



AGENDA

ORDINARY COUNCIL MEETING

18th October 2016

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A handwritten signature in black ink, appearing to read 'Leigh Ashford', written in a cursive style.

Signed: Leigh Ashford Chief Executive Officer

AGENDA

ORDINARY COUNCIL MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 18th October 2016

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

1 PERSONS PRESENT

ELECTED MEMBERS PRESENT

Councillor	President Andrew Turner
Councillor	Vice President Bruce Jones
Councillor	Max Corliss
Councillor	Dave Gray
Councillor	Ewan Crook
Councillor	Sue Bulmer

STAFF PRESENT

Chief Executive Officer	Leigh Ashford
Senior Administration Officer	Aleyshia Kim
Community Recreation Officer	Sue Wainwright

VISITORS PRESENT

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	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 18th October 2016.

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.

RECOMMENDATION

That Council receive and notes the apologies of absence for the Ordinary General Meeting held 18th October 2016.

Moved: Clr.

Seconded: Clr.

3 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	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.

RECOMMENDATION

That Council receives the declarations of interest as listed for the Ordinary General Meeting held 18th October 2016.

Moved: Clr.

Seconded: Clr.

4 PETITIONS AND DEPUTATION**5 CONFIRMATION OF MINUTES****5.1 CONFIRMATION OF PREVIOUS MINUTES FOR THE ORDINARY GENERAL MEETING OF 20TH SEPTEMBER 2016**

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Aleyshia Kim, Senior Administration Officer
Attachments:	Copy of Minutes will be tabled at the meeting

SUMMARY

Minutes of the Ordinary General Meeting held on 20th September 2016, 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.

RECOMMENDATION

That the Minutes of the Ordinary General Meeting held on 20th September 2016 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr.

Seconded: Clr.

6 OPERATIONS MANAGER'S REPORTS

6.1 OPERATIONS REPORTS

Applicant:	N/A
Location/Address:	N/A
File Ref:	CCGCDocs\Operations Manager
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Robert Bright, Operations Manager
Attachments:	Nil

SUMMARY

Roads

Work on the Cheeney Road and Milton Road sealing project is continuing. A final seal for a further 2km will be laid prior to the end of the month. All the floodways have been patched and fixed up this week. The base course for Milton road has been laid. Compaction tests have been carried out and Council is currently awaiting the results.

Waste

Buff bins have been engaged to carry out a trial using a hook lift truck for the waste bins. To date the work is proceeding satisfactorily.

Parks

An audit of dead trees has been carried out in the parks. Eighteen dead trees have been identified in Bicentennial Park. Contractors will be requested to provide quotes to remove them.

The early rain has meant bringing forward the contractors scheduled cuts by a month but a further additional cut may be required prior to the fortnightly wet season cuts. All the sprinklers have been turned off.

Work is proceeding on Havlik Park refurbishment. The keep off signs and old interpretive signs removed, the surrounds gravelled, the chainmesh fencing has been replaced with stainless steel wires. Two new interpretive signs have been delivered and will be installed when frames have been made. Batchelor Men's shed continue to work on the castle structure itself. Council has received positive comments on the work done up to date.

Staff

There has been a high level of operational staff absentee in recent months. Mostly absentees were due to injuries outside of work hours. This is making it difficult to keep up to date with the maintenance works program.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Operations Manager's Report for September/October 2016.

Moved: Clr.

Seconded: Clr.

6.2 MONTHLY POOL & DOG STATISTICS

Applicant: N/A
Location/Address: N/A
File Ref: CCGCDocs\Pool Supervisor
Date: 18th October 2016
Author: Trevor Sullivan, Animal Management Officer
Attachments: Nil

SUMMARY

Dog Statistics

Week beginning	Dogs Impounded		Dogs Released	
	Registered	Unregistered	Owner collected	Destroyed
19/09/2016		3	2	1
26/09/2016		0	0	0
03/10/2016		3	1	2
10/10/2016		1	1	0
Totals		7	4	3

Pool Takings and Statistics

The Pool has now re opened. Takings and statistics to date are as follows

Period ending	Paying at gate swimmers and takings							Passes		Outdoor Ed/School	Passes	Swim group
	Adult	Children	Families	Pens	Gate	value of sold passes	Total Takings	Adult	Children	Children & Adults	Names	Children & Adults
07/09/2016	4	4	2	3	\$30.50	\$165.00	\$195.50	4	0	92 children 11 adults		
14/09/2016	18	13	3	5	\$57.00	\$100.00	\$157.00	12	0			
21/09/2016	11	23	4	4	\$88.00	0	\$88.00	16	10	78 children 11 adults		
28/09/2016	13	23	4	3	\$91.50	\$180.00	\$271.50	22	8			
05/10/2016	7	12	4	2	\$63.00	\$50.00	\$113.00	28	0			
Totals	53	75	17	17	\$330.00	\$495.00	\$825.00	82	18	170 children 22 adults		

NOTE

For the Information of the Council

7 CHIEF EXECUTIVE OFFICER'S REPORTS**7.1 INCOMING AND OUTGOING CORRESPONDENCE**

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Correspondence to be tabled

SUMMARY

Council is provided with items of correspondence both received and sent during the months of September/October 2016.

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

DATE		Source	Subject
13/9/16	MI 1	Library officer Batchelor & Adelaide River	Resignation from Library Officer & Relief Library Officer Adelaide River position
15/9/16	MI 2	Lloyds Bank	Sale of AN 718 request for Settlement Statement
21/9/16	MI 3	Department of Housing and Community Development	Special Purpose Grants Round 1 2016-17
27/9/16	MI 4	Department of Infrastructure, Planning and Logistics	Black Spot Programme 2017-18
30/9/16	MI 5	West Arnhem Regional Council	Lobby Group for Rural and Remote Local Government
11/10/16	MI 7	Cheaney Road resident	Erosion issues

Correspondence Out

DATE		Source	Subject
	M 1		
21/9/16	MO 2	LA	Adelaide River Show Society re; review of waste management charge
21/9/16	MO 3	LA	NT Land Corp re; Licence Agreement Cheeney and Chin Rd
21/9/16	MO 4	LA	Howard Springs Vet Letter of Authority
27/9/16	MO 5	LA	Action Ideas re; engagement of consultancy services
27/9/16	MO 6	LA	CRO applicant SW re; Offer of position (subject to checks)
29/9/16	MO 7	AK	Email, Letter of Offer and Employment Contract CRO position
29/9/16	MO 8	LA/AK	Local Government Association of the NT re; Elected Member Service Awards nominations
29/9/16	MO 9	LA	OP Supervisor CCGC re; acting Operations Manager
29/9/16	MO 10	LA	Applicant KP re; CRO Position
29/9/16	MO 11	LA	Applicant WT re; CRO Position
29/9/16	MO 12	LA	Applicant DS re; CRO Position
29/9/16	MO 13	LA	Applicant IB & MV re; CRO Position
29/9/16	MO 14	LA	Applicant BT re; CRO Position
29/9/16	MO 15	LA	Applicant KM re; CRO Position
29/9/16	MO 16	LA	Applicant RW re; CRO Position
30/9/16	MO 17	LA	West Arnhem Regional Council re; Lobby Group for Remote Local Government
30/9/16	MO 18	LA/MK	Estate manager Lloyds Bank re sale of AN 718

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.

RECOMMENDATION

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

Moved: **Clr.**

Seconded: **Clr.**

7.2 REVIEW OF ACTION ITEMS LIST OCTOBER 2016

Applicant:	Nil
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Action Items List to October, 2016

RECOMMENDATION

That Council receives and notes the Actions Items List.

Moved: Clr.

Seconded: Clr.

7.3 COMPLAINTS REGISTER SEPTEMBER/OCTOBER2016

Applicant:	Nil
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Nil

SUMMARY

DATE		Source	Subject	Follow up
19/9/16	C1	Community member using rubbish tip	CCGC staff	Complaint recorded. Followed up by CEO and OP Supervisor. Staff member interviewed This is part of an ongoing dispute at the Council's landfills.
28/9/16	C 2	mowing contractor	Mowing schedule Batchelor Oval	OP Manager advised Contractor of the approved mowing schedule which is every two months up to December then fortnightly. CEO has issued instructions that additional cuts of higher profile areas should be carried out as needed prior to the change to the wet session regime
30/9/16	C 3	Owens lagoon Rd Lessees	Road impassable after rain and during wet season at two	Seen by CEO at the time of complaint. Advised improvement works have not been budgeted. May be able to drop a load of gravel at worst location if plant

			locations.	is in the area.
10/10/16	C 4	Cheaney Road resident	ongoing erosion issues	CEO to respond. This is a very long term ongoing issue.
10/10/16	C 5	Batchelor resident	neglected and noisy dogs	advised to contact animal welfare, number provided
10/10/16	C 6	Mira Road South landowner	road condition request for gravel	Spoken with CEO, work on the road is not budgeted. Suggested that formal request to Council prior to Budget for 17/18
11/10/16	C 7	Cheaney/Solomon Rd landowner	unauthorised access & fire hazards on councils roads	Meeting and property inspection with CEO

RECOMMENDATION

That Council receives and notes the Items listed in the complaints register for September/October 2016.

Moved: Clr.

Seconded: Clr.

7.4 STANDING ORDER – AMALGAMATION REVIEW

Applicant:	N/A
Location/Address:	Coomalie Councillors
File Ref:	CC/79
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Survey

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

June 2014

The Minister for Local Government visited Council on Thursday 6 June 2014. He was particularly supportive of Council's proposal to include areas outside the current proposal into the Council area. These included Litchfield National Park, Douglas Daly Region and Mt Ringwood area and the Litchfield region to the west to the current boundary.

A meeting was held between The Department of Local Government representative, CEO from Belyuen Council and the president and CEO from Coomalie. The meeting was to initiate dialogue between the parties regarding possible incorporation of areas with the respective Council areas.

July 2014

A notice was published in the Government Gazette on 3 July 2014 which includes the Robin Falls area in the Coomalie Community Government Council area.

September 2014

The Shire President and the CEO met with The Department of Local Government Executive Director to discuss the future expansion of the 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.

April 2015

A request has been sent to The Parks and Wildlife Commission to start discussions regarding the incorporation of the Litchfield National Park into Coomalie Shire's 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.

July 2015

The President and CEO met with The Director of the Department of Local Government on Thursday 16 July to discuss the sustainability of the Council.

November 2015

The President and CEO met with the Executive Director of Department of Local Government about improving the long term sustainability of the Council. The matter was raised at the meeting of the BCWLGAG held in Wagait on 10 November 2015 by Department representatives.

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.

March 2016

The President and the CEO met with the Executive Director of the Department of Local Government on Tuesday 23rd February 2016. The department confirmed that there would be no changes to local government areas prior to the Northern Territory Elections. This included Council's request to incorporate the Litchfield National Park into the Council area.

April 2016

The President and the CEO met with the opposition spokesman for Local Government on Friday 18 March 2016 to discuss the Labor Party's position on the unincorporated area. He advised that the Labor Party is yet to release its policy position on Local Government.

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 9th 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 consultants are currently carrying out work on the Local Government Structures Project. The President and the CEO met with the consultant's representative on Monday 26th 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. A copy of the survey is attached if councillors wish to complete.

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

Applicant:	N/A
Location/Address:	N/A
File Ref:	CCGCDocs\CEO
Date:	18th October 2016
Author:	Leigh Ashford, Chief Executive Office
Attachments:	Nil

SUMMARY**Community Recreation Officer**

Following the resignation of the previous Community Recreation Officer in July, Council advertised for a new Community Recreation Officer, applications closed on 16 September 2016. There were 8 applications with 4 applicants being invited to an interview. The successful applicant was Ms Sue Wainwright. She will start her duties on 17 October 2016. Ms Wainwright has been invited to meet Councillors prior to the Council meeting on Tuesday 18 October 2016.

Council of the Aging (COTA)

Representatives of COTA met with the CEO on Wednesday 28 September 2016 in relation to a study about Aging in Place. They have had a very good response from seniors in Batchelor and Adelaide River. They have suggested that Batchelor would be a very good location to initiate a Pilot Project leading to the development of a new model of support for aging in the remote places. It will require the support of NT Government, the Council and Support Agencies.

Department of housing and Community Development

The Department of Local Government and Communities has been abolished after the last election and the Department activities placed under the Department of Housing and Community Development. The previous Executive Director Mr David Willing has advised that he has now taken up a position in the Department of Chief Minister. He has also advised that the Acting Head of the Local Government Section is Mr Shaun Hardy.

Adelaide River Tourist Precinct Feasibility Study

Council received a grant in October 2015 to conduct a Tourism Precinct Feasibility Study for Adelaide River. Council advertised over the Christmas period for a suitable consultant, but it was considered that none of the respondents met Council's criteria for the project. Enquiries through the NT government also proved fruitless. The time frame for the project ended in June 2016. Council requested a six month extension of time. This was finally approved at the end of August this year.

After much frustration, a local consultant Action Ideas has now been appointed and work has commenced. The consultant has advised that she has had several meetings with Tourism NT regarding the project and has developed a tourist survey and a community meeting is planned for 27th October 2016 at Mt Bundy.

Given the late approval of the extension to carry out the project, the completion date of 30 December 2016 may not be achievable.

Special Purpose Grants

Council has applied for three Special Purpose Grants through the current round. The applications are for:

- | | |
|----------------------------|-----------------------------|
| 1. Hook Truck | Grant applied for \$174,736 |
| 2. New Community Bus | Grant applied for \$89,013 |
| 3. CRO Trailer and fit out | Grant applied for \$32,935 |

Announcement regarding the grants are usually made in mid November each year.

LGANT Finance Reference Group

The Finance Manager attended the last meeting of LGANT's Finance Reference Group on 6 October 2016.

The major issues were in regard to the Australian Tax office reporting requirements for grants which commence on 1 July 2017 and the proposed changes to the Accounting Regulations for Councils. There was resistance to the proposed changes to the Accounting Regulations as they are very prescriptive and in most cases increased the requirements needed to comply. This has a particularly adverse effect on small councils. Council would not be able to comply with some of the provisions with its current financial packages. The reference group advised the Department Representatives that the Accounting Regulations should remain high level outcome based document with Council's individually determining the best way to achieve the outcomes through their own policies and procedures.

LGANT Call for Motions

LGANT has called for Council motions to be considered at the next General Meeting to be held in Alice Springs on 1 & 2 December 2016. Council has traditionally not forwarded any motions to the LGANT Annual Meeting.

LGANT Long Service Awards

LGANT initiated long service awards in 2015 for long serving Councillors. Five Councillors were nominated in the relevant categories.

This year Cr Jones becomes eligible for 25 years of Service Award. He will be only the second Councillor in the Northern Territory to achieve this award. Cr Turner has become eligible for a 10 year Service Award.

Both Councillors names have been forwarded to LGANT. Unfortunately the Awards will be handed out at LGANT's General Meeting to be held in Alice Springs at the General Meeting to be held on 1 & 2 December 2016. Costs of Councillor travel and accommodation to attend has not been budgeted.

RECOMMENDATION

That Council receives and notes the CEO's Activity report for September/October 2016.

Moved: Clr.

Seconded: Clr.

7.6 ROAD ACCESS ISSUES

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC/173AI
Disclosure of Interest:	Nil
Date:	12 th October 2016
Author:	Chief Executive Officer, Leigh Ashford
Attachment:	Nil

SUMMARY

A paper has been prepared regarding the issues that are arising and the emerging future risks associated with Council roads and reserves. There is 170kms of roads and a further 145 kms of unformed road reserves.

The major issues affecting the people currently making comments are:

1. Access to property or
2. Unauthorised, Illegal access to property, generally hunters.

The comments are diametrically opposed. Council is required to maintain all road reserves under section 186 of the Local Government Act. This is very broad definition. Council has set maintenance and renewal goals for various categories of roads within the Shire with the exception of the unformed road. The current maintenance regime for unformed roads is to monitor on an adhoc basis and carry out any work that deemed to be of a critical nature.

Council has resolved that it will not review its decision to not licence the use of roads for private purposes until 2019.

The unauthorised, illegal access to property, and irresponsible action of the trespassers generates ongoing requests to close or licence roads. The matter is actually a police matter. Police have advised previously that they have carried out patrols for illegal activities, but these have not resulted in any interceptions. It is considered that current police resources do not allow a high visibility presence to contain this problem.

A major consideration is that a great number of properties remain unfenced or with only token fencing. One possible part solution is to provide incentives for owners to properly fence their properties either through subsidies, loans or if possible penalties. Council may wish to include this issue in a future roads strategy.

In relation to Council roads and road reserves an emerging issue is compliance with the weeds and bushfires legislation. There is a considerable risk and associated increased costs to Council as agency and community interpretations of legislative requirements change. There is mounting community pressure to ensure all land managers are treated the same as private landholders. Council is not immune to civil claims if it is proved that Council has been negligent in its actions.

It is also suggested that council set aside funds in a future budget to engage a suitable consultant to work with Council to fully assess the current issues, liabilities, risks and community concerns to develop a road and road reserve management strategy.

As part of its advocacy role council may wish to write to the Police Commissioner outlining the community concerns in relation to the unauthorised access and irresponsible behaviour of people on local properties. The request could involve requesting information be passed to local landholders regarding their rights and strategies to assist mitigate the problems as well as providing additional resources to assist enforce the law.

BACKGROUND

Council receives ongoing concerns from property owners in relation to unauthorised, illegal access to properties and irresponsible use by the trespassers. It is perceived that access is often gained along Council's unformed roads. Council is contacted regularly in relation to access or lack of access issues.

COMMENT

Nil

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Local Government Act

Bushfire Act

Weeds Management Act.

VOTING REQUIREMENT

Simple majority

DIRECTION

That the CEO write to the Police Commissioner outlining concerns from its constituents regarding unauthorised, illegal access to local properties.

Moved: Clr.

Seconded: Clr.

7.7 APPOINTMENT OF A CEO

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC/173a
Disclosure of Interest:	Nil
Date:	12 th October 2016
Author:	Chief Executive Officer, Leigh Ashford
Attachment:	Proposed Timetable Position Description Information Paper

SUMMARY

The CEO advised at the last Council meeting that he would not be requesting Council to extend his contract. Advertisements have been placed in the two Saturday editions of the NT News, in two editions of the Local Government Job Directory and on the internet advertising agency LG Assist. A quotation was also requested from The Australian Newspaper, but the rate offered for their smallest advertisement was well beyond Council's budget.

Applications close on Monday 31st of October 2016

It is appropriate that Council discuss how it wishes to deal with the application assessment, interviews and checks, negotiations and contract matters. The attached timetable is a guide only to initiate discussion. Council can provide direction to the current CEO to provide support for the process.

BACKGROUND

The current CEO's 3 year contract concludes on 1st January 2016.

COMMENT

Nil

CONSULTATION

STATUTORY ENVIRONMENT

Local Government Act

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council determines how it wishes to proceed with the selection process for a Chief Executive Officer.

Moved: Clr.

Seconded: Clr.

7.8 POLICY REVIEWS

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC/173a
Disclosure of Interest:	Nil
Date:	12 th October 2016
Author:	Chief Executive Officer, Leigh Ashford
Attachment:	Draft Policy 1.17 Caretaker Period. Email from Department of Local Government

SUMMARY

The Department of Housing and Community Development has advised that there is an error in Council's current Caretaker Period Policy, Policy No 1.17. They have advised that Council's current Policy refers to the caretaker period coming into place at the opening of nominations prior to a General Election. They have advised that the Caretaker period should commence on the day of closing of the nominations.

It is considered that Council amend Policy 1.17 by removing:

The Caretaker period commences at the opening of nominations for candidates for the General council elections. This is 43 days prior to the nominated Election Day and ends at the declaration of the results of the election].

and replacing with:

The Caretaker period commences at the commencement of nomination day for a general elections. This is 23 days prior to the nominated polling day and ends when the declaration of results are declared pursuant to Regulation 56 of the Local Government (Electoral) Regulation.

BACKGROUND

Council adopted this policy in 2015 following instructions from the Department of Local Government and Communities.

COMMENT

There were certain ambiguities in the Department of Local Government's initial instructions. The Department of Housing and Community Development has now made them clear.

CONSULTATION

Department of Housing and Community Development

STATUTORY ENVIRONMENT

Local Government Act

Local Government (Accounting) Regulations

Local Government (Administration) Regulations

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council adopt the amended Policy 1.17 Caretaker Period Policy, as attached.

Moved: Clr.

Seconded: Clr.

8 FINANCE REPORTS

8.1 PAYMENT REGISTER

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Melissa Kerr, Finance Manager
Attachments:	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 September 2016.

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

COOMALIE COMMUNITY GOVERNMENT COUNCIL**PAYMENT REGISTER****SEPTEMBER 2016**

DATE	REFERENCE	DETAILS	AMOUNT
1/09/2016	Merch Fee Sep	Commonwealth Bank of Australia	146.31
2/09/2016	POS Fee Sept	Commonwealth Bank of Australia	26.34
2/09/2016	VISA Sep 16	Commonwealth Bank of Australia	910.39
6/09/2016	Rej Ret Fee	Commonwealth Bank of Australia	1.10
8/09/2016	7600	H&K Earthmoving Pty Ltd	106,069.60
8/09/2016	7601	DT & MG Kerr	8,349.00
9/09/2016	Rej Ret Fee	Commonwealth Bank of Australia	1.10
13/09/2016	G/L Consolidate	Payroll	19,989.33
13/09/2016	13/09 PAY 0	13/09 PAY 0	2,014.68
15/09/2016	7603	Air Liquide WA Pty Ltd	66.11
15/09/2016	7604	AJ Couriers & Haulage Pty Ltd	77.00
15/09/2016	7605	R W Anderson	901.20
15/09/2016	7606	Area IT Solutions	913.00
15/09/2016	7607	Attache Software Australia Pty	38.50
15/09/2016	7608	AUT Electrics	359.00
15/09/2016	7609	Dannah Pty Ltd	30.64
15/09/2016	7610	B P Australia Limited	338.52
15/09/2016	7611	Buff Bins NT	630.00
15/09/2016	7612	Bunnings Building Supplies P/L	247.00
15/09/2016	7613	Fin Bins	2,065.70
15/09/2016	7614	H&K Earthmoving Pty Ltd	37,040.00
15/09/2016	7615	Higgie Mechanical Engineering	3,060.04
15/09/2016	7616	IBIS Informaton Systems	2,722.50
15/09/2016	7617	L&V Nominees Pty Ltd	780.00
15/09/2016	7618	Bruce Mason	915.20
15/09/2016	7619	Norsign NT	124.30
15/09/2016	7620	NT News	375.20
15/09/2016	7621	Diedre Pickering	3,314.00
15/09/2016	7622	Practical Safety Australia Pty	183.81
15/09/2016	7623	Riverland Marketing & Promotio	478.72
15/09/2016	7624	Rum Jungle Tavern	1,485.00
15/09/2016	7625	NT Rural Pty Ltd TA Territory	1,379.87
15/09/2016	515	Jacana Energy	84.39
15/09/2016	516	PowerWater	4,736.63
15/09/2016	BPay Fee Sep 16	Commonwealth Bank of Australia	45.13
15/09/2016	CommBiz Sep 16	Commonwealth Bank of Australia	11.44
15/09/2016	Trans Fee Sep16	Commonwealth Bank of Australia	39.71
16/09/2016	458693	Petty Cash Reimbursements	685.75
22/09/2016	517	Jacana Energy	1,237.46
23/09/2016	Super Aug 16	Click Super	10,386.88
26/09/2016	7626	Attcom NT	330.00
26/09/2016	7627	Batchelor Service Centre	3,048.78
26/09/2016	7628	Bunnings Building Supplies P/L	373.75
26/09/2016	7629	Charles Darwin University	378.00
26/09/2016	7630	Fin Bins	6,197.10
26/09/2016	7631	Local Govt Assoc of NT	6,495.91
26/09/2016	7632	Bruce Mason	915.20
26/09/2016	7633	Nexia Edwards Marshall NT	7,194.00

26/09/2016	7634	Nobles	841.24
26/09/2016	7635	Norsign NT	1,537.82
26/09/2016	7636	NT Water Filters	52.00
26/09/2016	7637	OfficeMax	207.89
26/09/2016	7638	Practical Safety Australia Pty	308.53
26/09/2016	7639	Rum Jungle Construction	3,300.00
26/09/2016	7640	Rural Fire Protection	526.90
26/09/2016	7641	S.E. Rentals Pty Ltd	258.63
27/09/2016	G/L Consolidate	Payroll	19,043.32
27/09/2016	7642	Aerotech NT	51.13
27/09/2016	7643	Caslectrix NT	454.35
27/09/2016	7644	Finlay's Stonemasonry	440.00
27/09/2016	7645	Norsign NT	2,090.00
27/09/2016	7646	RS Gardening Care	2,434.42
30/09/2016	7647	H&K Earthmoving Pty Ltd	231,149.64
TOTAL			\$ 499,889.16

RECOMMENDATION

That Council approve and pass for payment of the September 2016 payment register totalling **\$499,889.16**

Moved: Clr.

Seconded: Clr.

8.2 FINANCE AND GRANT REPORT

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	18th October 2016
Author:	Melissa Kerr, Finance Manager
Attachments:	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 to 30 September 2016.

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

COOMALIE COMMUNITY GOVERNMENT COUNCIL

FINANCIAL REPORT FOR THE PERIOD ENDING 30TH SEPTEMBER 2016

Cash at Bank					
Cash on Hand					\$ 1,000.00
Cheque Account					\$ 325,490.22
Investment Account					\$ 2,350,000.00
Trust Account					\$ 115,483.63
Total Cash at Bank					\$ 2,791,973.85
Debtors					
	Current	30 Days	60 Days	90 Days	
Trade ***	-	110.00	20.00	2,410.70	\$ 2,540.70
Rate Arrears	381,517.21	-	-	100,364.22	\$ 481,881.43
Rates paid in advance	-	4,697.24	-	-	-\$ 4,697.24
Total Debtors					\$ 479,724.89
Creditors					
	Current	30 Days	60 Days	90 Days	
	3,247.33	-	-	-	\$ 3,247.33
Total Creditors					\$ 3,247.33
Reconciliation of Funds					
Balance as per General Ledger					\$ 441,973.85
Add outstanding Debtors					\$ 479,724.89
Less outstanding Creditors					\$ 3,247.33
Add Investment Account					\$ 2,350,000.00
Total Cash & Receivables Available					\$ 3,268,451.41
*** Trade Debtors					
Top End Buffalo - IN ADMINISTRATION				2,410.70	
Jardine Lloyd Thompson			20.00		
Dept of Housing		110.00			
	-	110.00	20.00	2,410.70	

COOMALIE COMMUNITY GOVERNMENT COUNCIL

GRANT REPORT FOR THE PERIOD ENDING 30TH SEPTEMBER 2016

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
14/10/2015	AR Tourist Precinct Feasibility	Dept of Transport	\$ 40,000.00	\$ 425.33	\$ 39,574.67	31/12/2016
26/02/2016	Roads to Recovery Cheeney Road	Dept of Infrastructure	\$ 668,313.00	\$ 668,313.00	\$ -	31/10/2016
31/05/2016	Regional Ec Infrastructure Cheeney Rd	Dept of Transport	\$ 1,743,687.00	\$ 804,350.79	\$ 939,336.21	31/10/2016
19/04/2016	Youth Vibe Holiday Grant	Dept of Chief Minister	\$ 1,700.00	\$ 2,132.27	\$ -	Acquitted
27/04/2016	Havlik Castle Upgrade	Dept Infrastructure Regional Dev	\$ 10,000.00	\$ 7,618.57	\$ 2,381.43	31/08/2016
13/05/2016	Hook Bins	Dept of Local Government	\$ 114,650.00	\$ 108,650.00	\$ 6,000.00	30/06/2017
1/08/2016	Seniors Month 2016	Dept of Chief Minister	\$ 2,000.00	\$ 1,438.81	\$ 561.19	30/09/2016
26/08/2016	Boundary Consultancy BCWLGAG	Dept of Local Government	\$ 27,800.00	\$ -	\$ 27,800.00	30/06/2017
31/08/2016	Community Libraries	Dept of Arts and Museums	\$ 50,757.00	\$ 12,199.77	\$ 38,557.23	31/08/2017
15/09/2016	Territory Remembers 2017	Dept of Arts and Museums	\$ 5,000.00	\$ -	\$ 5,000.00	30/04/2017
			\$ 2,663,907.00	\$ 1,605,128.54	\$ 1,059,210.73	
		Cash and Receivables			\$ 3,268,451.41	
		Unspent Grants & Subsidies			\$ 1,059,210.73	
		Cash Available to Council			\$ 2,209,240.68	

RECOMMENDATION

That Council receives and notes the Finance Report and Grant Report for September 2016.

Moved: Clr.

Seconded: Clr.

8.3 QUARTERLY REVIEW – SEPTEMBER 2016

Applicant:	
Location/Address:	N/A
File Ref:	CC81
Disclosure of Interest:	Nil
Date:	18 th October 2016
Author:	Melissa Kerr
Attachments:	Quarterly Review – September 2016

SUMMARY

The Quarterly Review for September 2016 has been completed. Audited figures for Work in Progress and Unexpended grants have been included. The net result sees a deficit of \$20,861 from the original budget. The major change is due to an error in the original estimate for the amount of rates that Council would collect for the year.

The major cash flow variations that effect the budget are:

CBA Term Deposit Interest	20,000
CBA Trust Account Interest	49
Rates Received	-24,120
Workers Comp Reimbursement	1,400
Advertising	-5,100
Consultants Fees	-4,000
Insurance Workers Compensation	-10,000
R&M Office Equipment	-1,100
Workers Compensation Pay	-350
Cleaning Toilets	-7,000
Commercial Tip Fees	3,000
Garbage Charges Domestic	1,750
Garbage Charges Commercial 240L	-8,750
Waste Management Levy	-4,120
Garbage Charges Commercial 660L	11,500
Garbage Collection	-5,000
Rubbish Dump Adelaide River	-3,000
Rubbish Dump Batchelor	3,000
Streetlighting	10,980
Territory Remembers Grant	5,000
Territory Remembers Expenditure	-5,000
TOTAL	-20,861

BACKGROUND

Council reviews in detail the Actual to Budget each quarter during the year.

COMMENT

\$20,861 will have to be transferred from cash reserves of over \$2.2m to balance the budget to zero.

CONSULTATION

Finance Manager

STATUTORY ENVIRONMENT

Local Government Act

128 Adoption of budget or amendment

(1) A council must adopt its budget for a particular financial year on or before 31 July in the relevant financial year.

(2) Subject to subsection (2A), a council may, after adopting its budget for a particular financial year, adopt an amendment to its budget.

(2A) An amendment cannot have the effect:

(a) of increasing the amount of an allowance for the financial year for the members of the council; or

(b) of changing the amount of an allowance for the financial year for members of a local authority established by the council except in accordance with any guidelines made by the Minister.

(3) As soon as practicable after adopting its budget, or an amendment to its budget, for a particular financial year, a council must:

(a) publish the budget or the amendment as adopted on the council's website; and

(b) notify the Agency in writing of the adoption of the budget or amendment; and

(c) publish a notice in a newspaper circulating generally in the area informing the public that copies of the budget or amendment may be downloaded from the council's website or obtained from the council's public office.

(4) The council's budget forms part of the council's municipal, regional or shire plan.

Local Government Accounting Regulations

Part 6 Budget and allocation of money

13 Deficit budgeting

A council must not budget for a deficit.

Note

A deficit occurs if overall expenditure for a financial year (disregarding depreciation) exceeds income. Transfers into, and out of, specific reserves are to be taken into account.

14 Allocation of money

(1) A council must not allocate money for a particular purpose unless:

(a) provision for the allocation is made in the budget for the relevant financial year; or

(b) the allocation is:

(i) authorised by resolution of the council; and

(ii) made in anticipation of the adoption of a budget, or an amendment to a budget, making provision for the expenditure for the relevant financial year.

(2) An allocation of money for a particular purpose under subregulation (1)(b) must not exceed one-quarter of the expected budgetary provision for expenditure for the relevant purpose.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council approve the proposed budget alterations to the September 2016 quarterly review.

Moved: **Clr.**

Seconded: **Clr.**

8.4 ANNUAL REPORT 2015/2016

Applicant:	Melissa Kerr
Location/Address:	N/A
File Ref:	CC81
Disclosure of Interest:	Nil
Date:	18 th October 2016
Author:	Melissa Kerr, Finance Manager
Attachments:	Annual Report 2015/16 – attached separately

SUMMARY

The annual report for Council is complete and provided to Council to receive and note.

BACKGROUND

The annual report is due to the Dept of Local Government and Regions by 15th November each year.

COMMENT

No additional comments are provided to this report.

CONSULTATION

There is no consultation that applies to this report.

STATUTORY ENVIRONMENT

131 Annual financial statement

- (1) A council must prepare a financial statement for each financial year.
- (2) The annual financial statement must give a true and fair view of:
 - (a) the council's revenue and expenditure for the financial year; and
 - (b) the council's assets and liabilities as at the end of the financial year.
- (3) The annual financial statement must conform with the accounting standards and other requirements stipulated in the regulations and any guidelines that the Minister may make.

132 Reference of annual financial statement for audit

The annual financial statement must be prepared, and referred to the council's auditor for audit:

- (a) as soon as reasonably practicable after the end of the relevant financial year; and
- (b) in any event, in time to ensure that the audited statement will be available no later than 15 November in the calendar year in which the financial year ends.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receive and note the annual report for 2015/16 year and forward to the Department of Local Government and Community Services.

Moved: Clr.

Seconded: Clr.

9 COMMUNITY RECREATION OFFICERS REPORT

Applicant:	N/A
Location/Address:	N/A
File Ref:	CCGCDocs\CRO
Date:	18th October 2016
Author:	Lauren Dean, Community Recreation Officer
Attachments:	Nil

SUMMARY

Sue Wainwright has been appointed as Council's Community Recreation Officer and commenced Monday 17th October 2016.

NOTE

For the information of Council.

10 COUNCILLOR REPORTS

Nil

11 USE OF THE COMMON SEAL

12 GENERAL BUSINESS

Nil

13 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulations 8;

b) information about the personal circumstances of a resident or ratepayer.

c) information that would, if publicly disclosed, be likely to:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or

e) information provided to the council on condition that it be kept confidential.

Moved: Clr.

Seconded: Clr.

RECOMMENDATION

That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act

Moved: Clr.

Seconded: Clr.

14 DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL MEETING

Nil

15 NEXT MEETING

The next Ordinary General Meeting of Coomalie Community Government Council will be held at Batchelor on 15th November, 2016.