



MINUTES OF THE MATARANKA LOCAL AUTHORITY MEETING OF THE ROPER GULF REGIONAL COUNCIL MEETING HELD AT THE MATARANKA COMMUNITY HALL ON TUESDAY, 1 AUGUST 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**

Tracey-Anne Wilson

Jill Emmerson-Smith

Alan Chapman

Michael Sommers

Di Angel

Sue Edwards

**1.3 Staff**

Sharon Hillen – Director of Council and Community Services

Kym Henderson – EA to Director of Council and Community Services

Amanda Haigh – Manager Governance and Corporate Planning

Chantal Binding – Local Authority Support Coordinator (Minute Taker)

Anthony Lynch – Council Services Coordinator Mataranka/Jilkminggan

Chris Williams – RGRC CDP

Janeen Bulsey – Area Manager (Roper)

**1.4 Guests**

Selina Uiibo – Member for Arnhem

Kristy Bennett – Department Housing & Community Development

**2. MEETING OPENED**

Meeting opened at 5.45pm

**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**

80/2017 RESOLVED (Sue Edwards/Dianne Angel)

(a) That the Mataranka Local Authority accept the apologies from Leah Niehus and

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

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

**81/2017 RESOLVED (Jillian Emmerson/Sue Edwards)**

- (a) That the Mataranka Local Authority approve the minutes as a true and accurate record of the Mataranka Local Authority's meeting held on Tuesday 6<sup>th</sup> June 2017.

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

1. 2017 NT COUNCIL ELECTION REMOTE VOTING SCHEDULE
2. COMMUNITY DEVELOPMENT PROGRAMME
3. Local Authority Meetings and Times 2018

## **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**

**82/2017 RESOLVED (Sue Edwards/Tracey-Anne Wilson)**

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

<b>Date</b>	<b>Agenda Item #</b>	<b>Item Description</b>	<b>Responsible Person</b>	<b>Status</b>	<b>Status Comments - Completion Date</b>
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01.02.16	8.6 Repairs to Statues & Termite Mound	Investigate and bring options back to next LA meeting.	Area Manager	<p>05.04.16: Tourism Grant investigated.</p> <p>07.06.16: On list for 2017 round of Applications.</p> <p>11.10.16 Photos taken of the statues last week and show a lot of corrosion in the statues.</p> <p>02.12.2016 A grant application was submitted to the Community Benefit Fund requesting \$10K on 30/11/2016</p> <p>07.02.17 Ongoing</p> <p>04.04.17 Statues – applied for grant for paint; Termite Mound – report in Other Business about Digital; Leah queried if NT Tourism have been approached for funding extra hours in the Tourism Office?</p> <p>06.06.17 horse non-repairable, Deputy Mayor contacted person who originally built the statues &amp; will let members know when a response, there is a quote for \$9k to repair to give an extra 4-5 years life, CEO advised there are other products that the statues can be made of e.g. resin or poly. ACTION: CSC to seek ideas from quoter for short term ideas &amp; investigate long term replacement options Moved Tracey 2nd Michael.</p> <p>07.07.17 Quote provided approx. 8 months ago. No money for statues. Ongoing investigations.</p> <p><b>01.08.17 Quote no longer valid. Get quote from Michael Soler in Humpty Doo who can make statues. Apply for Tourism Grants for this concrete, fiber glass rather than plastic. Women who built can repair but need laborer. Consensus to replace not just repair.</b></p>
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25.08.15		Dump Point	Area Manager/ Michael Somers	<b>Complete</b>	<p>25.08.15: CSM to meet with Michael Somers to establish if there may be a better way of setting up the dump point.</p> <p>01.02.2016: still negotiating.</p> <p>05.04.2016: ongoing</p> <p>07.06.16: Look into Tourism NT Quick Response Grants and Traffic Management Plan needed. Needs to be done in the Dry Season.</p> <p>26.09.16 Obtaining quotes.</p> <p>02.12.2016 CSC working with projects manager on this and collecting quotes 07/02/2017 Ongoing</p> <p>04.04.17 Antony suggested come up on other side, swap door around and remove tree.</p> <p>06.06.17 No Complaints</p> <p><b>ACTION:</b> Round Drain Stan Martin Park needs rebuild Leach &amp; evaporation pit for dump point &amp; toilets Moved Sue 2nd Tracey.</p> <p>07.07.17 New Project/New Action; New macerator - Project Form – Completed.</p> <p>17.07.17 New pump installed with an alarm system.</p>
05.05.16		Seek to fund equipment upgrade for catering shed facilities	Local Authority	Ongoing	<p>01.02.16: LA moved a motion that funding be sought for this through Community Benefit Fund Grant. RGRC to Auspice</p> <p>05.04.16: All information currently with Grants Officer Application done awaiting submission date.</p> <p>07.06.16: Grant Submitted</p> <p>02.07.16: Unsuccessful</p> <p>02.08.16 Resubmitted Grant Application</p> <p>31.08.16: Unsuccessful</p> <p>02.08.16 Resubmitted Grant Application.</p> <p>31.08.16 Unsuccessful</p> <p>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</p> <p>07/02/17 Ongoing</p> <p>04.04.17 no response yet.</p> <p>06.06.17 included in the 17-18 capital budget to be approved at July Council meeting.</p> <p><b>01.08.17 Approved budget \$10k as per previous grant application minus admin cost</b></p> <p><b>Need to re-price.</b></p>

07.06.16		Sharon Hillen to provide scope and costing of Stage 1 Multipurpose Centre, bring back to next LA Meeting	DCCS	<b>Complete</b>	02.08.16: Scope of works \$300,000, funding is \$175,000 of the \$250,000 which was applied for. 11.10.16 Stage 1 full cost \$261,000, Seeking funds for the balance. 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. 07.02.17 This project is going to tender 10.02.17 04.04.17 Tenders closed, site plan had incorrect location, Tender Panel to assess on return of Project Manager, CEO to review and report to Council 06.06.17 works started to be completed end of July. Has the contractor been notified of the correct position? 07.07.17 Part of Operational Plan.
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	<b>Complete</b>	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. 02.12.2016 Area Manager; Nathan McIvor to look into getting new sign - ongoing 07.02.17 Ongoing– Commenced 04.04.17 this will be developed with property master plan; Sign with designer, when receive will remove old and install new. 06.06.17 signs have been ordered. 07.07.17 Part of Operational Plan.
11.08.16		Painting and overhaul of Toilet 2 at the Sport & Rec Grounds can be a CDP Project.	Area Manager / DCS	<b>Complete</b>	12.12.16 Am spoke with CDP, project is to be completed by CDP. 07.02.17 Ongoing - cubicles also need repairs, commenced initial scope of what is required for the cubicles. 06.06.17 Tree roots and issue, Brick toilets had problems at festival, \$200k in 17-18 capital budget for upgrade/rebuild, need to renew wiring as well as plumbing, drain not big enough. <b>01.08.17 Repairs &amp; Maintenance complete.</b>
11.08.16	12.8 Presentation on Tourism from Wendy Pocock, Mataranka Roadhouse	Painting of the public toilets in Stan Martin Park to be included as a CDP project.	Area Manager / CDP Manager	<b>Complete</b>	12.12.16 CDP project 07.02.17 Ongoing - to be completed before 2017 Never Never Festival. 04.04.17 CDP will do the work, Paint colour chosen – Green outside, off white inside.

12.12.16	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	07.02.17 Ongoing 20/03/17 Spoke with the new Green Park Owner and he advised he has intentions to clean up site and would liaise with me regarding dates and possible assistance with dumping of materials. 04.04.17 CEO has emailed with no response. 06.06.17 Owner met with Council 30 May. Commence clean-up middle of July, bulldoze & start again. <b>01.08.17 Should commence in 3 weeks, delay due to awaiting excavator. If any longer will contact CEO.</b>
07.02.17	7.0 Barunga CDP Presentation	Nathan Mclvor to have identified headstone placed on all unmarked graves at the Mataranka Cemetery	Area Manager/ CSC	<b>Complete</b>	04.04.17 Muns team able to do, CDP will continue to making headstones. 06.06.17 started making. 07.07.17 Part of Operational Plan. <b>01.08.17 CDP has started doing this.</b>
07.02.17	9.1 Incoming Correspondence	CEO to invite NLC to attend Mataranka LA Meeting 4th April 2017	CEO	Ongoing	04.04.17 Still no response, DCCS met with planning team, Action: CEO to write a letter to the DIPL planning team Graham Finch 06.06.17 no response, CEO to contact head lawyer. This relates to land release. <b>01.08.17 Keep trying.</b>
07.02.17	12.3 Museum	Nathan Mclvor to have the Museum demountable moved into the museum yard before the 2017 Never Never Festival.	Area Manager/ CSC	<b>Complete</b>	17/03/2017 Quotes obtained, project form being drawn up. 04.04.17 Batchelor will scope to work with CDP & Muns, confirm in 2 wks if can do this. 06.06.17 Commence 10 July teacher with CDP Completed week of 10.07.17 <b>01.08.17 Moved 2 weeks ago, short-term steps by CDP, access part of Master Plan.</b>
07.02.17		Nathan Mclvor to have goal posts installed on the multi purpose oval and complete project to have oval top-dressed.	Area Manager/ CSC	Ongoing	Check SnR Master Plan as to the requirement or request for goal posts. Discuss with DCCS about top dressing and what has occurred thus far. 04.04.17 \$7k each,; NTG announced \$5mill funding for Remote Oval upgrades over 2 years 06.06.17 Grants will apply when funding out. 07.07.17 Nathan spoke to crew and suggested to get fertilised and ariate oval and new irrigation. Grants coming out in September. <b>01.08.17 Audit of all ovals first then funds allocated.</b>

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/ CSC	<b>Complete</b>	17/03/2017 Ongoing 04.04.17 \$25k in budget, some examples provided, pickup Briar Hill S61804 design \$29k minus slide, CSC to seek 3 quotes for similar design. 06.06.17 With Procurement, combine purchase Mataranka & Jilkminggan. 07.07.17 Fence done once playground installed. Playground being procured, not Jilkminggan.
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 tender.	Area Manager/ CSC	<b>Complete</b>	17/03/2017 Ongoing with DCCS 04.04.17 Scope this week, tender out in a couple of weeks. 06.06.17 Green park owners will clean-up. Tender Withdrawn? Re-scoped as a regional tender out middle June. 07.07.17 Moved to Daly Waters & Larrimah Actions.
07.02.17	12.6 tennis court lights at Daly Waters	Nathan Mclvor to have the lights installed at the tennis courts in Daly Waters before the end of the financial year.	Area Manager/ CSC	<b>Complete</b>	17/03/17 AM has contacted Lighting Companies and awaiting specs & quotes on this project. 04.04.17 Solar lights to be ordered. 6.06.17 to be delivered. 07.07.17 Moved to Daly Waters Actions. <b>01.08.17 Lights been purchased.</b>
07.02.17		Council to advocate in behalf of Mataranka residents to have the Little Roper bridge upgraded.	CEO	Ongoing	20/03/17 Support letters being obtained by Deputy Mayor. CEO now beginning advocacy process. This issue also being placed on NTG 10 year Infrastructure Plan. 04.04.17 Letters received from Cave Creek, Mataranka Homestead & Resident Bruce Ross, Keep pushing for Council to advocate on behalf of residents. DCCS informed LA that the project is on the NTG Infrastructure Bid. 06.06.17 Reply letter from Phil Harris. 07.07.17 Sharon has drafted a letter to DOT regarding to seek variation for our CEO to sign. <b>01.08.17 \$15K, Council &amp; DOT design &amp; feasibility. Selena talk with business owners.</b>

**ACTION:** Multi-Purpose Centre needs to be open from 2 – 6pm, do a flyer.

**ACTION:** Sports & Rec Grounds Capital Works \$200K budget to upgrade all services on site, power, water, sewerage, include Stan Martin Park toilet block & sullage dump. New Scope of Works required.

#### UPDATE FROM MEMBER FOR ARNHEM - SELINA UIBO

- Compliment for the ANZAC Day celebrations, Mataranka Festival and Rodeo with good show of volunteers and community spirit.

- In May visit with Minister McCarthy to Mulgan Camp issues with overcrowding.
- Upcoming Education Minister visit 10<sup>th</sup> August to Jilkminggan and Mataranka Schools.
- Mataranka Roadhouse Tourism Working Group meeting 2 weeks ago with Minister Moss, feedback honest.
- Banned Drinking Register re-introduced 1<sup>st</sup> September, information at all shows, may keep police in hotspots.
- Community Benefit Fund available in rounds with information on NTG website.
- Have an Electoral Allowance available to support sporting organisations and people, happy to provide sponsorship for items like water bottles and uniforms.
- Wanting to organise a Family Fun Day at Mataranka with BBQ, jumping castle/waterslide, meet and greet. Suggest Stan Martin Park on Saturday with markets in the morning.
- Local Government Elections end of month, make sure vote counts and good luck to those nominations.
- Apologies as unable to attend this weekends Rodeo.
- Gift bags were given to each LA Member.

Meeting Break: 6:50pm

Resume: 6:55pm

## **9. INCOMING CORRESPONDENCE**

### **9.1 INCOMING CORRESPONDENCE**

**83/2017 RESOLVED (Sue Edwards/Tracey-Anne Wilson)**

- (a) **That the Mataranka Local Authority receive and note the Incoming Correspondence.**

### **9.2 MATARANKA BETTER HALF CLUB INC: USE OF CATERING SHED AND CHURCH SIGN.**

Church Sign has been fixed.

**84/2017 RESOLVED (Dianne Angel/Jillian Emmerson)**

- (a) **That the Mataranka Local Authority receive and note the resolution of the Ordinary Meeting of Council on Thursday, 15 June 2017 for the Mataranka Better Half Club Inc. use of Catering Shed and Church sign.**

### **9.3 MATARANKA FISHING, SPORTING AND RECREATION CLUB - REQUEST FOR SPONSORSHIP**

**85/2017 RESOLVED (Dianne Angel/Alan Chapman)**

- (a) **That the Mataranka Local Authority receive and note the resolution of the Ordinary Meeting of Council on Wednesday 31<sup>st</sup> May 2017 for the Mataranka Fishing, Sporting and Recreation Club regarding a request for sponsorship.**

### **9.4 OPTUS SATELLITE SMALL CELL SASCOG LAUNCH - MATARANKA TOWNSHIP**

**86/2017 RESOLVED (Dianne Angel/Michael Somers)**

- (a) **That the Mataranka Local Authority receive and note the Optus Satellite launch for Mataranka Township.**



## **10. OUTGOING CORRESPONDENCE**

### **10.1 OUTGOING CORRESPONDENCE**

**87/2017 RESOLVED (Michael Somers/Alan Chapman)**

- (a) That the Mataranka Local Authority receive and note the Outgoing Correspondence.

## **11 GENERAL BUSINESS**

### **11.1 ELECTED MEMBER REPORT**

Deputy Mayor went to Canberra to attend the NGA with other Councillors and the Mayor. She attended the last Council Meeting at Numbulwar in July. Now in caretaker mode until the elections and that nominations close midday Thursday. Voting dates are included in a report and the election roll is now closed to register.

**88/2017 RESOLVED (Dianne Angel/Jillian Emmerson)**

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

### **11.2 COUNCIL SERVICES REPORT**

Update on Sports & Rec position – interviews being held this week.

**89/2017 RESOLVED (Sue Edwards/Alan Chapman)**

- (a) That the Mataranka Local Authority receive and note the Council Services report.

### **11.3 COUNCIL FINANCIAL REPORT**

**90/2017 RESOLVED (Tracey-Anne Wilson/Sue Edwards)**

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

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

**91/2017 RESOLVED (Alan Chapman /Michael Somers)**

- (a) That the Mataranka Local Authority receive and note the following new policies of Council:

1. ADM025 Conflict of Interest – Staff Policy
2. ADM011 Conflict of Interest – Members Policy
3. HR035 – Relocation Assistance Policy
4. CTS002 - Commercial Commitments Policy

- (b) That the Mataranka Local Authority receive and note the following reviewed policies of Council:

1. ASS002 – Asset Management Policy
2. HR014 – Employee Training and Development Policy

3. ADM001 – Policy Framework
4. GOV012 - Organisational Delegations Manual (non-financial)

### **11.5 GOVERNANCE REPORT - COMPLAINTS REGISTER**

92/2017 RESOLVED (Sue Edwards/Dianne Angel)

- (a) That the Mataranka Local Authority receive and note the Complaints Register.

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

Jilkminggan and Mataranka LA's asked to consider to allocating \$12k each for a playground at Mulgan Camp for a safe area. Also option from Alcohol Action Initiative for funding, DCCS has contacted them seeking possible funding for playground, fence and solar lights, or even part of project.

93/2017 RESOLVED (Tracey-Anne Wilson/Michael Somers)

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

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

94/2017 RESOLVED (Jillian Emmerson/Tracey-Anne Wilson)

- (a) That the Mataranka Local Authority receive and note the report about proposed planning and consultation for the 2018-2021 Strategic Plan.

### **11.8 GOVERNANCE REPORT - MATARANKA MASTER PLAN**

95/2017 RESOLVED (Jillian Emmerson/Alan Chapman)

- (a) That the Mataranka Local Authority review the Mataranka Master Plan.
- (b) That the Mataranka Local Authority request Council to consider \$150,000 Capital Expenditure to be included in 1<sup>st</sup> Quarter Budget Review for upgrade of library and museum access.
- (c) That the Mataranka Local Authority hold a special meeting to discuss the Mataranka Master Plan, date to be advised.

Unanimously carried by LA Members present.

**Action:** Special meeting to be held to discuss the Mataranka Master Plan.

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

96/2017 RESOLVED (Dianne Angel/Sue Edwards)

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

**ACTION:** DCCS to submit application on behalf of Mataranks LA to apply for funding \$3,000 (\$1200 each plus freight) for 2 x concrete standard double seating and table combination for Stan Martin Park.

#### **11.10 COMMUNITY SERVICES REPORT - COMMUNITY NIGHT PATROL**

**97/2017 RESOLVED (Michael Somers/Jillian Emmerson)**

- (a) That the Mataranka Local Authority receive and note the Community Services Night Patrol Report.
- (b) That the Mataranka Local Authority formally support the use of CDP to assist with Night Patrol.

#### **11.11 COMMUNITY SERVICES REPORT - SPORT AND RECREATION**

**98/2017 RESOLVED (Sue Edwards/Dianne Angel)**

- (a) That the Mataranka Local Authority receive and note the Community Services Report, Sport and Recreation.

**ACTION:** DCCS to chase up if RGRC need to pay for the hire of the wall climbing, \$2,000, for the Never Never Festival.

#### **11.12 COMMUNITY SERVICES UPDATE: AGED CARE COORDINATORS REPORT**

**99/2017 RESOLVED (Jillian Emmerson/Michael Somers)**

- (a) That the Mataranka Local Authority receive a note the Community Services Update for the Aged Care Program.

### **12. OTHER BUSINESS**

#### **12.1 2017 NT COUNCIL ELECTION REMOTE VOTING SCHEDULE**

**100/2017 RESOLVED (Dianne Angel/Jillian Emmerson)**

- (a) That the Mataranka Local Authority receive and note the 2017 NT Council Election Remote Voting Dates and Locations.

#### **12.2 COMMUNITY DEVELOPMENT PROGRAMME**

##### **BACKGROUND**

The new financial year means only one year remaining on the current CDP contract. Mataranka and Jilkminggan CDP have had some great training and activities happening:

- First aid training 19-20/7/17
- Ladies painting of the skulls that received media attention and one of these skulls have been donated as prize at the Katherine Show.
- Line marking training

##### **FINANCIAL CONSIDERATIONS**

Mataranka has continued to have good attendance and compliance on site. Since February 2017 Mataranka every month has exceeded their monthly income target

**101/2017 RESOLVED (Alan Chapman/Tracey-Anne Wilson)**

(a) That the Mataranka Local Authority receive and note the Community Development Programme report.

### **12.3 LOCAL AUTHORITY MEETING ANDTIMES 2018**

Council are currently in caretaker mode until the election is finalised. New Council first meeting will be on 14<sup>th</sup> September 2017 and a report will be presented recommending the Council accept current Mataranka Local Authority members, if not you are able to nominate again.

For the 2018 calendar, scheduling in 6 Mataranka LA meetings a year and current day (first Tuesday of the month) and time (5.30pm) if that is suitable. There was a consensus from the LA members present for this schedule.

### **CLOSE OF MEETING**

The meeting terminated at 8.45 pm.

THIS PAGE AND THE PRECEEDING 11 PAGES ARE THE MINUTES OF THE Mataranka Local Authority Meeting HELD ON Tuesday, 1 August 2017 AND CONFIRMED Tuesday, 7 November 2017.

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Chairperson