

Minutes of Belyuen Community Government Council Meeting held on 16th April 2013

Present: Bill Stuchbery Manager

Cathy Winsley CEO

Manager opened the meeting at 8.45am

1. Apologies

Nil

2. Confirmation of Minutes of meeting held on 13 December 2012

ACTION: Manager confirmed the minutes of the Council meeting held on 13 December 2012. The Manager signed the minutes.

3. Business Arising from the Minutes

Nil

4. General Business

4.1 LGANT sub divisional guidelines Prepared by LGANT Job Number DC1111 16 January 2012

ACTION: Belyuen Community Government Council approves and accepts the Belyuen Shire Council Subdivision Guidelines as policy.

4.2 Department of Regional Australia, Local Government, Arts and Sports 2009-2010 National report.

ACTION: Noted with appreciation

4.3 Letter from Deputy CE Department of Local Government re Council's establishing separate legal entities.

ACTION: Noted

4.4 Minister for Local Government, update on progress of review of regional governance.

ACTION: Noted

4.5 ACER Forester payment of outstanding invoice.

CEO informed the Manager that ACER had brought to her attention an outstanding invoice relating to design work for an ablution block for the oval. Council had received some funding for the ablution block however as the block came in well over budget work did not commence. Council had to return the funds to Federal Government Department of Infrastructure. The CEO

was not aware at the time of the outstanding invoice as the previous Council Manager did the negotiations with ACER Forrester.

Council needs to pay this invoice as ACER Forester did the design work even though the structure did not go ahead.

ACTION: The Manager approved the payment of \$16538.50 to ACER Forester.

4.6 Signed acquittals for CTG generators for Office and Aged Care and SPG for generator/welder for the workshop.

CEO commented that the acquittals had been previously done and recorded in Minutes however the Department had not received them.

4.7 Accounting Regulations – monthly financial reports to be forwarded to the Department of Local Government.

ACTION: CEO to discuss with the Accountants having monthly financial reports available on a regular basis. CEO to talk with Abdus from the Department re forwarding to him financial reports.

4.8 Forward Estimates

CEO and Manager discussed forward estimates for 2013-2014 and what is needed to be done.

CEO has confirmed fee offers from Merit Partners Auditors, the Accountants Nair Watkins, and Fin Bins.

CEO has meetings organized with Holdfast Insurance to discuss insurance schedules for 2013-2014.

CEO has had discussion with the Insurance Rep and he has advised that there will be at least a 5% increase in workers compensation; 10% increase in liabilities and 2% increase in vehicle insurances for 2013-2014

CEO has meeting organized with Centrelink to discuss Centrelink contract for 2013-2014.

Powerwater and the Department of Infrastructure (Airstrip) contract fees already identified from the previous year.

ACTION: The following Fee for Services accepted

Nair Watkins \$67500 for council activities and \$24000 for Store operations

FinBin \$35931 + gst

Merit Partners \$17500 + gst

Civil Works

Mark Perejuan Civil Works Manager was invited to the meeting to discuss workshop needs for the Shire Plan plus rates for 2013-2014

Mark advised that the hourly mechanic rate of \$87.55 + gst should remain the same.

Mark advised that the environment levy (for disposal of oil) should increase to:

Vehicle \$6/vehicle + gst

4wd \$11.50/vehicle + gst

Mark requested the following items be identified for the workshop:

scan tool est. \$12000; 13/14

Wheel balancer est. \$10000; 13/14

extra power points for outside est. \$6000; 13/14

tyre balancer \$9000; 14/15

tyre charger \$4000; 14/15

slasher \$7000 14/15

Upgrade Landcruiser ute 15/16

Upgrade Hilux single cab \$40000 14/15

Hoist 15/16

Discussions also took place about other capital/infrastructure needs in the community and the following was identified:

Store define the drive in/parking area and bituminise \$40000 est. 14/15

3 year plan to replace council security lights with solar lighting \$50000/yr.
est.

X 3 years.

13/14;14/15;15/16

Replace street lights with Led Lights \$13000 est. 14/15

Oval reticulation \$8000 13/14

Cemetery reticulation \$12000 14/15

Oval seating \$10000 est. 14/15

Oval lighting (solar) est. \$20000 15/16

CEO thanked Mark for his assistance.

Aged Care

Kelly Murphy Aged Care Coordinator was invited to attend to discuss Aged Care needs. The following needs were identified:

Complete refurbishment of fourth room \$20000 est. 14/15

Major upgrade of centre including all ablution blocks, painting

Interior and exterior 14/15 est. \$65000

External alarm operational including emergency buttons in all rooms est. \$15000

Construct and furnish an outdoor community area with bbq 14/15 est. \$10000

Vehicle – replace all seat belts \$8000 13/14

Upgrade vehicle – troopy 15/16 \$30000

The CEO thanked Kelly for attending the meeting and providing information for the Shire Plan.

Council Office needs:

Repair leaking roof in the main office area and replace roof tiles as needed.

Re do paving around the office – OHS issues in both these jobs.

13/14 \$16000

Upgrade CEO vehicle est. \$30000 14/15

Women's Centre needs:

Construction of large verandah area with wet area; internal air conditioning;

Renovate kitchen area, change old shower into a store room for storing silk screen frames. 14/15 est. all work \$100000

Council fees for other services.

CEO recommended that the school nutrition program meals be increased to \$5.50 /meal – the meals have been \$4.50 since 2008 when the program started.

Meals on wheels – GST has to be added to meals on wheels – Pensioners to pay increase of \$10/fortnight to cover gst costs. Overall costs to remain the same.

Fee for use of Council office space to be increased by 3%. This involves NLC – monthly rent of \$1000 and Training Centre which will increase from \$100 per full day to \$103.

CEO commented that NLC and Centrelink need to contribute to the Internet usage fee incurred by Council for the Office. Both Services tap into Council's internet server.

CEO recommends that NLC and Centrelink pay \$100 /month each for use of the internet server.

CEO and Manager discussed that rent on council buildings eg aged care, workshop and store remain the same as 2012-2013.

CEO and Manager discussed that Rates have a CPI increase of 3% across the board.

CEO and Manager discussed that Waste charges have an increase of 10%.

CEO and Manager discussed that Frontier and Calvary Silver Circle brokerage fees remain the same at \$35/hour

ACTION: Manager requested that Information from 4.8 be included in the Shire Plan 2012 - 2016.

5. Other Business

5.1 Fast Ferries

CEO advised that she had been in contact with the Fast Ferries operator to obtain a written agreement on the sale of tickets through the Belyuen Store. Fast Ferries Operator had requested that Council put something in writing stating how the commission will be paid and that Fast Ferries will sign it.

5.2 Hall

Discussion took place about the completion of the hall and setting an opening date.

ACTION: CEO to contact the Builder requesting an approximate completion date.

5.3 Completion of Forward Estimates, Rates Declaration and Shire Plan

CEO advised the Manager that she was planning on having the Forward Estimates, Shire Plan and Rates Declaration ready for Council meeting in the last week of June 2013.

5.4 CEO leave

CEO informed the Manager that she was planning on taking some leave in July. Dates yet to be finalized depending on end of financial year matters that need to be addressed.

There being no further business the manager closed the meeting at 12.30pm

Confirmation of Minutes.....

Date.....

