

Minutes of Belyuen Community Government Council and Staff meeting held on 6th July 2010

Present: Bill Stuchbery Council Manager; Cathy Winsley Belyuen CEO; Leanne Twomey Coordinator Aged Care; Mark Perejuan Manager Community Services; Teresa Timber Administrative Officer.

1. Apologies

CEO informed the Manager that the majority of staff were on annual leave.

2. General Business

2.1 Draft Forward Estimates 2010-2011

The Manager explained that this year changes have been made to the way the estimates have been **calculated**. Main changes are :

- i. Centrelink, Airstrip and PowerWater have been identified separately and will have their own budgets. Council Administration will be called Corporate and Community Services will be called Civil.
- ii. Work undertaken by Senior staff across different programs will be calculated proportionally and wages distributed accordingly.
- iii. Council will charge Rent on Council buildings where Council programs are operating. Buildings are Workshop, Imabulk (Pensioner) Centre, Women's Centre and Family Centre. The rent will be used to pay for r & m building. Any unspent rent will be put into reserves to build up for upgrading needed. R & M will be identified by program code in the Corporate Budget. Council will also charge Centrelink rent for office space used by the main Centrelink Agent employed by Council.
- iv. Under funding by NT and Federal Government has been identified in a number of programs – Aged Care, Centrelink and the Airstrip. Manager will be presenting Council's case to appropriate Department's for increase in funding to deliver their services. The Manager requested that the Aged Care Coordinator attend a meeting he will be requesting with NT and Federal Government Health staff to discuss shortfalls in funding.
- v. Council Rates have increased by 5% on 09/10. Council will also be rating on the number of buildings per Lot. There will be different rates for residential, duplexes and commercial buildings. Council buildings are not rated.
- vi. Waste Management charges will be charged on the number of main buildings per Lot. There will be different charges for residential, duplexes, community services and commercial buildings.
- vii. Environment Charge is a new charge and a flat charge will be made on each Lot. Environment charge is to be allocated to the maintenance of the cemetery so that

Council can continue to provide a free burial and cemetery maintenance service to the people of Belyuen.

The Manager and CEO did adjustments to some income and expenditure lines.

2.2 Insurances for 2010-2011

Insurance schedules from Holdfast Insurance Brokers:

Commercial Vehicle Insurance \$7837.50

Marine Cargo \$495

Aviation \$1925

Business \$22922.35

These schedules need to be paid in full by 31 July 2010

Workers Compensation \$2596/quarter

Professional Indemnity – CEO commented that still waiting for Holdfast to confirm this fee. It is estimated to be \$7000

ACTION: The Manager accepted the Insurance quotes from Holdfast Insurance Brokers

2.3 Council charge out rates for Civil staff

- i. Hire of Plant and Equipment \$168/hour or \$1000 per day – includes Council Operator
- ii. Hourly rate for Mechanic for all vehicles and plant and equipment \$75/hour + gst
- iii. Hourly rate for Mechanic Assistant for all vehicles and plant and equipment \$45/hr + gst
- iv. Hourly rate for Mechanic for non mechanic work \$ \$87.55 + gst
- v. Hourly rate for Mechanic Assistant for non mechanical work \$61.80/hour
- vi. Environmental Levy on waste oil of \$5 per car and \$10 per 4wd to be included in vehicle repair and maintenance charges as appropriate.
- vii. Additional hourly rates to be included in the PowerWater Contract 2010-2011 hand equipment including push mowers lawnmowers and chainsaws \$45/hour + gst + operator Labor \$45/hour + gst

ACTION: The Manager approved the charge out rates for Civil staff for 2010-2011

2.4 Increase in Aged and Disability Fees

- i. Meals on wheels to increase to \$10/day

- ii. Residents fees to increase to \$300 per fortnight

ACTION: The Manager approved the increases to aged and disability fees.

ACTION: The Imabulk Coordinator to do Centrelink Deduction changes for all clients

2.5 Use of Training Centre

Fee to be charged to all User Groups for use of the Training Centre.

- i. Half day or part thereof \$50
- ii. Full day \$100

User Groups to be invoiced by Council or pay up front and receipted.

ACTION: The Manager approved the fees to be charged to User Groups for use of the Training Centre.

ACTION: CEO to inform Service Providers and other User Groups of the fee.

2.6 Airstrip

Discussion took place about:

- i. Companies using the airstrip and not notifying Council and not paying any Landing Fees.
- ii. \$15 Landing Fee currently being charged does not cover Civil Worker's costs to check the airstrip before and after use. AV* and Max Tate are the only ones who have been paying Landing fees. Mark commented that AV8 previously would fax through a schedule of when the airstrip was being used for training purposes however he has not had a schedule from them for over one month. CEO commented that they have just paid the invoice of \$495 but that have only been invoiced once because they are not providing any schedules anymore. Teresa commented that Max has a container on the airstrip. CEO commented that he should be charged a fee on the container.
- iii. Council has no record of who is using the airstrip.
- iv. Current contract with the Department of Construction does not cover costs to maintain the airstrip or the reporting required by the Department.

ACTION: Civil Manager to contact AV8 and Max Tate and discuss with them that Council will be increasing the Landing Fee to \$30 per landing

ACTION: The CEO to discuss with Civil Aviation a process where Council is informed before any aircraft lands at the airstrip so that record of use can be kept and users charged a Landing Fee.

ACTION: The Manager to discuss with the Department of Planning and Infrastructure the underfunding of the Airstrip Maintenance Contract.

2.7 Declaration of Rates and Charges for 2010-2011

ACTION: The Manager Signed and Declared and the Rates and Charges for 2010-2011 as set out in Rates and Charges Declaration.

ACTION: The CEO to have the Declaration published in the Northern Territory News 10 July and the next edition of the Wagaitear.

ACTION: The Administrative Officer to prepare and post out the Rates and Charges notices as per the approved schedule.

2.8 Council IT Monthly Maintenance Fee

Territory Technology has quoted a fee of \$814 per month to maintain Council's internet services. This service is for Council Office, Women's centre, Imabulk Centre and Workshop.

ACTION: The Manager approved to continue with the services of Territory technology for this financial year.

The Manager and CEO discussed the internet fees that Council is currently paying to Telstra. The CEO requested that advice be sort in regard to the fees which are currently very high.

ACTION: The CEO will forward the next Telstra Account to the Manager to seek advice in regard to the Plans that Council is on.

3. Correspondence Out

3.1 Letter to Nair Watkins accepting fee of \$65000 for accounting services for 2010-2011.

3.2 Letter to Merit Partners accepting fee of \$13200 to prepare audited financial statements for 2009-2010

3.3 Letter to Fin Bins accepting their fee of \$828.48/week to undertake waste management for 2010-2011.

3.4 Letter to Rural Rubbish removal thanking them for their fee offer to undertake waste management and advising them that their fee offer was not successful.

4. Other Business

4.1 Staff Hourly rates for 2010-2011

The CEO advised that the hourly rates will be finalized by pay day 20 July 2010. CEO has to match the job descriptions from the Remote Communities AWARD to the new Local Government Industry AWARD 2010 which Council is now under.

4.2 Updated Job Descriptions

CEO advised that these will be updated by payday 20 July 2010.

4.3 Council Business Plan

The Manager and CEO briefly discussed changes to the Plan for 2010-2011.

ACTION: the CEO to work on changes needed and forward to the Manager.

4.4 Council Staff Code of Conduct

CEO advised that the Code of Conduct is currently being updated and will be presented at a staff meeting.

4.5 Other Documents that Coordinator's need to make funding requirements.

The Imabulk Coordinator advised that Imabulk Staff plus CDEP working at the Centre need criminal History Checks but she was having trouble getting enough ID points for them.

The CEO advised the Coordinator to take all the staff to Births death & Marriages so they can all get Birth certificates. This will give them enough points.

There being no further business the meeting closed at 4pm.