



Coomalie Community Government Council

Meeting date: **Tuesday, 29 May 2012 Started: 6:38 PM Ended: 10:55 PM**

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

Purpose/Notes: **Continuation of adjourned meeting from 15th May 2012.**

Clr. Corliss departed the meeting at 8.11pm.

Chaired by: Clr. Jeff Colver

Minutes rec. by: Melissa Kerr

Attendance:

Present: Clr. Sue Bulmer, Clr. Jeff Colver, Clr. Max Corliss, Clr. Ewan Crook, Clr. Dave Gray,
Clr. Bruce Jones, Melissa Kerr, Clr. Diedre Pickering, Clr. Andrew Turner,

Absent: Clr. Geoff Morton

Guests:

Meeting Documents:

(no documents)

Meeting Minutes:

1. Standing Agenda Items

1.2. Apologies and Leave of Absence

The following apologies are noted:

Clr. Morton apologised he was unable to attend meeting on 29th May 2012

Status: Completed



1.3. 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.

Status: Completed

1.3.1. Declaration of Conflict of Interest

The following conflicts of interest were noted:

- Councillor
- Agenda Item
- Details

Status: Completed

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 localboards - 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.

Report:

Moved Cllr Turner, seconded Cllr. Jones that Council prepare a MOU with Batchelor Area School and Adelaide River Primary School that use of council facilities will be utilised at no cost for students that attend the schools within the Shire. Any schools outside the shire will have to pay for use of facilities. Resolution # 2012/05/15/003

Batchelor Area School Invoice 003916 for oval hire and pool fees be credited. AIF. Carried.

Moved Cllr Crook and seconded Cllr Pickering that an equivalent donation be made annually to Lingalonga Festival and the Adelaide River Show.

Council is to increase their donation to Adelaide River Show for 2011/12 by \$400.

Resolution # 2012/05/15/004

Councillors are to review the Policy Manual to be adopted at June OGM. AIF. Carried.

Documents:

DRAFT Policy Manual.pdf

Status: Completed

1.7. Organisational Chart

Council adopt the Organisational Chart 2012 as presented to account for recent position title changes.

AIF. Carried.

Documents:

Organisational chart 2012.pdf

Status: Completed



1.8. Purchasing Policy

The Purchasing Policy has been reviewed and amended to include the Operations Supervisor having authority to order goods up to the value of \$1,000.

Council adopt the Purchasing Policy Version 1.2 - April 2012 as presented.

Report:

Council discuss at June OGM alterations to the current purchasing policy from 2010, including specifically section 11. Delegations.

AIF. Carried.

Documents:

CCGC Purchasing Policy Version 1.2doc.pdf

Status: Completed

1.9. Shire Plan 2012/13

Council adopt the Shire Plan 2012/13 as presented.

Council will make adjustments to the Shire Plan at June OGM that are both specific and visionary.

Documents:

Coomalie Shire Plan 2012-2013.pdf

Status: Completed

1.10. Boundary Expansion

Clr. Ewan Crook

Councillor Turner was requested and has accepted to give Council a short history on Council's position with boundary expansion.

Council agree to pursue boundary expansion to becoming a sound, financially sustainable shire into the future. The Boundary Consultation/Expansion committee previously consisted of one member, one observer and the Chief Executive Officer.

Council will have Boundary Consultation/Expansion as a standing agenda item to be discussed prior to each OGM from 5.30pm to 6.00pm.

AIF. Carried.

Status: Completed



1.11. Correspondence

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

CEO to advise Operation Pilgrimage there is no financial support at present, ask them dates and duration of stay and to specify what support they want. Suggest Adelaide River with the historical war cemetery and Batchelor for the use during WWII as possible sites.

Council start list of electoral issues with -

1. Failure of provision of dental services and transportation. Resolution # 2012/05/15/005

Report:

Clr. Corliss left the meeting 29th May 2012 at 8.11pm .

Documents:

- Correspondence Inward.pdf
- Correspondence Outward.pdf

Status: Completed

1.12. Financial Reports

Melissa Kerr

The Financial Report contains:

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

Moved Clr. Bulmer, seconded Clr. Gray the financial report is to be received and noted.

AIF. Carried.

Documents:

- Financial Report 2012-04-30.pdf
- Monthly Summary and Grant Report 2012-04-30.pdf
- Payment Register 2012-04-30.pdf

Status: Completed

1.12.1. Bank Signatories

At present, Clrs. Bruce Jones and Andrew Turner are the only active bank signatories. Council amends bank signatories for CBA and TIO to delete Clr. Linda Douglas and Clr. Robbie Bright and add Clr. Jeff Colver.

Resolution #: 2012/05/15/006

Moved by: Clr. Sue Bulmer

Seconded by: Clr. Dave Gray

Status: Carried

Vote:



1.12.2. Audit Committee

The CEO spoke to DLG on 18/04/12 and was advised of audit committee requirements as below:

- The Audit Committee will consist of a Chair (an independent person with financial skills), 2-3 Councillors, CEO (non voting, secretarial position) and Finance Manager (non voting, source of information).
- The committee is to oversee and implement the audit recommendations from the audit and to see that they happen.
- The committee is to review the audit outcomes from the annual audit.
- The committee is responsible for internal controls, financial management policies and recommendations and contingency plans. Moved Clr. Gray seconded Clr. Corliss that Council form an audit committee with Clrs. Colver, Pickering, Crook and Bulmer.
- The CEO is to approach BDO, Deloitte and KPMG to see if they are willing to be the Chair.

Status: Completed

1.13. Chief Executive Officer's Report

Melissa Kerr

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

- CEO to write to Job Find and Territory Housing advising that as of 1/7/12 rent of \$50/day plus gst will be payable on the Rum Jungle Bowls Club building. This will alleviate the maintenance costs of the building.
- CEO to purchase phone system from current office equipment capital budget 110.4051.
- CEO implements master key system from budget savings.
- CEO to find 2009 road report from John Delaney for August road meeting with OM.
- Moved Clr. Turner, seconded Clr. Pickering that Council invite the local schools, COTA, Church and CRO to provide input to the use and consideration of charges for the bus to attend a meeting with Council at 5.30pm on Tuesday 12/6/12. CEO to provide usage ratios of bus. Council will require users of the bus as of 1/7/12 to pay for refuelling the bus.

AIF. Carried.

Documents:

- CEO Report.pdf

Status: Completed

1.15. Community Recreation Officer's Report

Melissa Kerr

Moved Clr. Crook, seconded Clr. Turner the Community Recreation Officer's Report is to be received and noted.

Council congratulates the Community Recreation Officer on the Batchelor Markets success. AIF. Carried.

Documents:

- Community Recreation Officer Report.pdf

Status: Completed



4.4. Conclusion of Confidential Session

Conclusion of meeting on 29th May 2012 at 10.55pm.

Status: Completed

4.5. Next Meeting

The next ordinary meeting of Coomalie Community Government Council will be held at Batchelor on 12th June 2012 at 6.00pm and at Adelaide River Library on 26th June 2012 at 6.00pm

4.6. Conclusion

The meeting concluded at 10.55pm.

Status: Completed

Chair:

Clr. Jeff Colver:

Date:
