



AGENDA

ORDINARY COUNCIL MEETING

24th January 2017

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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 24th JANUARY 2017

President of the Shire Council Andrew Turner will declare the meeting open at 6:00pm and 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
Finance Manager	Melissa Kerr

VISITORS PRESENT

Peter Wyatt	Department of Housing and Community Development
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2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	24th January 2017
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 24th January 2017

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 24th January 2017.

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:	24th January 2017
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 24th January 2017

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 DECEMBER 2016

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	24th January 2017
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 December 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 December 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:	24th January 2017
Author:	Robert Bright, Operations Manager
Attachments:	Nil

SUMMARY

Roads

Road shoulder slashing for 2017 has commenced with Crater Lake Road. The remainder of the roads will be done as weather permits. Over the Christmas period there was some minor flood damage on the newly sealed Cheeney Road. This was not unexpected given that the project did not consider drainage and Council accepted the risk in this area to maximise the amount of Bitumen seal. Discussions are underway with the Contractor to repair. Pot holes have been repaired as they have been found.

Strickland Road, Coach Road and Milton Road have experienced some damage due to the heavy rain over the last month. Urgent temporary repairs are under taken if there are dangerous areas. Proper repairs will be carried out at the end of the wet season.

Spraying will also be done on our roads as the weather permits.

Waste

Batchelor dump has now closed the gate on Wednesday and Thursdays as well as being closed between 6pm and 6am. Staff will monitor the rubbish being dumped at the gates.

As of the 3rd of February, Shannon Recycling and Landcare will commence random inspections of the waste going into the dump. It is planned to have this regime in place for a couple of months before the opening hours are reduced further.

The Adelaide River Dump is running satisfactorily. The weather is dictating when the bins are brought to Batchelor.

Parks

Staff are currently investigating the program to remove the dead trees in Bicentennial Park. It is planned to carry out the work starting early February.

Pool

We are obtaining quotes and information for the repairs to be undertaken at the Pool.

The Pool has been closed for the last week as the Pool Supervisor has been injured and the Relief Pool Supervisor has not been available.

Other

There were only a few callouts in Adelaide River and Batchelor over the Christmas/New year period.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives and notes the Operations Manager's Report for December 2016/January 2017.

Moved: Clr.

Seconded: Clr.

6.2 MONTHLY POOL & DOG STATISTICS

Applicant:	N/A
Location/Address:	N/A
File Ref:	CCGCDocs\Pool Supervisor
Date:	24th January 2017
Author:	Trevor Sullivan, Animal Management Officer
Attachments:	Nil

SUMMARY

Dog Statistics

Patrols were undertaken in both Adelaide River and Batchelor. No roaming dogs were captured.

Pool Takings and Statistics

Period ending	Paying at gate swimmers and takings						Passes		Outdoor Ed/School	Swim group	
	Adult	Children	Families	Pens	Gate	value of sold passes	Total Takings	Adult	Children	Children & Adults	Children & Adults
21/12/2016						NO TAKINGS					
28/12/2016	1	6				\$11.50	\$11.50	3			
04/01/2017	1					\$2.50	\$2.50	2			
11/01/2017						POOL CLOSED					
TOTALS	2	6				\$13.50	\$13.50	5			

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:	24th January 2017
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 December 2016/January 2017.

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
24/11/16	MI 1	Minister for Housing and community Development	Review of retirement accommodation
30/11/16	MI 2	Minister for Housing and Community Development	SP Grant for hook truck
6/12/16	MI 3	Department of Infrastructure Planning and Logistics	Changes to funding agreement for Cheeney Rd project
22/12/16	MI 4	Australian Honours and Awards Secretariat	Community member nomination
17/1/17	MI 5	Minister for Infrastructure, Planning and Logistics	REIF Grant to seal Milton/Coach Roads

Correspondence Out

DATE		Source	Subject
16/1/17	MO 1	LA	CRO position
16/1/17	MO 2	LA	CRO revised employment contract
16/1/17	MO 3	LA	Australia Day Honours and Award Secretariat re ; Community member nomination

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 DECEMBER 2016

Applicant:	Nil
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	24th January 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Action Items List to December, 2016

RECOMMENDATION

That Council receives and notes the Actions Items List.

Moved: Clr.

Seconded: Clr.

7.3 COMPLAINTS REGISTER NOVEMBER/DECEMBER 2016

Applicant:	Nil
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	24th January 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Nil

SUMMARY

DATE		Source	Subject	Action
10/1/17 and 19/1/17	C 1	Batchelor landowner /landlord	Complaint about 5 small dogs that constantly bark. Behind her rental property @ 17 Turana St	Referred to Operations Manager and Dog Catcher to investigate.
16/1/17	C 2	Parent	Complaint regarding School Holiday Program. Program not meeting Parents expectations for minimum standards.	Referred to CEO & SAO
18/1/17	C 3	Parent of SHP participant	Complaint regarding School Holiday Program. Program organisation not meeting parents expectations.	Referred to CEO & SAO

RECOMMENDATION

That Council receives and notes the complaints for the November/December period.

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:	24th January 2017
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

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 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 President and the CEO met with the consultant's representative on Monday 26th September 2016. The discussion revolved around Council's 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.

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:	24th January, 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Nil

SUMMARY

Adelaide River Tourist Precinct Feasibility Study

Council received a grant in October 2015 to conduct a Tourism Precinct Feasibility Study for Adelaide River. The consultant has had three meetings with Adelaide River residents and has spoken to numerous stakeholders. She briefed Council at its December meeting.

Local Government Strategic Infrastructure Fund

The Minister for Housing and Community Development has announced The NT Government is committing \$5M a year as an ongoing program for a new Local Government Strategic Infrastructure Fund. This fund will commence in the 2017/18 financial year. These funds are in addition to the other grants programs that the Government already supports.

Batchelor Landfill

The second stage of reducing the opening hours at the Batchelor Landfill has been implemented. The Landfill was closed for two days a week commencing on Wednesday 18th and Thursday 19th January 2017. Signs were erected on the approaches to the landfill prior to Christmas advising of the changes as well as posters on the local notice boards. There have only been two enquiries to date.

There have been further discussions with representatives of the preferred contractor. It is proposed that they will be commencing supervision of the facility on the 3rd February for some of the time that the facility is open. The first phase of the supervision is aimed at providing information to users, and assisting in advising of opening hours to be introduced in a couple of months.

Building Better Regions Fund

The CEO attended an information session in Darwin regarding this Commonwealth Grant program. The program is open to all not for profit organisations and Councils. The information session was attended by over 100 people.

There are 2 streams. These are:

Infrastructure Projects	Minimum grant available \$20,000	Closes 28 th February 2017
Community investment	Minimum grant available \$5000	Closes 28 th March 2017.

Applicants are required to provide a cash component equal to the grant. In remote areas the cash contribution is reduced to 25%. This cannot be other Commonwealth Government funds with the exception of Aboriginal Benefits Accounts Grants.

These grants are generally dominated by large regional projects who have the resources to prepare comprehensive applications.

In the previous 3 rounds, only 4 projects were funded in the NT.

RECOMMENDATION

That Council receives and notes the CEO's Activity report for December 2016/January 2017.

Moved: Clr.

Seconded: Clr.

7.6 UNCONFIRMED AUDIT COMMITTEE MINUTES

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC/81A
Disclosure of Interest:	Nil
Date:	19 th January 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Unconfirmed Minutes of Audit Committee

SUMMARY

The unconfirmed Audit Committee minutes of the meeting of 21 December 2016 are attached for Council's information. The minutes will be ratified at the next meeting of the Audit Committee scheduled for 7 March 2017.

An item relating to discussion regarding the purchasing policy has been listed separately in this agenda.

BACKGROUND

Not applicable

COMMENT

Nil

CONSULTATION

Audit Committee

STATUTORY ENVIRONMENT

The Local Government (Accounting) Regulations 10(2) (b) requires Council to establish and maintain an Audit Committee and the Act requires Council to have an internal Audit Committee.

POLICY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Not applicable

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receive and note the Unconfirmed Minutes of the Audit Committee held on 21 December 2016.

Moved: Clr.

Seconded: Clr.

7.7 LONG TERM WORKS PLAN

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC 19C
Disclosure of Interest:	Nil
Date:	19 th January, 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Draft Long Term Works Plan

SUMMARY

An opportunity arose in September to apply for another Department of Transport grant. Council has now been allocated a further grant of \$1,412,224 to continue the sealing of Milton road. Council is expected to contribute \$416,790 to the project. These opportunities do not come along very often.

It is proposed to use this years and next year's Roads to Recovery Program funds of \$216,790 and a further \$200,000 from reserves to cover Council's contribution. This means that the long term works plan will again need to be revised to accommodate the project. The resheeting work for Milton Road will no longer be required. This saves approximately \$30,000 per year. The reseal program will have to be deferred and spread out over the next few years to ensure these works are incorporated into the program.

It is considered that Council should amend the existing Roads Forward Works Program to allow the grant for the Department of Transport and Infrastructure to be incorporated and that Council accept the Grant.

BACKGROUND

The Long Term Works Plan was revised in January 2016 to incorporate the \$1,743,687 grant from the Department of Transport and the increase of \$438,824 to the Roads to Recovery Grant allocation. This was further considered with the annual budget preparation.

Council received a grant of \$1,743,687 in 2016 to seal 10kms of Cheeney Rd from Solomon Rd to Milton Rd. Council is required to provided \$662,000 as its contribution to the project. The Long Term Works Plan was altered to accommodate the Grant

COMMENT

Councils Long Term Works Plan concentrates on maintenance and renewal of existing assets. Capital improvement projects such as sealing Milton Road are normally not considered as they are beyond the

financial capacity of Council. There is a risk syphoning funds away from ensuring existing assets are protected and renewed. However it is considered that these opportunities are one offs and that they are unlikely to extend for very long. Critical analysis and review of the Long Term works plan allows Council to program the necessary renewal works over the medium term.

CONSULTATION

Finance Manager

Operations Manager

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There will be negative implications as \$216,395 from the 2016/17 and 2017/18 Roads to Recovery Program will not be available to the existing Capital works program.

Council will be required to draw down its reserves by \$200,000 to make provision for its contribution.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council accept the grant offer from the Department of Infrastructure, Planning and Logistics and attach the Council Common Seal to the Agreement.

That Council fund its contribution to the project by allocating \$216,395 from the Roads to Recovery program and \$200,000 from internal reserves

That Council adopt the Revised Long Term Works Plan incorporating the Regional Economic Infrastructure Grant offer.

Moved: **Clr.**

Seconded: **Clr.**

7.8 LONG TERM PLANT PROGRAM

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC 210
Disclosure of Interest:	Nil
Date:	19 th January, 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Draft Long Term Plant Replacement Program

SUMMARY

The Long Term Works Plan was revised in for the 2016/17 financial year. Council has recently been advised that it has been successful in obtaining a Special Purpose Grant for a Hook Lift Truck to lift and transport the bins purchased last year through a special purpose grant.

Initial enquiries have suggested that the cost of a new Hook Truck will be approximately \$200k to \$220k. This will leave a short fall of \$55k to \$75k.

A review of Council's existing fleet has been carried out. It is considered that the existing Tilt tray truck will no longer be needed for the transport of the bins from Adelaide River. The sale of the Tilt Tray should generate sufficient income to cover the cost of the Hook lift truck.

The only use of the Tilt tray will be to transport the backhoe, usually to push up the Adelaide River Tip. In the short term this can be accommodated by garaging the small tractor with the front end loader at the Adelaide River Works depot. If the Backhoe is required there are local operators which Council can hire to relocate plant.

The most appropriate item to shift the backhoe around is a suitable trailer which can be towed behind the hook lift truck. The cost of an appropriate trailer is in the order of \$30k to \$40k.

It is proposed to apply for a Special Purpose Grant for his type of trailer.

Council has been updating its utilities regularly over the last couple of years. The current plan is to change over utilities about every five years. The oldest utility in the fleet is a 2013 model which is used as a weed spraying vehicle for the most of the year. The current plant replacement program is that this vehicle is replaced next financial year. It is considered that given this vehicle does less than 10000kms per year it is appropriate that this vehicle is not replaced next year and that it is substituted with a suitable trailer to transport the backhoe.

The preferred option will require staff driving the truck and backhoe to upgrade their licences to a Heavy Combination standard.

The community bus is planned to be replaced this year but it will only occur if Council is successful with a Special Purpose Grant. Another application will be made in the next round due in late February.

BACKGROUND

Nil

COMMENT

The plant replacement program tends to be fairly fluid as Council has been successful on a regular basis with Special Purpose Grants for new plant. Unfortunately these do not generally coincide with the Council's Forward Works Plan.

A tender has been advertised for the purchase of Hook Lift truck. An option has been provided in the tender for a trade in price for the tilt tray truck.

CONSULTATION

Finance Manager

Operations Manager

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council's grant for the Hook lift truck will not cover the entire cost of the new truck. The shortfall will be made up by the sale of the current tilt tray truck. The reduction in flexibility can be accommodated in the short term and the Council can consider the purchase of a suitable trailer in next year's budget and defer the replacement of a utility.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council revise its long term plant replacement program to suit the changing requirements following receipt of a grant for the hook Lift truck.

Moved: Clr.

Seconded: Clr.

7.9 PROPOSED 2017/18 BUDGET AND SHIRE PLAN TIME TABLE

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC 4
Disclosure of Interest:	Nil
Date:	19 th January, 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Nil

SUMMARY

Council is required to prepare an Annual plan and Budget in accordance with the requirements of the Local Government Act and the Regulations. These set out the minimum requirements for the process including public consultation.

The Department of Local Government revised its interpretation of the Act in 2015 and Council made some changes to the process for 2016/17. This ensured that Council had an approved budget by 30th June despite the Legislation advising that the 31st July is the final cut off date.

The process worked well for the 2016/17 year and Council should again adopt it for the 2017/18 Financial Year. The timetable for the process will be as follows:

Time			
Late Feb Early Feb	Newsletter Website Facebook	Invite applications for 2016/7 community grants	
Early March	Newsletter Website Facebook	Invite community comments on existing Long Term and Annual plan	Comments close 7 April 2017
1st or 8th April	Annual shire inspection	Optional.	
18 th April 2017	Council meeting	Consideration of community comments and direction to staff to prepare Annual Plan and Budget.	
16 th May 2017	Council meeting	Presentation to Council of draft Plans, Budget and rate declaration	
17th May 2017	NT News, website, newsletter, Facebook	Advertisement Inviting comment on draft plans, budget and proposed rates.	Comments close 9th June 2017
13 th June 2017	Optional Workshop	To discuss Annual plan and Budget	
20 st June 2017	Council Meeting	Consideration of the draft plans and comments received	
21 th June 2017	Newspaper	Advertise Rates Declaration	
31 st July 2017	DLG	Provide copy of annual plan and Budget	

BACKGROUND

Nil

COMMENT

Nil

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Determines budgets for 2017/18

VOTING REQUIREMENT

Simple majority

DIRECTION

Council direct the CEO to ensure that the process for the Annual Plan and Budget for 2017/18 is completed in accordance with the timetable listed in the body of the report.

7.10 REVIEW OF PURCHASING POLICY

Applicant:	N/A
Location/Address:	N/A
File Ref:	CC/81A
Disclosure of Interest:	Nil
Date:	19 th January 2017
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Purchasing Policy Amended Draft Purchasing Policy

SUMMARY

The purchasing policy is required to be reviewed every four years. The existing Purchasing Policy was introduced to ensure inappropriate procurement was minimised. However in practice the Policy introduces another layer of bureaucracy which adds to costs and the effective management of the operations of the Council.

The proposed changes were referred to the audit Committee for discussion. There were a number of areas that were discussed and additional changes made to the draft policy following the discussion.

These included

1. Reduction in Petty Cash limits to \$150.
2. The Adelaide River store be included in the accounts held at shops.
3. The limit of individual purchases at the stores be reduced to \$50 if the investigation into individual fuel cards for each of the plant is advantageous.
4. The payment prior to of goods section is altered to include a reference to a standard risk assessment form to be developed.
5. Inclusion of bank guarantees as an option for purchases paid prior to delivery.
6. A section to include investigation of registered government procurement contracts.
7. Review of procurement limits before reference to the Council.

The most contentious issue is the procurement limits set for staff. There was a productive discussion in relation to the current clause which requires all purchases of a contractual or capital nature over \$5000 to be presented to Council for approval. The chairman's view was that it was Council's responsibility to set the budget and for staff to work within the budget that Council has set. His view was that the procurement process for individual items is an operational decision and not a decision of the council. The CEO does not have the authority to change the budget or the items listed within the budget. Only Council is able to do this. If a CEO is acting outside of his authority in this case, the Council should be Censoring the CEO and if necessary invoking disciplinary action.

Another member of the committee stated that the Council's involvement in any purchase over \$5000 was a way of controlling a previous CEO unauthorised purchasing.

BACKGROUND

Council last adopted the purchasing policy in July 2012. The policy is due to be reviewed.

COMMENT

The restrictions imposed by the current policy are far in excess of any policies the current CEO has been subject previously. It is the CEOs view is that the monthly reporting requirements are the appropriate place for council to review purchases.

For a small Council such as Coomalie it is appropriate that Council is aware of significant purchases. This is controlled by the current spending limitations. In the case of the CEO, Council has set the limit at \$50,000. This must not exceed the current budgets set by Council.

Council also has control processes in place in that individual items are listed in the budgets.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Part 13 Quotations and Tenders *Local Government (Accounting) Regulations*

POLICY IMPLICATIONS

Purchasing Policy

VOTING REQUIREMENT

Simple majority

RECOMMENDATION	
That the draft Purchasing Policy be referred to Council for discussion and to consider changes to the Purchasing Policy.	
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:	24th January 2017
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 December 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****DECEMBER 2016**

DATE	REFERENCE	DETAILS	AMOUNT
2/12/2016	7770	DT & MG Kerr	9,636.00
6/12/2016	G/L Consolidate	Payroll	20,443.97
8/12/2016	7771	Action Ideas	7,271.98
8/12/2016	7772	Dannah Pty Ltd	98.77
8/12/2016	7773	Cr. Sue Bulmer	450.00
8/12/2016	7774	Cr. Max Corliss	450.00
8/12/2016	7775	Cr. Ewan Crook	450.00
8/12/2016	7776	Darwin Office Technology	384.04
8/12/2016	7777	Fin Bins	4,156.88
8/12/2016	7778	Gaz NT Pty Ltd	23,396.45
8/12/2016	7779	Cr. Dave Gray	450.00
8/12/2016	7780	IBIS Informaton Systems	2,722.50
8/12/2016	7781	Cr. Bruce Jones	850.00
8/12/2016	7782	L&V Nominees Pty Ltd	900.00
8/12/2016	7783	OfficeMax	346.87
8/12/2016	7784	Ooloo Investments Pty Ltd	6,696.05
8/12/2016	7785	Diedre Pickering	2,310.20
8/12/2016	7786	Rum Jungle Construction	616.00
8/12/2016	7787	RS Gardening Care	9,713.48
8/12/2016	7788	Rural Fire Protection	544.50
8/12/2016	7789	S.E. Rentals Pty Ltd	258.63
8/12/2016	7790	Taylors Fencing	418.00
8/12/2016	7791	Cr. Andrew Turner	1,500.00
8/12/2016	536	Jacana Energy	56.19
8/12/2016	537	PowerWater	6,921.74
10/12/2016	Merc Fee Dec 16	Commonwealth Bank of Australia	331.82
12/12/2016	7792	Air Liquide WA Pty Ltd	69.67
12/12/2016	7793	AJ Couriers & Haulage Pty Ltd	82.50
12/12/2016	7794	Area IT Solutions	913.00
12/12/2016	7795	BTC Parts & Accessories Pty Lt	135.00
12/12/2016	7796	Fulton Hogan Industries	1,760.00
12/12/2016	7797	Bruce Mason	1,749.00
12/12/2016	7798	Darwin Bolt Supplies (Normist)	315.85
12/12/2016	7799	NT Rural Pty Ltd TA Territory	3,168.00
12/12/2016	7800	Tick of Approval Pty Ltd	440.00
12/12/2016	7801	Turbo's Tyres	1,218.80
12/12/2016	7802	Vanderfield Northwest	8,553.56
12/12/2016	538	PowerWater	600.46
14/12/2016	7803	Paul Arnold	150.00
15/12/2016	CBA BPay Dec 16	Commonwealth Bank of Australia	64.56
15/12/2016	CBA Tran Dec 16	Commonwealth Bank of Australia	11.88
15/12/2016	CBA Commbiz Dec	Commonwealth Bank of Australia	46.20
16/12/2016	7804	Area IT Solutions	96.48
16/12/2016	7805	Batchelor Service Centre	3,026.39
16/12/2016	7806	Buff Bins NT	1,260.00
16/12/2016	7807	Caslectrix NT	654.00
16/12/2016	7808	Charles Darwin University	243.00
16/12/2016	7809	Fin Bins	2,078.44

16/12/2016		7810	HD Pump Sales & Service	1,450.00
16/12/2016		7811	Limitless Promotions	165.00
16/12/2016		7812	Oolloo Investments Pty Ltd	30,621.10
16/12/2016		7813	Practical Safety Australia Pty	356.40
16/12/2016		7814	Top End Line Markers	5,568.86
16/12/2016		7815	Vanderfield Northwest	89.84
16/12/2016		539	Motor Vehicle Registry	103.05
16/12/2016		540	PowerWater	384.90
20/12/2016	G/L Consolidate		Payroll	21,645.57
20/12/2016	POS Fee Dec 17		Commonwealth Bank of Australia	4.26
20/12/2016	CBA Visa Dec 16		Commonwealth Bank of Australia	921.50
22/12/2016		7816	Action Ideas	3,710.30
22/12/2016		7817	Attache Software Australia Pty	57.50
22/12/2016		7818	B P Australia Limited	555.77
22/12/2016		7819	Fin Bins	2,078.44
22/12/2016		7820	Hosepower	6.55
22/12/2016		7821	DT & MG Kerr	2,112.00
22/12/2016		7822	Bruce Mason	1,210.00
22/12/2016		7823	Norsign NT	693.00
22/12/2016		7824	Oolloo Investments Pty Ltd	15,668.44
22/12/2016		7825	Think Water	469.70
22/12/2016		541	Jacana Energy	2,191.49
22/12/2016		542	Telstra	1,038.27
23/12/2016	Super Nov 2016		Click Super	6,805.68
5/01/2017		7826	Airpower (NT) Pty Ltd	114.97
5/01/2017		7827	Area IT Solutions	1,922.92
5/01/2017		7828	Attache Software Australia Pty	38.00
5/01/2017		7829	Cr. Sue Bulmer	450.00
5/01/2017		7830	Caslectrix NT	616.00
5/01/2017		7831	Cr. Max Corliss	450.00
5/01/2017		7832	Cr. Ewan Crook	450.00
5/01/2017		7833	Darwin Office Technology	131.69
5/01/2017		7834	Fin Bins	2,078.44
5/01/2017		7835	Cr. Dave Gray	450.00
5/01/2017		7836	Higgie Mechanical Engineering	305.00
5/01/2017		7837	Cr. Bruce Jones	850.00
5/01/2017		7838	Norsign NT	269.28
5/01/2017		7839	Diedre Pickering	2,499.30
5/01/2017		7840	Rum Jungle Tavern	962.50
5/01/2017		7841	RS Gardening Care	11,706.96
5/01/2017		7842	S.E. Rentals Pty Ltd	258.63
5/01/2017		7843	The Aust. LG Job Directory	1,732.50
5/01/2017		7844	Topend Windscreens & Tinting	960.00
5/01/2017		7845	Tradelink - Darwin Plumbing S	63.66
5/01/2017		7846	Turbo's Tyres	2,583.20
5/01/2017		7847	Cr. Andrew Turner	1,500.00
5/01/2017		7848	Zip Heaters (Aust) Pty Ltd	58.96
			TOTAL	256,370.49

RECOMMENDATION

That Council approve and pass for payment of the December 2016 payment register totalling **\$256,370.49**

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:	24th January 2017
Author:	Melissa Kerr, Finance Manager
Attachments:	Detailed Financial Summary – Quarter 2 December 2016

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 December 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 31ST DECEMBER 2016					
Cash at Bank					
Cash on Hand					\$ 1,000.00
Cheque Account					\$ 56,400.16
Investment Account					\$ 2,050,000.00
Trust Account					\$ 236,691.76
Total Cash at Bank					\$ 2,344,091.92
Debtors					
	Current	30 Days	60 Days	90 Days	
Trade ***	-	41,130.00	602.50	2,520.70	\$ 44,253.20
Rate Arrears	-	-	-	163,254.68	\$ 163,254.68
Rates paid in advance	- 12,813.11	-	-	-	-\$ 12,813.11
Total Debtors					\$ 194,694.77
Creditors					
	Current	30 Days	60 Days	90 Days	
	-	-	-	-	\$ -
Total Creditors					\$ -
Reconciliation of Funds					
Balance as per General Ledger					\$ 294,091.92
Add outstanding Debtors					\$ 194,694.77
Less outstanding Creditors					\$ -
Add Investment Account					\$ 2,050,000.00
Total Cash & Receivables Available					\$ 2,538,786.69
*** Trade Debtors					
Top End Buffalo - IN ADMINISTRATION				2,410.70	
Dept of Housing - Wheelie Bin				110.00	
BIITE - Pool Fees AIDP			217.50		
Comserv - Hire Tipper			385.00		
AR School - Wheelie Bin		110.00			
RS Gardening Care - Glyphosate		120.00			
Dept of Transport - AR Feasibility Study		40,000.00			
Scope Building - Tip Fees		100.00			
Sterling NT - Tip Fees		800.00			
	-	41,130.00	602.50	2,520.70	

COOMALIE COMMUNITY GOVERNMENT COUNCIL

GRANT REPORT FOR THE PERIOD ENDING 31ST DECEMBER 2016

Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
14/10/2015	AR Tourist Precinct Feasibility	Dept of Transport	\$ 80,000.00	\$ 32,061.86	\$ 47,938.14	31/12/2016
31/05/2016	Regional Ec Infrastructure Cheeney Rd	Dept of Transport	\$ 1,743,687.00	\$ 1,394,792.08	\$ 348,894.92	31/12/2016
27/04/2016	Havlik Castle Upgrade	Dept Infrastructure Regional Dev	\$ 10,000.00	\$ 9,895.75	\$ 104.25	31/10/2016
13/05/2016	SPG - Hook Bins	Dept of Local Government	\$ 114,650.00	\$ 108,650.00	\$ 6,000.00	30/06/2017
26/08/2016	SPG - Boundary Consultancy BCWLGAG	Dept of Local Government	\$ 27,800.00	\$ 19,432.00	\$ 8,368.00	30/06/2017
31/08/2016	Community Libraries	Dept of Arts and Museums	\$ 50,757.00	\$ 21,978.88	\$ 28,778.12	31/08/2017
15/09/2016	Territory Remembers 2017	Dept of Arts and Museums	\$ 5,000.00	\$ -	\$ 5,000.00	30/04/2017
17/11/2016	Anzac Day 2017	Dept of Chief Minister	\$ 7,000.00	\$ -	\$ 7,000.00	31/05/2017
25/11/2016	Youth Vibe Holiday Grant - SHP Jan 2017	Dept of Chief Minister	\$ 1,300.00	\$ -	\$ 1,300.00	28/02/2017
20/12/2016	Youth Week	Dept of Chief Minister	\$ 2,000.00	\$ -	\$ 2,000.00	9/05/2017
22/12/2016	SPG - Hook Truck	Dept of Local Government	\$ 149,000.00	\$ -	\$ 149,000.00	30/06/2017
6/12/2016	Australia Day 2017	Australia Day Council NT	\$ 1,500.00	\$ -	\$ 1,500.00	31/03/2017
			\$ 2,192,694.00	\$ 1,586,810.57	\$ 605,883.43	
		Cash and Receivables			\$ 2,538,786.69	
		Unspent Grants & Subsidies			\$ 605,883.43	
		Cash Available to Council			\$ 1,932,903.26	

RECOMMENDATION

That Council receives and notes the Finance Report, Grant Report and Monthly Financial Summary for December 2016.

Moved: **Clr.**

Seconded: **Clr.**

9 COMMUNITY RECREATION OFFICERS REPORT

Applicant:	N/A
Location/Address:	N/A
File Ref:	CCGCDocs\CRO
Date:	19 th November, 2016
Author:	Leigh Ashford, Chief Executive Officer
Attachments:	Nil

SUMMARY

The CRO report has not been prepared this month due to illness.

NOTE

For the information of Council.

10 COUNCILLOR REPORTS

10.1 ADELAIDE RIVER MEDICAL CENTRE

Applicant:	Clr Corliss
Location/Address:	Adelaide River
File Ref:	CC/146
Date:	19th January, 2017
Author:	Leigh Ashford. Chief Executive Officer
Attachments:	Nil

SUMMARY

Councillor Corliss has requested that Council discuss operational issues that relate to the provision of adequate medical services at the Adelaide River Medical centre. He will provide a briefing and information at the meeting.

RECOMMENDATION

For Council's Discussion.

Moved: Clr.

Seconded: Clr.

11 USE OF THE COMMON SEAL

Nil

12 GENERAL BUSINESS

Nil

13 CONFIDENTIAL ITEMS

Nil

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 21st February, 2017.