



**MINUTES**  
**ORDINARY COUNCIL MEETING**  
**20<sup>th</sup> FEBRUARY 2018**

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Signed: Paul McInerney,

Chief Executive Officer

# MINUTES

## ORDINARY COUNCIL MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 20<sup>th</sup> FEBRUARY 2018

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President of the Shire Council Andrew Turner declared the meeting open at 6:00pm and welcome all in attendance.

### 1 PERSONS PRESENT

#### ELECTED MEMBERS PRESENT

Councillor	President Andrew Turner
Councillor	Vice President Max Corliss
Councillor	Sue Bulmer
Councillor	Christian McElwee
Councillor	Deborah Moyle

#### STAFF PRESENT

Chief Executive Officer	Paul McInerney
Senior Administration Officer	Aleyshia Kim
Executive Assistant	Jasmine Douglas

#### VISITORS PRESENT

Senior Policy Officer, Local Government Division, Department of Housing and Community Development	Rolf Nilsson
Manager Legislation & Policy, Local Government Division, Department of Housing and Community Development	Solomon Gatura

## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachments:</b>	Nil

### SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary General Meeting held on 20<sup>th</sup> February 2018.

### BACKGROUND

Not applicable.

### COMMENT

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

### CONSULTATION

Not applicable.

### STATUTORY ENVIRONMENT

As per the Local Government Act s.39 (1) A person ceases to hold office as a member of a Council if the person: (d) is absent, without permission of the Council, from 2 consecutive ordinary meetings of the Council.

### POLICY IMPLICATIONS

Not applicable.

### FINANCIAL IMPLICATIONS

Not applicable.

### VOTING REQUIREMENT

Simple majority.

### RESOLUTION 20/02/2018/001

That Council receive and notes the apology for Councillor Sharon Beswick for the Ordinary General Meeting held 20<sup>th</sup> February 2018.

**Moved:** Clr. Moyle

**Seconded:** Clr. McElwee

**CARRIED**

### 3 DECLARATION OF INTEREST OF MEMBERS OR STAFF

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachments:</b>	Nil

#### SUMMARY

**Elected Members** are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Council on whether he/ she shall remain in the Chambers and/ or take part in the vote on the issue. The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

**Staff Members** of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the Council expressly directs him or her to do so.

#### BACKGROUND

Not applicable.

#### COMMENT

Not applicable.

#### CONSULTATION

Not applicable.

#### STATUTORY ENVIRONMENT

Local Government Act s73 & s74 (Elected Members).

Local Government Act (2008) s107 Conflict of interest (Staff Members).

#### POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

#### FINANCIAL IMPLICATIONS

Not applicable.

#### VOTING REQUIREMENT

Simple majority.

**NOTE**

That Council received no declarations of interest for the Ordinary General Meeting held 20<sup>th</sup> February 2018.

**4 PETITIONS AND DEPUTATION**

Nil

**5 CONFIRMATION OF MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES FOR THE ORDINARY GENERAL MEETING OF 23<sup>RD</sup> JANUARY 2018**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Jasmine Douglas, Senior Administration Officer
<b>Attachments:</b>	Copy of Minutes will be tabled at the meeting

**SUMMARY**

Minutes of the Ordinary General Meeting held on 23<sup>rd</sup> January 2018 are submitted to Council for confirmation that those Minutes are a true and correct record of the meetings.

**BACKGROUND**

Not applicable.

**COMMENT**

Not applicable.

**CONSULTATION**

Not applicable.

**STATUTORY ENVIRONMENT**

The Minutes as submitted must comply with part section 67(2) Local Government Act 2011 and that confirmation of Minutes is compliant with section 67(3) of the Local Government Act 2011.

**POLICY IMPLICATIONS**

Not applicable.

**FINANCIAL IMPLICATIONS**

Not applicable.

**VOTING REQUIREMENT**

Simple majority.

**RESOLUTION 20/02/2018/002**

That the Minutes of the Ordinary General Meeting held on 23<sup>rd</sup> January 2018 be confirmed by Council as a true and correct record of the meeting.

**Moved:** Clr. McElwee

**Seconded:** Clr. Corliss

**CARRIED**

**6 OPERATIONS MANAGER'S REPORTS****6.1 OPERATIONS REPORTS**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CCGCDocs\Operations Manager
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	7 <sup>th</sup> February 2018
<b>Author:</b>	Robert Bright, Operations Manager
<b>Attachments:</b>	Nil

**SUMMARY****Roads**

There were sections of Coach Road that required remedial work due to flooding. All the causeways silted up and that has been cleared by Contractor.

A few failure spots have emerged that will be corrected under warranty.

Monitoring over the next few weeks for springs developing and also with expected increased rainfall

Finniss River crossing on Cheeney Road. A lot of silt and debris has been cleared and we have opened up drain back into the river.

Adelaide River has had 900mm since Christmas. Other areas have recently had 125MM in short time period.

Roads will be reassessed at commencement of the dry season.

Haynes Road is standing up OK but will be monitored.

Strickland Road has some sections that have had washouts.

**Dumps**

Dumps obviously very wet. At Batchelor we will continue to monitor as well as Adelaide River.

Swimming Pool – grant money to finish off prior to June being the acquittal date.

Staff are on standby as required as well as contractors particularly with trees etc.



## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/02/2018/003

That Council receives and notes the Operations Manager's Report for January / February 2018.

**Moved:** Clr. Moyle

**Seconded:** Clr. McElwee

**CARRIED**

## 6.2 MONTHLY POOL & DOG STATISTICS

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CCGCDocs\Pool Supervisor
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Trevor Sullivan, Animal Management Officer
<b>Attachments:</b>	Nil

### SUMMARY

#### Pool Report

Pool has been quiet with the heavy rain and storms. More water outside the pool than in it.

#### Dog Report

12 Dogs were impounded over the month.

10 were unregistered.

2 registered.

Patrols are ongoing in Batchelor and Adelaide River.

### NOTE

For the Information of the Council

## 7 CHIEF EXECUTIVE OFFICER'S REPORTS

### 7.1 INCOMING AND OUTGOING CORRESPONDENCE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachments:</b>	Correspondence to be tabled

#### SUMMARY

Council is provided with items of correspondence both received and sent during the months of January / February 2018.

#### BACKGROUND

Hard copies are available to Council on the day of each Ordinary Council meeting for perusal, with additional copies available on request to individual Elected Members.

#### COMMENT

The correspondence inwards and outwards will be tabled at every meeting or included in agenda items as part of the background information for that particular issue.

The Items of Correspondence are as follows:

#### Correspondence In

14/1/18	MI 1	Visage Productions	Information on proposed Great Australian Road Trips series
16/1/18	MI 2	Department of the Attorney General and Justice	Community Benefit Fund Grant Agreement signed by all parties
22/1/18	MI 3	Rolf Nilsson	FAQ re Coomalie & Belyuen proposed merger
22/1/18	MI 4	Coomalie COTA	Feedback on Seniors Christmas party
24/1/18	MI 5	Belyuen and Coomalie Councils Working Group	Draft minutes of meeting 19/1/18 and draft letter of invitation to minister McCarthy
24/1/18	MI 6	NT Grants Commission	Annual Road Return 2018 for completion
24/1/18	MI 7	LGANT	Call for nominations for the Local Government Accounting Advisory Committee
25/1/18	MI 8	EASA	EAP Agreement sample and brochure information

29/1/18	MI 9	Development Assessment Services	Notice of Development Application AN 618 Batchelor Airstrip carpark
30/1/18	MI 10	Core Business Australia	Proposal for asset management due diligence Coomalie & Belyuen
31/1/18	MI 11	Litchfield Council	Recommended arborists for quotes
1/2/18	MI 12	Department of Housing and Community Development	Proposed new cemeteries legislation; request for deputation during Council meeting
1/2/18	MI 13	Batchelor Institute	Notice of appointment of new CEO
1/2/18	MI 14	Minister for Housing and Community Development	Receipt of invitation to meet CCGC & Belyuen working party
8/2/18	MI 15	Development Assessment Services	Compliance check for additions to dwelling AN 1089
9/2/18	MI 16	Minister for Housing and Community Development	Notice of successful grant application to Strategic Local Government Infrastructure Fund Program Coach Road stage 3
9/2/18	MI 17	Minister for Tourism and Culture	Information on Territory Day Grants
9/2/18	MI 18	Department of Infrastructure Planning and Logistics	Approval in principle for National 100 Year Remembrance Day event signage
12/2/18	MI 19	Genesse & Wyoming	AN 1303 Rates and interest queries
12/2/18	MI 20	Department of Infrastructure Planning and Logistics	Follow up on comments for PA2018/0010 Airstrip carpark

#### Correspondence Out

18/1/18	MO 1	PM	Turana St resident ; letter regarding dog control
18/1/18	MO 2	PM	Aged Care Network members; first draft agenda for information day
18/1/18	MO 3	PM	Litchfield Council ; request for update on by-laws feedback , and possible meeting date
23/1/18	MO 4	PM	Aged Care Network members; final proof agenda for information day
31/1/18	MO 5	PM	Joint CCGC & Belyuen Council letter of invitation to Minister McCarthy to meet working party
31/1/18	MO 6	PM	Request to Litchfield Council for recommended arborists
31/1/18	MO 7	PM	Invitation to quote on Adelaide River problem tree
1/2/18	MO 8	PM	Response to advice from Minister McCarthy's office re meeting
12/2/18	MO 9	PM	Request for meeting with BOEU staff and pool supervisor regarding bookings
12/2/18	MO 10	PM	Response to proposed new cemeteries legislation; request for deputation during Council meeting
12/2/18	MO 11	PM	Response to approval in principle for National 100 Year Remembrance Day event signage

## CONSULTATION

Not Applicable

## STATUTORY ENVIRONMENT

Not Applicable

## POLICY IMPLICATIONS

There are no specific policies that apply to this report.

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/02/2018/004

That Council receives and notes the items of incoming and outgoing correspondence as tabled.

**Moved:** Clr. Moyle

**Seconded:** Clr. Corliss

**CARRIED**

## 7.2 REVIEW OF ACTION ITEMS LIST TO FEBRUARY 2018

<b>Applicant:</b>	Nil
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachments:</b>	Action Items List to February, 2018.

### RESOLUTION 20/02/2018/005

That Council receives and notes the Actions Items List.

**Moved:** Clr. McElwee

**Seconded:** Clr. Moyle

**CARRIED**

## 7.3 COMPLAINTS REGISTER TO FEBRUARY 2018

<b>Applicant:</b>	Nil
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil

<b>Date:</b>	20 <sup>TH</sup> February 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachments:</b>	Complaints register

**RESOLUTION 20/02/2018/006**

That Council receives and notes the complaints for the January / February 2018 period.

**Moved:** Clr. Moyle

**Seconded:** Clr. McElwee

**CARRIED**

**7.4 STANDING ORDER – AMALGAMATION REVIEW**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	Coomalie Councillors
<b>File Ref:</b>	CC/79
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachments:</b>	Nil

**SUMMARY**

The following is the decision of Council from its May 2012 meeting.

*Moved Clr. Turner, Seconded Clr. Crook that Boundary Consultation/Expansion be a standing item on the Council agenda until resolved. Council supports making this a priority for Council.*

**COMMENT**

**July 2014**

The NT Government published a notice in the Government Gazette on 3 July 2014 which includes the Robin Falls area in the Coomalie Community Government Council area.

**February 2015**

The Ombudsman found that Council does not have a case to answer in relation to the process to incorporate the Robin Falls area into the Council area.

**June 2015**

A meeting of the BCWLGAG was held at Belyuen on Tuesday 9 June 2015. The main discussion revolved around the incorporation of the remaining unincorporated areas into Councils.

**December 2015**

The Department of Local Government provided a background briefing for Councillors on the remaining unincorporated areas. The Territorian published a brief article on the proposal on Sunday 6th December 2015 making comment about the proposal.

## **January 2016**

Letter sent to Department of Local Government requesting Litchfield National Park be included in the Coomalie Community Government Council area.

## **February 2016**

The Department of Local Government have advised that there will be no further decisions made in relation to formation of new Councils in this term of Government. The Department has acknowledged Council's request in relation to Litchfield National Park.

## **May 2016**

A meeting was held of the BCWLGAG. There was a discussion regarding the three councils working together in developing a strategy to put to the Government in relation to their future and the unincorporated land.

## **June 2016**

Department of Local Government and Community Services were advised of Council's agreement to investigate the formation of a regional council subject to Batchelor being the administrative centre.

## **July 2016**

Three consultants were invited to quote on the scope of works to provide an analysis of options for local government structures in the area. Two quotes were received. An application was submitted for a Special purpose Grant to proceed with the consultancy.

## **August 2016**

The Council received an email on Tuesday 9<sup>th</sup> of August from the Department of Local Government advising that the Special Purpose Grant to provide an analysis of options for Local Government structures in the area has been granted.

## **September 2016**

Consultants have been engaged and anticipate the review will take approximately 6 weeks.

## **October 2016**

The President and the CEO met with the consultant's representative on Monday 26<sup>th</sup> September 2016. The discussion revolved around Councils preferred options for a new Regional Council. The consultant was advised that council's preferred option was to progressively identify areas which relate to the current Council and incorporate them into the Council.

## **November 2016**

The Consultants met with BCWLGAG on 9 November 2016 for an update and work shop. Council representatives presented varying views of the future and there was no consensus of a preferred direction for the future. The major points were that the consultants should focus on the current Council and perhaps comment on aligning the rural parts of Lichfield Council with any new entity. Marrakai area was excluded from the current discussion. The current Belyuen stalemate should be resolved by the next election. The Government needs to lead the process for incorporation of the unincorporated lands. The timeframe is probably 5 to 9 years.

## **December 2016**

Council resolved the following in relation to the consultant's report

That Council formally adopt its position as outlined below:

- progressively improve Council's sustainability through efficiencies, resource sharing and continued review of service levels. This also includes seeking additional income sources when appropriate
- selective expansion of the Shire area to include areas which are naturally serviced by Council
- ensure Batchelor remains the centre of administration for the Council
- support NT Government initiatives that achieve the goals identified previously.

That Council advise that the Department of Housing and Community Development that it believes there will be little progress in the incorporation of unincorporated land unless there is long term commitment from the political arm of Government.

### **January 2017**

Wagait Council has requested that Coomalie and Belyuen Council's give permission for the Consultant's report to be made available publically on Council's website.

### **February 2017**

A meeting of the Councils and the Division of Local Government has been arranged for Monday 20<sup>th</sup> February 2017.

### **May 2017**

The meeting discussed the merits of the report prepared by the consultants titled Working Together- A way forward.

The meeting agreed to receive and note the report, however they believe that the report did not adequately explore the options raised by the Councils and was basically a restatement of the options explored in 2011/12.

In particular, the meeting agreed the following points:

The report does not reflect the views of the three Councils combined, or any one of the three councils.

The report does not discuss the preferred options of the three councils.

The issues relating to the unincorporated lands remains with the Northern Territory Government and the land owners.

The three councils investigate opportunities to undertake planned sharing of services.

The three councils continue to work with the Northern Territory Government on constructive options to address the development of Local Government in the top end.

It was requested that the individual Councils discuss and agree on the 5 points outlined.

### **Resource Sharing**

It was agreed that the CEOs would meet regularly to discuss and investigate resource sharing opportunities with the three councils. This will be separate to the BCWLGAG.

The group could also investigate opportunities to contract to the Northern Territory Government some services currently provided to the unincorporated areas.

It was suggested that initially the group should meet bi-monthly and the first meeting to be held at a suitable date in the first full week of March 2017.

### **July/August 2017**

Executive Director Department of local Government – Lee Williams and Rolf Nilsson met with the Council President and CEO to flag potential staged rural council expansion in the Top End. CEO was requested to develop concept and provide estimates if required, using work undertaken in 2015. Two further meetings held by the CEO with Department staff to develop the concept and cost analysis.

### **September 2017**

The President summarised for the new Council the reason for the standing order; Amalgamation review and current NT Government position with an expanded rural Council option.

### **October 2017**

October 10<sup>th</sup> 2017 - Executive Director Department of local Government – Lee Williams and Rolf Nilsson special presentation to Councillors on the history of previous years' amalgamation proposals and potential for Coomalie, Litchfield National Park, Belyuen model to be considered.

October OGM confirms Coomalie Councils position via formal resolution and summarised by the following purpose statement.

*"That the Coomalie Community Government Council confirms its commitment to*

1. *pursue the building of a stronger rural local government model in the region;*

*and*

2. *to work cooperatively with Councils in developing options that allows for a stronger rural local government model to be established in the region; with the following process being put forward to the Belyuen Community Government Council for its consideration."*

### **November 2017**

Council has been in discussion with Local Government Division regarding building capacity assistance to assist with expanding Local Government.

After the October meeting the CEO met with the CEO of Belyuen Council. Belyuen Council invited Coomalie Councillors to meet with their Councillors and have a tour of the important facilities of the Belyuen Community. On the 10<sup>th</sup> November Councillors Turner, Beswick, Bulmer, Moyle and the CEO travelled to Belyuen Council for the first visit.

A reciprocal invitation has been extended for Belyuen Councillors to visit Coomalie on December 1<sup>st</sup>, 2017.

### **December 2017**

Belyuen Councillors visited Coomalie Council on December 1st. The first meeting of the Working Group was held to establish 4 focus areas (Governance and Administration, Finance and Assets, Works Services and organisational structure, Our Communities) that would be examined as part of a future proposal for consideration. A tour of Batchelor and Adelaide River and part of the rural areas was conducted to conclude the visit.

The CEO's of Belyuen and Coomalie and Finance Manager of Coomalie met at Belyuen on the 6<sup>th</sup> December 2017 and in conjunction with Local Government Division representatives Kate Wheen and Rolf Nilsson to undertake work planning required over the coming months and what resources are needed in the finance/assets analysis. Asset Condition assessment at both Councils would be a high priority.

Local Member for Daly, Mr Gary Higgins met at the Council on the 13<sup>th</sup> December 2017, with the President, CEO and Finance Manager to be informed on the current discussions with the Belyuen Council. In discussions Mr Higgins advised of his bipartisan support for the two Council's efforts.



## January 2018

The combined working group met on 19<sup>th</sup> January 2018 at Belyuen. Asset condition review quotations being sought; work will commence on combined financial analysis in the next month; proposed that the two Councils endorse an invitation to the Minister for Housing and Community Services to attend a future combined working group meeting.

## February 2018

The combined working group will meet with Belyuen on Friday 23<sup>rd</sup>.  
Progress during January / February has been;

1. Letter of invitation to the Minister for Housing and Community Development (signed by both Presidents) to attend a future Combined Working Group meeting.
2. Various phone hook-ups have been undertaken with Bruce Lorimer, Core Concepts Pty Ltd and Ross Moody RVM management to develop a proposal for an Asset review/due diligence exercise with Coomalie and Belyuen assets. A proposal and letter has been forwarded to the CEO, Dept Housing and Community Development seeking consideration of the proposal that will allow for better information for both Councils on asset condition, information towards consultation on a potential proposal, and towards better asset management by a potential new council. (copy attached).
3. Council Finance Manager and Senior Accounts Officer visited Belyuen on the 13<sup>th</sup> February 2018. They had discussion with Belyuen staff on the range of programs run by Council through the NT and Commonwealth Governments, visited the General store and had exposure to the Aged Care systems and retail point of sale system and cost allocations between programs.
4. Financial modelling and analysis towards identifying support needed in relation to a potential new Council will need to be commenced shortly. This is assisted by the outcome from the Asset Condition Review proposal, and joint meetings between the two Councils.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## VOTING REQUIREMENT

Simple majority

## NOTE

For the information of Council

## 7.5 CEO ACTIVITIES REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CCGCDocs/CEO
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachment:</b>	Portable Toilet Quote

### SUMMARY

#### Key meetings/discussions attended

- 10<sup>th</sup> January Preparatory meeting for Coomalie Aged Care Information Day, Clinic Managers and Commonwealth Health and Territory Health Staff.
- Rolf Nilsson, Local Government Division – review Strategic Plan progress from Dec workshop and discussion re Belyuen meeting on 19<sup>th</sup> January.
- 15<sup>th</sup> January Combined Working Group discussion with Rolf Nilsson re Asset condition review.
- 16<sup>th</sup> January Teleconference update with CEO Belyuen and LG Division
- 17<sup>th</sup> January Sue Mornane, representative of Litchfield Tourism Group, to discuss Council previous decision in relation to Batchelor Tourist Information bays project with Sue to go back to recently incorporated group.
- 19<sup>th</sup> January Combined Working Group meeting at Belyuen
- 26<sup>th</sup> January Australia Day breakfast and awards presentation
- 29<sup>th</sup> January Daly River evacuation and Adelaide River Flooding through the night.
- 31<sup>st</sup> January Adelaide River Local Area Emergency Committee debrief meeting.
- 1<sup>st</sup> February Meeting with Ironbark and Operation Manager on future plans at Adelaide River and potential for a longer term lease.
- 2<sup>nd</sup> February Asset Condition Review meeting with potential consultants Ross Moody and Bruce Worrell.
- 6<sup>th</sup> February Aged Care Information Day at Litchfield Motel (venue changed due to weather) 65 people attended.
- 7<sup>th</sup> February Meeting with Rolf Nilsson – Strategic Plan Development, Coomalie/Belyuen framework template discussed and Asset Condition Review.
- 8<sup>th</sup> February with CRO met with staff of Batchelor Outdoor Education to look at collaboration opportunities in regard to recreation activities and also to discuss community recycling.

#### Community Benefit Grant

As was noted in correspondence at the January OGM, Council through its Finance Manager was successful in a grant application to the late 2017 round of the Community Benefit Fund.

After a review of costs associated with the 2017 ANZAC Day ceremony discussion took place on costs of hiring public toilets for this event and also the quality of such facilities. It was decided at that time to keep an eye out for grant programs that might support such an application.

The application was submitted to the CBF for a total project cost of \$69,582 and requiring a contribution of \$5000. This was based on a quotation from a QLD company who supply to the NT.

The quotation will supply a 4 berth modular unit with 2 men's and 2 women's cubicles. The portable toilets and trailer will provide quality toilets for a range of events in the Coomalie region that require this number of facilities. This has the capacity to save between \$1000 - \$5000 for each event where it might be used whilst also providing income generation for Council.

A copy of the quotation is attached for information of Councillors.

### **Strategic Local Government Infrastructure Fund**

Council has been advised via letter from Minister for Housing and Community Development, Hon Gerry McCarthy that its application submitted in the 2017/18 funding round to complete Stage 3 of Coach Road has been approved.

Funding of \$414,608 (being 71% of the project costs) will be provided towards Works to improve table drains, upgrading four floodways' and two culverts, strengthen pavement, seal entire works and reseal after three months and installation of guideposts, floodway, warning and direction signs.

The total project cost is \$582,005 with Councils contribution being:

Financial from Reserves	\$59,000
Road to Recovery Grant allocation	\$108,397
Total	\$167,397 (being \$29%)

The works will allow for a further 3Km of construction and seal to take place.

The Finance Manager has submitted this application for grant funding and I congratulate Melissa on her commitment with sourcing these vital project funds as outlined above.

### **Building Capacity Admin for Belyuen, Litchfield NP and Coomalie Council (4 months commencing from January 8<sup>th</sup>) and optimum baseline Administration Organisational Structure.**

The revised 4 months' structure has not been able to be in full operation as yet with staff shortages due to monsoonal flooding affecting ability to be able to get to or home from work, and leave.

### **Council Review of Strategic Plan – Councillors Workshop Number 3 February 20<sup>th</sup>, 2018**

Mr Rolf Nilsson will attend the Council meeting for the third workshop to bring all the work together in December and January and to seek direction from councillors on finalising of a draft plan.

Council may wish to conduct this within the normal ordinary general meeting or at the conclusion of the OGM.

### **Telecommunications Services Survey/ Questionnaires**

At the time of writing this report administration have received 25 written responses. Another 15 from across the Council area would give a good spread of the problems. Work will then commence on mapping and providing a report for consideration of Council.

## **New Cemeteries Legislation under development by Dept of Housing and Community Development**

The Department of Housing and Community Development is working on new Cemeteries legislation for the Northern Territory.

The current Cemeteries Act can be traced back to a 1952 Commonwealth Ordinance. The proposed legislation seeks to modernise the Act to, among other things, reflect societal views and practices regarding the disposal of human remains. There will be some new legislative requirements for the management of cemeteries including those within the Coomalie Community Government Council area. As such, The Department through Mr Solomon Gatura, Manager of Legislation and Policy wishes to meet with the Council members to discuss the proposed legislation in more detail.

Solomon has requested a deputation during the Council Meeting of 20 February 2018.

The President, Clr Turner has approved of this request.

For information of Councillors we have 2 cemeteries at Adelaide River being:

1. Bush Cemetery – operational
2. Pioneer Cemetery – historical.

### **RESOLUTION 20/02/2018/007**

That Council receives and notes the CEO's Activity Report for the period January / February 2018.

**Moved:** Clr. Corliss

**Seconded:** Clr. Moyle

**CARRIED**

## **7.6 ARBORISTS REPORT TREE QUOTATION**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> November, 2017
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachment:</b>	

### **SUMMARY**

In relation to the rain tree at Myrtle Fawcett Park, Adelaide river a quotation has been received from Remote Area Tree Services (Richard Kenyon) to conduct the assessment and provide a written report to Council. The fee is \$880 (Inc GST)

### **BACKGROUND**

In Adelaide River, Myrtle Fawcett Park, there is a large Albizia Saman (raintree) tree that is located in a prominent and high pedestrian area being near the Public toilets and route through to Health clinic and town Centre area. There have been concerns raised over a period of time with its condition and longevity and is

outside of the scope of our Staff to assess. As advised at the previous meeting a quotation was to be sought from an Arborist to undertake an assessment and compile a report on the said tree.

Separately I have also requested an hourly rate to assist from the Arborist to assist with assessment in relation to other trees (this is in regard to tree care and maintenance plans) in the Batchelor Town Centre that occur from time to time. This will assist with a tree management audit and speed the process up.

#### COMMENT

Nil.

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Nil.

#### FINANCIAL IMPLICATIONS

\$880 from tree maintenance budget.

#### VOTING REQUIREMENTS

Simple Majority

#### RESOLUTION 20/02/2018/008

That Council endorse the action to engage Remote Area Tree Services to conduct an assessment and compile a report on the Albizia Saman tree at Adelaide River.

**Moved:** Clr. Moyle

**Seconded:** Clr. Corliss

**CARRIED**

**Break at 7:06pm**

**Recommended at 7:36pm**

#### 7.7 EASA EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 20<sup>th</sup> February, 2018

**Author:** Paul McInerney, Chief Executive Officer

**Attachment:** Sample Agreement, EASA EAP Info Brochure

#### SUMMARY

Email received from EASA representative;

**From:** EASA Administration [<mailto: easadarwin@easa.org.au>]

**Sent:** Thursday, 25 January 2018 3:09 PM

**To:** CEO

**Subject:** EASA EAP Agreement Sample & Brochure Information

Hi Paul,

Thank you for your call enquiring about our EAP agreement.

Please find attached a sample of EASA's *Employee Assistance Program* (EAP) service agreement, for you to consider, along with further information about the EAP process and its benefits.

The [default] contract allows for 5 sessions per year / per issue for the employee and immediate family members (spouse / dependents, living under the same roof) – however it is up to you to specify the number of sessions per year your organisation is willing to provide to employees and whether you make it available to family members. The annual allocation of sessions available to employees is renewed on 1<sup>st</sup> January each year. Your organisation only pays for the sessions used. There are no up-front joining or membership fees.

**The organisational benefits of an EAP contract are:**

- a **discount of 25%** per hour (\$193.60/session) for EAP contracted organisations
- access to discounted services outside the EAP contract (such as Conflict Management Services, Management Coaching, Critical Incident Response Management and Training Solutions);
- invoices issued monthly (only if the service is used) with Client Reference Numbers replacing names – no identifying information is disclosed in adherence with EASA's *Confidentiality Policy*;
- optional quarterly reporting offers statistics / trends on presenting issues, identifies risk areas as they arise, organisational feedback highlighting areas for further development;
- counselling support in addressing issues influencing absenteeism, low morale and reduced productivity in the workplace; and,
- *Confidentiality Policy* is upheld as employees access the service directly.

**The personal benefits of an EAP contract to your employees are:**

- anonymity, as the service is completely confidential and accessed directly by the employee;
- (depending on contract) employee's spouse / dependents gain access to counselling;
- access to after-hours appointments at all EASA locations; and
- improved mental health and wellbeing, at home and at work.

**BACKGROUND**

Many Councils provide access to these types of services for its employees from time to time.

EASA provides a full range of psychological and organisational development services to organisations and consumers across the Northern Territory.

Our corporate clients include Australian Federal, State and Territory Government Departments and Agencies, Community Services, Aboriginal corporations, mining and resource companies and tourism operations.

EASA employs Consultants, Trainers, Psychologists, Social Workers, Counsellors, Coaches and Mediators

EASA offers an integrated package of solutions to organisations across interpersonal, team and system levels of operations. Since EASA's incorporation in 1982 it has grown to deliver over 230 Employee Assistance Programs across Northern Australia.

**COMMENT**

Budget consideration would be required

**CONSULTATION**

Nil

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

A policy and then procedure would be developed for access to the services if Council chose to participate.

#### FINANCIAL IMPLICATIONS

Each session is \$193.60 and a budget figure could be considered allowing x number of employees to access x number of visits annually that would be funded by Council than Council may consider releasing funds for the remainder of the year or within budget deliberations for 2018/19.

#### VOTING REQUIREMENTS

Simple Majority

#### RESOLUTION 20/02/2018/009

That Council participates in an Employee Assistance Program. An equivalent of one visit per employee be considered for the budget (approximately \$3000).

**Moved:** Clr. Moyle

**Seconded:** Clr. McElwee

**CARRIED**

#### 7.8 BATCHELOR TRANSFER STATION – SHANNON LAND CARE CONTRACT EXTENSION

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	11 <sup>th</sup> February, 2018.
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachment:</b>	Time table History of Reports and Decisions

#### SUMMARY

Shannon Landcare were appointed as contractors by Council to assist in new management arrangements at the Batchelor Waste Transfer Site.

In May 2017 Council undertook a review of the 4 phase operational plan for the site and whilst this was being determined over the coming months resolved to allow for the Shannon Landcare Contract to be extended as per the terms of the Contract to the 30<sup>th</sup> June, 2017 and then on a rolling month by month basis until directed by Council.

In June, 2017 a Workshop on Waste Management vision for the future was conducted. This was a higher end look at where Council wants the sites at Batchelor to be in 5 years' time and further. How waste compaction in landfill, recycling opportunities, regional service delivery might look.

Consequently, Council elections and caretaker period was forthcoming and it was necessary to hold the matter over for the new council at an appropriate time.

In November Shannon Landcare met with me to request when a formal extension of their contract would be considered as they have plans for wider recycling and waste minimisation activities they would like to plan for and commence. I suggested that with the workload upon the new Council at that time that February would be the appropriate timeframe.

Shannon Landcare submit required monthly reports and statistics.

Should Council wish to discuss this matter in detail it may be prudent to move to the confidential section of the agenda.

## **BACKGROUND**

At the special meeting of Council held on the 2nd May, 2017 a resolution was passed that established:

1. A review of the trial period for new waste management arrangements at the Batchelor Waste Station in May and June 2017.
2. An extension of the trial period involving the Contract between Council and Shannon Recycling and Landcare until the 30th June, 2017.
3. At the ordinary meeting of Council held on the 16th May, 2017, Council approved extending the contract with Shannon Landcare on a rolling month by month basis until directed otherwise.

For the background information of our new Councillors, Council in 2014 undertook an operational review of waste management at the Batchelor site. This was worked upon further in 2016. at the time a review of the original timetable from late 2016 has been updated to reflect where the suggested timeframes were at.

Proposed estimated Timelines and actions from June 2016 – May 2017 were also provided.

Recommendations were also provided for potential community consultation on the current operation of the facility and for future hours of access and preferred times. (A draft survey was provided for consideration of Council.)

## **COMMENT**

I believe that Shannon Landcare have operated effectively within the contract and that opportunity should be provided to them for a 12-month tenure to allow them to consolidate recycling and minimisation opportunities.

## **CONSULTATION**

Councillors workshop  
Operations Manager  
Operations Supervisor  
Administration Staff

## **STATUTORY ENVIRONMENT**

Contractual arrangement with Shannon Recycling and Landcare. Monthly rolling basis until further directed by Council.

## **POLICY IMPLICATIONS**

Nil



## FINANCIAL IMPLICATIONS

Current contractual arrangement with Shannon Landcare and Recycling.

## VOTING REQUIREMENT

Simple majority

### RESOLUTION 20/02/2018/010

That Shannon Landcare contract for the Batchelor Waste Transfer Station be offered for 12 months with the existing terms and conditions.

**Moved:** Clr. Turner

**Seconded:** Clr. McElwee

**CARRIED - 1 vote against**

## 7.9 STRATEGIC PLAN WORKSHOPS

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 21<sup>st</sup> November, 2017

**Author:** Paul McInerney, Chief Executive Officer

**Attachment:** Notes from December and January Workshops

## SUMMARY

Council has conducted two Councillors Workshops across December 2017 and January 2018 to commence the review by the new council of the current Strategic Plan. Mr Rolf Nilsson has been kindly assisting with the assistance of the Department of Housing and Community Development to facilitate and work through the various processes that will allow for Council to reasonably establish a future vision and objectives for the next three years.

It is proposed that a February Workshop is needed to finalise the work undertaken this far that will then allow for council senior staff to prepare key measures against the new draft Strategic Plan.

The workshop could actually be conducted within this meeting to allow for any formal decisions needed to accept the work over the last couple of months and to establish the draft. Or Council may choose to hold the Workshop at the conclusion of this OGM.

The key areas that have been reviewed and councillor's summaries of responses made are an attachment to this report.

## BACKGROUND

Nil

## COMMENT

Nil

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **NOTE**

That Council will meet with Mr Rolf Nilsson, on Monday 5<sup>th</sup> March 2018 at 9:00am to finalise the new Draft Strategic Plan.

#### **7.10 COOMALIE, BELYUEN, LITCHFIED NP PROPOSAL COMBINED WORKING GROUP**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14 <sup>th</sup> February, 2018
<b>Author:</b>	Paul McInerney, Chief Executive Officer
<b>Attachment:</b>	Email to CEO, Dept of Housing and Community Development Asset Due Diligence proposal – Core Business Australia

#### **SUMMARY**

The Combined Working Group is scheduled to meet at Coomalie on Friday February 23<sup>rd</sup>, 2018.

Since the last meeting the following action has occurred:

5. Letter of invitation to the Minister for Housing and Community Development (signed by both Presidents) to attend a future Combined Working Group meeting.
6. Various phone hook-ups have been undertaken with Bruce Lorimer, Core Concepts Pty Ltd and Ross Moody RVM management to develop a proposal for an Asset review/due diligence exercise with Coomalie and Belyuen assets. A proposal and letter has been forwarded to the CEO, Dept Housing

and Community Development seeking consideration of the proposal that will allow for better information for both Councils on asset condition, information towards consultation on a potential proposal, and towards better asset management by a potential new council. (copy attached).

7. Council Finance Manager and Senior Accounts Officer visited Belyuen on the 13<sup>th</sup> February 2018. They had discussion with Belyuen staff on the range of programs run by Council through the NT and Commonwealth Governments, visited the General store and had exposure to the Aged Care systems and retail point of sale system and cost allocations between programs.
8. Financial modelling and analysis towards identifying support needed in relation to a potential new Council will need to be commenced shortly. This is assisted by the outcome from the Asset Condition Review proposal, and joint meetings between the two Councils.

## **BACKGROUND**

Staff have continued to work within workload on matters arising from the combined working Group meeting on Friday 19<sup>th</sup> January, 2018.

Regular contact has continued with Department of Housing and community development staff due to their supporting role to both Councils during the exploration and proposal preparation stage.

## **COMMENT**

Nil

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

### **RESOLUTION 20/02/2018/011**

That Council note the Asset Due Diligence proposal from Core Business Australia and that is has been put forward to the CEO, Dept of Housing and Community Development for consideration of funding support, and that subject to funding support Council authorises its CEO (on behalf of Belyuen Council) to enter into a formal contract with the proponents.

**Moved:**                      **Clr. Moyle**

**Seconded:**                **Clr. Corliss**

**CARRIED**

## **7.11 COMMUNITY RECREATION OFFICER REPORT**

**Applicant:**                      N/A

<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CCGCDocs\CRO
<b>Date:</b>	12 <sup>th</sup> February 2018
<b>Author: Officer</b>	Rishona Meggs, Community Recreation
<b>Attachments:</b>	Nil

## **SUMMARY**

### **School Holiday Program**

On the 16<sup>th</sup> of January I had 16 children attend the Adelaide River Library Day. We had BLT hotdogs for lunch, watched a movie and played soccer for 2 hours. On the 18<sup>th</sup> of January we had 19 children attend the Crocodylus park day where we watched all kinds of animal feeding (lions, crocodiles, meerkats, horses) and had subway for lunch. On the 23<sup>rd</sup> of January I cancelled the Cmax movie Day due to unexpected weather conditions, I did not want to take the chance of driving up and not being able to get home with the children due to the amount of rain the day prior and that morning. I contacted all parents to advise and went to my drop off locations and verbally advised parents, refunds were provided to all parents for that event. With the remainder of the funds for the School Holiday Program I have purchased more sporting equipment to provide a wider range of sports for the children.

### **After School Sports**

Afterschool sports begun two weeks ago. We will be completing a circuit challenge and dancing activities. I am awaiting my new sports equipment to widen my range of sports. The Afterschool sports will commence as per usual, Tuesdays at Adelaide River 3pm – 4.30pm and Thursdays at Batchelor 3pm – 4.30pm.

I am also assisting the Batchelor Area School with their Afterschool Soccer program from 2.45 – 4pm every Wednesday for the duration of the First term.

Teenager basketball assistance has been postponed, the new basketball assistance will commence on the 23<sup>rd</sup> of February due to the Friday Night Basketball with the NT Police Youth Diversion being postponed until the 2<sup>nd</sup> of March Due to the Daly River floods (NT Police Youth Diversion were not able to confirm attendance on the 16<sup>th</sup> of February due to the Daly River Evacuation).

### **Pool Fun Program**

The Pool Fun Program has been postponed due to the weather conditions. This Program will commence on Monday the 26<sup>th</sup> of February. This 4-week program will now continue into March, finishing up on the 19<sup>th</sup> of March. My group will consist of maximum 8 student's and the activities will be based on improving hand eye co-ordination, team building skills and improving swimming skills.

### **Active Family Fun Day**

On Friday the 9<sup>th</sup> of February, I assisted Royal Lifesaving Australia with the Active Family Fun Day at the Batchelor Swimming Pool. Unfortunately, the event got cancelled shortly after beginning due to weather. I will be down at the Batchelor swimming pool assisting Royal Life Saving Australia every Wednesday from 11am to 12 pm and 3pm to 5pm, until Wednesday 14<sup>th</sup> of March.

I will be completing my Austswim accreditation on the 17<sup>th</sup> and 18<sup>th</sup> of February.

### **Australia Big Breakfast**

The Australia Day Big Breakfast was successful, with a turnout of around 100 people. Due to the wet weather I did cancel the water slide for the children (I spoke with FERG captain Steve Austin and we deemed the slide unsafe in the weather conditions).

Thank you to everyone who came down and donated their time, it is greatly appreciated. Any feedback you would like to provide to help improve the Australia Day Big Breakfast for next year would be greatly appreciated. I have also spoken to Neil McDonald in relation to the Adelaide River Car Run that occurred this year and this will be taken into consideration when planning the 2019 Australia Day Big Breakfast. (I am possibly looking at combining a car run and making it a family orientated event where vehicles start in Batchelor, drive through the Adelaide River Township and finish at Mt Bundy).

### **Bombing of Darwin**

The Bombing of Darwin Service will be held on Tuesday the 20<sup>th</sup> of February at 11am at the Adelaide River War Graves. I have spoken with NORFORCE and confirmed their attendance and assistance with the Catafalque party and the Flag orderly. Melissa Kerr will be the MC for the event, and we are currently still looking for a vocalist.

This is the first year CCGC will run the event solo, without assistance from City of Darwin. We endeavour to have a lovely service, although do expect a smaller crowd.

### **NOTE**

For the information of Council.

## **8 FINANCE REPORTS**

### **8.1 PAYMENT REGISTER**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

### **SUMMARY**

As part of the monthly reporting procedures a full listing of cheques and EFT payments made is submitted to Council.

### **BACKGROUND**

Attached is a listing of accounts paid for January 2018.

### **COMMENT**

No additional comments are provided to this report.

## CONSULTATION

There is no consultation that applies to this report.

## STATUTORY ENVIRONMENT

Section 18 of the Local Government Accounting Regulations 2008 Financial reports to Council –

(1) The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council, setting out:

(a) the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and

(b) the forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) details of all cash and investments held by the Council (including money held in trust); and

(b) a statement on the debts owed to the Council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) other information required by the Council.

## POLICY IMPLICATIONS

There are no specific policies that apply to this report.

## VOTING REQUIREMENT

Simple majority

<b>COOMALIE COMMUNITY GOVERNMENT COUNCIL</b>			
<b>PAYMENT REGISTER</b>			
<b>JANUARY 2018</b>			
<b>Date</b>	<b>Reference</b>	<b>Detail</b>	<b>Amount</b>
2/01/2018	G/L Consolidat	Payroll	27,176.42
8/01/2018	8532	Area IT Solutions	423.50
8/01/2018	8533	Attache Software Australia Pty	31.50
8/01/2018	8534	Attcom NT	330.00
8/01/2018	8535	Cr. Sharon Beswick	450.00
8/01/2018	8536	The Big Mower	199.95
8/01/2018	8537	Cr. Sue Bulmer	450.00
8/01/2018	8538	Bunnings Building Supplies P/L	121.24
8/01/2018	8539	CBC Australia Pty Ltd	98.34
8/01/2018	8540	Cr. Max Corliss	850.00
8/01/2018	8541	Fin Bins VTG Waste & Recycling	4,155.38
8/01/2018	8542	DT & MG Kerr	6,072.00
8/01/2018	8543	Bruce Mason	720.00
8/01/2018	8544	Richard McDougall	234.00
8/01/2018	8545	Cr. Christian McElwee	450.00
8/01/2018	8546	Cr. Deborah Moyle	450.00
8/01/2018	8547	Mr Test and Tag Pty Ltd	495.00
8/01/2018	8548	Pumacard	2,701.92
8/01/2018	8549	T/A Batchelor General Store	174.23
8/01/2018	8550	S.E. Rentals Pty Ltd	258.63

8/01/2018	8551	Turbo's Tyres	1,348.60
8/01/2018	8552	Cr. Andrew Turner	1,500.00
8/01/2018	615	Telstra	1,009.95
16/01/2018	G/L Consolidat	Payroll	27,918.40
17/01/2018	8553	Air Liquide WA Pty Ltd	75.52
17/01/2018	8554	AJ Couriers & Haulage Pty Ltd	38.50
17/01/2018	8555	Area IT Solutions	913.00
17/01/2018	8556	Fin Bins VTG Waste & Recycling	2,077.69
17/01/2018	8557	Komatsu Australia Pty Ltd	815.46
17/01/2018	8558	Norsign NT	464.64
17/01/2018	8559	Intergrated Land Information S	27.40
17/01/2018	8560	Diedre Pickering	2,516.16
17/01/2018	8561	RS Gardening Care	14,785.00
17/01/2018	8562	Vanderfield Northwest	187.28
18/01/2018	616	Jacana Energy	5,963.26
18/01/2018	617	PowerWater	1,245.83
23/01/2018	458701	Petty Cash Reimbursements	710.25
23/01/2018	618	Telstra	953.07
23/01/2018	8563	Batchelor Service Centre	1,000.10
23/01/2018	8564	Bunnings Building Supplies P/L	58.26
23/01/2018	8565	Copytime	3,250.00
23/01/2018	8566	Crocosaurus Cove Pty Ltd	220.00
23/01/2018	8567	Darwin Office Technology	15.00
23/01/2018	8568	Fin Bins VTG Waste & Recycling	4,155.38
23/01/2018	8569	Bruce Mason	1,135.00
23/01/2018	8570	Norsign NT	1,122.00
23/01/2018	8571	OfficeMax	32.48
23/01/2018	8572	Ringers Western	224.78
23/01/2018	8573	S.E. Rentals Pty Ltd	258.63
23/01/2018	8574	Shannon Recycling & Landcare	1,375.00
23/01/2018	8575	William Stewart	550.00
23/01/2018	8576	NT Rural Pty Ltd TA Territory	825.00
2/01/2018	Merc Fee Jan 18	Commonwealth Bank of Australia	41.47
3/01/2018	Visa Jan 2018	Commonwealth Bank of Australia	286.03
15/01/2018	BPay Fee Jan 18	Commonwealth Bank of Australia	41.36
15/01/2018	Tran Fee Jan 18	Commonwealth Bank of Australia	16.72
15/01/2018	Commbiz Jan 18	Commonwealth Bank of Australia	54.67
25/01/2018	8577	Bruce Mason	360.00
30/01/2018	G/L Consolidat	Payroll	25,333.58
31/01/2018	8578	Cr. Sharon Beswick	450.00
31/01/2018	8579	Cr. Sue Bulmer	450.00
31/01/2018	8580	Cr. Max Corliss	850.00
31/01/2018	8581	H&K Earthmoving Pty Ltd	15,840.00
31/01/2018	8582	JB HI FI Berrimah	166.08
31/01/2018	8583	JEL Holdings Pty Ltd	50.00
31/01/2018	8584	DT & MG Kerr	1,980.00
31/01/2018	8585	Cr. Christian McElwee	450.00
31/01/2018	8586	Cr. Deborah Moyle	450.00
31/01/2018	8587	RS Gardening Care	12,250.60
31/01/2018	8588	Cr. Andrew Turner	1,500.00
<b>TOTAL</b>			<b>183,184.26</b>

**RESOLUTION 20/02/2018/012**

That Council approve and pass for payment the January 2018 payment register totalling \$183,184.26.

**Moved:** Clr. Moyle

**Seconded:** Clr. McElwee

**CARRIED**

**8.2 FINANCE AND GRANT REPORT**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	20 <sup>th</sup> February 2018
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

**SUMMARY**

As part of the monthly reporting procedures a finance and grant report, and a financial summary report is submitted to Council.

**BACKGROUND**

Attached is the finance and grant report and monthly financial summary report for January 2018.

**COMMENT**

Nil

**CONSULTATION**

There is no consultation that applies to this report.

**STATUTORY ENVIRONMENT**

Section 18 of the Local Government Accounting Regulations 2008 Financial reports to Council –

(1) The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council, setting out:

(a) the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and

(b) the forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) details of all cash and investments held by the Council (including money held in trust); and

(b) a statement on the debts owed to the Council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) other information required by the Council.

**POLICY IMPLICATIONS**



There are no specific policies that apply to this report.

#### VOTING REQUIREMENT

Simple majority

<b>COOMALIE COMMUNITY GOVERNMENT COUNCIL</b>					
<b>FINANCIAL REPORT FOR THE PERIOD ENDING 31ST JANUARY 2018</b>					
<b>Cash at Bank</b>					
Cash on Hand					\$ 1,000.00
Cheque Account					\$ 453,183.09
Investment Account					\$ 2,000,000.00
Trust Account					\$ 349,918.76
<b>Total Cash at Bank</b>					<b>\$ 2,804,101.85</b>
<b>Debtors</b>					
	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
Trade ***	120.00	-	110.00	-	\$ 230.00
Rate Arrears	-	-	-	205,144.50	\$ 205,144.50
Rates paid in advance	- 22,392.68	-	-	-	(22,392.68)
<b>Total Debtors</b>					<b>\$ 182,981.82</b>
<b>Creditors</b>					
	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
	-	11,083.36	-	-	\$ 11,083.36
<b>Total Creditors</b>					<b>\$ 11,083.36</b>
<b>Reconciliation of Funds</b>					
Balance as per General Ledger					\$ 804,101.85
Add outstanding Debtors					\$ 182,981.82
Less outstanding Creditors					\$ 11,083.36
Add Investment Account					\$ 2,000,000.00
<b>Total Cash &amp; Receivables Available</b>					<b>\$ 2,976,000.31</b>
<b>*** Trade Debtors</b>					
AR Primary School - Glyphosate	120.00				
Fulton Hogan - Tip Fees			110.00		
	<b>120.00</b>	<b>-</b>	<b>110.00</b>	<b>-</b>	

**COOMALIE COMMUNITY GOVERNMENT COUNCIL**

**GRANT REPORT FOR THE PERIOD ENDING 31ST JANUARY 2018**

<b>Date Received</b>	<b>Grant</b>	<b>From</b>	<b>Amount</b>	<b>Expended to date</b>	<b>Amount Remaining</b>	<b>Acquittal Due</b>
<b>31/08/2017</b>	Regional Ec Infrastructure Milton Coach Rd	Dept of Infrastructure	\$ 1,412,224.00	\$ 1,412,224.00	\$ -	30/06/2018
<b>22/06/2017</b>	SPG - Batchelor Pool Upgrade	Dept of Local Government	\$ 95,310.00	\$ 47,417.73	\$ 47,892.27	30/06/2018
<b>22/09/2017</b>	NT Library Operations	Dept Arts Museums	\$ 51,748.00	\$ 29,187.53	\$ 22,560.47	31/07/2018
<b>10/10/2017</b>	Community Sport & Recreation Officer	Dept Sport and Recreation	\$ 45,000.00	\$ 36,293.44	\$ 8,706.56	31/08/2018
<b>15/12/2017</b>	One Off Capacity Building	Division Local Government	\$ 100,000.00	\$ 2,229.08	\$ 97,770.92	30/06/2018
<b>27/12/2017</b>	School Holiday Program January 2018	Dept of Families	\$ 1,600.00	\$ 200.00	\$ 1,400.00	31/03/2018
<b>3/01/2018</b>	Australia Day 2018	Australia Day Council NT	\$ 1,000.00	\$ -	\$ 1,000.00	28/02/2018
<b>22/01/2018</b>	Portable Toilet	Community Benefit Fund	\$ 64,582.00	\$ -	\$ 64,582.00	30/06/2018
			<b>\$ 1,771,464.00</b>	<b>\$ 1,527,551.78</b>	<b>\$ 243,912.22</b>	
		<b>Cash and Receivables</b>			<b>\$ 2,976,000.31</b>	
		<b>Unspent Grants &amp; Subsidies</b>			<b>\$ 243,912.22</b>	
		<b>Cash Available to Council</b>			<b>\$ 2,732,088.09</b>	

**COOMALIE COMMUNITY GOVERNMENT COUNCIL**

**MONTHLY FINANCIAL SUMMARY**

**JANUARY 2018**

<b>Account Code</b>	<b>Account Description</b>	<b>16/17 Actual</b>	<b>Month Actual</b>	<b>YTD Actual</b>	<b>17/18 Budget</b>
<b>110 ADMINISTRATION</b>					
110 3899	TOTAL INCOME	1,448,797	280,540	1,590,774	1,494,236
110 4999	TOTAL EXPENSES	805,852	72,020	486,539	861,155
110 5000	SURPLUS / (DEFICIENCY) 110	642,945	208,520	1,104,235	633,081
<b>210 PUBLIC CONVENIENCES</b>					
210 3899	TOTAL INCOME	-33,153	64,582	64,582	9,000
210 4999	TOTAL EXPENSES	84,515	3,632	31,566	79,400
210 5000	SURPLUS / (DEFICIENCY) 210	-117,668	60,950	33,016	-70,400
<b>211 SANITATION AND GARBAGE</b>					
211 3899	TOTAL INCOME	392,637	-71	382,559	382,185
211 4999	TOTAL EXPENSES	250,536	18,898	112,812	344,345
211 5000	SURPLUS / (DEFICIENCY) 211	142,101	-18,969	269,747	37,840
<b>212 CEMETERIES</b>					
212 3899	TOTAL INCOME	1,973	0	777	2,000
212 4999	TOTAL EXPENSES	8,724	25	1,761	9,000
212 5000	SURPLUS / (DEFICIENCY) 212	-6,751	-25	-984	-7,000
<b>310 PARKS AND GARDENS</b>					
310 3899	TOTAL INCOME	5,691	0	967	0
310 4999	TOTAL EXPENSES	175,449	31,001	110,802	197,725
310 5000	SURPLUS / (DEFICIENCY) 310	-169,758	-31,001	-109,835	-197,725
<b>311 LIBRARIES</b>					
311 3899	TOTAL INCOME	51,243	0	51,748	50,757
311 4999	TOTAL EXPENSES	51,722	4,763	29,188	50,757
311 5000	SURPLUS / (DEFICIENCY) 311	-479	-4,763	22,560	0
<b>312 SPORT AND RECREATION</b>					
312 3899	TOTAL INCOME	-60,231	0	342	40,100
312 4999	TOTAL EXPENSES	113,627	15,079	50,063	174,545
312 5000	SURPLUS / (DEFICIENCY) 312	-173,858	-15,079	-49,721	-134,445
<b>313 SWIMMING POOL</b>					
313 3899	TOTAL INCOME	416	0	96,505	99,310
313 4999	TOTAL EXPENSES	112,227	6,808	96,831	210,940
313 5000	SURPLUS / (DEFICIENCY) 313	-111,811	-6,808	-326	-111,630
<b>314 COMMUNITY RECREATION OFFICER</b>					
314 3899	TOTAL INCOME	48,685	345	49,631	131,900
314 4999	TOTAL EXPENSES	57,988	7,003	38,472	159,818
314 5000	SURPLUS / (DEFICIENCY) 314	-9,303	-6,658	11,159	-27,918

Account Code	Account Description	16/17 Actual	Month Actual	YTD Actual	17/18 Budget
<b>410 ROADS</b>					
410 3899	TOTAL INCOME	2,714,122	246	1,511,918	1,837,768
410 4999	TOTAL EXPENSES	812,596	34,934	1,968,074	2,808,668
410 5000	SURPLUS / (DEFICIENCY) 410	1,901,526	-34,688	-456,156	-970,900
<b>510 STREETLIGHTING</b>					
510 3899	TOTAL INCOME	27,140	0	513	13,200
510 4999	TOTAL EXPENSES	25,948	3,149	6,797	33,600
510 5000	SURPLUS / (DEFICIENCY) 510	1,192	-3,149	-6,284	-20,400
<b>511 TOURISM AND ECONOMIC DEVELOPMENT</b>					
511 3899	TOTAL INCOME	16,746	1,000	5,773	12,000
511 4999	TOTAL EXPENSES	37,380	1,176	9,054	39,700
511 5000	SURPLUS / (DEFICIENCY) 511	-20,634	-176	-3,281	-27,700
<b>512 DOG MANAGEMENT</b>					
512 3899	TOTAL INCOME	2,424	30	1,280	2,000
512 4999	TOTAL EXPENSES	20,823	2,395	11,371	25,125
512 5000	SURPLUS / (DEFICIENCY) 512	-18,399	-2,365	-10,091	-23,125
<b>513 GLYPHOSATE</b>					
513 3899	TOTAL INCOME	2,945	873	2,727	2,400
513 4999	TOTAL EXPENSES	0	0	4,060	2,400
513 5000	SURPLUS / (DEFICIENCY) 513	2,945	873	-1,333	0
<b>514 GAMBA AND WEED CONTROL</b>					
514 4999	TOTAL EXPENSES	10,537	0	0	5,000
514 5000	SURPLUS / (DEFICIENCY) 514	-10,537	0	0	-5,000
<b>900</b>					
900 3899	TOTAL INCOME	4,619,435	347,545	3,760,096	4,076,856
900 4999	TOTAL EXPENSES	2,567,924	200,880	2,957,390	5,002,178
900 5000	SURPLUS / (DEFICIENCY)	2,051,511	146,665	802,706	-925,322

**RESOLUTION 20/02/2018/013**

That Council receives and notes the Finance Report, Grant Report and Detailed Monthly Financial Summary for January 2018.

**Moved:** Clr. Moyle

**Seconded:** Clr. Bulmer

**CARRIED**

### 8.3 ANNUAL PLAN AND BUDGET 2018/2019

<b>Applicant:</b>	CCGC
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CC/4
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13 February 2018
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

#### SUMMARY

We will soon commence work on the budget process for 2018/19.

Council is required under s.127 of the *Local Government Act* to prepare a budget for each financial year. Reserves have been used in the past to balance budgets and allow important programs to proceed. Council has not funded depreciation, and the long term strategy to provide renewals of assets is often reliant on external grants.

I will table a draft budget at the April meeting and Council is requested to consider the Community feedback it has received and provide advice to staff on the items that they wish to have considered, altered or removed to allow staff to prepare the necessary information at the May budget meeting.

The proposed budget is generally based on ensuring that the programs are funded and that long term asset management plans address the need to ensure council assets are properly maintained.

The Internal Audit Committee will meet in early May to discuss the draft budget and recommend to Council.

At the May Council meeting the draft budget, shire plan, rates declaration and councillor allowances will be presented to Council. The shire plan will then be made available to the public for a 21-day consultation period as per s.24 of the *Local Government Act*.

Council will finalise and adopt the shire plan and all prescribed contents, adopt the annual budget, set elected member allowances and expenses and declare the rates at the June meeting.

#### BACKGROUND

Council is required to finalise and adopt the shire plan including all prescribed contents by 31<sup>st</sup> July 2018. To enable Council to have an endorsed budget by 30<sup>th</sup> June 2018 it is planned to finalise the budget at Council's June meeting.

The Community will be invited to comment through the website, Facebook and Stop Press.

#### COMMENT

Nil

#### CONSULTATION

CEO  
Finance Manager  
Operations Manager  
Community (invitation to comment)

#### STATUTORY ENVIRONMENT

Requirements of s.23, 24 & 128 of the *Local Government Act*

#### POLICY IMPLICATIONS

Nil

**FINANCIAL IMPLICATIONS**

Nil for preparation

**VOTING REQUIREMENT**

Simple majority

**DIRECTION**

That Council will provide specific direction to staff on the formulation of the annual budget and rates and charges after it has completed the Draft Strategic Plan.

**9 CONFIDENTIAL ITEMS**

Nil

**10 COUNCILLOR REPORTS**

Nil

**11 USE OF THE COMMON SEAL**

Nil

**12 GENERAL BUSINESS**

Nil

**13 DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL MEETING**

Nil

**14 NEXT MEETING**

The next Ordinary General Meeting of Coomalie Community Government Council will be held on Tuesday 20<sup>th</sup> March 2018 at 6:00pm (unless starting time altered by Council) in the Council Chambers.

**Meeting closed at 9:34pm**