MINUTES

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 .......................................................... 5
4 PETITIONS AND DEPUTATIONS .................................................................................................... 6
5 CONFIRMATION OF MINUTES ........................................................................................................ 7
  5.1 CONFIRMATION OF PREVIOUS MINUTES GENERAL MEETING APRIL 16, 2013 .................... 7
6 OPERATIONS MANAGER’S REPORTS .............................................................................................. 8
  6.1 OPERATIONS REPORTS ............................................................................................................. 8
  6.2 ANIMAL MANAGEMENT OFFICER’S REPORT ........................................................................ 10
  6.3 POOL REPORT ............................................................................................................................ 11
7 CHIEF EXECUTIVE OFFICER’S REPORTS ..................................................................................... 12
  7.1 INCOMING AND OUTGOING CORRESPONDENCE ................................................................ 12
  7.2 ANNUAL ASSET INSPECTION – 20TH APRIL, 2013 ............................................................... 14
  7.3 QUOTATIONS FOR SUPPLY OF CONCRETE – FOOTPATHS .................................................... 15
  7.4 TENDERS ROAD CONSTRUCTION AND GRADING 2013-001 ................................................ 17
  7.5 TENDERS WASTE COLLECTION – TOWNSITES 2013-002 .................................................... 19
  7.6 EXTENSION TO CLEANING CONTRACT PC2012-005 ............................................................. 21
  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 ....................................................................................................................... 28
  8.1 PAYMENT REGISTER .................................................................................................................. 28
  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 .............................................................................................................................. 44
  10.1 SALE OF DEADMAN BLOCKS .................................................................................................. 44
11 ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE ................................................... 45
  11.1 MANAGEMENT PLAN FOR DOGS AND CATS .................................................................... 45
12 COUNCIL REPORTS ...................................................................................................................... 46
13 CONFIDENTIAL ITEMS .................................................................................................................. 47
14 GENERAL BUSINESS ..................................................................................................................... 47
COOMALIE COMMUNITY GOVERNMENT COUNCIL DISCLAIMER

No responsibility is implied or accepted by the Coomalie Community Government Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The Coomalie Community Government Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Coomalie Community Government Council during the course of any meeting is not intended to be and is not taken as notice of approval from the Coomalie Community Government.

The Coomalie Community Government Council advises that anyone who has any application lodged with the Coomalie Community Government Council shall obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Coomalie Community Government Council in respect of the application.

Signed: Lee Farrell Chief Executive Officer
MINUTES

ORDINARY COUNCIL MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHelor

ON TUESDAY 21st May, 2013 AT 6.04PM

President of the Shire Council Andrew Turner declared the meeting open at 6.04pm 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        Member for Daly
Tony Wehr
Prue King
Lee Anne Mahaffey
Andre Scarton
Leonie Dickinson
Ken Cunningham
Julie Cunningham
Steve Deveraux
2 APOLOGIES AND LEAVE OF ABSENCE

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

NO APOLOGIES RECEIVED FOR THIS MEETING

3 DECLARATION OF INTEREST OF MEMBERS OR STAFF

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

NO DECLARATIONS OF INTEREST FOR THIS MEETING
4 PETITIONS AND DEPUTATIONS

Tony Wehr
Prue King
Lee Anne Mahaffey
Andre Scarton
Leonie Dickinson
Ken Cunningham
Julie Cunningham
Steve Deveraux

Community members (from Batchelor) listed above presented a paper on the issues and possible solutions for residents relating to animal management. The delegation asked for Council to consider the issues raised and provide a response at the next Council meeting in June 2013.

Issues Raised

- Development of a Management Plan
- roaming dogs;
- barking dogs;
- feral/wild cats;
- unhealthy and uncared for animals:
- the number of dogs per household:
- education;
- de-sexing and
- the availability of grant funding

Gary Higgins MLA

- Native title – there are issues with the Northern Land Council
- Government Contracts – Has asked for a brief from the Dept. of Transport regarding Government Contracts.
- Amalgamation Review
  - Council requested the support of the Government for the inclusion of unincorporated land into the Coomalie Shire.
  - Consideration that no new subdivisions be approved unless they are within a Local Government Area.
- Anzac Day – This event continues to grow as does Council’s contribution. Seeking additional funding support from NT Government.
- Dogs – Is Government Funding available for de-sexing of dogs.
- Meetings - Gary will try to attend every second Council meeting.

President declared meeting closed for dinner at 7.16pm
President reconvened the meeting at 7.30pm
CONFIRMATION OF MINUTES

CONFIRMATION OF PREVIOUS MINUTES GENERAL MEETING APRIL 16, 2013

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

SUMMARY

Minutes of the Ordinary General Meeting held 16th 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

RESOLUTION 21/05/2013/001

That the minutes of the Ordinary General Meeting held 16th April, 2013 be confirmed by Council as a true and correct record of the meeting.

Moved: Clr. Gray
Seconded: Clr. Corliss
Carried
6 OPERATIONS MANAGER’S REPORTS

6.1 OPERATIONS REPORTS

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

SUMMARY

Operations Manager’s report for the Ordinary General Meeting held 21st 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.

RESOLUTION 21/05/2013/002

That Council approve the programmed Wet Roll and Grade - Type 2 of Council’s gravel Rds.

Moved: Clr. Crook
Seconded: Clr. Jones  Carried

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.
RESOLUTION 21/05/2013/003
That Council approve the annual closure of the Batchelor Swimming Pool from close of business on the 30th June reopening on the 1st of September each year.

Moved: Clr. Jones
Seconded: Clr. Corliss

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.

ACTION: CEO to develop a Management Plan to identify staff requirements this to be submitted to Council for consideration.

VOTING REQUIREMENT
Simple majority

RESOLUTION 21/05/2013/004
That Council receives and note the Operations Managers Report for April/May 2013.

Moved: Clr. Crook
Seconded: Clr. Jones

Carried
6.2 ANIMAL MANAGEMENT OFFICER’S REPORT

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Address:</td>
<td>N/A</td>
</tr>
<tr>
<td>File Ref:</td>
<td>N/A</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Nil</td>
</tr>
<tr>
<td>Date:</td>
<td>16TH May 2013</td>
</tr>
<tr>
<td>Author:</td>
<td>Trevor Sullivan Animal Management Officer</td>
</tr>
<tr>
<td>Attachments:</td>
<td>NIL</td>
</tr>
</tbody>
</table>

SUMMARY

Animal Management Officer’s report for the Ordinary General Meeting held 21st 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 11th May 2013.

Most other complaints are ongoing.

RESOLUTION 21/05/2013/005

That in accordance with section 41 2(a) Coomalie (Dog Management) By – Laws Council is of the opinion that the Pit Bull dog from 3 Kirra Cres currently impounded in the Council pound is dangerous, savage and unregistered and therefore approves of the CEO having this dog destroyed.

Moved: Clr. Bulmer
Seconded: Clr. Jones
Carried

VOTING REQUIREMENT

Simple majority

RESOLUTION 21/05/2013/006


Moved: Clr. Crook
Seconded: Clr. Gray
Carried
6.3 POOL REPORT

Cllr Bulmer left the Chambers at 8.42pm

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

SUMMARY
Pool Supervisor’s reports for the Ordinary General Meeting 21st May, 2013.

POOL REPORT

<table>
<thead>
<tr>
<th>Period ending</th>
<th>Adult</th>
<th>Children</th>
<th>Families</th>
<th>Pens</th>
<th>Gate</th>
<th>Passes sold</th>
<th>Pool Takings</th>
<th>Adult</th>
<th>Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>January agenda</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WE 17/4/13</td>
<td>11</td>
<td>23</td>
<td>2</td>
<td>3</td>
<td>71.00</td>
<td>260.00</td>
<td>331.00</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>WE 24/4/13</td>
<td>6</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>32.00</td>
<td>55.00</td>
<td>87.00</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>WE 1/5/13</td>
<td>9</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>44.50</td>
<td>44.50</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>WE 8/5/13</td>
<td>8</td>
<td>7</td>
<td>1</td>
<td></td>
<td>34.00</td>
<td>34.00</td>
<td>34.00</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>TOTALS</td>
<td>34</td>
<td>43</td>
<td>5</td>
<td>6</td>
<td>181.50</td>
<td>315.00</td>
<td>496.50</td>
<td>32</td>
<td>33</td>
</tr>
</tbody>
</table>

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
RESOLUTION 21/05/2013/007

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

Moved: Clr. Corliss
Seconded: Clr. Gray
Carried

7 CHIEF EXECUTIVE OFFICER’S REPORTS

7.1 INCOMING AND OUTGOING CORRESPONDENCE

| Applicant: | N/A |
| Location/Address: | N/A |
| File Ref: | N/A |
| Disclosure of Interest: | Nil |
| Date: | 21st May, 2013 |
| Author: | Lee Farrell, Chief Executive Officer |
| Attachments: | 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 wreaks 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 wreaks |
### Correspondence Out

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Oakley</td>
<td>AN299 rates outstanding</td>
</tr>
<tr>
<td>Sharon Reid</td>
<td>BP Service Station Batchelor</td>
</tr>
<tr>
<td>Minister for Home Affairs, Minister for Justice</td>
<td>National Crime Prevention Fund</td>
</tr>
<tr>
<td>Chief Minister</td>
<td>Mobile telephone services – Batchelor</td>
</tr>
<tr>
<td>John Oakley</td>
<td>Road access Chin Subdivision</td>
</tr>
<tr>
<td>David Chamberlain</td>
<td>Road access Chin Subdivision</td>
</tr>
</tbody>
</table>

### 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

### RESOLUTION 21/05/2013/008

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

Moved: Clr. Crook  
Seconded: Clr. Corliss  
Carried

Clr Bulmer returned to the Chambers at 8.45pm.
7.2 ANNUAL ASSET INSPECTION – 20TH APRIL, 2013

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

SUMMARY
Councillors’ and staff carried out an inspection of Council’s assets on 20th 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?

ACTION: Take out the opening flat grade and change to wet roll and grade type 2, on page 2 of the Notes from Inspection tour held on 20th April, 2013.

CONSULTATION
Clr E Crook was not in attendance.

STATUTORY ENVIRONMENT
Not applicable

POLICY IMPLICATIONS
Council’s works plan states that Council’s 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
RESOLUTION 21/05/2013/009

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

Moved: Clr. Jones
Seconded: Clr. Gray
Carried

7.3 QUOTATIONS FOR SUPPLY OF CONCRETE – FOOTPATHS

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

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 30th 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 $320m³ + GST fixed price.
Hanson 340m³ + GST. Plus extra for a range of items.
Holcum (Ready Mix) $388m³ + 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 an 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
RESOLUTION 21/05/2013/010

That Council accept HSS NT PTY LTD quotation of $320m³+ GST (fixed price) for the supply and delivery of approx. 165m³ 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. Crook
Seconded: Clr. Corliss
Carried

ACTION: Councillors to give notice to the CEO regarding recommended areas where additional footpaths could be laid at Adelaide River.

7.4 TENDERS ROAD CONSTRUCTION AND GRADING 2013-001

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

SUMMARY

The Tenders for the Road Construction and Road Grading contracts were reviewed by the tender Committee on 15th 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 30th June, 2014 for the Coomalie Shire;

The tender Committee reviewed all tenders.

COMMENT

Tenders are for a 12 month period expiring on 30th 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 (Type 2 grade only, wet and roll grade x2)

VOTING REQUIREMENT

Simple majority

RESOLUTION 21/05/2013/011

That subject to the adoption of Council’s 2013/2014 Budget, Council accepts Ooloo 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. Crook
Seconded: Clr. Gray
Carried
RESOLUTION 21/05/2013/012
That the President and CEO be empowered to sign the contract with Oolloo Investments and use of the common seal
Moved:  Clr. Gray
Seconded:  Clr. Jones  Carried

7.5  TENDERS WASTE COLLECTION – TOWNSITES 2013-002

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

SUMMARY
The Tenders for the Waste Collection contract were reviewed by the tender Committee on 15th 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 30th June, 2014 for the Coomalie Shire;

The tender Committee reviewed all tenders.

COMMENT
Tenders are for a 12 month period expiring on 30th 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 Collection is as follows;

Waste Collection Budget: $57,600 Tender Price $69,519

VOTING REQUIREMENT

Simple majority

RESOLUTION 21/05/2013/013

That subject to the adoption of Council’s 2013/2014 Budget, Council accept Fin Bins Tender to undertake the 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.

Moved: Clr. Gray
Seconded: Clr. Crook Carried

Clr Jones voted against

RESOLUTION 21/05/2013/014

That the President and CEO be empowered to sign the contract with Fin Bins and use of the common seal

Moved: Clr. Gray
Seconded: Clr. Crook

Clr Jones voted against Carried
EXTENSION TO CLEANING CONTRACT PC2012-005

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 – Brigette 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

**VOTING REQUIREMENT**

Simple majority
RESOLUTION 21/05/2013/015

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. Gray
Seconded: Clr. Crook
Carried

Clr Bulmer voted against

ACTION: CEO to review cleaning reports as undertaken by Council staff.
7.7 REVIEW OF ACTION ITEMS LIST MAY - 2013

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

7.8 STANDING ORDER – AMALGAMATION REVIEW

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

14th 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

20th 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

13th 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.

8th 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

Clr Bulmer left Chambers at 9.34PM

7.9 CEO ACTIVITIES REPORT

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

SUMMARY

Chief Executive Officer’s report for the Ordinary General Meeting held 21st May 2013.

VOTING REQUIREMENT

Simple majority

RESOLUTION 21/05/2013/016

That Council receives and notes the CEO’s Activity Report 8th April, 2013 to 15th May, 2013.

Moved: Clr. Gray

Seconded: Clr. Crook

Carried

Clr Bulmer returned to Chambers 9.36pm


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:

<table>
<thead>
<tr>
<th></th>
<th>New</th>
<th>Old</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Sealed</td>
<td>27</td>
<td>8</td>
</tr>
<tr>
<td>b. Gravel</td>
<td>12</td>
<td>4</td>
</tr>
<tr>
<td>c. Formed</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>d. Flat Bladed Track</td>
<td>1</td>
<td>0.4</td>
</tr>
<tr>
<td>e. Cycle Paths</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>f. Sealed Kerbed and guttered</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

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 22nd May commencing at 10am. The Business will commence discussion on the below issues;
      i. Coomalie Planning Concepts and Land Use Objectives
      ii. Coomalie Developer Contribution Plan,

   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 13th 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 23rd May, 2013. This has been advertised in the Stop Press and placed on Council Notice Boards.

   **ACTION:** Councillor Crook be nominated for the Darwin Correctional Services Community Liaison Committee.

6. Freedom Of Information –
   a. On 18th 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 7th 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
      **ACTION:** costs for R&M to be submitted to Council
   ii. Audit Committee meeting prior to 30/6/2013
      **ACTION:** Date to be confirmed
   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 4th June, 2013. **11th June 6.00pm confirmed**

9. Adelaide River
   The show will be held over the weekend of 8th & 9th 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 8th June 9am -3pm
   Sunday 9th 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.
   **ACTION:** Distribute a roster to Councillors for Saturday 8th June 9am -3pm only and prepare posters of the Asset Management and 10 year Road Plan for display at the show stall.

10. Council Functions
   a. **Opening of The Rum Jungle Bowling Green** – The Hon Gary Higgins officially opened the new green on Sunday 21st 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. 22nd May, 2013 – Meeting with Elton Consulting at 10.am
   b. 27th May, 2013 – TOPROC meeting Cr Turner
   c. 1st June, 2013 – Adelaide River races
   d. 4th June, 2013 – proposed Draft Budget Meeting
   e. 8 & 9th June, 2013 – Adelaide River Show.

8 FINANCE REPORTS

8.1 PAYMENT REGISTER

| Applicant: | N/A |
| Location/Address: | N/A |
| File Ref: | N/A |
| Disclosure of Interest: | Nil |
| Date: | 14 May 2013 |
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 1st – 30th 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

RESOLUTION 21/05/2013/017
That Council approve and pass for payment the April 2013 payment register totalling $65,552.30

Moved: Clr. Gray
Seconded: Clr. Corliss  Carried
<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/04/2013</td>
<td>G/L Consolidate</td>
<td>Payroll 2/4/13</td>
<td>17,064.25</td>
</tr>
<tr>
<td>3/04/2013</td>
<td>4866</td>
<td>Commonwealth Bank of Australia</td>
<td>22.36</td>
</tr>
<tr>
<td>3/04/2013</td>
<td>4867</td>
<td>Commonwealth Bank of Australia</td>
<td>3.97</td>
</tr>
<tr>
<td>3/04/2013</td>
<td>4868</td>
<td>Commonwealth Bank of Australia</td>
<td>302.00</td>
</tr>
<tr>
<td>9/04/2013</td>
<td>Receipt finance</td>
<td>Bank Credit</td>
<td>200.00</td>
</tr>
<tr>
<td>9/04/2013</td>
<td>4871</td>
<td>Commonwealth Bank of Australia</td>
<td>1.10</td>
</tr>
<tr>
<td>11/04/2013</td>
<td>4870</td>
<td>Andrew &amp; Kylie Turner</td>
<td>25.00</td>
</tr>
<tr>
<td>15/04/2013</td>
<td>5191</td>
<td>Poolwerx Darwin (L&amp;V Nominees)</td>
<td>8,338.00</td>
</tr>
<tr>
<td>15/04/2013</td>
<td>5192</td>
<td>Adelaide River Freight Service</td>
<td>38.50</td>
</tr>
<tr>
<td>15/04/2013</td>
<td>4869</td>
<td>Gordon &amp; Debra Gale</td>
<td>600.00</td>
</tr>
<tr>
<td>15/04/2013</td>
<td>4872</td>
<td>Commonwealth Bank of Australia</td>
<td>12.98</td>
</tr>
<tr>
<td>15/04/2013</td>
<td>4873</td>
<td>Commonwealth Bank of Australia</td>
<td>20.90</td>
</tr>
<tr>
<td>15/04/2013</td>
<td>4874</td>
<td>Commonwealth Bank of Australia</td>
<td>7.92</td>
</tr>
<tr>
<td>16/04/2013</td>
<td>4283</td>
<td>Payroll 16/4/13</td>
<td>16,708.37</td>
</tr>
<tr>
<td>16/04/2013</td>
<td>171</td>
<td>Motor Vehicle Registry</td>
<td>646.40</td>
</tr>
<tr>
<td>18/04/2013</td>
<td>172</td>
<td>Motor Vehicle Registry</td>
<td>334.80</td>
</tr>
<tr>
<td>23/04/2013</td>
<td>458659</td>
<td>Petty Cash Reimbursements</td>
<td>1,340.20</td>
</tr>
<tr>
<td>29/04/2013</td>
<td>4877</td>
<td>Gordon &amp; Debra Gale</td>
<td>600.00</td>
</tr>
<tr>
<td>29/04/2013</td>
<td>173</td>
<td>Local Govt Super Scheme</td>
<td>1,219.23</td>
</tr>
<tr>
<td>30/04/2013</td>
<td>Receipt receptio</td>
<td>Banked</td>
<td>183.50</td>
</tr>
<tr>
<td>30/04/2013</td>
<td>G/L Consolidate</td>
<td>Payroll</td>
<td>17,882.82</td>
</tr>
</tbody>
</table>

$ 65,552.30
8.2 FINANCE AND GRANT REPORT, FINANCIAL SUMMARY REPORT

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

**SUMMARY**

As part of the monthly reporting procedures a finance and grant report, and a financial summary report is submitted to Council.

**BACKGROUND**

Attached is a finance and grant report and financial summary report to 30\textsuperscript{th} 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
RESOLUTION 21/05/2013/018

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

Moved: Clr. Gray
Seconded: Clr. Corliss Carried

Coomalie Community Government Council

Financial Report for the period ending 30th April 2013

<table>
<thead>
<tr>
<th>Cash at Bank</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Cheque Account</td>
<td>$231,603.12</td>
</tr>
<tr>
<td>Investment Account</td>
<td>$688,716.59</td>
</tr>
<tr>
<td>Total Cash at Bank</td>
<td>$922,319.71</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Debtors</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>-</td>
<td>8,082.65</td>
<td>468.90</td>
<td>$11,369.30</td>
</tr>
<tr>
<td>Rates</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$156,438.59</td>
</tr>
<tr>
<td>Total Debtors</td>
<td>-</td>
<td>8,082.65</td>
<td>468.90</td>
<td>$156,607.89</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Creditors</th>
<th>Current</th>
<th>30 Days</th>
<th>60 Days</th>
<th>90 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$11,705.10</td>
</tr>
<tr>
<td>Total Creditors</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$11,705.10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reconciliation of Funds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as per General Ledger</td>
<td>$233,603.12</td>
</tr>
<tr>
<td>Add outstanding Debtors</td>
<td>$167,807.89</td>
</tr>
<tr>
<td>Less outstanding Creditors</td>
<td>$11,705.10</td>
</tr>
<tr>
<td>Add Investment Account</td>
<td>$688,716.59</td>
</tr>
<tr>
<td>Total Cash &amp; Receivables Available</td>
<td>$1,078,422.50</td>
</tr>
</tbody>
</table>
### Grant Report for the period ending 30th April 2013

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Grant Description</th>
<th>From</th>
<th>Amount</th>
<th>Expended to date</th>
<th>Amount Remaining</th>
<th>Acquittal Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>15/06/2009</td>
<td>Developer Contribution Scheme</td>
<td>NTG</td>
<td>$53,500.00</td>
<td>$40,112.65</td>
<td>$13,387.35</td>
<td>30/06/2010. Put towards 2013 review of DCS?</td>
</tr>
<tr>
<td>27/03/2012</td>
<td>Skate Ramp Grant - SPG</td>
<td>NTG</td>
<td>$46,000.00</td>
<td>$40,626.82</td>
<td>$5,373.18</td>
<td>30/06/2012</td>
</tr>
<tr>
<td>27/06/2012</td>
<td>Adelaide River Access Playground</td>
<td>SPG - Dept Local Government</td>
<td>$54,510.00</td>
<td>-</td>
<td>$54,510.00</td>
<td>30/06/2013</td>
</tr>
<tr>
<td>13/07/2012</td>
<td>Mimosa on the Adelaide River Grant</td>
<td>Territory Natural Resource Mgt</td>
<td>$19,000.00</td>
<td>$4,201.82</td>
<td>$14,798.18</td>
<td>15/06/2013</td>
</tr>
<tr>
<td>4/10/2012</td>
<td>CCC Recyling in Coomalie Grant</td>
<td>Keep Australia Beautiful Council</td>
<td>$8,181.82</td>
<td>-</td>
<td>$8,181.82</td>
<td>30/06/2013</td>
</tr>
<tr>
<td>3/10/2012</td>
<td>Oh What a Community Feeling</td>
<td>Office of Youth Affairs - NTG</td>
<td>$2,000.00</td>
<td>$1,647.36</td>
<td>$352.64</td>
<td>Acquitted</td>
</tr>
<tr>
<td>22/11/2012</td>
<td>EnvironmentNT Grant Gamba</td>
<td>Dept Lands Planning &amp; Environment</td>
<td>$10,000.00</td>
<td>$8,450.00</td>
<td>$1,550.00</td>
<td>1/08/2013</td>
</tr>
<tr>
<td>1/03/2013</td>
<td>Batchelor Swimming Pool Upgrade</td>
<td>SPG - Dept Local Government</td>
<td>$50,000.00</td>
<td>$10,925.46</td>
<td>$39,074.54</td>
<td>30/06/2013</td>
</tr>
<tr>
<td>25/04/2013</td>
<td>Anzac Day</td>
<td>Dept of Chief Minister</td>
<td>$7,700.00</td>
<td>-</td>
<td>$7,700.00</td>
<td>25/05/2013</td>
</tr>
</tbody>
</table>

Total:
- Cash and Receivables: $250,891.82
- Unspent Grants & Subsidies: $144,927.71
- Cash Available to Council: $933,494.79
### Coomalie Community Government Council

**Monthly Summary Report**

**April 2013**

<table>
<thead>
<tr>
<th>Acc Code</th>
<th>Account Description</th>
<th>Month Actual</th>
<th>YTD Actual</th>
<th>12/13 Budget</th>
<th>11/12 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td><strong>ADMINISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110 3899</td>
<td>TOTAL INCOME</td>
<td>4,077</td>
<td>1,376,288</td>
<td>1,258,384</td>
<td>1,165,120</td>
</tr>
<tr>
<td>110 4999</td>
<td>TOTAL EXPENSES</td>
<td>31,252</td>
<td>545,429</td>
<td>703,250</td>
<td>800,249</td>
</tr>
<tr>
<td>110 5000</td>
<td>SURPLUS / (DEFICIENCY)</td>
<td>-27,175</td>
<td>830,859</td>
<td>555,134</td>
<td>364,871</td>
</tr>
</tbody>
</table>

| 210      | **PUBLIC CONVENIENCES**   |              |            |              |              |
| 210 4999 | TOTAL EXPENSES            | 0            | 45,847     | 80,950       | 83,948       |
| 210 5000 | SURPLUS / (DEFICIENCY)    | 0            | -45,847    | -80,950      | -83,948      |

| 211      | **SANITATION AND GARBAGE**|            |            |              |              |
| 211 3899 | TOTAL INCOME              | 204          | 277,121    | 278,811      | 251,856      |
| 211 4999 | TOTAL EXPENSES            | 550          | 161,036    | 243,691      | 187,201      |
| 211 5000 | SURPLUS / (DEFICIENCY)    | -346         | 116,085    | 35,120       | 64,655       |

| 212      | **CEMETERIES**            |              |            |              |              |
| 212 3899 | TOTAL INCOME              | 1,909        | 2,136      | 250          | 2,032        |
| 212 4999 | TOTAL EXPENSES            | 0            | 2,701      | 7,800        | 4,944        |
| 212 5000 | SURPLUS / (DEFICIENCY)    | 1,909        | -565       | -7,550       | -2,912       |

| 310      | **PARKS AND GARDENS**     |              |            |              |              |
| 310 3899 | TOTAL INCOME              | 36           | 4,565      | 4,382        | 30,062       |
| 310 4999 | TOTAL EXPENSES            | 9,388        | 152,649    | 186,470      | 319,023      |
| 310 5000 | SURPLUS / (DEFICIENCY)    | -9,352       | -148,084   | -182,088     | -288,961     |

| 311      | **LIBRARIES**             |              |            |              |              |
| 311 3899 | TOTAL INCOME              | 0            | 48,858     | 48,858       | 47,316       |
| 311 4999 | TOTAL EXPENSES            | 2,949        | 33,019     | 47,000       | 47,671       |
| 311 5000 | SURPLUS / (DEFICIENCY)    | -2,949       | 15,839     | 1,858        | -355         |

| 312      | **SPORT AND RECREATION**  |              |            |              |              |
| 312 3899 | TOTAL INCOME              | 1,964        | 72,875     | 71,330       | 598          |
| 312 4999 | TOTAL EXPENSES            | 7,222        | 115,816    | 214,497      | 88,927       |
| 312 5000 | SURPLUS / (DEFICIENCY)    | -5,258       | -42,941    | -143,167     | -88,329      |

| 313      | **SWIMMING POOL**         |              |            |              |              |
| 313 3899 | TOTAL INCOME              | 789          | 56,564     | 55,000       | 3,247        |
| 313 4999 | TOTAL EXPENSES            | 4,860        | 82,568     | 157,190      | 112,416      |
| 313 5000 | SURPLUS / (DEFICIENCY)    | -4,071       | -26,004    | -102,190     | -109,169     |

| 314      | **COMMUNITY RECREATION**  |              |            |              |              |
| 314 3899 | TOTAL INCOME              | 30,754       | 33,244     | 34,139       | 86,810       |
| 314 4999 | TOTAL EXPENSES            | 6,028        | 111,868    | 83,080       | 99,045       |
| 314 5000 | SURPLUS / (DEFICIENCY)    | 24,726       | -78,624    | -48,941      | -12,235      |

<p>| 410      | <strong>ROADS</strong>                 |              |            |              |              |
| 410 3899 | TOTAL INCOME              | 227          | 343,967    | 390,420      | 384,224      |
| 410 4999 | TOTAL EXPENSES            | 11,836       | 368,878    | 817,730      | 765,196      |
| 410 5000 | SURPLUS / (DEFICIENCY)    | -11,609      | -24,911    | -427,310     | -380,972     |</p>
<table>
<thead>
<tr>
<th>Acc Code</th>
<th>Account Description</th>
<th>Month Actual</th>
<th>YTD Actual</th>
<th>12/13 Budget</th>
<th>11/12 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td>STREETLIGHTING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>510 4999</td>
<td>TOTAL EXPENSES</td>
<td>0</td>
<td>4,510</td>
<td>9,200</td>
<td>9,049</td>
</tr>
<tr>
<td>510 5000</td>
<td>SURPLUS / (DEFICIENCY) 510</td>
<td>0</td>
<td>-4,510</td>
<td>-9,200</td>
<td>-9,049</td>
</tr>
<tr>
<td>511</td>
<td>TOURISM, PARKING AND OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>511 3899</td>
<td>TOTAL INCOME</td>
<td>16,136</td>
<td>25,645</td>
<td>23,000</td>
<td>19,316</td>
</tr>
<tr>
<td>511 4999</td>
<td>TOTAL EXPENSES</td>
<td>100</td>
<td>18,857</td>
<td>55,170</td>
<td>64,840</td>
</tr>
<tr>
<td>511 5000</td>
<td>SURPLUS / (DEFICIENCY) 511</td>
<td>16,036</td>
<td>6,788</td>
<td>-32,170</td>
<td>-45,524</td>
</tr>
<tr>
<td>512</td>
<td>DOG MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>512 3899</td>
<td>TOTAL INCOME</td>
<td>355</td>
<td>2,790</td>
<td>2,100</td>
<td>839</td>
</tr>
<tr>
<td>512 4999</td>
<td>TOTAL EXPENSES</td>
<td>583</td>
<td>2,867</td>
<td>5,200</td>
<td>5,455</td>
</tr>
<tr>
<td>512 5000</td>
<td>SURPLUS / (DEFICIENCY) 512</td>
<td>-228</td>
<td>-77</td>
<td>-3,100</td>
<td>-4,616</td>
</tr>
<tr>
<td>513</td>
<td>GLYPHOSATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>513 3899</td>
<td>TOTAL INCOME</td>
<td>527</td>
<td>6,145</td>
<td>10,000</td>
<td>11,177</td>
</tr>
<tr>
<td>513 4999</td>
<td>TOTAL EXPENSES</td>
<td>-7,425</td>
<td>550</td>
<td>10,000</td>
<td>10,496</td>
</tr>
<tr>
<td>513 5000</td>
<td>SURPLUS / (DEFICIENCY) 513</td>
<td>7,952</td>
<td>5,595</td>
<td>0</td>
<td>681</td>
</tr>
<tr>
<td>514</td>
<td>GAMBA AND WEED MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>514 3899</td>
<td>TOTAL INCOME</td>
<td>0</td>
<td>29,000</td>
<td>27,091</td>
<td>0</td>
</tr>
<tr>
<td>514 4999</td>
<td>TOTAL EXPENSES</td>
<td>7,500</td>
<td>12,652</td>
<td>27,091</td>
<td>0</td>
</tr>
<tr>
<td>514 5000</td>
<td>SURPLUS / (DEFICIENCY) 514</td>
<td>-7,500</td>
<td>16,348</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>900 3899</td>
<td>TOTAL INCOME</td>
<td>56,978</td>
<td>2,279,198</td>
<td>2,203,765</td>
<td>2,002,596</td>
</tr>
<tr>
<td>900 4999</td>
<td>TOTAL EXPENSES</td>
<td>74,843</td>
<td>1,659,247</td>
<td>2,648,319</td>
<td>2,679,031</td>
</tr>
<tr>
<td>900 5000</td>
<td>SURPLUS / (DEFICIENCY)</td>
<td>-17,865</td>
<td>619,951</td>
<td>-444,554</td>
<td>-676,435</td>
</tr>
</tbody>
</table>
8.3 INFORMATION TECHNOLOGY UPGRADE

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

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

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

PRACTICAL

<table>
<thead>
<tr>
<th>Software (inc ALF year 1)</th>
<th>Annuals (4 years)</th>
<th>Total cost (over 5 years)</th>
<th>Approx costs per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>$115,073</td>
<td>$100,892</td>
<td>$215,965</td>
<td>$45,000</td>
</tr>
</tbody>
</table>

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

**RESOLUTION 21/05/2013/019**

That Council give consideration to upgrade Council’s software system to Practical Plus in the 2013/14 budget at a nett cost of $25,000.00. Further Council staff provide a demonstration on Practical software incorporating job costing, rating, payroll, dogs, property reconciliation and finance reporting to the budget meeting on 11th June 2013.

Moved: Clr. Gray
Seconded: Clr. Jones

Carried
8.4 FINANCIAL RESERVES POLICY AND SURPLUS FUNDS POLICY

| Applicant: | N/A |
| Location/Address: | N/A |
| File Ref: |  |
| Disclosure of Interest: | Nil |
| Date: | 15\textsuperscript{th} May 2013 |
| Author: | Melissa Kerr, Finance Manager |
| Attachments: | 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

RESOLUTION 21/05/2013/020

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. Gray

Seconded: Clr. Crook

Carried
8.5 INSTALMENT OPTIONS FOR RATEPAYERS

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Address:</td>
<td>NA</td>
</tr>
<tr>
<td>File Ref:</td>
<td>NA</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Nil</td>
</tr>
<tr>
<td>Date:</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>Author:</td>
<td>Melissa Kerr, Finance Manager</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

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

**ACTION:** That CEO prepares a clear statement of the rate policy including payment plans for distribution to Rate Payers, publishing in Stop Press and at Adelaide River Show.
9 ADMINISTRATION REPORTS

9.1 USE OF COMMON SEAL

Nil

9.2 COMMUNITY RECREATION OFFICER’S REPORT

<table>
<thead>
<tr>
<th>Applicant</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Address</td>
<td>N/A</td>
</tr>
<tr>
<td>File Ref</td>
<td>CCGCDocs\ CRO</td>
</tr>
<tr>
<td>Disclosure of Interest</td>
<td>Nil</td>
</tr>
<tr>
<td>Date</td>
<td>10 April 2013</td>
</tr>
<tr>
<td>Author</td>
<td>Marilyn Morris, Community Recreation Officer</td>
</tr>
<tr>
<td>Attachments</td>
<td>NIL</td>
</tr>
</tbody>
</table>

SUMMARY

Community Recreation Officer reports for the Ordinary General Meeting 21\textsuperscript{st} 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. $2100 debit to Flowers by Elise / $1718.28 credited 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

$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\textsuperscript{th}. A very special thank you to Councillor Max Corliss without Max I could not have managed on the 24\textsuperscript{th} and he was there to cheerfully help again on the 25\textsuperscript{th}.
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.

ACTION: That a debrief meeting be held in Adelaide River to discuss the 2013 ANZAC Day ceremony and plan for 2014.

APRIL/MAY REPORT

May Monthly Markets – Busier than April with two additional stallholders who bought 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 9th 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 16th – 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 10th 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 8th May. A quiet afternoon and wondered if everyone is too cold already. Swimming again on 15th and planned for 22nd 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

<table>
<thead>
<tr>
<th>RESOLUTION 21/05/2013/021</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council receives and notes the Community Recreation Officer’s reports for April/May, 2013.</td>
</tr>
<tr>
<td>Moved: Clr. Gray</td>
</tr>
<tr>
<td>Seconded: Clr. Jones Carried</td>
</tr>
</tbody>
</table>

Page | 43 Coomalie Community Government Council - Ordinary Minutes May 21, 2013
10 LATE REPORTS

10.1 SALE OF DEADMAN BLOCKS

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location/Address:</td>
<td>NA</td>
</tr>
<tr>
<td>File Ref:</td>
<td>NA</td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Nil</td>
</tr>
<tr>
<td>Date:</td>
<td>15 May 2013</td>
</tr>
<tr>
<td>Author:</td>
<td>Melissa Kerr, Finance Manager</td>
</tr>
<tr>
<td>Attachments:</td>
<td>Nil</td>
</tr>
</tbody>
</table>

SUMMARY

Council require a lawyer to sell Stirling Deadman Blocks with Litchfield Council.

BACKGROUND

Council must engage lawyer to sell Stirling Deadman Blocks with Litchfield Council in September 2013.

COMMENT

Legal fees for previous Deadman blocks are in the vicinity of $20,000.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

176 Proceeds of sale
(a) first in the payment of the costs incurred in selling the land under this Division;
(b) secondly, in the payment of all liabilities secured on the land (including the liability to the council) in the order of their priority;
(c) thirdly, in payment to the owner of the land.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

At least $20,000 legal fees to GL 110.4266 that will be fully recoverable from sale of land.

VOTING REQUIREMENT

Simple majority

RESOLUTION 21/05/2013/022

That Council engage Cridlands MB to sell Stirling Deadman Blocks AN 691, 692, 693.

Moved: Clr. Gray
Seconded: Clr. Jones
Carried
11  ELECTED MEMBER QUESTIONS WITH OR WITHOUT NOTICE

11.1  MANAGEMENT PLAN FOR DOGS AND CATS

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

SUMMARY

The following email request has been received from Clr B Jones on 1st 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

ACTION: That the CEO prepare a response to the questions raised in the "Issues paper from resident relating to animal management in Batchelor" and prepare a draft animal management plan for Councils consideration.

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

14.1  ADELAIDE RIVER PLAYGROUND SHADE

SUMMARY

CEO advised that Council had received the following quotes for the construction of shade over the playground equipment at Adelaide River:

- Shade Tech: $6413.00 (GST inclusive)
- Shade and Play: $21,650.00 (GST inclusive)

COMMENT

Council approval is required in accordance with Council’s Purchasing Policy.

RESOLUTION 21/05/2013/024

That Council accept the Shade quote for Adelaide River Playground from Shade tech of $6413.00.

Moved: Clr. Corliss

Seconded: Clr. Jones

Carried

14.2 ADELAIDE RIVER RACES – USE OF EQUIPMENT

SUMMARY

CEO advised that he had received an email dated 17th May from the Adelaide River Show Society seeking Council approval to use the chairs and tables for the Adelaide River Cup on 1st June, 2013.

COMMENT

Council policy manual has no reference to this request.

Council resolved that the Adelaide River Show Society can hire the tables and chairs for the Adelaide River Cup to be held on 1st June, 2013.

Cost of tables is $3.30 per day and chairs 60 cents each per day.
14.3 VOLUNTEER INFORMATION SHEET – JARDINE LLOYD THOMPSON PTY LTD (JLT)

SUMMARY

Councillor Turner advised that Councillors’ had been circulated with information from JLT regarding Volunteers and the procedures required for Council to cover such for accidents etc.

Council resolved that the CEO discuss Volunteer Insurance with Council Insurance Brokers JLT.

15 NEXT MEETING

The Special Budget Meeting of Council of Coomalie Community Government Council will be held at Batchelor on 11th June, 2013.

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