Expenditure by Service Category



## Expenditure by Activity

	<b>16GLACT</b> <i>Year to Date</i> <i>Actual (\$)</i>	<b>16GLBUD</b> <i>Year to Date</i> <i>Budget (\$)</i>	<i>Variance (\$)</i>	<b>16GLBUD</b> <i>Full Year Budget</i> <i>(\$)</i>
132 - Local Authority	0	883	883	5,300
136 - Establishment of Local Authorities	2,936	0	-2,936	0
138 - Local Authority Project	10,500	5,802	-4,698	34,811
<b>Total Expenditure - Corporate Services</b>	<b>13,436</b>	<b>6,685</b>	<b>-6,751</b>	<b>40,111</b>
313 - RJCP Central Administration	96	0	-96	0
314 - Service Fee - RJCP	23,881	31,956	8,074	191,735
316 - Participation Account - RJCP	7,045	0	-7,045	0
341 - CACP	5,777	0	-5,777	0
342 - Aged Care NT Jobs Package	14,429	12,365	-2,064	74,192
344 - HACC services	12,479	7,455	-5,024	44,700
348 - Library	2,292	9,166	6,874	54,996
350 - Centrelink agency	7,999	14,280	6,281	85,677
401 - Night Patrol	35,381	29,460	-5,922	176,758
404 - Aus Govt Sport and Rec Managemε	0	3,119	3,119	18,712
405 - Aus Govt Sport and Rec Indigenous	1,905	0	-1,905	0
<b>Total Expenditure - Agency Services</b>	<b>111,285</b>	<b>107,800</b>	<b>-3,485</b>	<b>646,769</b>
201 - Street lighting	0	1,333	1,333	8,000
202 - Staff Housing	-1,860	200	2,060	1,200
242 - Litter Collection and Slashing Exterr	3,710	3,737	27	22,420
246 - Commercial Australia Post	1,144	1,150	6	6,899
<b>Total Expenditure - Commercial Servic</b>	<b>2,995</b>	<b>6,420</b>	<b>3,425</b>	<b>38,519</b>

One Employee moved out of the activity; Underspend Emp Exp -2,830; Budgted vehicle Maintenance yet to be carried out - 1311 ; Underspend in Materials - 1,114 and other operating - 865; Internal Repair - 985

	<b>16GLACT</b> <i>Year to Date</i> <b>Actual (\$)</b>	<b>16GLBUD</b> <i>Year to Date</i> <b>Budget (\$)</b>	<b>Variance (\$)</b>	<b>16GLBUD</b> <i>Full Year Budget</i> <b>(\$)</b>	
111 - Council Services General	51,748	57,870	6,122	347,222	
160 - Municipal Services	77,469	89,900	12,431	539,400	General underspend in Materials - 6,363; Underspend in Fleet Expenses - 4,195 (Rego not due ,Less Oil usage ) ; Underspend in salaries - 2,093
161 - Waste management	2,923	7,727	4,804	46,364	
164 - Local Emergency Management	100	275	175	1,650	
166 - Rural Transaction Centre	4,672	5,500	828	33,000	
169 - Civic Events	0	17	17	100	
170 - Australia Day	0	83	83	500	
381 - Animal Control	908	710	-199	4,258	
<b>Total Expenditure - Council Services</b>	<b>137,821</b>	<b>162,082</b>	<b>24,262</b>	<b>972,494</b>	
<b>Total Expenditure</b>	<b>265,537</b>	<b>282,988</b>	<b>17,451</b>	<b>1,697,893</b>	
<b>Capital Expenditure</b>					
5341 - Capital Purchases Plant & Equipm	0	10,000	10,000	60,000	Funds budgeted for the Purchase of tractor ;The purchase is yet to be made
5371 - Capital Purchase Vehicles	0	6,667	6,667	40,000	
<b>Total Capital Expenditure</b>	<b>0</b>	<b>16,667</b>	<b>16,667</b>	<b>100,000</b>	