

**Minutes of the Belyuen Community Government Council meeting held on  
20<sup>th</sup> March 2016**

**Phone meeting**

**Present: Bill Stuchbery Manager**

**Cathy Winsley CEO**

The Manager opened the meeting at 4.10pm

**1. Apologies**

Nil

**2. Confirmation of Minutes of Meeting 30 November 2015**

**Motion:** That the Minutes of the meeting held on 30 November 2015 be confirmed.

NB. That the Minutes were signed on the 16<sup>th</sup> December 2015

**Confirmation of Minutes of Special Meeting 30 December 2015**

**Motion:** That the Minutes of the Special Meeting held on 30 December 2015 be confirmed.

**3. Business Arising from the Minutes 30 November and 30 December 2015**

Nil

**4. Correspondence**

4.1 Minister for Women's Policy advising that application for IWD Grant for 8 March 2016 was successful

**Motion:** That the Manager approves the signing of the Letter of Offer and placing the Common Seal on the Grant Acceptance.

4.2 NLC CEO re Section 19 Leases

Emailed letter dated 9 February 2016 from CEO NLC advising Council that Estimated Lease Annual Payment for Lots 271, 220, 245, 291, 292, 294, 297 plus airstrip turnover rent is \$110300 plus negotiated store turnover and it is to be backdated to 18 August 2012.

Emailed Letter dated 23 February 2016 to the Minister for Local Government from the BCGC Manager re this matter.

Email from BCGC Manager dated 22 February 2016 to CEO NLC acknowledging receipt of the letter.

**Action:** That Council will formally respond to NLC following advice from the Minister for Local Government.

**Action:** That the Correspondence in and out in relation to the Section 19 Leases as identified above be noted.

#### 4.3 Department of Local Government Subdivision Application Town of Belyuen Community.

Letter dated 12 March 2016 from BCGC CEO to the Department (Remote Service Delivery section) re support for the Local Government Subdivision of Belyuen community.

#### **Noted**

4.4 Letter dated 1 March 2016 from the Executive Director Department of Local Government and Community services re General Updates.

Letter identifies:

Amendment to the Local Government ACT commenced 1 January 2016

Local Government Guidelines on the Department's website

Maximum Council members allowances for 2016-2017

Department's Accounting Regulations Exemption Form

Discussion took place on a number of areas identified in the report

Rates and Debtors – CEO commented that rate debtors are 'aged'

Stocktakes and checks – CEO commented that a spreadsheet for each workplace will be set up with identified dates for doing stocktakes and particular focus on 'attractive' assets.

Council meetings – requirement to have one council meeting per month. Manager to investigate this given Belyuen's Governance structure.

**Action:** To be followed up at the next Council meeting.

4.5 Letter dated 22 February 2016 from the Chief Executive Department of Local Government re Procurement Exemption and requests.

**Action:** Tender Procurements – CEO to check with the Department whether 'Agreements for Services' such as waste disposal, accountants, auditors fall into the tender category.

4.6 TOPROC re TOPROC workshop 22 March 2016 Land Use Planning

**Motion:** That Council supports the payment to Michels Warren Munday to conduct the Land Use Planning workshop for TOPROC members on 22 March 2016.

**Motion:** That the Correspondence In and Out be accepted.

## **5. General Business**

5.1 Store Compliance check PM&C 27 April 2016

PM&C will be conducting their annual compliance check.

Council updating policies and procedures in relation to the store.

Current Updates: Sale of Ammunition by Store Staff

Purchase of ammunition from Belyuen Store

Sale of Cigarettes and Tobacco to people under the age of 18years

Store School attendance Policy

\*Belyuen Store Nutrition Policy (Dept. of Health) to be adopted

\*Canteen, Nutrition & Healthy Eating Policy to be adopted

\*Canteen, Nutrition & Healthy Eating Guidelines to be adopted

Store Operational Manual is currently being updated and will be available before 27 April 2016.

**Motion:** That the Policies identified above and tabled at the meeting be adopted by Council and become part of the Belyuen Store Policy and Procedures Manual currently being updated.

5.2 Roads to Recovery (R2R)

Council has \$63000 for R2R 2016-2018 allocated funding.

Proposal to widen in the main intersection in the middle of the community, build up the shoulders of the road that goes along front of the hall and place speed bumps and traffic signage along there. Estimate dated 17/03/16 for \$53592 from Belyuen Civil Works.

The remaining funds to be allocated to the road along the front of the school and this will be done with assistance from the NT Government Department of Education Infrastructure section.

**Motion:** That the estimate of \$53592 dated 17 March 2016 to undertake the Roads to Recovery work is accepted.

Discussion took place in regard to the 15/16 Roads to Recovery Programme which involved widening and stabilising the shoulders of the main road into the community half way to the first road intersection. This work was undertaken by the Civil Works staff. CEO stated that the work is of high quality and has made a big difference when driving on that stretch of road.

### 5.3 Grant Applications forwarded to the Department of Local Government

SPG Priority 1 Dump Fence

SPG Priority 2 Tilt Truck

SPG Priority 3 Removal of dying trees around the Council Office

Family Safe Environment installation of solar lights

Applications closed 18 March 2016

**Motion:** That the Grant applications as listed above be supported by Council.

### 5.4 Vehicle Upgrade and Purchases

Proposal to upgrade the Council Office Vehicle

Aged Care Programme purchase the current Council Office Vehicle

Aged Care Programme purchase a twin cab ute

Aged Care Toyota Troop Carrier be traded in.

Spreadsheet of vehicle details, 3 x quotes for two new vehicles and Report identifying all details of the recommended purchases provided to the Manager.

**Motion:** that the vehicles identified in the report are approved for purchase and the Troop Carrier be traded in along with the purchases and Aged Care purchases the current Council Office Vehicle.

### 5.5 Establishment of a small Belyuen Advisory Committee to meet with the CEO.

CEO proposing that a small group of 5 community people identified by the CEO be invited to be on a Belyuen Advisory Committee. Proposed the committee would meet

once every month after working hours and the community members receive a sitting fee.

The Proposed Advisory committee will not represent any organisations or work places but will be there solely as a Belyuen Community resident.

**Motion:** That the proposal to set up a small Belyuen Advisory Committee to meet with the CEO monthly and for members to receive a Sitting Fee (tba) be supported by the Council manager.

#### 5.6 Financial reports

Financial reports for November 2015 and December 2015 were tabled.

Discussion took place in regard to the ongoing financial issues of the store. Manager. CEO commented that there was noticeable drop in sales as a result of organisations such as NLC Rangers now purchasing outside the community.

Manager requested that the CEO discuss with the Auditors how to address some of the issues raised in the report in relation to the Store and handling of cash.

**Motion:** That the Financial Reports for November and December 2015 be accepted.

CEO commented that variation to the budget will need to be done at the end of March to accommodate the vehicle purchases and gravelling of the area outside the store.

#### 6. Other Business

There being no further business the meeting closed at 5.15pm

**Confirmation of Minutes** .....

**Date**.....