



MINUTES OF THE MATARANKA LOCAL AUTHORITY PROVISIONAL MEETING  
OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE  
MATARANKA COMMUNITY HALL ON TUESDAY, 7 FEBRUARY 2017 AT 5:30PM

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**1. PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Deputy Mayor Judy MacFarlane (Chairperson)

**1.2 Local Authority Members**

Sue Edwards  
Alan Chapman  
Michael Somers  
Leah Niehus

**1.3 Staff**

Nathan McIvor – Central Arnhem Area Manager  
Amanda Haigh – Manager Governance & Corporate Planning  
Annalisa Bowden – Community Services Regional Manager  
Antony Lynch – Council Services Coordinator Mataranka/Jilkminggan  
Sommer Meadows – CDP Senior Employment Supervisor Barunga  
Keith Coleman – CDP Supervisor Barunga  
Ronald Blitner – CDP Supervisor Barunga  
Jermaine Scrubby – CDP Supervisor Barunga  
Mandy Devereux – Senior Admin Support Officer (Minute Taker)

**1.4 Guests**

Jill Emerson-Smith – Resident

**2. MEETING OPENED**

The Mataranka Provisional Meeting opened at 6.03pm

**3. WELCOME TO COUNTRY**

Deputy Mayor Judy MacFarlane welcomed all members, staff and guests to the meeting and the Roper Gulf Regional Council Pledge was read.

**4. APOLOGIES AND LEAVE OF ABSENCE**

**4.1 APOLOGIES AND LEAVE OF ABSENCE**

29/2017 RESOLVED (Michael Somers/Leah Niehus)

Carried

(a) That Mataranka Local Authority approve the apologies of Diane Angel and Tracey-Ann Wilson.

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

### **5.1 CONFIRMATION OF PREVIOUS MATARANKA LOCAL AUTHORITY MINUTES**

**30/2017 RESOLVED (Michael Somers/Leah Niehus) Carried**

- (a) **The minutes of the Mataranka Local Authority meeting held on Tuesday 11<sup>th</sup> October 2016 are to be held over to be approve at the next Mataranka Local Authority Meeting.**
- (b) **That Mataranka Local Authority approve the minutes as a true and accurate record of the Mataranka Local Authority meetings held on Monday 12<sup>th</sup> December 2016 with the amendment of the heading of the minutes of the Mataranka Local Authority meeting 12<sup>th</sup> December 2016 to reflect that it was a provisional meeting.**

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

1. Goal post for cricket oval
2. Homestead Road gate
3. Nomination for Local Authority Member
4. Museum
5. Playground

## **BARUNGA CDP PRESENTATION**

Sommer Meadows, Keith Coleman, Ronald Blitner and Jermaine Scubby from Barunga CDP gave a presentation around the headstones that they make at Barunga. Having also brought a sample of them to display. Sommer has been in talks with Anthony Heaslip in regards to the Barunga team coming and teaching the Mataranka CDP.

**Action:** Nathan Mclvor Central Arnhem Area Manger to have unified headstone placed on all unmarked graves at the Mataranka Cemetery by CDP Mataranka and Barunga.

**31/2017 RESOLVED (Sue Edwards/Michael Somers) Carried**

- (a) **That the Mataranka Local Authority receive and note the cemetery headstones presentation from the Barunga CDP.**

## **7. DISCLOSURES OF INTEREST**

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

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

### **8.1 ACTION LIST**

**32/2017 RESOLVED (Leah Niehus/Sue Edwards) Carried**

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

| Date     | Agenda Item #  | Description   | Responsible Person | Status  | Comments  |
|----------|--|---|--------------------|---------|---|
| 01.02.16 | 8.6 Repairs to Statues & Termite Mound                 | Investigate and bring options back to next LA meeting.  | Area Manager       | Ongoing | 05.04.16: Tourism Grant investigated.<br>07.06.16: On list for 2017 round of Applications.<br>11.10.16 Photos taken of the statues last week and show a lot of corrosion in the statues. 02.12.2016 A grant application was submitted to the Community Benefit Fund requesting \$10K on 30.11.2016<br><b>09/02/17 Ongoing</b>   |
| 02.08.16 | 8.7 Removal of Tourist Information from Council Office | DCS and Area Manager to come back to the October meeting with suitable options to rehouse the Tourist Information centre service. | Area Manager / DCS | Ongoing | 11.10.16 Sign under flags still says Shire. Council seeking funding to get a Master Plan for the Service Centre. Signage to be installed to direct tourists.<br>02.12.2016 Area Manager; Nathan McIvor to look into getting new sign - ongoing<br><b>09/02/17 Ongoing Commenced</b>   |
| 05.05.16 |  | Seek to fund equipment upgrade for catering shed facilities   | Local Authority    | Ongoing | 01.02.16: LA moved a motion that funding be sought for this through Community Benefit Fund Grant. RGRC to Auspice<br>05.04.16: All information currently with Grants Officer Application done awaiting submission date.<br>07.06.16: Grant Submitted<br>02.07.16: unsuccessful<br>02.08.16 Resubmitted Grant Application<br>31.08.16: Unsuccessful<br>02.08.16 Resubmitted Grant Application.<br>31.08.16 Unsuccessful<br>02.12.16 International Women's Day application seeking funds to purchase some of the catering shed equipment, will be submitted the week of 05.12.16<br><b>09/02/17 Ongoing</b> |

| Date       | Agenda Item #            | Description  | Responsible Person | Status  | Comments   |
|------------|--------------------------|--|--------------------|---------|--|
| 07.06.2016 | 7.2 Area Managers Report | Sharon Hillen to follow up if staff are available for rubbish pick up on weekends in Tourist Season      | DCCS               | Ongoing | 11.10.16 DCCS is looking at the service plan and will make adjustments for the tourist season.<br>02.12.2016 Ongoing<br><b>09/02/17 Nathan to report to Kym a plan to go to Council asking for more money to budget to cover this cost. Commenced</b>  |
| 07.06.2016 |                          | Sharon Hillen to provide scope and costing of Stage 1 Multipurpose Centre, bring back to next LA Meeting | DCCS               | Ongoing | 02.08.16: Scope of works \$300,000, funding is \$175,000 of the \$250,000 which was applied for.<br>11.10.16 Stage 1 full cost \$261,000, Seeking funds for the balance.<br>02.12.2016 RGRC committed remaining \$110,000 to complete the project. Consultation with all Sport and Rec Ground users will commence to confirm location and service plan approvals from PWC.<br><b>09/02/17 this project is going to tender 10/02/17</b>   |
| 09.03.2015 |                          | Obtain more Post Boxes   | Area Manager       | Ongoing | 05.05.15: Post office boxes have been requested as part of an office upgrade under the 15/16 budget for the SDC<br>25.08.15: Office upgrade has been declined this year. Further opportunities may arise through Council project list.<br>05.04.16: Post office boxes have been requested as part of an office upgrade under the 16/17 budget for the SDC.<br>07.06.16 Scope & Cost installing a bank of PO boxes. ALSO Motion: Investigate September 1st Quarter Capital Expenditure opportunities.<br>06.07.16: Assets & Projects have met and will investigate further to bring this project to completion. Cost will be minimal.<br>11.10.16 The Project Manager has assessed the best way to fit as many post boxes as possible |

| Date       | Agenda Item #   | Description  | Responsible Person         | Status  | Comments   |
|------------|---|--|----------------------------|---------|--|
|            |   |  |                            |         | <p>and is getting a manufactures quote. LA request the quote to be provided at the 6 Dec meeting. 12.12.16 42 new mail boxes to be installed waiting for new locks and keys for them.</p> <p><b>09/02/17 Awaiting for locks to be install and box number plaques to be made &amp; installed Commenced will be completed by MUNS</b></p>  |
| 11.08.2016 | 12.8 Presentation on Tourism from Wendy Pocock, Mataranka Roadhouse | Painting of the public toilets in Stain Martin Park to be included as a CDP project.   | Area Manager / CDP Manager | Ongoing | <p>12.12.16 CDP project</p> <p><b>09/02/17 Ongoing to be completed before 2017 Never Never Festival.</b></p>   |
| 11.08.2016 |   | Report back to LA at next meeting 6 Dec 2016 if the painting and overhaul of Toilet 2 at the Sport & Rec Grounds can be a CDP Project.   | Area Manager / DCS         | Ongoing | <p>12.12.16 Am spoke with CDP, project is to be completed by CDP.</p> <p><b>09/02/17 Ongoing Cubicles also need repairs, commenced initial scope of what is required for the cubicles.</b></p>   |
| 11.08.2016 | 12.4 RGRC Community Grant for Play Equipment                        | Letter to be sent to be the Better Half Club and the School Council seeking financial support from both organisations to contribute to purchasing play equipment for Stan Martin Park. |                            | Ongoing | <p>02.12.2016 Letters sent to the Better Half Club and the Mataranka School requesting financial support. – letters passed at OCM in October 12.12.16 Mataranka School &amp; Mataranka Fishing, Sporting &amp; Recreation Club agreed to support the project with \$1000 each. Better Half Club declined. Play equipment quoted at \$4340 with free freight from Imagination play Adelaide.</p> <p><b>Action:</b> Letter of thanks to be sent</p> <p>- Letter of thanks sent to Better Half Club and Mataranka Fishing Sporting and Recreation Club.</p> <p><b>09/02/17 Completed and the equipment is still being manufactured.</b></p> |

| Date       | Agenda Item #                                    | Description   | Responsible Person | Status   | Comments                              |
|------------|--|---|--------------------|----------|---------------------------------------|
| 12.12.2016 | 9.1 Incoming correspondence                      | Letter to be sent to the Northern Territory Defence requesting that the Mataranka water source be tested.   | CEO                | Complete | <b>09/02/17 Completed Letter sent</b> |
| 12.12.2016 | 9.1 Incoming correspondence                      | Letter to be sent to the Mataranka Primary School and the Mataranka Fishing, Sporting and Recreation club; thanking them for their support of the play equipment in Stan Martin Park. | CEO                | Complete | <b>09/02/17 Completed letter sent</b> |
| 12.12.2016 | 11.9 Regional Plan 2016-2017 Quarterly Report    | Letter to be sent to the owner of Green Park in Larrimah, requesting to have the premises cleaned up.   | CEO                | Ongoing  | <b>09/02/17 Ongoing</b>               |
| 12.12.2016 | Presentation: Mataranka Tourism, Wendy Tralaggan | Photos of Never Never festivals or similar Mataranka events to be located, so that they may be used on tourism signs. Sharon Hillen, to look in Governance archives.                  | DCCS               | Ongoing  | <b>09/02/17 Ongoing</b>               |

| Date       | Agenda Item #   | Description   | Responsible Person              | Status   | Comments   |
|------------|---|---|---------------------------------|----------|--|
| 12.12.2016 | 11.13 Council Services Report - Town Priority Project | Local Authority Members to meet at 5:30pm at the Sport and Rec Grounds to determine the new location of the playground. | LA Coordinator                  | Complete | <b>09/02/17 Completed</b>  |
| 12.12.2016 | 11.3 Carew Road Cemetery                              | Nathan Mclvor to have the faded flowers removed from the graves and to seek headstone moulds from Barunga.              | Area Manager                    | Complete | <b>09/02/17 Completed</b>  |
| 25.08.2015 |   | Dump Point  | Area Manager/<br>Michael Somers | Ongoing  | 25.08.15: CSM to meet with Michael Somers to establish if there may be a better way of setting up the dump point.<br>01.02.2016: still negotiating. 05.04.2016: ongoing 07.06.16: Look into Tourism NT Quick Response Grants and Traffic Management Plan needed. Needs to be done in the Dry Season.<br>26.09.16 Obtaining quotes. 02.12.2016 CSC working with projects manager on this and collecting quotes<br><b>09/02/17 Ongoing</b> |
| 07/02/17   | 7 Barunga CPD Presentation                            | Nathan Mclvor to have unified headstone placed on all unmarked graves at the Mataranka Cemetery                         | Area Manager                    | Ongoing  |  |
| 07/02/17   | 9.1 Incoming  | CEO to invite NLC to  | CEO                             | Ongoing  |  |

| Date     | Agenda Item #                                  | Description   | Responsible Person | Status  | Comments  |
|----------|--|---|--------------------|---------|---|
|          | Correspondence                                 | attend Mataranka LA meeting 4 <sup>th</sup> April   |                    |         |   |
| 07/02/17 | 11.4 Governance Report                         | Finance to provide the actual figure for the LA funding for 2016-17   | Finance Manager    | Ongoing |   |
| 07/02/17 | 12.2 Goal Post for Cricket oval                | Nathan Mclvor to have goal post install on the cricket oval and the to complete the project of having the oval top dressed. | Area Manager       | Ongoing | <b>09/02/2017 Need to investigate what occurred to this action previously some years ago.</b>     |
| 07/02/17 | 12.3 Museum                                    | Nathan Mclvor to have the museum demountable moved into the museum yard before the Never Never Festival 2017                | Area manager       | Ongoing |   |
| 07/02/17 | 12.4 Play ground, Sport & Recreational grounds | Nathan Mclvor to have the current playground fence extended to incorporate new play equipment                               | Area Manager       | Ongoing | <b>09.02.2017 Commenced measurement of area and scoping it out</b>                                |
| 07/02/17 | 12.5 Larrimah & Daly Waters Dump maintenance   | Nathan Mclvor to have the maintenance of the Larrimah and Daly Waters dump incorporated into the quote for                  | Area Manager       | Ongoing | <b>09.02.2017 Commenced will be submitted for Council consideration at the Mataranka meeting.</b> |



| Date     | Agenda Item #                           | Description  | Responsible Person | Status  | Comments |
|----------|---|--|--------------------|---------|----------|
|          |   | tender   |                    |         |          |
| 07/02/17 | 12.6 Tennis Court Lights at Daly Waters | Nathan McIvor to have the lights installed at the tennis courts in Daly Waters before the end of the financial year. | Area Manager       | Ongoing |          |
| 07/02/17 | 12.7 Homestead Road gates               | Council to advocate on behalf of Mataranka residents to have the Little Roper bridge upgraded                        | CEO                | Ongoing |          |

## **9. INCOMING CORRESPONDENCE**

### **9.1 INCOMING CORRESPONDENCE**

**33/2017 RESOLVED (Michael Somers/Alan Chapman)**

**Carried**

- (a) **That the Mataranka Local Authority accept the Incoming Correspondence Report.**

**Action:** Mataranka Local Authority requests the CEO to invite NLC to attend the Mataranka Local Authority meeting 4<sup>th</sup> April.

## **10. OUTGOING CORRESPONDENCE**

### **10.1 OUTGOING CORRESPONDENCE**

**34/2017 RESOLVED (Sue Edwards/Alan Chapman)**

**Carried**

- (a) **That the Mataranka Local Authority accept the Outgoing Correspondence Report.**

## **11. GENERAL BUSINESS**

### **11.1 ELECTED MEMBER REPORT**

Deputy Mayor Judy MacFarlane reported,  
 Council approved reviewed Leave Policy (HR011)  
 Deputy Mayor & Director Council and Community Services nominated for positions on Tindal Mataranka Daly Waters Water Advisory Committee  
 CEO review to take place February 23<sup>rd</sup>, the panel Mayor, Deputy Mayor, Cr Mulholland, Cr

Roberts and Cr Daylight.

Council endorsed recommendations for round two of 2016-17 Community Grants program, including \$2000 for Young marker's Project through Minyerri Arts and Cultural Centre. 2016-17 funding allocation of \$30 000 now exhausted.

Council approved list of Authorised Officers as per Section 112 of the Local Government Act. Council resolved to send letter to Federal Government re: inadequate state of telephone services within Roper Gulf Region.

Next Council meeting is going to be held in Mataranka, 21<sup>st</sup> Feb Breifing day with a community BBQ lunch being supplied and the Meeting on the 22 Feb.

**35/2017 RESOLVED (Alan Chapman/Sue Edwards) Carried**

- (a) **That Mataranka Local Authority receive and note the verbal Elected Member Report.**

#### **11.2 GOVERNANCE REPORT - POLICY UPDATE**

**36/2017 RESOLVED (Leah Niehus/Sue Edwards) Carried**

- (a) **That the Mataranka Local Authority receive and note the reviewed HR011 Leave Policy.**

#### **11.3 GOVERNANCE REPORT - CHANGE OF MATARANKA LOCAL AUTHORITY DATES FOR 2017**

**367/2017 RESOLVED (Michael Somers/Leah Niehus) Carried**

- (a) **That the Mataranka Local Authority approve the new proposed dates for Mataranka Local Authority Meetings in 2017.**

#### **11.4 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE**

**378/2017 RESOLVED (Michael Somers/Sue Edwards) Carried**

- (a) **That the Mataranka Local Authority receive and note the Report on the Local Authority Project Funding.**

**Action:** Mataranka Local Authority members would like Finance to provide the actual figure for LA funding for 2016-17.

#### **11.5 GOVERNANCE REPORT**

**3938/2017 RESOLVED (Sue Edwards/Leah Niehus)  
Carried**

- (a) **That the Mataranka Local authority review the Town Priorities which will be submitted to the 2017-2018 Roper Gulf Regional Plan.**

#### **11.6 STAN MARTIN PLAYGROUND EQUIPMENT - DEPUTY MAYOR**

**40/2017 RESOLVED (Sue Edwards/Michael Somers) Carried**

- (a) That the Mataranka Local Authority receive and note the verbal report on update of the Stan Martin Park Playground Equipment.

### 11.7 COMMUNITY SERVICES REPORT

Mataranka Local Authority recommends that the staffing structure for Night Patrol be changed/reviewed to take into account of the double shifts.

391/2017 RESOLVED (Sue Edwards/Alan Chapman) Carried

- (a) That the Mataranka Local Authority receive and note the update from the Mataranka Community Night Patrol.

### 11.8 COMMUNITY SERVICES REPORT

42/2017 RESOLVED (Sue Edwards/Alan Chapman) Carried

- (a) That the Mataranka Local Authority receive and note the update on Community Services.

### 11.9 COUNCIL FINANCIAL REPORT

43/2017 RESOLVED (Alan Chapman/Sue Edwards) Carried

- (a) That the Mataranka Local Authority receive and note the Mataranka financial report for the Second quarter of 2016-17.

## 12. OTHER BUSINESS

### 12.1 LOCAL AUTHORITY NOMINATION

404/2017 RESOLVED (Leah Niehus/Sue Edwards) Carried

- (a) That the Mataranka Local Authority approve the Local Authority nomination received from Jill Emerson-Smith.

### 12.2 GOAL POST FOR CRICKET OVAL

Deputy Mayor mentioned that residents had commented that the cricket oval should have goal posts installed so that football can be played. This was part of an old project to top dress the oval that has never been completed.

415/2017 RESOLVED (Leah Niehus/Michael Somers) Carried

- (a) That the Mataranka Local Authority receive and note the verbal report on goal post for the cricket oval and for the oval to be top dressed.

**Action:** Area Manager to have goal post installed on the cricket oval and to complete the project of having the oval top dressed.

### 12.3 MUSEUM

Deputy Mayor reminded the LA that there is still the outstanding acquittal due for the Rusty Bugles funding of remaining funds that are to be used to develop war

memorial room for the museum.

**426/2017 RESOLVED (Leah Niehus/Michael Somers)**

**Carried**

**(a) That the Mataranka Local Authority receive and note the verbal report on the Museum building.**

**Action:** Area Manager to have the museum demountable moved into the museum yard before the Never Never Festival 2017.

#### **12.4 PLAY GROUND, SPORT & RECREATIONAL GROUNDS**

All the LA gathered at the playground site before the meeting and looked at options for the playground to be situated and under a unanimous decision all decided to keep the playground as it is but extend the area.

**437/2017 RESOLVED (Alan Chapman/Michael Somers)**

**Carried**

**(a) That the Mataranka Local Authority receive and note the verbal report on the play ground relocation/upgrade at the Sports & Recreational Grounds.**

**(b) That the Mataranka Local Authority members agreed to leave the playground where is and to extend the fencing to incorporate a larger area, for more play equipment.**

**Action:** Nathan McIvor Area Manger to have the playground fence extended to incorporate new play equipment.

#### **12.5 LARRIMAH AND DALY WATERS DUMP MAINTENANCE**

Deputy Mayor reminded the LA that the dump projects in Larrimah and Daly Waters are town priorities in the Council Regional Plan.

**448/2017 RESOLVED (Alan Chapman/Michael Somers)**

**Carried**

**(a) That the Mataranka Local Authority receive and note the verbal report on the Larrimah and Daly Waters Dump maintenance.**

**Action:** Nathan McIvor Area Manager to have the maintenance of the Larrimah and Daly Waters dump incorporated into the quote for tender.

#### **12.6 TENNIS COURT LIGHTS AT DALY WATERS**

Deputy Mayor reminded the LA that there is \$20k in the budget for the lights to be installed at the Daly Waters Tennis Court.

**45/2017 RESOLVED (Sue Edwards/Michael Somers)**

**Carried**

**(a) That the Mataranka Local Authority receive and note the verbal report on the Tennis Court lights at Daly Waters.**

**Action:** Nathan McIvor Area Manager to have the lights installed at the Daly Waters Tennis Courts before the end of the financial year.

## 12.7 HOMESTEAD ROAD GATES

Mataranka residents have expressed their concerns of having the gates locked on Homestead Road. They would like to see the bridge upgraded then there wouldn't be a need for these gates to be locked.

46/2017 RESOLVED (Alan Chapman/Sue Edwards)

Carried

**(a) That Mataranka Local Authority receive and note the verbal report on the gates being locked on Homestead Road.**

**Action:** Roper Gulf Regional Council to advocate on behalf of the Mataranka residents to have the Little Roper River bridge upgraded.

## CLOSE OF MEETING

The meeting terminated at 8.00 pm.

THIS PAGE AND THE PRECEEDING 12 PAGES ARE THE MINUTES OF THE Mataranka Local Authority Meeting HELD ON Tuesday, 7 February 2017 AND CONFIRMED Monday, 6 March 2017.

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Chairperson