



**AGENDA**

**ORDINARY COUNCIL MEETING**

**21 May, 2013**

## TABLE OF CONTENTS

1	PERSONS PRESENT .....	4
2	APOLOGIES AND LEAVE OF ABSENCE .....	5
3	DECLARATION OF INTEREST OF MEMBERS OR STAFF .....	6
4	PETITIONS AND DEPUTATIONS .....	7
5	CONFIRMATION OF MINUTES.....	8
5.1	CONFIRMATION OF PREVIOUS MINUTES GENERAL MEETING APRIL 16, 2013.....	8
6	OPERATIONS MANAGER’S REPORTS.....	9
6.1	OPERATIONS REPORTS.....	9
6.2	ANIMAL MANAGEMENT OFFICER’S REPORT.....	11
6.3	POOL REPORT.....	12
7	CHIEF EXECUTIVE OFFICER’S REPORTS.....	13
7.1	INCOMING AND OUTGOING CORRESPONDENCE .....	13
7.2	ANNUAL ASSET INSPECTION – 20 <sup>TH</sup> APRIL, 2013.....	15
7.3	QUOTATIONS FOR SUPPLY OF CONCRETE – FOOTPATHS .....	16
7.4	TENDERS ROAD CONSTRUCTION AND GRADING 2013-001.....	18
7.5	TENDERS WASTE COLLECTION – TOWNSITES 2013-002 .....	20
7.6	EXTENSION TO CLEANING CONTRACT PC2012-005 .....	22
7.7	REVIEW OF ACTION ITEMS LIST MAY - 2013 .....	24
7.8	STANDING ORDER – AMALGAMATION REVIEW .....	24
7.9	CEO ACTIVITIES REPORT.....	26
8	FINANCE REPORTS .....	29
8.1	PAYMENT REGISTER.....	29
8.2	FINANCE AND GRANT REPORT, FINANCIAL SUMMARY REPORT .....	31
8.3	INFORMATION TECHNOLOGY UPGRADE .....	36
8.4	FINANCIAL RESERVES POLICY AND SURPLUS FUNDS POLICY.....	38
8.5	INSTALMENT OPTIONS FOR RATEPAYERS.....	39
9	ADMINISTRATION REPORTS.....	41
9.1	USE OF COMMON SEAL.....	41
9.2	COMMUNITY RECREATION OFFICER’S REPORT .....	41
10	LATE REPORTS.....	43
11	ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE .....	44
11.1	MANAGEMENT PLAN FOR DOGS AND CATS .....	44
12	COUNCIL REPORTS.....	45
13	CONFIDENTIAL ITEMS .....	46
13.1	REPORT ON STATUS OF RATE ARREARS.....	<b>Error! Bookmark not defined.</b>
14	GENERAL BUSINESS.....	46

## COOMALIE COMMUNITY GOVERNMENT COUNCIL

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Signed: Lee Farrell Chief Executive Officer

# AGENDA

## ORDINARY COUNCIL MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 21<sup>st</sup> May, 2013 AT 6.00PM

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President of the Shire Council Andrew Turner declared the meeting open at 6.00pm and welcomed all in attendance.

### **1 PERSONS PRESENT**

#### **ELECTED MEMBERS PRESENT**

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

#### **STAFF PRESENT**

Chief Executive Officer	Lee Farrell
Operations Manager	Robert Bright
Administration Manager	Jo'Anne Kinter

#### **PERSONS PRESENT**

Gary Higgins MLA  
Tony Wehr

## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> May, 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	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 21<sup>st</sup> May, 2013.

### 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 Elected Members apologies and/or requests for leave of absence received for the Ordinary General Meeting held 21<sup>st</sup> May, 2013.

**Moved:** Clr.

**Seconded:** Clr.

### 3 DECLARATION OF INTEREST OF MEMBERS OR STAFF

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	
<b>Date:</b>	21 <sup>st</sup> May, 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	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 21<sup>st</sup> May, 2013.

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**

## **4    PETITIONS AND DEPUTATIONS**

## 5 CONFIRMATION OF MINUTES

### 5.1 CONFIRMATION OF PREVIOUS MINUTES GENERAL MEETING APRIL 16, 2013

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> May, 2013
<b>Author:</b>	Jo'Anne Kinter Administration Manager
<b>Attachments:</b>	Copy of Minutes will be tabled at the meeting

#### SUMMARY

Minutes of the Ordinary General Meeting held 16<sup>th</sup> April, 2013 are submitted to Council for confirmation that those minutes are a true and correct record of the meeting.

#### 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 16<sup>th</sup> April, 2013 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

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CCGCDocs\Operations Manager
<b>Date:</b>	15 May 2013
<b>Author:</b>	Robert Bright, Operations Manager
<b>Attachments:</b>	Operations Manager's Report

#### SUMMARY

Operations Manager's report for the Ordinary General Meeting held 21<sup>st</sup> May, 2013.

#### Operations Managers Report May 2013

The grader has started doing a flat open grade on our Rural Roads. The re-sheet and floodway's left in this year's budget will be done shortly.

Have not had too many enquires for the Road Tenders but by the time Council reads this, we will have the Tenders in.

Rick Erkelens Subdivision Road is going well a few changes to the plans have been made on drain ways and putting in a couple of floodway's, the access to the blocks will be done on site once the road is finished.

#### DUMPS

We have opened up the slots in Adelaide River and Batchelor, the Batchelor dump has a while to fill up, but we need a new slot in Adelaide River. This should happen sooner rather than later. Not much we can do to improve the look until we sort out Native Title.

#### RUM JUNGLE LAKE

Have found the survey pegs on the North of 2830 from Poett Road to Lithgow Road and the fire breaks have been put in by Sharon and Jeff Arthur at no cost to Council, this project is on hold until their lease is done.

#### POOL

Need a Closing date and time, (July August September), so that I can get a quote ready to do this work, in the shutdown period. The pumps and electrical quotes I have already got to fix this problem. The toilets and pool surrounds I will get a quote closer to the time. The damaged Shade Sail has been fixed.

#### ADELAIDE RIVER FOOTPATH PROJECT

This will be ready to start on Monday, so if no holdup with concrete supplier at this time we will be going with HSS. I will be personally in charge of this project using approximately 10 to 15 prisoners. Council Staff with the Bobcat will be putting the foundation in. After a couple of days settling in I expect that we will be able to do 60 to 80 metres per day all going well.

The School has requested that we do not have prisoners around the School. When we do the Footpath in front of the School we will do this on the weekend, so there is no problem.

I am waiting for permission from DCI to construct the Footpath on their easement to connect to the BP Service Station.

I will install the new playground at the same time as we are doing the Footpath.

We only have the Prisoners until the end of June, as they are leaving town, so for the next 5 weeks there will be no spare time.

The Staff have been working really well, but Council needs to understand the pressure that they are under at times. I will admit that they see how much pressure I am under at times and are excelling themselves above their duties to take the pressure off of me.

When I came to Council there were six people (including an engineer @ \$1000 for ½ a day), e.g. a full time period contractor and two slashing contractors plus others.

Now there are four of us, no contractors no engineer no full time period contractor.

Council I and my Staff will do all this extra work but something has to give, so I request for you to start considering putting on an extra person.

**VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION**

That Council receives and note the Operations Managers Report for April/May 2013.

**Moved:** Clr.

**Seconded:** Clr.

## 6.2 ANIMAL MANAGEMENT OFFICER'S REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>TH</sup> May 2013
<b>Author:</b>	Trevor Sullivan Animal Management Officer
<b>Attachments:</b>	NIL

### SUMMARY

Animal Management Officer's report for the Ordinary General Meeting held 21<sup>st</sup> May, 2013.

### DOG REPORT

The dog pound has been full for past three weeks.

Pit bull from 3 Kirra – we are still waiting for court order.

On police advice 2 dogs were collected from a camp in the bush behind Flynn Crescent. The dogs belonged to a missing person and were being fed by a friend who could not afford to continue doing so.

A large dog captured at the Flats was added to the pound to make it 4 and full.

3 dogs were processed on Saturday 11<sup>th</sup> May 2013.

Most other complaints are ongoing.

### VOTING REQUIREMENT

Simple majority

### RECOMMENDATION

That Council receive and note the Animal Management Officers Report April/May, 2013.

**Moved:** Clr.

**Seconded:** Clr.

### 6.3 POOL REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> May, 2013
<b>Author:</b>	Trevor Sullivan Pool Supervisor
<b>Attachments:</b>	NIL

#### SUMMARY

Pool Supervisor's reports for the Ordinary General Meeting 21<sup>st</sup> May, 2013.

#### POOL REPORT

<i>Swimming Pool Takings and Statistics</i>									
	<i>Paying at gate swimmers and takings</i>						<i>Pass Swimmers</i>		
<u>Period ending</u>	<u>Adult</u>	<u>Children</u>	<u>Families</u>	<u>Pens</u>	<u>Gate</u>	<u>Passes sold</u>	<u>Pool Takings</u>	<u>Adult</u>	<u>Children</u>
January agenda									
WE 17/4/13	11	23	2	3	71.00	260.00	<b>331.00</b>	8	9
WE 24/4/13	6	6	1	2	32.00	55.00	<b>87.00</b>	15	12
WE 1/5/13	9	7	1	1	44.50		<b>44.50</b>	-	-
WE 8/5/13	8	7	1		34.00		<b>34.00</b>	9	12
<b>TOTALS</b>	<b>34</b>	<b>43</b>	<b>5</b>	<b>6</b>	<b>181.50</b>	<b>315.00</b>	<b>496.50</b>	<b>32</b>	<b>33</b>

Numbers have been steady but not great, generally the pool is very quiet which is possibly due to the changeable weather we are having.

There has been a steady growing swimming club and mornings are proving to be popular.

Shade Cover has been repaired with our insurance claim only being \$954.31 of the replacement cost of \$3223.00.

We are still waiting for new vacuum to arrive.

Pool is running well, water is clear.

#### VOTING REQUIREMENT

Simple majority

#### RECOMMENDATION

That Council receive and note the Pool Supervisor's Reports for April/May, 2013.

**Moved:** Clr.

**Seconded:** Clr.

## 7 CHIEF EXECUTIVE OFFICER'S REPORTS

### 7.1 INCOMING AND OUTGOING CORRESPONDENCE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> May, 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	Nil

#### SUMMARY

Council is provided with items of correspondence of note both received and sent during the months of April/May, 2013.

#### 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

The Hon Warren Snowdon MP	Anzac Centenary grant funding
Dept of The Attorney-General & Justice	Criminal Code Amendment
Minister for Sport & Recreation	Rum Jungle Bowls Club
Dept of Local Government	Councils establishing separate legal entities
City of Darwin	Public Intoxication Forum
Aust. Local Government Association	Regional Cooperation & Development Forum
Batchelor Museum Development Association Inc	Committee of Council
Dept of Correctional Services	Mobile work camp
Cridlands Lawyers	Access agreement with P Pitcher
Rum Jungle Bungalows	BP wrecks in Batchelor
Sharzha Parker	Fire Access trails
Haley Comley	Media release – Territory Heritage
Minister for Lands & Planning & Environment	Chin subdivision financial assistance
Rum Jungle Bungalows	Additional comment on BP wrecks
John Oakley	AN299 rates outstanding
Sharon Reid	BP Service Station Batchelor
Minister for Home Affairs, Minister for Justice	National Crime Prevention Fund
Chief Minister	Mobile telephone services – Batchelor
John Oakley	Road access Chin Subdivision
David Chamberlain	Road access Chin Subdivision

**Correspondence Out**

Skydive Territory	Sponsor Main Event – REL Week
Sharon Dunn	Computer donation
Chief Minister	Mobile phone coverage Batchelor
Tina Nicolson	Dog court order
Tony Wehr	Cats dumped at Council Office
Peter Pitcher	Access Agreement
Mr R Dorgelo	Council planning documents
Peter Pitcher	Access Agreement
Jim Laouris – Deputy Public Trustee	Overriding Statutory Charge
Ms Wendy Smith	Finalisation of Council planning documents
Mr Peter Thornton	Natural Disaster Relief & Recovery Arrangements funding
Sharzha Parker	Fire Access Trails
Mick ( <a href="mailto:damsite2@gmail.com">damsite2@gmail.com</a> )	AN183 outstanding rates
Janice Hills	Business plan – Batchelor Museum

**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 ANNUAL ASSET INSPECTION – 20<sup>TH</sup> APRIL, 2013

<b>Applicant:</b>	Annual Asset Inspection Tour 2013
<b>Location/Address:</b>	Entire Shire
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13 <sup>th</sup> May 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	Notes from Inspection Tour held on 20 <sup>th</sup> April, 2013

### SUMMARY

Councillors' and staff carried out an inspection of Councils assets on 20<sup>th</sup> April, 2013. The notes from the meeting are attached

### BACKGROUND

The inspection carried out covered all the proposed road works programmed for 2013/14, inspection on road works, and asset upgrades undertaken in the current financial year.

### COMMENT

The notes contain the Action agreed to on the inspection. Does Council wish to review / change any of these action points?

### CONSULTATION

Clr E Crook was not in attendance.

### STATUTORY ENVIRONMENT

Not applicable

### POLICY IMPLICATIONS

Council's works plan states that Councils annual asset inspection is held in April of every year.

### FINANCIAL IMPLICATIONS

Not applicable – fuel costs for use of Council bus.

### VOTING REQUIREMENT

Simple majority

### RECOMMENDATION

That Council endorse the Action points as detailed in the notes of the Coomalie Community Government Council Road Inspection held on Saturday 20th April, 2013.

**Moved:** Clr.

**Seconded:** Clr.

### 7.3 QUOTATIONS FOR SUPPLY OF CONCRETE – FOOTPATHS

<b>Applicant:</b>	Quotations for Supply of Concrete - Footpaths
<b>Location/Address:</b>	Adelaide River
<b>File Ref:</b>	G/Grants/Footpaths
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13 <sup>th</sup> May, 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	NIL

#### SUMMARY

The SPG project will commence on 20th May, 2013 for the construction of 1.5m footpath from Stuart Highway to WWII Cemetery. The Grant received was \$247,000.

#### BACKGROUND

In consultation with the Darwin Correctional Centre and Council, it was agreed that as part of the prisoner contribution to the Community they undertake the construction of the concrete footpaths in the Adelaide River Township under the Special Purpose Grant. The Project Manager will be Council's Operation Manager Mr Robbie Bright and he will work closely with the Dept. of Corrections Officers to undertake and complete this project. Prices have been obtained for the supply and delivery of concrete, form work, equipment and material associated with the Project. The Dept. of Correction have advised that their team of workers will only be available until the 30<sup>th</sup> June, 2013, hence the need to commence operations in May to gain the benefit of their labour. Whilst in the area they will also construct the fence and erect the Playground equipment in Adelaide River.

Discussions have been held with the Adelaide River School, Owners of the Adelaide River Inn and Caravan Park to ensure minimal disruption is incurred with the school hours and the operations of local business.

The Prices received are as follows;

Quote for the Adelaide River footpath grant:

App 165 cubic metre

Concrete Supply delivered Adelaide River

HSS NT PTY LTD \$320m<sup>3</sup>+ GST fixed price.

Hanson 340m<sup>3</sup> + GST.Plus extra for a range of items.

Holcum (Ready Mix) \$388m<sup>3</sup> + GST. Plus surcharge extras.

#### COMMENT

The use of prisoners as part of their contribution to Communities will allow Council to extend the Concrete footpath length by and additional 1km. Other works will also be undertaken and a balance will be left to connect the Footpath to the entrance to the WWII cemetery. This work will be subject to Council receiving funding approval to construct the car park. If this does not proceed the path will be constructed in accordance with the car park design.

I have discussed this change in the way the works will be undertaken and the department has requested a letter of change to enable consideration to be given. The Local Government Department did not indicate any objections to the proposed plan and initiative in using prisoners as labour and subsequently extending the footpath dollar.



## CONSULTATION

Department of Local Government  
Department of Correctional Services  
Mr R Bright Operations Manager  
Principal of Adelaide River School T Clegg  
Jason Smith - Owner of Adelaide River Inn and Caravan Park.

## STATUTORY ENVIRONMENT

Local Government Act 2008 requires Councils to call Tender for purchases over \$100,000.

## POLICY IMPLICATIONS

Council's procurement Policy requires Council to seek three quotes for purchase between \$15,000 and \$100,000

### PURCHASES BETWEEN \$15,000.00 AND \$100,000.00

It is Council policy that Council invites written quotations before making a contract for the carrying out of work or the supply of goods or services involving a cost of between \$15,000.00 and \$100,000.00. The invitation must be given to at least three persons who Council considers can meet its requirements at competitive prices.

Records of quotations sought and of offers received must be kept on file in accordance with archival requirements.

## FINANCIAL IMPLICATIONS

The cost of the project for the first section is as follows

Concrete	\$52800
Form Work	\$5000
Material	\$5000
Equipment	\$3000
Council labour& equipment:	\$87,000 = \$152,800 = \$138 Lineal meter.

The Balance of Funds to be applied to additional nominated footpaths in Adelaide River – approx. 500 meters.

## VOTING REQUIREMENT

Simple majority

## RECOMMENDATION

That Council accept HSS NT PTY LTD quotation of \$320m<sup>3</sup>+ GST (fixed price) for the supply and delivery of approx. 165m<sup>3</sup> of pre mixed concrete in Adelaide River.

That Council authorise the CEO to sign off on expenditure that exceeds the \$5000 procurement Policy amount for the acquisition of form work, materials and equipment associated with the SPG project up to the sum of \$10,000 for each area (i.e. form work, material's & equipment ) without further reference to Council.

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**

## 7.4 TENDERS ROAD CONSTRUCTION AND GRADING 2013-001

<b>Applicant:</b>	Tenders closed 15 <sup>th</sup> May, 2013
<b>Location/Address:</b>	Council Facilities
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> May, 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	Minutes of Tender Committee 16 <sup>th</sup> May, 2013 Tender Schedule 2013-001

### SUMMARY

The Tenders for the Road Construction and Road Grading contracts were reviewed by the tender Committee on 15<sup>th</sup> May, 2013. In attendance were Clrs' A Turner, S Bulmer, E Crook, & CEO L Farrell, OM R Bright.

### BACKGROUND

Tenders were invited for the Road Construction and Road Grading for the period ending 30<sup>th</sup> June, 2014 for the Coomalie Shire;

The tender Committee reviewed all tenders.

### COMMENT

Tenders are for a 12 month period expiring on 30<sup>th</sup> June, 2014.

In accordance with Councils operational plan, Tenders are called in April, accepted in May (subject to Budget) and then included in Councils 2013/14 budget.

### CONSULTATION

Tender Committee – refer to Minutes  
All Tenderers

### STATUTORY ENVIRONMENT

#### Local Government Accounting Regulations 29 Tenders

(1) A council must not enter into a contract for the provision of supplies to the council at a cost of more than \$100 000, unless it has first called for tenders for that contract by public notice published in a newspaper circulating in the council's area.

(1A) The notice must contain a statement to the effect that notice of the successful tender will be published on the council's website.

(2) A tender received in response to the public notice may only be opened in the presence of:

(a) the council itself; or

(b) a committee of 3 members of the council's staff delegated by the council to open and consider the tenders and report to the council on the tenders.

(3) If a council accepts a tender for the provision of supplies to the council at a cost of more than \$100 000, it must:

(a) accept the tender by written notice to the person who submitted the successful tender; and

(b) give notice of the successful tender:

- (i) in writing to each other person who submitted a tender; and
  - (ii) by publishing the notice on the council's website.
- (4) Notice for sub regulation (3)(b) must include:
- (a) the name of the person who submitted the successful tender; and
  - (b) the supplies to be provided; and
  - (c) the tender price.”

**POLICY IMPLICATIONS**

Councils Purchasing Policy Clause 8 has been complied with.

**FINANCIAL IMPLICATIONS**

The Budget vs Tender for Road Construction & road Grading is as follows;

Road Construction Budget estimate \$328,100 Tender \$306,136

Road Grading Budget estimate: \$209,500 Tender \$145,848

**VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION**

That subject to the adoption of Council’s 2013/2014 Budget, Council accept Oolloo Investments Tender to undertake the Road Construction program and Road Grading requirements for the period 1st July 2013 to 30th June 2014. All works to be carried out in accordance with Councils tender schedule 2013-001.

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**

**RECOMMENDATION**

That the President and CEO be empowered to sign the contract with Oolloo Investments and use of the common seal

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**

## 7.5 TENDERS WASTE COLLECTION – TOWNSITES 2013-002

<b>Applicant:</b>	Tenders closed 15 <sup>th</sup> May, 2013
<b>Location/Address:</b>	Council Facilities
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> May, 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	Minutes of Tender Committee 16 <sup>th</sup> May, 2013 Tender Schedule 2013-002

### SUMMARY

The Tenders for the Waste Collection contract were reviewed by the tender Committee on 15<sup>th</sup> May, 2013. In attendance were Clrs' A Turner, S Bulmer, E Crook, & CEO L Farrell, OM R Bright.

### BACKGROUND

Tenders were invited for the Waste Collection for the period ending 30<sup>th</sup> June, 2014 for the Coomalie Shire;

The tender Committee reviewed all tenders.

### COMMENT

Tenders are for a 12 month period expiring on 30<sup>th</sup> June, 2014.

In accordance with Councils operational plan, Tenders are called in April, accepted in May (subject to Budget) and then included in Councils 2013/14 budget.

### CONSULTATION

Tender Committee – refer to Minutes  
All Tenderers

### STATUTORY ENVIRONMENT

#### Local Government Accounting Regulations 29 Tenders

(1) A council must not enter into a contract for the provision of supplies to the council at a cost of more than \$100 000, unless it has first called for tenders for that contract by public notice published in a newspaper circulating in the council's area.

(1A) The notice must contain a statement to the effect that notice of the successful tender will be published on the council's website.

(2) A tender received in response to the public notice may only be opened in the presence of:

(a) the council itself; or

(b) a committee of 3 members of the council's staff delegated by the council to open and consider the tenders and report to the council on the tenders.

(3) If a council accepts a tender for the provision of supplies to the council at a cost of more than \$100 000, it must:

(a) accept the tender by written notice to the person who submitted the successful tender; and

(b) give notice of the successful tender:

(i) in writing to each other person who submitted a tender; and

- (ii) by publishing the notice on the council's website.
- (4) Notice for sub regulation (3)(b) must include:
  - (a) the name of the person who submitted the successful tender; and
  - (b) the supplies to be provided; and
  - (c) the tender price.”

**POLICY IMPLICATIONS**

Councils Purchasing Policy Clause 8 has been complied with.

**FINANCIAL IMPLICATIONS**

The Budget vs Tender for Waste Removal is as follows;

Waste Collection Budget: \$57,600 Tender Price \$69519

**VOTING REQUIREMENT**

Simple majority

<b>RECOMMENDATION</b>	
That subject to the adoption of Council’s 2013/2014 Budget, Council accept..... Tender to undertake the Road Waste Collection requirements for the period 1st July 2013 to 30th June 2014. All works to be carried out in accordance with Councils tender schedule 2013-002.	
<b>Moved:</b>	<b>Clr.</b>
<b>Seconded:</b>	<b>Clr.</b>

<b>RECOMMENDATION</b>	
That the President and CEO be empowered to sign the contract with _____ and use of the common seal	
<b>Moved:</b>	<b>Clr.</b>
<b>Seconded:</b>	<b>Clr.</b>

## 7.6 EXTENSION TO CLEANING CONTRACT PC2012-005

<b>Applicant:</b>	NA
<b>Location/Address:</b>	NA
<b>File Ref:</b>	PC 2012-005
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> May 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	Period Contract 2012-005 with variation

### SUMMARY

Period Contract 2012-005 "Cleaning of public toilets and Council assets in the Coomalie Community Council area" is presented to Council for extension. The period contract is for the period 1 July 2012 to 30 June 2013 and subject to possible extensions of a maximum of 2 periods of twelve months.

### BACKGROUND

In May 2012 Tenders were invited for the Cleaning of the following facilities within the Coomalie Shire;

- A. Public Toilets at Nurndina near Rum Jungle Tavern
- B. Office Complex at Cameron Road, Batchelor
- C. Rum Jungle Bowls Club at Pinaroo Cr Batchelor
- D. Public Toilets at Adelaide River War Cemetery
- E. Public Toilet at Myrtle Fawcett Park Adelaide River
- F. Public Toilet at Adelaide River School Library
- G. Public Toilet at Adelaide River Oval
- H. Office situated at Adelaide River.
- I. Public Toilet at Rum Jungle South Lake and rubbish picked up and removed.

The tender Committee reviewed all tenders and recommended the following tenders be accepted by Council.

- Tender A,B,C I – Bruce Mason
- Tender D – Brigitte Evans
- Tender E, F, G, H – Kirsty Higgins

### COMMENT

The cleaning of these facilities has generally been to required standards and OM Robbie Bright has discussed any areas of concern with the contractors. Facilities will continue to be checked regularly by Operations crew and any anomalies reported to the Operations Manager.

**The frequency of service under the current contract needs to be amended to ensure the facilities are cleaned earlier in the day. (see page 18 of contract).**

Recommended changes as follows:

#### Current

- Batchelor Toilets are to be cleaned daily between 8.00am and 10.00am
- Adelaide River Public Toilets at Myrtle Fawcett Park are to be cleaned daily between 8.00am and 10.00am

It is recommended that the facilities listed above are cleaned daily **before 8.00 am** and a variation to Period Contract 2012-005 is made to reflect this change.

#### **New**

- Batchelor Toilets are to be cleaned daily before 8.00am.
- Adelaide River Public Toilets at Myrtle Fawcett Park are to be cleaned daily before 8.00am.

#### **CONSULTATION**

CEO Lee Farrell  
OM Robert Bright  
AM Jo'Anne Kinter

#### **STATUTORY ENVIRONMENT**

##### **Local Government Accounting Regulations 29 Tenders**

(1) A council must not enter into a contract for the provision of supplies to the council at a cost of more than \$100 000, unless it has first called for tenders for that contract by public notice published in a newspaper circulating in the council's area.

(1A) The notice must contain a statement to the effect that notice of the successful tender will be published on the council's website.

(2) A tender received in response to the public notice may only be opened in the presence of:

(a) the council itself; or

(b) a committee of 3 members of the council's staff delegated by the council to open and consider the tenders and report to the council on the tenders.

(3) If a council accepts a tender for the provision of supplies to the council at a cost of more than \$100 000, it must:

(a) accept the tender by written notice to the person who submitted the successful tender; and

(b) give notice of the successful tender:

(i) in writing to each other person who submitted a tender; and

(ii) by publishing the notice on the council's website.

(4) Notice for subregulation (3) (b) must include:

(a) the name of the person who submitted the successful tender; and

(b) the supplies to be provided; and

(c) the tender price."

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

Simple majority

## RECOMMENDATION

That Council approve a 12 month extension of Period Contract 2012-005 "Cleaning of public toilets and Council assets in the Coomalie Community Government Council area" from 1 July 2013 to 30 June 2014 with a variation to the frequency of cleaning as below:

- Batchelor Toilets are to be cleaned daily before 8.00am
- Adelaide River Public Toilets at Myrtle Fawcett Park are to be cleaned daily before 8.00am

**Moved:** Clr.

**Seconded:** Clr.

### 7.7 REVIEW OF ACTION ITEMS LIST MAY - 2013

<b>Applicant:</b>	Nil
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> May 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	Action Items List May, 2013

### 7.8 STANDING ORDER – AMALGAMATION REVIEW

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	Coomalie Councillors
<b>File Ref:</b>	CC/66
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	9 <sup>th</sup> April 2013
<b>Author:</b>	Lee Farrell CEO
<b>Attachments:</b>	Nil

## 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. Clr. Turner has undertaken to provide the initial structures for our decision making.*

*The following is the decision of Council from its July 2012 meeting*

*Moved Clr Gray, Seconded Clr Turner that Councils priority is for the CEO to initiate discussions with the various stakeholders and commence detailed research into the extension of our boundaries to develop (if possible) a sustainable Council that will provide the necessary service and capital expansion required for the total area serviced by the expanded Council. Once all negotiations have been completed with the relevant stakeholders, this proposal be then put out for Community consultation.*

*The following is the decision of Council from its August meeting 2012.*



*Moved Clr. Crook, Seconded: Clr. Turner that to progress the amalgamation question, the President Cr J Colver, Cr A Turner and the CEO meet with representatives of the Department of Local Government NT following the NT Elections on a date to be determined.*

*No action taken at November meeting 2012.*

## **BACKGROUND**

The Deloitte report has now been released and every Councillor has received a copy of this report. This report has been discussed by Council.

## **COMMENT**

15/11/12 Invitation sent to the Minister for Local Government to attend the December meeting of Council.

4/12/12 Cr A Turner and the CEO met with Giovina D'Alessandro Director Local government and Community Services, John DeKoning Deputy Chief Executive, John Tobin Director – Shires Sustainability Project. The points of interest from the meeting were as follows;

- Local Government Department have not tested the water in respect to the amalgamation of Council's
- Local Government Advisory Board has been formed which is made of representatives from Local government and others. Coomalie Council is not represented.
- The Advisory Board will be reviewing the smaller Councils over the next 2 months.
- CCGC Requested financial assistance from the Dept. of Local Government to undertake an in house investigation into the possibilities of including the unincorporated land into the Coomalie Shire. The area did not include Dundee.
- Recommended that Council prepare a financial model for consideration by the Dept. of Local Government by the end of January 2013. The model to include the financial advantages and disadvantages of including unincorporated land into the Coomalie Shire. Dept. advised they will advise Council if funding is available.

### **14<sup>th</sup> December, 2012**

Letter received from Minister for Local Government advising of the establishment of a Regional Governance Working Group to provide advice on the future of local government in the Northern Territory. Refer attached letter

### **20<sup>th</sup> December, 2012**

CEO wrote to Minister for Local Government requesting the President of CCGC be invited to sit on the Local Government Advisory Board.

CEO applied for funding from Department of Local Government for a Special Purpose Grant of \$30,000.00 to assist the Council in undertaking financial modelling relating to viable boundary expansion options. Refer attached letter

### **13<sup>th</sup> February, 2013**

Clr Turner and CEO met with the Minister for Local Government to discuss this issue. Report is as follows

#### **Amalgamations**

The Government's position in relation to Amalgamations, Unincorporated land and where you see the Coomalie Council position in relation to Government's policy.

#### **ACTION:**

Council seeks the Minister's comments and suggested action for Coomalie to remain a Shire in its own right. The Regional Governance Working Group has met on 4 occasions and a report will be released in the immediate future. Is Coomalie to be considered a Regional Council or a Shire? This decision is important in relation to Item 2 below and how the Coomalie Shire is to move forward. **Minister's Comment: If Council can**

*get the unincorporated landowners to agree to join Coomalie Shire he will sign off on those areas of land being incorporated into the Shire of Coomalie.*

**8<sup>th</sup> March 2013**

The Minister for Local Government has approved a SP Grant of \$10k to assist with financial modelling and review of boundary changes.

**May 2013**

Information on the number of lots, roads etc in the unincorporated land area has been requested from the Dept. of Local Government.

**CONSULTATION**

Shire President – Andrew Turner  
Department of Local Government NT

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENT**

Simple majority

**RECOMMENDATION**

**Moved:** Clr.

**Seconded:** Clr.

**7.9 CEO ACTIVITIES REPORT**

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CCGCDocs\CEO
<b>Date:</b>	15 May 2013
<b>Author:</b>	Lee Farrell Chief Executive Officer.
<b>Attachments:</b>	Staff Management Meeting Notes 7 <sup>th</sup> May, 2013 Complaints Register

**SUMMARY**

Chief Executive Officer's report for the Ordinary General Meeting held 21<sup>st</sup> May 2013.

**VOTING REQUIREMENT**

Simple majority

#### RECOMMENDATION

That Council receives and notes the CEO's Activity Report 8<sup>th</sup> April, 2013 to 15<sup>th</sup> May, 2013.

Moved: Clr.

Seconded: Clr.

#### CEO Activities Report 8<sup>th</sup> April, 2013 to 15<sup>th</sup> May, 2013.

##### 1. Grant Funding

###### NT Grants Commission Road Methodology Review

The Northern Territory Grants Commission has advised that they have now considered all submissions relating to the allocation for road funding for 2013/14. The Commission will adopt new weightings as follow:

	New	Old
a. Sealed	27	8
b. Gravel	12	4
c. Formed	7	1
d. Flat Bladed Track	1	0.4
e. Cycle Paths	10	2
f. Sealed Kerbed and guttered		10

The isolation works factor will be removed and be replaced with the location factor which has been used in the methodology for the calculation of general purpose grants for the last three years.

The losses due to the new methodology will be capped at 5%

There was also further agreement that when the NT Government transfers the local roads under its care and management to the respective shire councils the Grants Commission will again review the methodology.

In summary this new methodology will reduce Councils grant from \$398,552 to \$377,190: **Loss of \$19362 or 4.88%**

##### 2. Town Planning Issues.

- a. Elton Consulting inception meeting with Councillors and staff will be held in the Council Chambers, Batchelor on 22<sup>nd</sup> May commencing at 10am. The Business will to commence discussion on the below issues;
  - i. Coomalie Planning Concepts and Land Use Objectives
  - ii. Coomalie Developer Contribution Plan,

##### 3. Waste Disposal Sites – Batchelor and Adelaide River.

- i. Despite constant emails and discussions with Hon Gary Higgins the Native Title issue has not progressed.

##### 4. RDAF – Meeting to fence the Snake Gully Creek Area

Despite constant emails and discussions with Hon Gary Higgins the Native Title issue has not progressed

##### 5. Darwin Correctional Centre.

- a. The Darwin Correctional Centre has set up the temporary work camp at Adelaide River as from 13<sup>th</sup> April, 2013. They have also advertised for nominations for the Community Liaison Committee (Voluntary positions). The Committee will be responsible for receiving, assessing and recommending projects for the Adelaide River region.
- b. Expressions of interest close on 23<sup>rd</sup> may, 2013. This has been advertised in the Stop Press and placed on Council Notice Boards.

## 6. Freedom Of Information –

- a. On 18<sup>th</sup> April 2013 the Admin Manager and I met with Brenda Monaghan Commissioner for Public Interest Disclosures. The session was very interesting and Jo'Anne Kinter will be attending a course in Darwin on Councils rights and obligations under the Freedom of information Act.

## 7. Compliance Review – Department of Local government

- a. As part of our administrative review, Council staff has undertaken a review of all issues associated with the Local Government Act and regulations. With the exception of one minor issue, Council has complied with the 35 page document. The Department of Local Government have advised that a compliance audit of Council will be conducted in 2014.

## 8. Staff management meeting

- a. The staff management meeting was held on 7<sup>th</sup> May, 2013. The notes from this meeting are attached.
- b. Points that require action by Council are as follows
  - i. Batchelor Swimming Pool – Secondary toilets
  - ii. Audit Committee meeting prior to 30/6/2013.
  - iii. Pitcher Subdivision – decision on access entry points
  - iv. Chin estate – No Govt. funding available. Any further action by Council?
  - v. Quarterly payment plan of rates. – Agenda item
  - vi. New Software package – Agenda item.
  - vii. Closure times of Pool – Suggested 21/7 to 16/9. Mazz recommendation is 1/7 to 1/9
  - viii. Special budget Meeting – Proposed 4<sup>th</sup> June, 2013.
  - ix. Adelaide River Footpaths – To commence on 20<sup>th</sup> May, 2013.

## 9. Adelaide River Show

The show will be held over the weekend of 8<sup>th</sup> & 9<sup>th</sup> June, 2013. Council will again be supporting the Adelaide River show and will have a stall in place over the one or two days of the show. The President has asked that each Councillor be in attendance for one or two hour period depending whether we do the two days.

Saturday 8<sup>th</sup> June 9am -3pm

Sunday 9<sup>th</sup> June 9am -3pm.

Please give some thought to this and be prepared to give a time and date when you could do your time on the stall.

## 10. Council Functions

- a. **Opening of The Rum Jungle Bowling Green** – The Hon Gary Higgins officially opened the new green on Sunday 21<sup>st</sup> April 2013. He also stayed on to play in the Bowls event.

## 11. Complaints Register

The Complaints register is attached for Councillors information.

## 12 Dates to remember

- a. 22<sup>nd</sup> May, 2013 – Meeting with Elton Consulting at 10.am
- b. 27<sup>th</sup> May, 2013 – TOPROC meeting Cr Turner
- c. 1<sup>st</sup> June, 2013 – Adelaide River races
- d. 4<sup>th</sup> June, 2013 – proposed Draft Budget Meeting
- e. 8 & 9<sup>th</sup> June, 2013 – Adelaide River Show.

## 8 FINANCE REPORTS

### 8.1 PAYMENT REGISTER

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14 May 2013
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	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 from 1<sup>st</sup> – 30<sup>th</sup> April 2013.

#### 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

### RECOMMENDATION

That Council approve and pass for payment the April 2013 payment register totalling \$ 65,552.30

Moved: Clr.

Seconded: Clr.

### Coomalie Community Government Council

#### Payment Register

#### April 2013

Date	Reference	Details	Amount
2/04/2013	G/L Consolidate	Payroll 2/4/13	17,064.25
3/04/2013	4866	Commonwealth Bank of Australia	22.36
3/04/2013	4867	Commonwealth Bank of Australia	3.97
3/04/2013	4868	Commonwealth Bank of Australia	302.00
9/04/2013	Receiptfinance	Bank Credit	200.00
9/04/2013	4871	Commonwealth Bank of Australia	1.10
11/04/2013	4870	Andrew & Kylie Turner	25.00
15/04/2013	5191	Poolwerx Darwin (L&V Nominees	8,338.00
15/04/2013	5192	Adelaide River Freight Service	38.50
15/04/2013	4869	Gordon & Debra Gale	600.00
15/04/2013	4872	Commonwealth Bank of Australia	12.98
15/04/2013	4873	Commonwealth Bank of Australia	20.90
15/04/2013	4874	Commonwealth Bank of Australia	7.92
16/04/2013	4283	Payroll 16/4/13	16,708.37
16/04/2013	171	Motor Vehicle Registry	646.40
18/04/2013	172	Motor Vehicle Registry	334.80
23/04/2013	458659	Petty Cash Reimbursements	1,340.20
29/04/2013	4877	Gordon & Debra Gale	600.00
29/04/2013	173	Local Govt Super Scheme	1,219.23
30/04/2013	Receiptreceptio	Banked	183.50
30/04/2013	G/L Consolidate	Payroll	17,882.82
			\$ 65,552.30

## 8.2 FINANCE AND GRANT REPORT, FINANCIAL SUMMARY REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14 May 2013
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	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 a finance and grant report and financial summary report to 30<sup>th</sup> April 2013.

### 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

**RECOMMENDATION**

That Council receive and note the financial and grant report and financial summary report to 30<sup>th</sup> April 2013.

Moved: Clr.

Seconded: Clr.

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**Coomalie Community Government Council**


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**Financial Report for the period ending 30th April 2013**


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**Cash at Bank**

Cash on Hand	\$ 2,000.00
Cheque Account	\$ 231,603.12
Investment Account	\$ 688,716.59
<b>Total Cash at Bank</b>	<b>\$ 922,319.71</b>

Debtors	Current	30 Days	60 Days	90 Days	
Trade	-	8,082.65	468.90	2,817.75	\$ 11,369.30
Rates	-	-	-	156,438.59	\$ 156,438.59
<b>Total Debtors</b>					<b>\$ 167,807.89</b>

Creditors	Current	30 Days	60 Days	90 Days	
Trade	11,705.10		-	-	\$ 11,705.10
<b>Total Creditors</b>					<b>\$ 11,705.10</b>

**Reconciliation of Funds**

Balance as per General Ledger	\$ 233,603.12
Add outstanding Debtors	\$ 167,807.89
Less outstanding Creditors	\$ 11,705.10
Add Investment Account	\$ 688,716.59
<b>Total Cash &amp; Receivables Available</b>	<b>\$ 1,078,422.50</b>

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**Coomalie Community Government Council**  
**Grant Report for the period ending 30th April 2013**

<b>Date Received</b>	<b>Grant</b>	<b>From</b>	<b>Amount</b>	<b>Expended to date</b>	<b>Amount Remaining</b>	<b>Acquittal Due</b>
15/06/2009	Developer Contribution Scheme	NTG	\$ 53,500.00	\$ 40,112.65	\$ 13,387.35	30/06/2010. Put towards 2013 review of DCS?
27/03/2012	Skate Ramp Grant - SPG	NTG	\$ 46,000.00	\$ 40,626.82	\$ 5,373.18	30/06/2012
27/06/2012	Adelaide River Access Playground	SPG - Dept Local Government	\$ 54,510.00	\$ -	\$ 54,510.00	30/06/2013
13/07/2012	Mimosa on the Adelaide River Grant	Territory Natural Resource Mgt	\$ 19,000.00	\$ 4,201.82	\$ 14,798.18	15/06/2013
4/10/2012	CCCC Recycling in Coomalie Grant	Keep Australia Beautiful Council	\$ 8,181.82	\$ -	\$ 8,181.82	30/06/2013
3/10/2012	Oh What a Community Feeling	Office of Youth Affairs - NTG	\$ 2,000.00	\$ 1,647.36	\$ 352.64	<b>Acquitted</b>
22/11/2012	EnvironmeNT Grant Gamba	Dept Lands Planning & Environment	\$ 10,000.00	\$ 8,450.00	\$ 1,550.00	1/08/2013
1/03/2013	Batchelor Swimming Pool Upgrade	SPG - Dept Local Government	\$ 50,000.00	\$ 10,925.46	\$ 39,074.54	30/06/2013
25/04/2013	Anzac Day	Dept of Chief Minister	\$ 7,700.00	\$ -	\$ 7,700.00	25/05/2013
			<b>\$ 250,891.82</b>	<b>\$ 105,964.11</b>	<b>\$ 144,927.71</b>	
<b>Cash and Receivables</b>					<b>\$ 1,078,422.50</b>	
<b>Unspent Grants &amp; Subsidies</b>					<b>\$ 144,927.71</b>	
<b>Cash Available to Council</b>					<b>\$ 933,494.79</b>	

**Coomalie Community Government Council**

**Monthly Summary Report**

**April  
2013**

Acc Code	Account Description	Month Actual	YTD Actual	12/13 Budget	11/12 Actual
<b>110 ADMINISTRATION</b>					
<b>110 3899</b>	TOTAL INCOME	4,077	1,376,288	1,258,384	1,165,120
<b>110 4999</b>	TOTAL EXPENSES	31,252	545,429	703,250	800,249
<b>110 5000</b>	SURPLUS / (DEFICIENCY) 110	-27,175	830,859	555,134	364,871
<b>210 PUBLIC CONVENIENCES</b>					
<b>210 4999</b>	TOTAL EXPENSES	0	45,847	80,950	83,948
<b>210 5000</b>	SURPLUS / (DEFICIENCY) 210	0	-45,847	-80,950	-83,948
<b>211 SANITATION AND GARBAGE</b>					
<b>211 3899</b>	TOTAL INCOME	204	277,121	278,811	251,856
<b>211 4999</b>	TOTAL EXPENSES	550	161,036	243,691	187,201
<b>211 5000</b>	SURPLUS / (DEFICIENCY) 211	-346	116,085	35,120	64,655
<b>212 CEMETERIES</b>					
<b>212 3899</b>	TOTAL INCOME	1,909	2,136	250	2,032
<b>212 4999</b>	TOTAL EXPENSES	0	2,701	7,800	4,944
<b>212 5000</b>	SURPLUS / (DEFICIENCY) 212	1,909	-565	-7,550	-2,912
<b>310 PARKS AND GARDENS</b>					
<b>310 3899</b>	TOTAL INCOME	36	4,565	4,382	30,062
<b>310 4999</b>	TOTAL EXPENSES	9,388	152,649	186,470	319,023
<b>310 5000</b>	SURPLUS / (DEFICIENCY) 310	-9,352	-148,084	-182,088	-288,961
<b>311 LIBRARIES</b>					
<b>311 3899</b>	TOTAL INCOME	0	48,858	48,858	47,316
<b>311 4999</b>	TOTAL EXPENSES	2,949	33,019	47,000	47,671
<b>311 5000</b>	SURPLUS / (DEFICIENCY) 311	-2,949	15,839	1,858	-355
<b>312 SPORT AND RECREATION</b>					
<b>312 3899</b>	TOTAL INCOME	1,964	72,875	71,330	598
<b>312 4999</b>	TOTAL EXPENSES	7,222	115,816	214,497	88,927
<b>312 5000</b>	SURPLUS / (DEFICIENCY) 312	-5,258	-42,941	-143,167	-88,329
<b>313 SWIMMING POOL</b>					
<b>313 3899</b>	TOTAL INCOME	789	56,564	55,000	3,247
<b>313 4999</b>	TOTAL EXPENSES	4,860	82,568	157,190	112,416
<b>313 5000</b>	SURPLUS / (DEFICIENCY) 313	-4,071	-26,004	-102,190	-109,169
<b>314 COMMUNITY RECREATION</b>					
<b>314 3899</b>	TOTAL INCOME	30,754	33,244	34,139	86,810
<b>314 4999</b>	TOTAL EXPENSES	6,028	111,868	83,080	99,045
<b>314 5000</b>	SURPLUS / (DEFICIENCY) 314	24,726	-78,624	-48,941	-12,235
<b>410 ROADS</b>					
<b>410 3899</b>	TOTAL INCOME	227	343,967	390,420	384,224
<b>410 4999</b>	TOTAL EXPENSES	11,836	368,878	817,730	765,196
<b>410 5000</b>	SURPLUS / (DEFICIENCY) 410	-11,609	-24,911	-427,310	-380,972

Acc Code	Account Description	Month Actual	YTD Actual	12/13 Budget	11/12 Actual
<b>510</b>	<b>STREETLIGHTING</b>				
<b>510 4999</b>	TOTAL EXPENSES	0	4,510	9,200	9,049
<b>510 5000</b>	SURPLUS / (DEFICIENCY) 510	0	-4,510	-9,200	-9,049
<b>511</b>	<b>TOURISM, PARKING AND OTHER</b>				
<b>511 3899</b>	TOTAL INCOME	16,136	25,645	23,000	19,316
<b>511 4999</b>	TOTAL EXPENSES	100	18,857	55,170	64,840
<b>511 5000</b>	SURPLUS / (DEFICIENCY) 511	16,036	6,788	-32,170	-45,524
<b>512</b>	<b>DOG MANAGEMENT</b>				
<b>512 3899</b>	TOTAL INCOME	355	2,790	2,100	839
<b>512 4999</b>	TOTAL EXPENSES	583	2,867	5,200	5,455
<b>512 5000</b>	SURPLUS / (DEFICIENCY) 512	-228	-77	-3,100	-4,616
<b>513</b>	<b>GLYPHOSATE</b>				
<b>513 3899</b>	TOTAL INCOME	527	6,145	10,000	11,177
<b>513 4999</b>	TOTAL EXPENSES	-7,425	550	10,000	10,496
<b>513 5000</b>	SURPLUS / (DEFICIENCY) 513	7,952	5,595	0	681
<b>514</b>	<b>GAMBA AND WEED MANAGEMENT</b>				
<b>514 3899</b>	TOTAL INCOME	0	29,000	27,091	0
<b>514 4999</b>	TOTAL EXPENSES	7,500	12,652	27,091	0
<b>514 5000</b>	SURPLUS / (DEFICIENCY) 514	-7,500	16,348	0	0
<b>900 3899</b>	<b>TOTAL INCOME</b>	<b>56,978</b>	<b>2,279,198</b>	<b>2,203,765</b>	<b>2,002,596</b>
<b>900 4999</b>	<b>TOTAL EXPENSES</b>	<b>74,843</b>	<b>1,659,247</b>	<b>2,648,319</b>	<b>2,679,031</b>
<b>900 5000</b>	<b>SURPLUS / (DEFICIENCY)</b>	<b>-17,865</b>	<b>619,951</b>	<b>-444,554</b>	<b>-676,435</b>

### 8.3 INFORMATION TECHNOLOGY UPGRADE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CC/227
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	14 May 2013
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	NIL

#### SUMMARY

Council's current IT system comprising Attache accounting and payroll and Lynx rating system is ineffective and inefficient.

#### BACKGROUND

Council currently has three systems to integrate and work with on a daily basis, and it is becoming evident that if Council want to grow and become a productive and income producing entity then we need to consider upgrading our current IT system.

#### COMMENT

Currently the Finance Manager has to manually prepare all Council monthly reports, budgets and end of financial year accounts. We also have to manually import all receipts and banking from the Lynx system into Attache each day. End of month and end of year could be improved by hours each month and by days per end of year. This whole manual process is what local government was like 10-15 years ago. At present Council also has a manual filing system for all properties and correspondence files. This could also be upgraded to a document management system saving days per month manually filing correspondence in the future.

#### CONSULTATION

Consultation with Civica who provide software for Authority and Practical Plus.

#### AUTHORITY

Software (inc Ann Lic Fee year 1)	Annuals (4 years)	Total cost (over 5 years)	Approx costs per annum
<b>\$190,494</b>	<b>\$82,200</b>	<b>\$272,694</b>	<b>\$55,000</b>

#### PRACTICAL

Software (inc ALF year 1)	Annuals (4 years)	Total cost (over 5 years)	Approx costs per annum
<b>\$115,073</b>	<b>\$100,892</b>	<b>\$215,965</b>	<b>\$ 45,000</b>

Practical is the more affordable option above and is used by over 50 Council's in Qld and NSW. It is specifically designed for small rural councils with a rating capacity of up to 10,000 properties. It is easy to use and will allow Council to integrate rates, accounting, receipting and payroll functions in one system. Council will also

have job costing (costing payroll, plant and materials to individual jobs) capabilities to continue completing projects with a profit based outcome for the future. End of month BAS and of year financial reporting produce reports that do not require excessive amounts of manual labour input.

#### **STATUTORY ENVIRONMENT**

As per Accounting Regulations -

##### **Part 5 Accounting records**

##### **12 Accounting records**

(1) A council must keep, by computer, financial records that:

(a) correctly record and explain:

(i) its transactions (including transactions undertaken as trustee); and

(ii) its financial position and performance; and

(b) enable true and fair financial statements to be prepared and audited.

(2) The CEO must ensure that appropriate controls and procedures are implemented and maintained to ensure the integrity and security of the data files and programs.

#### **POLICY IMPLICATIONS**

There are no specific policies that apply to this report.

#### **VOTING REQUIREMENT**

Simple majority

#### **RECOMMENDATION**

That Council upgrade Council's software system to Practical Plus and document management in the 2013/14 budget to a value of \$60,000.00

**Moved:** Clr.

**Seconded:** Clr.

#### 8.4 FINANCIAL RESERVES POLICY AND SURPLUS FUNDS POLICY

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	15 <sup>th</sup> May 2013
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Financial Reserves Policy Surplus Funds Policy

#### SUMMARY

Council do not presently have policies for reserves and surplus funds.

#### BACKGROUND

Nil

#### COMMENT

Nil

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations requires the Council to disclose all specific purpose reserves in its annual financial statement.

Legislation regarding surplus funds - Section 127 of the Local Government Act and Section 13 of the Local Government (Accounting) Regulations.

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Council allocate funds to reserves in 2013/14 budget as per policy.

Simple majority

#### RECOMMENDATION

That Council approve the Financial Reserves and Surplus Funds Policies and allocate funds from the investment account to reserves in the 2013/14 budget.

**Moved:** Clr.

**Seconded:** Clr.

## 8.5 INSTALMENT OPTIONS FOR RATEPAYERS

<b>Applicant:</b>	NA
<b>Location/Address:</b>	NA
<b>File Ref:</b>	NA
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	15 May 2013
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

### SUMMARY

If Council issue rates with payment option of four instalments throughout the year it would have a significant effect on our cash flow for the year.

### BACKGROUND

Council currently issues rates with one payment due date. Several ratepayers have requested Council have a payment option of four instalments per annum to pay rates.

### COMMENT

If Council want to implement paying rates over four instalments then it would be prudent to increase rates another 2% to offset loss of income and Council's printing costs would double from \$2,000 to \$4,000.

### CONSULTATION

Nil

### STATUTORY ENVIRONMENT

#### 159 Rates notice

(1) At least 28 days before the payment of the rates (or the first instalment of the rates) falls due, the council must issue an account for the payment of rates (a **rates notice**) for each allotment.

(2) The rates notice must be given if practicable to the principal ratepayer for an allotment or, if it is not practicable to do so, to any other ratepayer for the allotment.

(3) The rates notice must:

(a) state the due date for payment of the rates and, if payment by instalment is allowed, the due date for payment of the first instalment; and

(b) must be given at least 28 days before the due date for payment of the rates or the first instalment of the rates.

(4) Non-compliance with subsection (3)(b) does not invalidate the rates notice.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

This year rates of approximately \$900,000 were issued in August. By the due date in September Council received about \$590,000 in rate revenue. Another \$120,000 was received in October, the month after due date. This left a balance of about \$190,000 in rate arrears to collect over the next eight months.

By implementing four instalments and assuming the same amount of rate arrears, we would receive approximately \$180,000 ( $\$710,000/4$ ) in September, December, March and June. This would equate to lost

interest income of around \$20,000 per annum. To offset this loss, Council would need to increase rates by another 2% (20,000/710,000) to implement four instalments.

There would also be double the printing costs associated if Council chose to send out notices to ratepayers quarterly. This would increase from about \$2,000 to \$4,000.

#### **VOTING REQUIREMENT**

Simple majority

#### **RECOMMENDATION**

That Council increase rates and charges by 2% if they implement paying rates by four instalments.

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**



## 9 ADMINISTRATION REPORTS

### 9.1 USE OF COMMON SEAL

Nil

### 9.2 COMMUNITY RECREATION OFFICER'S REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	CCGCDocs\CRO
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	10 April 2013
<b>Author:</b>	Marilyn Morris, Community Recreation Officer
<b>Attachments:</b>	NIL

#### SUMMARY

Community Recreation Officer reports for the Ordinary General Meeting 21<sup>st</sup> May, 2013.

#### ANZAC DAY REPORT

Council receive a grant of \$7700 for Anzac Day

#### Expenditure

- \$700.00 – Nick Belfield for Harvard flyover
- \$100.00 – Donation to St John's
- \$810.00 – Eyesight Security
- \$255.00 - Accommodation
- \$2860.00 - Sound Engineer and Lighting
- \$2000.00 - Ablution block (hire of ablution, transfers and pump out)
- \$4000.00 - ARSS Club breakfast donation
- \$300.00 - Add in Territory Regional Weekly
- \$381.72 - Wreaths for FOC's. \$2100debit to Flowers by Elise / \$1718.28credited to Council by wreath orders
- \$97.55 - Batteries and other items
- \$77.86 - Mozzie Repellent
- \$807.49 - Council Works Crew 15 hours @ double time and a half
- \$366.18 - Glowstix candles - returned \$532.65 to Council when sold at front entrance
- \$850 00 - Overtime for 3 staff from Operations to work on Anzac Day.

**\$945.40 - donation boxes at War Graves on Anzac morning - total amount received sent by money order to Returned Services League in SA for poppies made and donated to Council. If donated to us – we can sell and return monies to RSL; otherwise we buy from RSL and sell ourselves for profit.**

#### Ideas and comments

Thank you to all Council staff and President Andrew Turner for taking care of Her Honour on the 24<sup>th</sup>. A very special thank you to Councillor Max Corliss without Max I could not have managed on the 24<sup>th</sup> and he was there to cheerfully help again on the 25<sup>th</sup>.

### **Michael Jones - FLGOFF 452 SQN TDL FLT**

The lights on the steps are a must though. Maybe just one point, it seemed to take an inordinate amount of time to lay the wreaths - maybe the MC could let people know that more than one person at a time could go up and lay a wreath? As it was some of my guys were reaching their limit after standing at attention for over an hour for the ceremony. All in all though, a great ceremony as it always is.

**Email for Jo'Anne Kinter** Andrew Turner and I discussed how good ANZAC day was once again. I asked if there was any history on why Council organised the wreaths and he is not aware of any. He was saying that in some areas people are placing books instead of wreaths and these are donated to the school – Not a bad idea. The other comment made was that there wasn't anywhere at the breakfast for people to make a donation for the breakfast. I think we should look at charging everyone a small fee in future for breakfast to help Council recoup some costs – perhaps \$5.00 per head, what do you think?

### **Email response from Mazz**

The ARSS Club usually have gold coin donation tins at the breakfast and they walk around with them. Last year they got an extra \$1000 apparently, which helped them to cover the costs. I queried them this year afterwards and they said the tins were on the bar for people to donate into – but obviously no one circled the crowd with the tins. Their volunteers were stretched too thin – pity as would have got way more cash.

The NT Scouts counted 1859 people leave the War Graves after the service – so that is the number we are working with.

The breakfast donation is \$4000 to the ARSS from the Council – so approx \$2.35 per person – plus extra costs to ARSS Club for the extra items they hired from Darwin.

I think the gold coin donation tins should be continued to be an extra source of funds to the ARSS Club – just need to be sure someone is given the job of collecting. This is definitely something we don't want the responsibility of running and they do a great job. Plus a long standing tradition and a beautiful venue.

Yes – the books are a great idea and appear to be getting more popular. After much thought, I agree with not doing the wreath orders – but continue with the seating plan which has a section for people to advise if laying a wreath or book and under what title, so we can still have wreath or book laying groups in some order for the VIP's, businesses etc...

The Shire now pays for the wreaths for the MC, singers, piper, bugler, FERG, ST John's.

I think the Shire should continue to pay for wreaths and accommodation at Mt Bundy / camping fee at ARSS for our performers and MC, if required. The accom and FOC wreath has been our way of saying thank you and that we appreciate their time spent on practising, driving down for rehearsal and being a part of the Service. This makes our Dawn Service crew feel like they are not taken for granted and I think it is very important that we continue on with the good feeling that exists between us all – especially as we head towards the Centenary years.

**Senator Nigel Scullion** – Senator Scullion suggested several fundraising ideas – as the 2014 and 2015 Dawn Services will be catering to a bigger audience. He is aware that the Coomalie Shire Council, local residents, businesses and volunteers have continually hosted and paid out for this fantastic Dawn Service year after year. Discussions focused on the Coomalie Shire 'owning' and hosting a major fundraising dinner up in Darwin with special guest speakers and major business groups buying their own table. Senator Scullion has offered to support and promote this event and seek out guest speakers.

### **APRIL/MAY REPORT**

**May Monthly Markets** – Busier than April with two additional stallholders who brought along an abundance of local vegetables and also seedlings. A bigger crowd passed through and all marketeers were happy with their sales for the day. A big sandwich board was made up from left over materials sourced from all around by 'Middy' – which I then painted black and we now have a great blackboard to use as our main market sign out at the highway. The June markets will possibly be held at the Adelaide River Show on Sunday 9<sup>th</sup> June (90%

have agreed and don't mind where it is held) – as this is the same weekend as our market date. Waiting on a response from ARSS Club meeting on Thursday 16<sup>th</sup> – I will then discuss with marketeers.

**Friday Night Fun** – now running fortnightly and progressing nicely with art and craft, bar-b-q, movie and basketball. Fred Murphy from NT Govt Sport and Rec visited us again last Friday 10<sup>th</sup> May. He helped the two newly trained umpires from Woolaning Christian College to manage the basketball court area. There followed three hours of playoffs, ball skills and 2 great games which saw the kids from Woolaning and Batchelor mixing their teams and all working together. This has taken three months for the Batchelor children to gain enough confidence to all mix together.... Very exciting for all.

**Coomalie Swimming Group** – We have had two weeks off and just began swimming again last week 8<sup>th</sup> May. A quiet afternoon and wondered if everyone is too cold already. Swimming again on 15<sup>th</sup> and planned for 22<sup>nd</sup> as well. We will see how each of these two sessions go – before making a decision on when to stop the Swim Group for the dry. This of course will be guided by the pool closure times.

**Grants** – Submitted Seniors Month grant and waiting to hear back about the School Holiday grant submission for the June July Holidays. The Lingalonga Festival and 60 year celebration preparations have continued to progress with another grant submitted by Lisa Wain for the 60 years Reunion.

**Lingalonga and 60 years committee** - The committees both had volunteers who helped out at the recent Blood Sweat and Fears event at Lake Bennett. We jointly worked on directing the car parking and also a tea, coffee and cake stall on the Sunday morning. The group made \$440 from parking and \$150 from tea and coffee. Also have raised an additional \$200 from cakes stalls at the April and May markets in Batchelor. Besides the fundraising efforts by committee – Ros Jones has had many donations from out of town people coming to the reunion who wanted to help out by donations. Judy McGinn is also very proactive at the Post Office and General Store with fundraising.

**Adelaide River School** – I have been in touch with Tony Clegg from the Adelaide River School and offered to spend time with them either at the School or after hours doing sport with the local children. I am waiting on a response from Tony – advising where I may be most needed.

#### **VOTING REQUIREMENT**

Simple majority

#### **RECOMMENDATION**

That Council receives and notes the Community Recreation Officer's reports for April/May, 2013.

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**

#### **10 LATE REPORTS**

## 11 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

### 11.1 MANAGEMENT PLAN FOR DOGS AND CATS

<b>Applicant:</b>	Clr B Jones – Management Plan for Dogs and Cats
<b>Location/Address:</b>	Batchelor
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	13 <sup>th</sup> May, 2013
<b>Author:</b>	Lee Farrell, Chief Executive Officer
<b>Attachments:</b>	City of Darwin Animal Management Plan – Cats. Darwin City Council email information.

#### SUMMARY

The following email request has been received from Cr B Jones on 1<sup>st</sup> May, 2013.

*Hi All*

*I would like the Council to discuss the regulations on animal control at the May Council meeting as an Agenda item.*

***Clr S Bulmer added the following comments by email;***

*I agree .I have been looking up regulations under the conservation acts and animal control. All states and ACT have regulations on cats and dogs all except WA and SA have to be micro chipped some at 3 months some at 6 months. WA cats must be micro chipped. SA all cats and dogs must be registered .I haven't found any for NT yet but there is a lot to go through and I don't have a great deal of time .I'm sure there must be something under conservation about cats especially dumping of them in bush .There is the Environment Protection & Biodiversity conservation act 1999 ,there's a Territory Parks & Wildlife Act 2006 and possibly a lot more. I haven't had time to go through these yet maybe the CEO could do some research before the meeting. The Conservation Commission may be able help with info. I think it would take about 18 months to get a new by law through but if there something under a government act it should be applicable now. Coomalie only have by-laws on dogs and litter .The litter one has a bit in it about dead animals but not live ones.*

#### BACKGROUND

The City of Darwin has an Animal Management Plan that defines the roles and responsibility of owners, penalties and enforcement of the Act. A copy relating to cats is attached.

The Department of Land and Resource Management have a feral cat plan – the main emphasis for the control of feral cats is baiting – see attached.

Department of Local Government: Animal Welfare Advisory Committee - a LGANT member sits on this Committee.

#### COMMENT

The control of feral and domestic cats is an area that Local Government has historically not become involved with. This has change in the last decade and some Councils have introduced By-Laws and License fees to assist with the management of these pets. The introduction of a Management Plan/ By- Laws will require enforcement and currently with the limited time our Dog Catcher has available, enforcement will be an issue unless Council is prepared to allocate additional funding to this task. The other issue is that Council will need to construct a separate Cat Pound to house these animals. Feral cats are another issue and this should be left to the Department of Land and Resource to undertake.

**CONSULTATION**

Darwin City Council – Ranger – Refer to attached information.

**STATUTORY ENVIRONMENT**

Coomalie (Dog Management) by-laws

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

Cost involved in the development of By-laws

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That**

**Moved:**                      **Clr.**

**Seconded:**                      **Clr.**

**12 COUNCIL REPORTS**

### **13 CONFIDENTIAL ITEMS**

The information is classed as confidential under Clause 9(c) of the Local Government (Administration) Regulations 2008.

### **14 GENERAL BUSINESS**

### **15 NEXT MEETING**

The next Ordinary General Meeting of Coomalie Community Government Council will be held at Batchelor on 18<sup>th</sup> June, 2013.