



# Coomalie Community Government Council

Meeting date: **Tuesday, 15 May 2012 from 6:00 PM to 9:00 PM**

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

Purpose/Notes: Regular scheduled meeting

Invited Guests: (no guests)

## Meeting Documents:

(no documents)

## Agenda:

### 1. Standing Agenda Items

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#### 1.1. Confirmation of Minutes

Melissa Kerr

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

\* Meeting held on 16th April 2012.

#### Documents:

- Minutes\_16\_04\_2012 PUBLIC.pdf

Page 6-12

### 1.2. Apologies and Leave of Absence

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The following apologies are noted:

### 1.3. Declaration of Conflict of Interest

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

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

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

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

and

(b) to the CEO.

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

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

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

(b) participate in any decision on the question.

#### 1.3.1. Declaration of Conflict of Interest

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The following conflicts of interest were noted:

- Councillor
  - Agenda Item
  - Details
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Melissa Kerr

#### 1.4. Actions Arising

The Actions Arising from Ordinary General Meetings up to and including 15 May 2012 are to be reviewed and confirmed.

##### Documents:

- Actions Arising List 2012-05-15.pdf Page 13-19

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#### 1.5. Elected Member Code of Conduct

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

##### Documents:

- Governance Charter, Code of Conduct, Complaint Resolution.pdf Page 20-39

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#### 1.6. Good Practice Approaches

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

- - Council meetings are public meetings and elected members are reminded to encourage their constituency to attend meetings where it is possible. **Invitations to members of the public and local boards**
- - s.59 states meetings must be convened by the CEO. **CEO role in convening 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. **Business to be considered at meetings**
- - this is dealt with at next item. **Conflict of interest**
- - 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. **Attendance at meetings**
- - 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. **Council policies**

##### Documents:

- DRAFT Policy Manual.pdf Page 40-66

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#### 1.7. Organisational Chart

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

##### Documents:

- organisational chart 2012.pdf Page 67



## 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.

### Documents:

- CCGC Purchasing Policy Version 1.2doc.pdf Page 68-75

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## 1.9. Shire Plan 2012/13

Council adopt the Shire Plan 2012/13 as presented.

### Documents:

- Coomalie Shire Plan 2012-2013.pdf Page 76-90

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## 1.10. Boundary Expansion

Clr. Ewan Crooke

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.

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## 1.11. Correspondence

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

### Documents:

- Correspondence Inward.pdf
- Correspondence Outward.pdf Page 90-113

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## 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

The financial report is to be received and noted.

### Documents:

- Financial Report 2012-04-30.pdf
- Monthly Summary and Grant Report 2012-04-30.pdf Page 114-136
- Payment Register 2012-04-30.pdf

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### 1.12.1. Bank Signatories

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

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### 1.12.2. Audit Committee

I spoke to DLG on 18/04/12 and have been 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.

Council form an audit committee with Clrs. X,X,X and approach X to see if they are willing to be the Chair.

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### 1.13. Chief Executive Officer's Report

Melissa Kerr

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

#### Documents:

- CEO Report.pdf Page 137-138

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### 1.14. Operations Manager's Report

Melissa Kerr

The Operations Manager's Report is to be received and noted.

#### Documents:

- OPERATIONS MANANGER REPORT.pdf Page 139

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### 1.15. Community Recreation Officer's Report

Melissa Kerr

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

#### Documents:

- Community Recreation Officer Report.pdf Page 140

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### 1.16. Library Reports

Melissa Kerr

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

#### Documents:

- AR Library Report.pdf Page 141-143

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### 1.17. Batchelor Swimming Pool & Animal Control

Melissa Kerr

The Batchelor Swimming Pool and Animal Control report is to be received and noted.

#### Documents:

- POOL SUPERVISOR REPORT.pdf Page 144

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## 2. Business Brought Forward From Previous Meetings

