

Minutes of Meeting
of the PROSPECTIVE CENTRAL DESERT SHIRE COUNCIL
Held On 26 February 2008 in Shire Manager's Office Alice Springs
Commencing 9.15am

Present:

Andrea Martin (Shire Manager), Rowan Foley (CEO) and Roydon Robertson (DCCS)

3. SHIRE MANAGER'S REPORT

The Shire Manager gave a verbal report including the following issues:

- She expressed her pleasure that the CEO and DCCS were on board
- eSubs – details were given of submissions made for CDSC
- Advised information on Shires Establishment Action Committee (SEAC) meeting to be held on 3 March 2008
- Priority needs to be given to the next revision of the Draft Business Plan
- New Minister for Local Government to visit Alice Springs later this week.

4. CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer presented his written report.

Min 1/2/08 RESOLVED

That the Chief Executive Officer's Report be accepted.

5. DIRECTOR CORPORATE & COMMUNITY SERVICES REPORT

MEETINGS AND INSPECTIONS

Min 2/2/08 RESOLVED

That the Minutes of the Central Desert Shire Council Transition Committee Meeting held 30 & 31 January 2008 be received and noted.

NORTHERN TERRITORY PUBLIC LIBRARY – FUNDING AGREEMENT

Min 3/2/2008 RESOLVED

1. That the Northern Territory Library be thanked for supplying a copy of the current public library funding agreement and the Walter Turnbull Report "Review of Shires and Public Libraries in the Northern Territory".
2. That the Northern Territory Library be advised that Council looks forward to discussing enhanced services within the Shire and in particular the localities identified in the review report i.e. Yuendumu, Willowra and Nyirripi.

TRAVEL ALLOWANCE

Min 4/2/2008 RESOLVED

employment contracts and varying conditions, and the existing anomalies in relativities between positions.

Sue advised that a Collective Agreement was being established to facilitate a common approach by the shires, but had been held up by the Australian Services Union. It was intended that the new shires would be competing against each other for staff. It was also acknowledged that the shire wide Collective Agreement would be an initial document which would be superseded by individual councils in due course. LGANT will write position descriptions for a price. I have already collected examples and can quickly write Central Desert Shire's own position statements for the following:- Finance Manager, Executive Assistant and Director Infrastructure. Guidance is also required on Award Versus Collective Agreement versus individual contacts of employment.

The whole issue of appointing staff needs to be fast-tracked as a matter of urgency. It is understood that Sue Davey has been requested to facilitate a workshop in this regard. The workshop "Workforce Planning" has been scheduled for Monday 3 March 08 at 08.30 – 5.00pm in the Centre point Business Centre, Darwin Mall.

Discussion is needed as to attendance. The workshop is to take place at the same venue and time as the Shire Establishment Action Committee.

Another staffing matter that needs urgent attention is that linked to the shared finance and administrative service centre establishment.

5.8 ACCOUNTING RECORDS

Amie Jessop, Deloitte, Darwin has provided the following documents that I have requested:

- A Chart of Accounts, (provided to her by Neil Murray - DLG).
- Trial Balance from Deloitte's data file, showing all accounts that contain transaction (all transactions have not been entered to date).
- Account listing of all accounts created so far in their data file.

The Trial Balance and Account Listing Balances as at 20 February 08, are attached to this report.

RECOMMENDATION:

That the Trial Balance and Accounts Listing Balance as at 20 February 08 be received and noted.

5.9 INVITATION TO ATTEND NORTHERN TERRITORY FINANCE RESOURCE GROUP MEETING IN DARWIN 13/14 MARCH 08

The Convenor of the Group, Frank Crawley, Director Corporate Services at Darwin City Council has issued the above invitation to the newly appointed Director Corporate and Community Services and others.

The role of the group is to:

- Facilitate user feedback and training for software suppliers to NT Councils.

- Encourage networking and consultation on accounting and finance issues.
- Provide peer group support to LG finance staff.
- Promote professional accounting practices.
- Enhance status and training of LG finance staff.
- Link with and disseminate accounting/finance developments from other interstate finance groups.

The group has been in existence since March 2004 and meets every 6 months alternating between Darwin and Alice Springs. It is normal practice to have staff of the LG Department attend to brief the group on issues and developments at the NT Government level.

For Discussion.

5.10 AUDITS 2006/2007 & BUDGETS 2007/2008 OF EXISTING COUNCILS IN CENTRAL DESERT

All audits have been completed for 2006/2007. Elizabeth Dashwood, Senior Local Government Business Officer – Alice Springs DLG, has provided a copy of the 6 current councils audited financial statements and budgets for 2007/2008.

These documents will be advantageous when aggregating the 6 separate accounts into the consolidated financial records of the new Central Desert Shire Council.

For information

5.11 ESTABLISHMENT BUDGET

A budget to 30 June 2008 will be prepared as soon as time permits and I can attain the relevant information.

5.12 NIGHT PATROL OPERATIONS

Hopefully a report will be available for the meeting.

5.13 FEEDBACK ON DRAFT SHIRE BUSINESS PLAN

Feedback has been minimal to date, which is very disappointing. I have identified various items that require amendment or consideration and hopefully much more will come out of the feedback forum with CEOs on 4 March 2008.

For note.

**ROYDON ROBERTSON
DIRECTOR CORPORATE & COMMUNITY SERVICES**

That as an interim measure the Northern Territory Government Travel Allowance be adopted, with the Draft Policy from MacDonnell Shire Council "Accommodation and Travel Expense Reimbursement" to be considered for resolution at the next Council Meeting.

DELEGATIONS

The Shire Manager tabled a Delegation to the Chief Executive Officer to be adopted in lieu of the Delegation contained in the Agenda – see attachment to these Minutes.

Min 5/2/2008 RESOLVED

That the Delegation of Council Powers and Reporting by the Chief Executive Officer as tabled by the Shire Manager be adopted.

Min 6/2/2008 RESOLVED

That the Delegations Policy as contained in the Agenda be adopted.

ACCOUNTING RECORDS

Min 7/2/08 RESOLVED

1. That the Trial Balance and Account Listing Balances as at 20 February 2008 be received.
2. That separate figures be reported for Night Patrol Services with a comparison to actual.

6. GENERAL BUSINESS

The Shire Manager raised the following:

- There is a need to discuss with MacDonnell Shire Council long term accommodation, banking arrangements, Night Patrol Services and Staffing Issues.
- Arrangements need to be actioned for the move by Central Desert Shire Council and MacDonnell Shire Council to the temporary accommodation at the Alice Plaza.
- The urgent need for accommodation on communities plus visitor accommodation needs to be addressed. Commonwealth government and private sector assistance should be considered.
- Grace Holloway is on loan only for 3 months as an Executive Assistant.

7. NEXT MEETING

The next meeting is to be held at the Shire Manager's Office on 25 March 2008, commencing at 9 am.

8. CLOSURE

There being no further business the meeting was declared closed at 10.37 am.

ANDREA MARTIN

SHIRE MANAGER