



Coomalie Community Government Council

Meeting date: **Monday, 16 April 2012 from 6:00 PM to 9:00 PM**

Location: Council Chambers, 141 Cameron Road, Batchelor NT 0845

Purpose/Notes: Regular scheduled meeting

Invited Guests: (no guests)

Meeting Documents:

(no documents)

Agenda:

1. Standing Agenda Items

1.1. Confirmation of Minutes

Melissa Kerr

The minutes of the following Ordinary General Meeting(s) of Coomalie Community Government Council are to be reviewed and confirmed:

* Meeting held on 20th March 2012

Documents:

- Minutes_20_03_2012_PUBLIC.pdf
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1.2. Apologies and Leave of Absence

The following apologies are noted:

1.3. Appointment or election of principal member (and deputy)

Section 45(1) states if appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting of a council to be held after a general election, appoint one of its members to be the principal member, and another to be deputy principal member, of the council.

Council appoint the following members to -

President -

Deputy President -

1.4. Policy to allow the Chair to exercise a casting vote

Section 61(7) refers to the establishment of a policy to allow the Chair to exercise a casting vote.

A policy to allow the Chair to exercise a second, or casting vote:

- may only be established by resolution of the council passed at the first meeting of the council to be held after a general election.
- cannot be altered or revoked during the term of the council; and
- lapses at the conclusion of the next general election.

Council allow/not allow the Chair to exercise a second, or casting vote.

1.5. Elected Member Code of Conduct

All elected members acknowledge that they have received a copy of the Coomalie Community Government Council Code of Conduct for Elected Members and further acknowledge that they have read the Code of Conduct and understand their obligation to comply with it.

All elected members are to sign and date their acknowledgement form and return to the CEO for safe keeping.



1.6. Good Practice Approaches

The following are good practice approaches to ensure members are aware of the policies and procedures:

- **Invitations to members of the public and local boards** - Council meetings are public meetings and elected members are reminded to encourage their constituency to attend meetings where it is possible.
- **CEO role in convening meetings** - s.59 states meetings must be convened by the CEO.
- **Business to be considered at meetings** - s.60 An ordinary meeting may deal with business of any kind but a special meeting may deal only with the business for which the special meeting was convened unless all members are present at the special meeting and unanimously agree to deal with other business. Chapter 6 in the LGA prescribes what happens in meetings. The LG Admin Regulations part 3, 4 & 5 prescribes meetings, confidentiality and records.
- **Conflict of interest** - this is dealt with at next item.
- **Attendance at meetings** - s.39(1)(d) states that a person ceases to hold office as a member of a council if the person is absent, without permission of the council, from 2 consecutive ordinary meetings of council. The permission of council must be obtained by communicating formal apologies to the meeting chair.
- **Council policies** - Once adopted by Council, policies continue after the election of a new council, meaning that it is important for elected members to familiarise themselves with any policies that may guide their decisions. Council's current policy manual was revised in 2009 and is in need of an update. Suggest this be reviewed by CEO and revised by Council in the near future.

1.7. Council Representations

Council resolve to appoint the following members to the committees -

- Development Consent Authority - 2 representatives and 1 alternate
- LGANT Executive - 1 representative
- Sub Committee -

1.8. Declaration of Conflict of Interest

Having considered the Agenda and Business Documents, Councillors are requested to declare any possible, actual or perceivable conflicts of interest at this time.

Section 74 of the Local Government Act (2008) provides for Disclosure of Interest by Council Members

As soon as practicable after a member becomes aware of a conflict of interest in a question that has arisen or is about to arise before the council, local board or council committee, the member must disclose the relevant interest):personal or financial interest that gives rise to the conflict (the

(a) at a meeting of the council, local board or council committee;

and

(b) to the CEO.

(2) The CEO must record the disclosure in a register of interests kept for the purpose.

(3) A member must not, without the Minister's approval:

(a) be present at a meeting of the council, the local board or council committee while a question in which the member has a conflict of interest is under consideration; or

(b) participate in any decision on the question.

1.8.1. Declaration of Conflict of Interest

The following conflicts of interest were noted:

- Councillor
- Agenda Item
- Details



Melissa Kerr

1.9. Actions Arising

The Actions Arising from Ordinary General Meetings up to and including 20th March 2012 are to be reviewed and confirmed.

Documents:

- Actions Arising List 2012-04-16.pdf

1.10. Correspondence

Melissa Kerr

The correspondence inward and outward is to be reviewed and confirmed.

Documents:

- Correspondence Inward Apr 2012.pdf
- Correspondence Outward Apr 2012.pdf

1.11. Financial Reports

Melissa Kerr

The Financial Report contains:

- Monthly Summary and Grant Report
- Monthly Payment Register
- Monthly and Year to Date Operating Results Summary

Documents:

- MONTHLY ACCOUNTS Spreadsheet 2012-03-31.pdf
- Monthly Summary and Grant Report 2012-03-31.pdf
- Payment Register 2012-03-31.pdf

1.12. Chief Executive Officer's Report

Melissa Kerr

The Chief Executive Officer's Report is to be received and noted.

Documents:

- CEO Report April 2012.pdf

1.13. Community Recreation Officer's Report

Melissa Kerr

The Community Recreation Officer's Report is to be received and noted.

Documents:

- CRO Report Apr 2012.pdf

1.14. Library Reports

Melissa Kerr

The Community Library Reports for Batchelor and Adelaide River are to be received and noted.

Documents:

- AR library stats.pdf
- BATCHELOR INSTITUTE LIBRARY Feb12.pdf
- BATCHELOR INSTITUTE LIBRARY Jan 12.pdf

