



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

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**1. PRESENT/STAFF/GUESTS**

**1.1 Elected Members**

Mayor Judy MacFarlane (Chairperson)  
Councillor Ossie Daylight

**1.2 Local Authority Members**

Diane Angel  
Jill Emerson-Smith  
Sue Edwards  
Antonella Martin  
Philippa Stansell  
Michael Somers  
Tracey-Anne Wilson

**1.3 Staff**

Sharon Hillen – Director of Council and Community Services  
Chantal Binding – Local Authority Support Coordinator  
Antony Lynch – Council Services Coordinator Mataranka  
Nathan McIvor – Area Manager (Central Arnhem)  
Sommer Meadows – CDP Supervisor Barunga  
Mandy Devereux – Senior Administration Support Officer (minute taker)

**1.4 Guests**

Kallum Peckham-McKenzie - Dep. of Housing and Community Development  
Jo Nicol – Warren Snowdon's Office  
Gary Hillen – Warren Snowdon's Office  
Glenys Somers – Resident (business owner)

**2. MEETING OPENED**

Meeting opened at 5.42pm

**3. WELCOME TO COUNTRY**

Mayor Judy MacFarlane welcomed all members and introduced the newest member, 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**

119/2017 RESOLVED (Michael Somers/Diane Angel)

Carried

- (a) That the Mataranka Local Authority accept the apologies of Alan Chapman.

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

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

120/2017 RESOLVED (Sue Edwards/Jillian Emerson-Smith)

Carried

- (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 3<sup>rd</sup> October 2017.

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

1. Bottle Crusher
2. Digital Platform Scales for Recycling Centre
3. Community Tourism Information Map
4. Australia Day Local Government Awards 2018
5. Building Better Regions Fund
6. Footpaths at Jilkminggan and speed bump and Mulgan Camp.
7. Pedestrian crossing in front of police station.

#### **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**

121/2017 RESOLVED (Tracey-Anne Wilson/Philippa Stansell)

Carried

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

Date	Agenda Item #	Item Description	Responsible Person	Status	Status Comments - Completion Date
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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	Ongoing 05.04.16: Tourism Grant investigated. 07.06.16: On list for 2017 round of Applications. 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 07.02.17 Ongoing 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? 06.06.17 horse non-repairable, Deputy Mayor contacted person who originally built the statues & 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 & investigate long term replacement options Moved Tracey 2nd Michael. 07.07.17 Quote provided approx. 8 months ago. No money for statues. Ongoing investigations. 03.08.17 Quote provided by Gillie & Marc Company. To be presented at next LA Meeting in a Report. 31.10.17 Statues are a priority. Seeking funding to replace with bronze statues. Termite mound can be fixed but Antony to look for audio. <b>05.12.17 Ongoing and investigating companies that can supply audio system.</b>
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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>01.08.17 Approved budget \$10k as per previous grant application minus admin cost Need to re-price.</p> <p>03.10.17 List of equipment found and seeking new quotes. 31.10.17 Commenced seeking quotes. (Quotes attached below in report)</p> <p><b>05.12.17 Covered in the Report in Agenda.</b></p>
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	<b>Completed</b>	<p>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.</p> <p>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 &amp; start again. 01.08.17 Should commence in 3 weeks, delay due to awaiting excavator. If any longer will contact CEO.</p> <p>03.10.17 The clean up still not happened. This matter being referred to the Building Services Authority.</p> <p><b>05.12.17 Completed</b></p>

07.02.17	9.1 Incoming Correspondence	CEO to invite NLC to attend Mataranka LA Meeting 4th April 2017	CEO	<b>Completed</b>	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. 01.08.17 Keep trying. <b>05.12.17 Completed</b>
07.02.17		Nathan McIvor to have goal posts installed on the multi purpose oval and complete project to have oval top-dressed.	Area Manager (AM) /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 aerate oval and new irrigation. Grants coming out in September. Part of Operations. 01.08.17 Audit of all ovals first then funds allocated. 31.10.17 In Sports & Rec Program, Sharon follow up on. <b>05.12.17 Awaiting announcement for funding from NTG. AM to get quotes on goal posts.</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. 01.08.17 \$15K, Council & DOT design & feasibility. Selena talk with business owners. 31.10.17 On NT Government Agenda. <b>05.12.17 Ongoing and on 2018/2019 bid for works.</b>
01.08.17		Multi-Purpose Centre needs to be open from 2 – 6pm, do a flyer.	CSC	<b>Complete</b>	31.10.17 Completed

01.08.17		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.	Projects	Ongoing	03.10.17 All works going to be scoped out. 31.10.17 First consultation meeting done, scope of works to be finalised then out to tender. <b>05.12.17 Area Manager to source nets for courts.</b>
01.08.17	11.8 GOVERNANCE REPORT - MATARANKA MASTER PLAN	1. Local Authority request Council to consider \$150,000 Capital Expenditure to be included in 1st Quarter Budget Review for upgrade of library and museum access. 2. Special meeting to be held to discuss the Mataranka Master Plan - date to be advised	DCCS/DCG	Ongoing	03.10.17 RGRC has been successful in being granted \$100,000 for the upgrade of the Library & Museum. The date set for the Special meeting is 11th October @ 6pm in the Community Hall. 31.10.17 First consultation complete, information gone to UNO'S Consultancy to develop concepts. <b>05.12.17 Documents for the Master Plan should arrive next week and to be distributed to LA members/stakeholders.</b>
01.08.17	11.9 GRANTS: ROUND 1 2017-18 ROPER GULF REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM	DCCS to submit application on behalf of Mataranka 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.	DCCS	<b>Completed</b>	03.10.17 This will be brought up at the next OCM in October as not enough information provided at Finance Committee Meeting. 31.10.17 Submitted & approved. <b>05.12.17 Table and chairs ordered.</b>
01.08.17	11.11 COMMUNITY SERVICES REPORT - SPORT AND RECREATION	DCCS to chase up if RGRC need to pay for the hire of the wall climbing, \$2,000, for the Never Never Festival.	DCCS	<b>Completed</b>	03.10.17 Sharon to be sent a copy of the amended invoice. RGRC to pay. 31.10.17 Invoice not sent from Leah, Anthony to chase up <b>05.12.17 No invoice provided.</b>
03.10.17	9.2 MUSEUM - SUB-COMMITTEE	Museum Sub-Committee first meeting to be held Monday 16th October 2017 at 5.30pm in the Roper Gulf Council Office, Mataranka	DCCS/Sub-Committee	<b>Completed</b>	31.10.17 First Meeting held 16.10.17. <b>05.12.17 Completed</b>

03.10.17	11.6 GOVERNANCE REPORT - LOCAL AUTHORITY PROJECT FUNDING UPDATE	CSC to get quotes on construction of the playground equipment for the Sport & Recreational grounds, as Mataranka LA maybe able to pay for it as the catering equipment is being sourced now through a grant. If the quote comes in under \$3500, CSC has LA members permission to go ahead to arrange this. If the quote is over \$3500 CSC is to ring all LA members to get their approval.	CSC	<b>Completed</b>	31.10.17 Being installed this week. 23.11.17 Being installed should be complete by 5 December <b>05.12.17 Completed</b>
03.10.17	11.7 COMMUNITY SERVICES REPORT - COMMUNITY SAFETY	CEO to write a letter to Mataranka Police & Sunrise Health Mataranka requesting for statistics on alcohol fuelled incidents for the past 3 months and into the future so have the figures to advocate to increase our Night Patrol Service.	CEO	Ongoing	<b>05.12.17 Sue Edwards to follow up and bring back to next LA meeting</b>
03.10.17	12.2 OTHER AGENDA ITEMS	Story boards & signs for Elsey Cemetery to be repaired and installed before tourist season next year.	Area Manager/ CSC	<b>Completed</b>	31.10.17 Nathan has sent through photos and information to Norsign, awaiting on quote. 23.11.17 Story board bios are being made up to replace damaged ones. Suggestion that brass signs replace in future, yet to source quotes. Need to contact Museums/Libraries for stock photos to replace other signs. <b>05.12.17 Main signs have arrived and installed next week.</b>
03.10.17	12.2 OTHER AGENDA ITEMS	To investigate fencing and lighting for the Banyan tree to help deter the litter that is collecting in and around the tree and camping.	CSC	Ongoing	09.10.17 The cost of the fence is approx. \$260 for 2.5 meters which works out as \$4,500. Update and fence design options will be presented at next LA Meeting <b>05.12.17 Report in Agenda</b>

*Councillor Ossie Daylight arrived at 6:15 PM*

## **8.2 FENCING AROUND THE BANYAN TREE**

*122/2017 RESOLVED (Sue Edwards/Jillian Emerson-Smith)*

**Carried**

- (a) That the Mataranka Local Authority receive and note the update regarding the fencing around the Banyan Tree

## **8.3 SPORT & REC CATERING SHED EQUIPMENT**

Roper Gulf Regional Council will purchase the following items for the Catering Shed:

- Bain Marie
- 3 Door Glass Fridge
- Pop-Up Toaster 6 slicer
- 2 x Bench top Deep Fryers
- Stainless Steel Table

Mataranka Local Authority will purchase from their funding the following:

- Microwave
- 2 x Menu Boards
- 2 x Electric Fry Pans

*123/2017 RESOLVED (Diane Angel/Philippa Stansell)*

**Carried**

- (a) That the Mataranka Local Authority receive and note the verbal report of the equipment for the Catering Shed.
- (b) That the Mataranka Local Authority approve the following equipment to be purchased for the Catering Shed from the Council approved budget of \$10,000:
- Bain Marie
  - 3 Door Glass Fridge
  - Pop-Up Toaster 6 slicer
  - 2 x Bench top Deep Fryers
  - Stainless Steel Table
- (c) That the Mataranka Local Authority approve to purchase the following equipment for the Catering Shed from their LA project funding:
- Microwave
  - 2 x Menu Boards
  - 2 x Electric Fry Pans

## **9. INCOMING CORRESPONDENCE**

Nil

## **10. OUTGOING CORRESPONDENCE**

Nil

## **11. GENERAL BUSINESS**

### **11.1 ELECTED MEMBER REPORT**

*124/2017 RESOLVED (Sue Edwards/Michael Somers)*

**Carried**

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



## 11.2 COUNCIL SERVICES REPORT

125/2017 RESOLVED (Philippa Stansell/Sue Edwards) Carried

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

**ACTION:** Place a copy of Council Services Report on Council Noticeboard

## 11.3 MATARANKA LOCAL AUTHORITY QUARTERLY EXPENDITURE REPORT

126/2017 RESOLVED (Diane Angel/Jillian Emerson-Smith) Carried

- (a) That the Mataranka Local Authority receive and note the 2017-18 First Quarter expenditure report.

## 11.4 GOVERNANCE REPORT - REVIEWED POLICIES

The Member's Code of Conduct also extends to the Local Authority Members.

127/2017 RESOLVED (Tracey-Anne Wilson/Ossie Daylight) Carried

- (a) That the Mataranka Local Authority receives and notes the following Policies as adopted by Council at 25 October OCM:

1. CL001 – Members' Code of Conduct
2. CL003 – Elected Member and Employee Gift Policy
3. CL007 – Caretaker Policy
4. CL009 – Elected Member Development and Support Policy
5. GOV008 – Travel Policy for Councillors and Employees
6. HR004 – Recruitment and Selection Policy
7. HR006 – Working With Children Policy

## 11.5 GOVERNANCE REPORT - COMPLAINTS REGISTER

The listed complaint is closed.

128/2017 RESOLVED (Sue Edwards/Diane Angel) Carried

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

## 11.6 MATARANKA LOCAL AUTHORITY PROJECT EXPENDITURE UPDATE

The agreement that Mataranka and Jilkminggan Local Authorities were going to fund a playground at Mulgan Camp is no longer valid. Thanks to a successful funding application from the Department of Health – Alcohol Action Initiative Program, Mulgan Camp Safe Haven Park and Family Space project was funded \$42,900.

129/2017 RESOLVED (Tracey-Anne Wilson/Michael Somers) Carried

- (a) That the Mataranka Local Authority receive and note the report on the Local Authority Project Funding for the First Quarter of 2017-18.

**ACTION:** Mataranka Local Authority send a letter of thanks to Surinder Crichton and Moira McCreesh from the Department of Health for the Alcohol Action Initiative Program successful funding of \$42,900 for the Mulgan Camp Safe Haven Park and Family Space project.

**ACTION:** Area Manager to get a quote on a PA System and ring/email Local Authority Members for approval to purchase before Australia Day 2018.

*Cr Judy MacFarlane left the meeting, the time being 07.01pm*

*Cr Judy MacFarlane returned to the meeting, the time being 07.02pm*

#### **11.7 COUNCIL SERVICES REPORT - COMMUNITY SAFETY**

130/2017 RESOLVED (Sue Edwards/Philippa Stansell) **Carried**

- (a) That The Mataranka Local Authority receive and note the Community Safety Report.

#### **11.8 COMMUNITY SERVICES**

131/2017 RESOLVED (Ossie Daylight/Michael Somers) **Carried**

- (a) That the Mataranka Local Authority receive and note the Community Services Report

#### **11.9 CHANGES TO PUBLIC LIBRARY SERVICES**

132/2017 RESOLVED (Tracey-Anne Wilson/Philippa Stansell) **Carried**

- (a) That The Mataranka Local Authority receive and note the report relating to changes to the NT Library Service.

133/2017 RESOLVED (Tracey-Anne Wilson/Philippa Stansell) **Carried**

- (a) That The Mataranka Local Authority support the proposed extended Public Library service to Jilkminggan from Mataranka as detailed in the report.

#### **11.10 ROPER GULF REGIONAL COUNCIL 2018 MEETING CALENDAR**

134/2017 RESOLVED (Sue Edwards/Michael Somers) **Carried**

- (a) That the Mataranka Local Authority receive and note the attached Roper Gulf Regional Council 2018 Meeting Calendar.

### **12. OTHER BUSINESS**

#### **12.1 BOTTLE CRUSHER**

135/2017 RESOLVED (Diane Angel/Philippa Stansell) **Carried**

- (a) That Council the Mataranka Local Authority receive and note the report on the Bottle Crusher.

## **12.2 DIGITAL PLATFORM SCALES FOR RECYCLING CENTRE**

**136/2017 RESOLVED (Tracey-Anne Wilson/Jillian Emerson-Smith) Carried**

- (a) **That the Mataranka Local Authority receive and note the report on a set of Digital Platform Scales.**

## **12.3 COMMUNITY TOURISM INFORMATION MAP**

**137/2017 RESOLVED (Michael Somers/Sue Edwards) Carried**

- (a) **That the Mataranka Local Authority receive and note the report on Community Tourism Information Map.**

**ACTION:** Gather all the information and put on a draft Mataranka map and bring to next LA Meeting.

## **12.4 AUSTRALIA DAY LOCAL GOVERNMENT AWARDS 2018**

**138/2017 RESOLVED (Tracey-Anne Wilson/Diane Angel) Carried**

- (a) **That Mataranka Local Authority receive and note the report on Australia Day Local Government Awards 2018.**

## **12.5 BUILDING BETTER REGIONS FUND**

Council is submitting an application for 'Building Better Regions Fund' Grant for the upgrade and development of the Mataranka Council Office and Surrounds. Council requires a letter of support from significant stakeholders for this project. The LA Members present signed the letter of support.

### **The Mataranka project includes:**

- Redevelopment of the Council Office - this will provide for more post boxes and secured online freight storage and handling area; improved front line services space for office staff and meeting rooms; replace public toilets; and incorporate off road car parking and associated walkways through the precinct
- The new Library and Museum space will have a central access and service point; internet access lounge; interpretive displays and saleable items; single access for the museum; and improved library space for accessing books and 'e-resource'.
- Purpose built Aged and Disability Care Resource Centre which will provide a more functional space for staff and clients to provide care and support programs, including day respite resources, kitchen, storage, laundry and two all ability access toilets and showers.

**139/2017 RESOLVED (Jillian Emerson-Smith/Diane Angel) Carried**

- (a) **That Mataranka Local Authority receive and note the report on Building Better Regions Fund application for the upgrade and development of the Mataranka Council Office and Surrounds.**
- (b) **That Mataranka Local Authority signed the letter of support for the application.**

*Cr Ossie Daylight left the meeting, the time being 7:45 PM*

*Cr Ossie Daylight returned to the meeting, the time being 7:47 PM*

## **12.6 FOOTPATHS AT JILKMINGGAN AND SPEED BUMP AT MULGAN CAMP**

A request for footpaths at Jilkminggan was raised. Councillor Ossie Daylight was advised to take this item to the next Jilkminggan Local Authority Meeting.

A speed bump also was requested for Mulgan Camp to slow traffic entering and leaving the area.

**140/2017 RESOLVED (Tracey-Anne Wilson/Ossie Daylight) Carried**

- (a) **That Mataranka Local Authority receive and note the verbal report about footpaths in Jilkminggan and speed bump at Mulgan Camp by Councillor Ossie Daylight.**

**ACTION:** Area Manager will arrange for a speed bump to be installed to slow traffic.

## **12.7 PEDESTRIAN CROSSING IN FRONT OF POLICE STATION**

Member Philippa Stansell asked about the possibility of having a pedestrian crossing and if the speed limit could be lowered from 60km to 40km during school hours.

**141/2017 RESOLVED (Philippa Stansell/Tracey-Anne Wilson) Carried**

- (a) **That Mataranka Local Authority receive and note the verbal report on Pedestrian Crossing.**

**ACTION:** DCCS will write a letter to Department of Infrastructure, Planning and Logistics requesting a pedestrian crossing in front of the Police station and if the speed limit could be lowered.

## **CLOSE OF MEETING**

The meeting terminated at 07.53pm.

THIS PAGE AND THE PRECEEDING 11 PAGES ARE THE MINUTES OF THE Mataranka Local Authority Meeting HELD ON Tuesday, 5 December 2017 AND CONFIRMED Tuesday, 6 February 2018.

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Chairperson