



two ways :: one outcome

AGENDA
FINANCE COMMITTEE MEETING
THURSDAY, 2 JULY 2015

The Finance Committee Meeting of the Central Desert Regional Council will be held in Alice Springs, Council Chambers on Thursday, 2 July 2015 at 10:00am.

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CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 5.1
TITLE Confirmation of Previous Minutes
REFERENCE \COUNCIL AGENDAS AND MINUTES\FINANCE COMMITTEE MEETING\2015\2015 - 4 FINANCE COMMITTEE MEETING 2 JULY - 273159
AUTHOR Daniel Teudt, Governance Manager



COMPLETION DATE Every meeting

LINKS TO STRATEGIC PLAN

Goal 05: Management and Governance

RECOMMENDATION:

That the Finance Committee confirms the unconfirmed minutes of 7th May, 2015.

SUMMARY: The Finance Committee reviews the previous minutes to ensure that they are a true and correct record of the meeting held on 7th May 2015.

BACKGROUND

The Finance Committee needs to consider the unconfirmed minutes of the previous meetings before they decide that they are a true and correct record.

ISSUES, CONSEQUENCES AND OPTIONS

Nil

ATTACHMENTS:

1 07 May Finance Minutes.pdf



MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN THE
ON THURSDAY, 7 MAY 2015 AT 10:05AM

PRESENT

Cr Adrian Dixon
Cr William Johnson via telephone conference

Ex Officio

Edward Fraser – Director Finance and Corporate
Glenn Marshall – Director Works
Elizabeth Dashwood – Finance Manager
Buke Ali Tunne – Financial Accountant
Daniel Teudt – Governance Manager
Minuted by Gina Lillico – Executive Support Officer

APOLOGIES

Cr Robert Robertson

CONFLICT OF INTEREST

Nil

CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

SUMMARY: The Finance Committee reviews the previous minutes to ensure that they are a true and correct record of the meeting held on 5 March 2015.

FC005/2015 RESOLVED (Cr Johnson/Cr Dixon)
That the Finance Committee confirms the unconfirmed minutes of 5 March, 2015.

FINANCE COMMITTEE REPORTS

6.1 FINANCE REPORTS

SUMMARY: The Finance Committee receives reports in the months that the full Council does not meet. The agenda item provides the financial reports and explanations of the various items.

FC006/2015 **RESOLVED (Cr Johnson/Cr Dixon)**
That Committee receive and note the Financial Reports for the period ending 31 March, 2015.

6.2 BUDGET VARIATION REQUEST - HOMELANDS EXTRA ALLOWANCE

SUMMARY: Council has been granted \$46,800 (ex gst) to undertake minor works to a number of outstation dwellings as part of the Homelands Extra Allowance. Council is required to approve a budget amendment under S14 Local Government (Accounting) Regulations.

FC007/2015 **RESOLVED (Cr Johnson/Cr Dixon)**
That Committee approve a budget amendment of \$46,800 (ex gst) to the Outstations budget to allow maintenance and minor upgrades to identified dwellings as per the variation to the Homelands Extra Allowance funding agreement.

GENERAL BUSINESS

7.1 BUDGET VARIATION - TRANSFER 2014/15 UNALLOCATED WORKS SALARIES TO WORKS MATERIALS

SUMMARY: Works salaries are underspent by \$127,000 at Atitjere, Lajamanu, Laramba, Nyirripi and Willowra. Approval is sought to transfer these to Works materials budgets at those communities, to be spent on items relating to the Works program.

At Yuelamu and Yuendumu, the Works salaries are overspent by \$24,000 and permission is sought to transfer that amount from the Works materials budget to the salaries budget to cover that shortfall.

FC008/2015 **RESOLVED (Cr Dixon/Cr Johnson)**
That Finance Committee approve the net transfer of \$103,000 of unallocated Works salaries to the Works materials budget for expenditure by 30 June, 2015.

GENERAL BUSINESS

S.1 TENDER APPROVAL FOR SUPPLY OF OVAL LIGHTING FOR YUENDUMU OVAL

SUMMARY

A public tender was called for the supply and installation of flood lights at the Yuendumu Oval.

FC009/2015 RESOLVED (Cr Johnson/Cr Dixon)
That Committee approve the entry into contract with Lightning Electrical Services NT for the contract sum of \$346,400 (ex gst) to install flood lights at Yuendumu oval.

The meeting terminated at 10:45 am.

This page and the preceding 2 pages are the minutes of the Finance Committee Meeting held on Thursday, 7 May 2015 and confirmed Thursday, 2 July 2015.

Chairperson

FINANCE COMMITTEE REPORTS



ITEM NUMBER	6.1
TITLE	Finance Reports
REFERENCE	\\COUNCIL AGENDAS AND MINUTES\FINANCE COMMITTEE MEETING\2015\2015 - 4 FINANCE COMMITTEE MEETING 2 JULY - 273127
AUTHOR	Buke Ali Tunne, Finance
DUE DATE	July 2015

RECOMMENDATION:

That Council receive and note the Financial Reports for the period ending 31 May 2015.

SUMMARY: The Finance Committee receives reports in the months that the full Council does not meet. The agenda item provides the financial reports and explanations of the various items.

BACKGROUND

1. Actual Income and Expenditure Report of the Council for the period 1 July 2014 to 31 May 2015.

Please refer to Attachment 1: Income and Expenditure Report

	Annual Budget	YTD Budget	YTD Actual	YTD \$ Variance	YTD % Variance	Comments
Operating Income						
61 - Rates and Charges	(1,849,407)	(1,849,129)	(1,967,528)	118,399	6.40%	F-Note 1
62 - Statutory and User Charges	(477,462)	(437,673)	(532,983)	95,310	21.78%	F-Note 2
63 - Grants Income	(16,614,607)	(15,422,028)	(15,421,682)	(347)	0.00%	
64 - Interest Income	(350,000)	(320,833)	(317,378)	(3,456)	-1.08%	
65 - Commercial Income	(6,224,880)	(5,706,140)	(5,136,724)	(569,416)	-9.98%	UF-Note 3
66 - Contribution, Sponsorship and f	(15,428)	(14,142)	(77,748)	63,606	449.75%	F-Note 4
67 - Sale of Assets	(145,000)	(132,917)	(183,064)	50,148	37.73%	F-Note 5
Total Operating Income	(25,676,784)	(23,882,863)	(23,637,107)	(245,756)		
Operating Expenditure						
71 - Employee Costs	17,745,585	16,267,404	15,476,520	790,884	-4.86%	F-Note 6
72 - Materials & Contracts	6,020,027	5,519,905	4,403,504	1,116,401	-20.22%	F-Note 7
73 - Finance Costs	6,001	5,501	5,010	491	-8.92%	
75 - Depreciation, Amortisation and	0	0	(32,936)	32,936		
76 - Sale and Write Off of Assets	0	0	90,507	(90,507)		UF-Note 8
79 - Other Expenses	2,263,258	2,087,805	2,247,205	(159,400)	7.63%	UF-Note 9
Total Operating Expenditure	26,034,870	23,880,614	22,189,811	1,690,803		
633 - Unexpended Grants B/Fwd	(5,145,969)	(5,071,896)	(9,237,584)	4,165,688	477.35%	F-Note 10
Total Capital Expenditure	4,434,690	4,065,132	2,109,670	1,955,462	-48.10%	F-Note 11
Total Net Surplus/(Deficit)	(353,194)	(1,009,013)	(8,575,210)	273,667		

Notes Relating to Income & Expenditure

The notes include variance of more or equal \$50,000 or 10% whichever is greater.

- F Note 1 Rates and Charges income has favourable variance of \$118,399. This variance relates to increase in General rate collection as a result of discovering of extra properties.
- F Note 2 Statutory and User Charges income has favourable variance of \$95,310. The main variance relates to Property Lease and Accommodation income received more than budget.
- UF Note 3 Commercial Income unfavourable variance in the amount of \$569,416 this is due to the following programs receiving less income than expected:
- RJCP (Agency incentive) (\$373K)
 - Revenue growth (\$86K)
 - Waste Management (\$48K)
 - Municipal Service management (\$42K)
- F Note 4 Contribution & Reimbursements income favourable variance of \$63,606 includes Insurance claim and Paid parental leave not budgeted for and fuel tax rebate received earlier than anticipated.
- F Note 5 Sale of Assets favourable variance of \$50,148. The Council recognised more income from sold vehicles and plant/equipment than budgeted.
- F Note 6 The Employees costs include normal wages, on-cost and other employees' expenses such as training and travel.
The Council spent \$1.1M less on normal wages and on-cost, but spent more on other employees cost by \$358K. This resulted in overall favourable variance of \$790,884 on Employees Costs.
- F Note 7 Materials and Contract has favourable variance of \$1,116,401. The variance is mainly as a result of underspent on the following Account Sub-category:
- Materials, Supplies and Labour \$555K
 - Operating Lease Expenses \$405K

- Information Technology Expense \$156K

F Note 8 Sale and write off of Assets has unfavourable variance of \$90,507. This is mainly writing off of assets sold during 2014-15 financial year that was not budgeted for.

F Note 9 Other Expenses has unfavourable variance of \$159,400, mainly due to under or over expenditure in the subcategories below:

- Advertisement & Publicity (\$44K)
- Post, Freight and Telecommunication **\$87K (deficit)**
- Insurance, Utilities and Hire (\$55K)
- Councillors and Local Authority (\$38K)
- Unexpected Grants **\$208 (deficit)**

F Note 10 The Unexpended Grants favourable variance of \$4,165,688 relates to the following services:

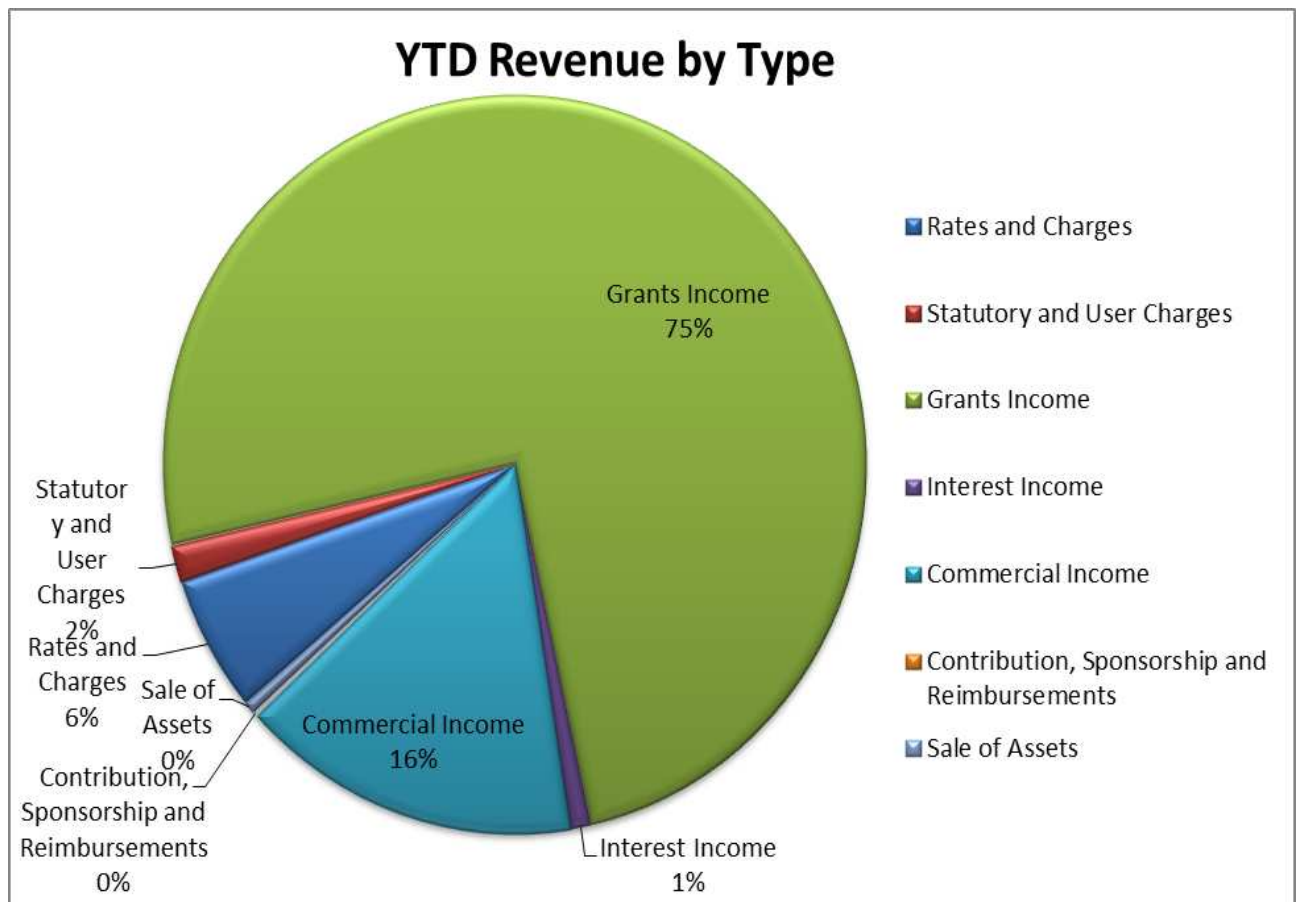
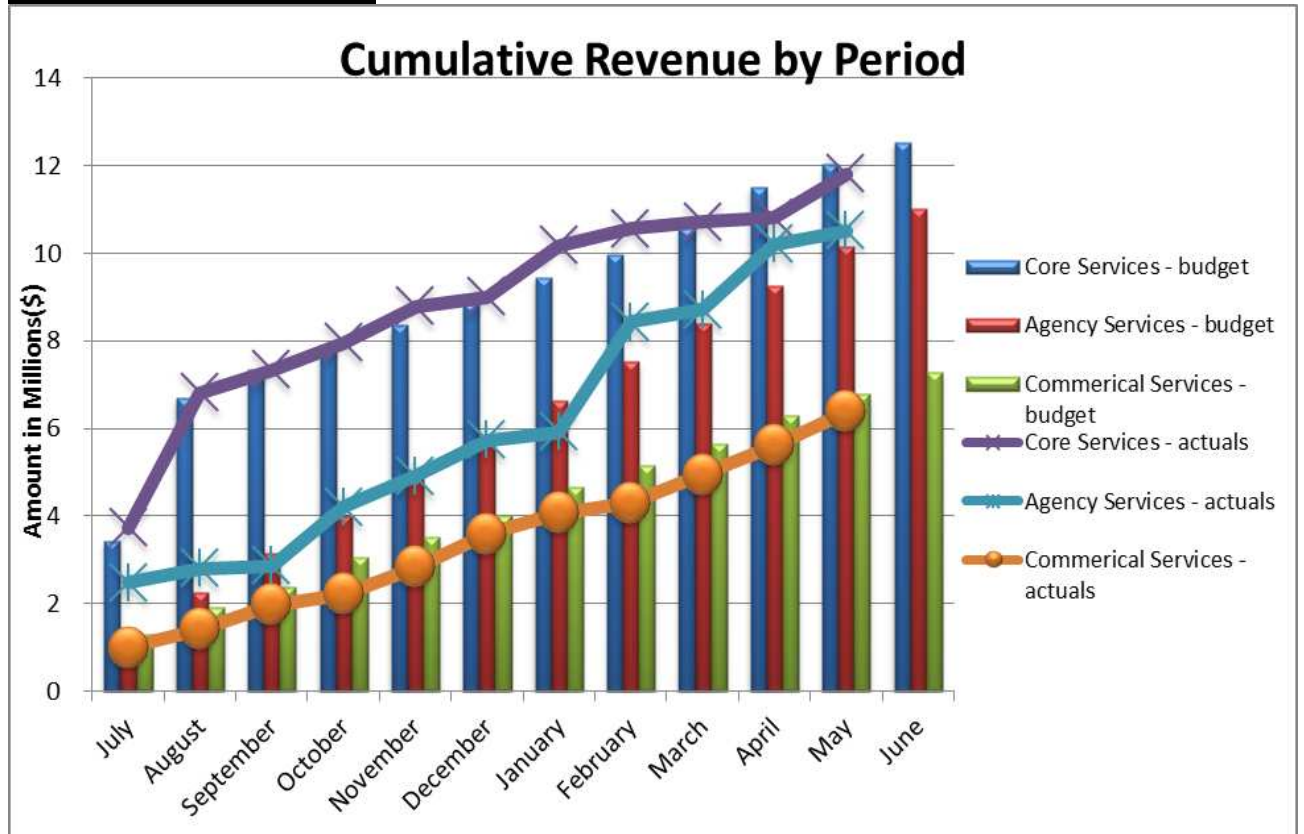
- Aged Care (\$ 1.2M – currently negotiating with Department to allow this to be used for capital upgrades)
- Community Safety (\$1.1M)
- Community Media (\$146K)
- Revenue Growth (\$116K)
- 2009/10 Housing maintenance (\$68) and

The above unexpended amounts were not included in budget (as grants brought forward) as the Council was waiting for approval from funding bodies to expend the grants. Upon approval to spend the grants would be recognised within the budget as unexpended figures. Council is waiting for approval from funding bodies to recognise the favourable unexpended grant in the budget.

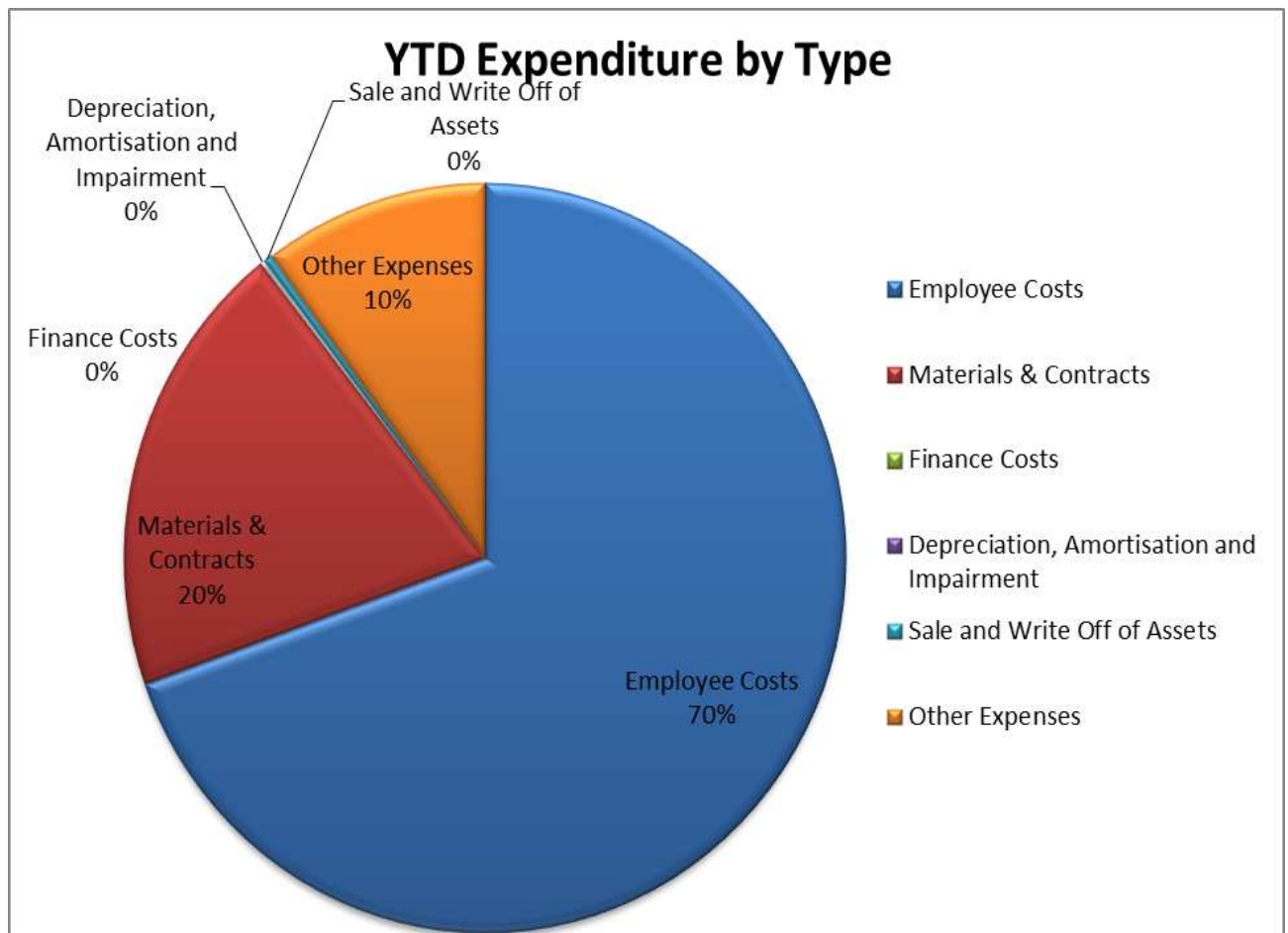
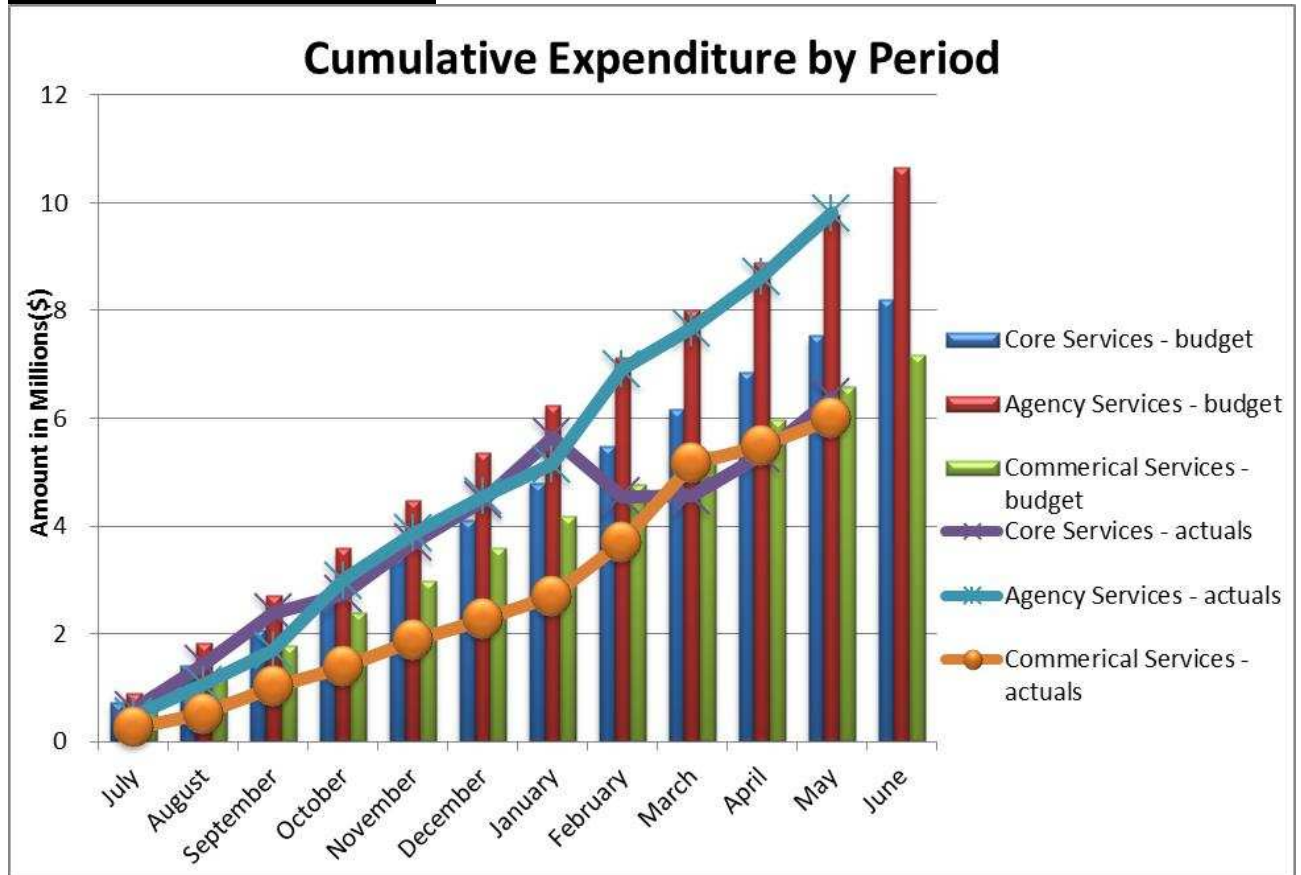
F Note 11 Total Capital Expenditure favourable variance of \$1,955,462. The variance relates mainly to

- Control Land & Building (\$1.2m)
- Infrastructure (\$589K)
- Vehicles (\$15K)
- Plant & Equipment (\$209K)

Revenue Summaries



Expenditure Summaries



Balance Sheet of the Council as at 31st May 2015

Please refer to Attachment 2: Balance Sheet

Details of all cash and investments held by the Council as at 31st May 2015.

As at 31 May 2015 the Council has total cash and bank deposits of \$4,987,445.86 and total financial investments of \$7,493,611.

The following is a summary of all the bank accounts:

Operating Bank Account	4,258,752.07
Trust Bank Account	682,622.87
ICC Bank Account	39,328.19
Petty Cash	<u>6,742.73</u>
	<u>4,987,445.86</u>

Following is the summary of all the investments:

Sr. No.	Bank	Principal \$	Rate of Interest	Term Days	Maturity Date
1	WESTPAC	4,927,425	3.03%	90 Days	03/06/2015
2	WESTPAC	2,566,186	2.32%	34 Days	15/06/2015
		7,493,611			

Estimate of Net Cash position.

Please refer to Attachment 3: Estimate of Net Cash Position.

The Council has net cash of \$1.9m as at 31st May 2015. The net cash position is the difference between current assets and current liabilities.

Aged Analysis of Debts owed to the Council as at 31st May 2015.

Please refer to the Aged Debtor Summary (Attachment 4) that highlights the status of Aged Debtors.

The total Receivables as at 31st May 2015:

Debtor Age	\$
30 days plus	30,970
60 days plus	6,139
90 days plus	10,930

90 days plus Debtors

The following are key debtors that Council has engaged a debt collector:

Debtor's Name	Debtor Reference (No.)	Amount
Tapps Plumbing	00262	2,137
Harvey Development (NT)	00391	2,353
Total		4,492

New Future Alliance (Debtor # 00230) with outstanding amount of \$2,800 has promised the Council the debt will be settled soon.

In the month of May 2015 the Council has written off following debts that were outstanding over 2 years.

Debtor #	Debtor Names	Outstanding Amount
00126	Billy Manjangani	6,000
00126	Peter Weallans	1,296
00126	Collin Mckander	917
00299	LRB Building Contractors	3,238
00521	Master Trade Builders	3,780
		15,232

ISSUES, CONSEQUENCES AND OPTIONS

Nil.

FINANCIAL IMPLICATIONS

See content of report.

ATTACHMENTS:

- 1 Income and Expenditure report as at 31 May 2015.pdf
- 2 Balance Sheet as at 31 May 2015.pdf
- 3 Net Cash Position as at 31 May 2015.1.pdf
- 4 Aged Debtors report as at 31 May 2015.pdf

Central Desert Regional Council
Income and Expenditure Report
For Month Ending 31st May 2015



	(Period: 1 to 13) Full Year Budget	YTD (Period: 1 to 11)		
		Budget	Actual	\$ Variance
INCOME				
Rates and Charges				
Rates				
61111 General Rate Inc Base	1,052,000	1,052,000	1,192,665	140,665
	1,052,000	1,052,000	1,192,665	140,665
Waste Charges				
61211 Domestic Waste Charge Inc Base	797,407	797,129	774,862	(22,267)
	797,407	797,129	774,862	(22,267)
Rates and Charges Sub Total	1,849,407	1,849,129	1,967,528	118,399
Statutory and User Charges				
User Charges				
62211 Centrelink User Charge Fee Inc	0	0	1,715	1,715
62213 Property Rental of Lease and Accomodatio	417,000	382,250	451,365	69,115
62214 Equipment/Vehicle Hire	0	0	21,080	21,080
62215 Lease Equipment/Vehicle	39,000	35,750	56,455	20,705
62216 Landfill Tipping Fee Inc	21,462	19,674	2,369	(17,305)
	477,462	437,673	532,983	95,310
Statutory and User Charges Sub Total	477,462	437,673	532,983	95,310
Grants Income				
Operating Grants				
63111 Aust Gov Operating Grant	8,004,202	7,399,237	7,540,395	141,158
63112 NT Gov Operating Grants	7,536,276	7,003,340	7,192,889	189,549
63119 Grants Other	407,657	373,686	258,202	(115,484)
	15,948,135	14,776,262	14,991,486	215,223
Capital Grants				
63211 Australian Gov Capital Grant	418,000	418,000	296,224	(121,776)
63212 Northern Territory Capital Grant	248,472	227,766	133,972	(93,794)
	666,472	645,766	430,196	(215,570)
Unexpended Grants B/Fwd				
63311 Unexpended Grant B/Fwd	5,145,969	5,071,896	9,237,584	4,165,688
	5,145,969	5,071,896	9,237,584	4,165,688
Grants Income Sub Total	21,760,576	20,493,925	24,659,266	4,165,341
Interest Income				
Operating				
64111 Interest Income - Investment	300,000	275,000	279,615	4,615
	300,000	275,000	279,615	4,615
Restricted				
64211 Interest Income - Bank Accounts	50,000	45,833	37,762	(8,071)
	50,000	45,833	37,762	(8,071)
Interest Income Sub Total	350,000	320,833	317,378	(3,456)
Commercial Income				
Sales Income				
65111 Stock Sales	26,689	24,465	22,423	(2,042)
	26,689	24,465	22,423	(2,042)
Service Income				
65211 Australian Govt Agency Service Fee Inc	512,423	469,721	505,156	35,435
65212 Territory Govt Agency Service Fee Inc	35,000	32,084	18,996	(13,087)
65213 Service Fee Other	1,258,891	1,153,983	996,944	(157,039)
65214 Contract Fee	1,139,296	1,044,355	967,647	(76,708)
65215 Wage Subsidy	0	0	17,326	17,326

Central Desert Regional Council
Income and Expenditure Report
 For Month Ending 31st May 2015



(Period: 1 to 13) Full Year Budget	YTD (Period: 1 to 11)		
	Budget	Actual	\$ Variance
2,945,610	2,700,142	2,506,068	(194,074)

Central Desert Regional Council
Income and Expenditure Report
For Month Ending 31st May 2015



	(Period: 1 to 13) Full Year Budget	YTD (Period: 1 to 11)		
		Budget	Actual	\$ Variance
Other Income				
65310 Parent contribution - Child care	0	0	340	340
65313 Agency Incentive	3,237,081	2,967,324	2,585,622	(381,702)
65314 Commission	15,500	14,208	22,271	8,062
	3,252,581	2,981,533	2,608,233	(373,300)
Commercial Income Sub Total	6,224,880	5,706,140	5,136,724	(569,416)
Contribution, Sponsorship and Reimbursements				
Cash Contributions and Sponsorship				
Non-cash Contribution				
66214 Other Physical Contributions	0	0	18,720	18,720
	0	0	18,720	18,720
Reimbursement Income				
66316 Reimbursement Inc Insurance Claims	0	0	31,773	31,773
66318 Reimbursement Inc Employees	0	0	11,827	11,827
66321 Reimbursement Inc Fuel Tax Credit	15,428	14,142	15,428	1,286
	15,428	14,142	59,028	44,886
Contribution, Sponsorship and Reimbursements Sub Total	15,428	14,142	77,748	63,606
Sale of Assets				
Proceeds from Sale of Assets				
67141 Proceeds from Sale Vehicles	120,000	110,000	105,234	(4,766)
67171 Proceeds from Sale Plant and Equipment	25,000	22,917	77,830	54,913
	145,000	132,917	183,064	50,148
Sale of Assets Sub Total	145,000	132,917	183,064	50,148
TOTAL INCOME	30,822,754	28,954,759	32,874,691	3,919,932

Central Desert Regional Council
Income and Expenditure Report
For Month Ending 31st May 2015



	(Period: 1 to 13) Full Year Budget	YTD (Period: 1 to 11)		
		Budget	Actual	\$ Variance
OPERATING EXPENDITURE				
Employee Costs				
Salaries and Wages				
71111 Salary Normal	12,386,666	11,354,443	10,844,813	509,630
71112 Salary Overtime	33,029	30,277	109,651	(79,374)
71116 Workers Compensation Claims -Paid from Sa	625	573	1,821	(1,248)
71119 Salary Expense Accrual	(89,425)	(81,973)	(654,391)	572,418
	12,330,895	11,303,320	10,301,893	1,001,426
On-Costs				
71211 Staff Allowances	145,276	133,170	284,938	(151,768)
71212 SGC Superannuation	1,320,765	1,210,488	1,193,938	16,550
71213 Additional Employer Superannuation	19,527	17,900	10,457	7,444
71214 Fringe Benefit Tax	30,000	27,500	62,789	(35,289)
71215 Workers Compensation Insurance Premium	432,169	396,154	232,161	163,993
71221 Leave Expense	2,151,007	1,971,756	1,933,231	38,526
71223 Long Service Leave - Accrual	45,038	41,284	0	41,284
71231 Directors Cost Allocation	71,272	66,166	0	66,166
	4,215,054	3,864,419	3,717,513	146,905
Others Expenses				
71311 Staff Relocation Expense	47,197	43,264	18,938	24,326
71312 Staff Accommodation Phone Expense	600	550	453	97
71313 Uniform	77,575	71,110	77,012	(5,902)
71314 Staff Travelling and Accommodation	621,290	569,516	436,823	132,692
71315 Staff Reimbursement Expense	875	802	748	54
71316 Staff Training Expense	326,464	299,259	549,520	(250,261)
71317 Staff Study Costs	2,000	1,833	0	1,833
71318 Professional Subscription	2,500	2,292	890	1,402
71319 Staff Other Expenses	82,124	75,281	11,382	63,899
71320 Service Awards	4,000	3,667	0	3,667
71321 Pre-Vocational Training	2,500	2,292	0	2,292
71322 RJCP-Job Seeker Training	21,000	19,250	355,580	(336,330)
71323 Meetings/Seminars	11,510	10,551	5,767	4,783
	1,199,636	1,099,666	1,457,113	(357,447)
Employee Costs Sub Total	17,745,585	16,267,404	15,476,520	790,884
Materials & Contracts				
Materials, Supplies and Labour				
72111 Food Expense	532,868	488,463	530,292	(41,829)
72112 Sports & Recreational Supplies	30,010	27,509	15,361	12,149
72114 Cleaning Materials and Supplies	43,265	39,660	41,233	(1,573)
72115 Meeting Supplies	14,154	13,350	7,088	6,261
72116 First Aid/Medical Supplies	509	467	4,025	(3,558)
72117 Pool Supplies	0	0	54	(54)
72118 Materials General	604,012	553,830	435,438	118,391
72119 Meal Expense - Only	0	0	761	(761)
72121 Post Office Supplies	5,000	4,583	9,678	(5,095)
72122 Art Supplies	8,400	7,700	9,023	(1,323)
72127 Project Management Costs	(231,802)	(212,485)	(114,357)	(98,128)
72131 Stationery	43,135	39,541	39,045	495
72132 Office Supplies	58,520	53,644	41,037	12,607
72133 Printer/Photocopier Consumables	28,614	26,229	12,421	13,808
72134 Magazines and Newspapers	2,116	1,940	2,087	(147)
72135 Library Books	0	0	701	(701)
72136 Educational Materials	49,343	45,231	8,745	36,486
72141 Vehicle Fuel and Oil	388,245	355,892	355,198	694
72142 Plant & Equipment Fuel and Oil	184,814	169,413	136,275	33,138
72143 Bulk Fuel and Oil	0	0	6,993	(6,993)
72144 Registration Vehicles - Plant & Equipment	31,179	28,581	147,175	(118,594)
72145 Vehicle Trackers	29,629	27,160	18,994	8,167
72151 Minor Assets	164,365	150,816	183,736	(32,920)
72152 Protective Clothing	49,616	45,481	79,050	(33,569)
72161 Contract Labour	126,353	115,823	256,913	(141,089)
72162 Contract Materials and Labour	1,264,077	1,158,738	350,056	808,682
72163 Contract Transport	7,000	6,417	16,113	(9,696)
	3,433,422	3,147,981	2,593,136	554,846

Central Desert Regional Council
Income and Expenditure Report
For Month Ending 31st May 2015



	(Period: 1 to 13)		YTD (Period: 1 to 11)		
	Full Year Budget	Budget	Actual	\$ Variance	
Operating Lease Expenses (Other than IT)					
72211 Op Lease Office Equipment	75,499	69,207	4,560	64,647	
72212 Op Lease Vehicles	0	0	4,197	(4,197)	
72213 Op Lease Plant & Equipment	11,626	10,657		10,657	
72214 Housing Leasing	43,344	39,732	50,269	(10,538)	
72215 Desk Space	12,344	12,086	0	12,086	
72217 Section 19 Lease	342,254	313,733	215,866	97,867	
72219 Office Fit Out	47,225	43,290	27,919	15,370	
72221 Office Equipment Repairs and Mtce	18,241	16,721	16,949	(228)	
72222 Vehicle Repairs and Maintenance	456,965	418,884	369,955	48,929	
72223 Plant & Equipment Repairs & Mtce	386,360	354,163	231,308	122,855	
72224 Buildings and Facilities Repairs & Mtce	283,442	259,822	171,433	88,389	
72225 Infrastructure Repairs & Mtce	32,300	29,608	70,231	(40,622)	
	1,709,600	1,567,903	1,162,688	405,215	
Information Technology Expense					
72311 IT Equipment Lease Rental	63,400	58,117	25,009	33,107	
72312 System Support Expense	419,350	384,404	365,323	19,081	
72313 Website Costs	2,000	1,833	0	1,833	
72314 Network Communication Expense	248,664	227,942	141,901	86,041	
72315 Internet Service Provider Expense	47,803	43,819	37,679	6,140	
72316 IT Equipment Maintenance	22,000	20,167	36,845	(16,678)	
72317 Software Licence Fees	31,700	29,158	12,662	16,496	
72318 Miscellaneous Supplies	15,087	13,830	17,195	(3,365)	
72319 IT Equipment Purchase	27,000	24,750	11,065	13,685	
	877,004	804,020	647,680	156,340	
Materials & Contracts Sub Total	6,020,027	5,519,905	4,403,504	1,116,401	
Finance Costs					
Finance Costs					
73111 Bank Fees	6,000	5,500	5,009	491	
73121 Interest on Bank Loan	1	1	1	(0)	
	6,001	5,501	5,010	491	
Finance Costs Sub Total	6,001	5,501	5,010	491	
Depreciation, Amortisation and Impairment					
Land and Buildings					
75111 Depreciation Expense - Buildings	0	0	(32,936)	32,936	
	0	0	(32,936)	32,936	
Depreciation, Amortisation and Impairment Sub Total	0	0	(32,936)	32,936	
Sale and Write Off of Assets					
Sale of Assets					
76141 Sale of Asset Exp Vehicles	0	0	31,917	(31,917)	
76171 Sale of Asset Exp Plant & Equipment	0	0	58,590	(58,590)	
	0	0	90,507	(90,507)	
Sale and Write Off of Assets Sub Total	0	0	90,507	(90,507)	
Other Expenses					
Professional, Bad debt & Other Charges					
79111 Auditor's Fees	54,000	49,500	33,092	16,408	
79113 Professional/Consulting Fees	85,623	78,487	104,196	(25,709)	
79114 Legal Fees	9,000	8,250	5,011	3,239	
79115 Membership and Subscription	52,000	51,333	51,266	67	
79116 Vet Fees	104,000	95,333	75,764	19,570	
79120 License and Permit	1,488	1,364	571	792	
79121 Bad Debt Expense	0	0	22,303	(22,303)	
79123 Cash Unders/Overs	(3,492)	(3,201)	(60)	(3,141)	
79125 Debt Collection Fees	1,500	1,375	1,156	219	
79131 Rates and Taxes	12,000	12,000	13,536	(1,536)	
79132 Administration Cost	9,800	10,237	0	10,237	
	325,918	304,679	306,836	(2,157)	

Central Desert Regional Council
Income and Expenditure Report
For Month Ending 31st May 2015



	(Period: 1 to 13)	YTD (Period: 1 to 11)		
	Full Year Budget	Budget	Actual	\$ Variance
Advertisements & Publicity				
79211 Recruitment Advertising	38,893	35,652	30,986	4,666
79212 Tender Ads	500	458	2,895	(2,436)
79213 Events Sponsorship	32,668	29,946	13,505	16,441
79215 Publications (Promotional Items)	10,000	9,167	10,003	(836)
79216 Print Publishing Expense (Non Promotional)	11,000	10,083	2,356	7,727
79217 Advertising - General	25,709	23,567	4,627	18,939
	118,771	108,873	64,372	44,501
Postage, Freight and Telecommunication Expenses				
79311 Postage and PO Box Rent	2,013	1,845	1,361	484
79312 Freight Expense	55,696	51,055	68,626	(17,571)
79313 Office Telephone/Fax Expense	102,207	93,690	114,112	(20,422)
79314 Mobile Phone Expense	41,924	38,430	80,651	(42,221)
79315 Satellite Phone Expense	29,302	26,860	33,206	(6,346)
79316 Teleconference Expense	2,500	2,292	3,390	(1,098)
	233,641	214,171	301,345	(87,174)
Insurance, Utilities and Hire Expenses				
79411 Electricity	307,318	284,209	266,335	17,873
79412 Water	157,082	144,542	122,831	21,711
79413 Gas	9,286	8,512	8,354	158
79414 Sewerage	59,622	54,654	70,038	(15,384)
79415 Spare	0	0	1,591	(1,591)
79416 Waste Management	20,540	18,828	12,699	6,130
79421 Public Liability Insurance Premium	111,462	102,173	65,347	36,827
79422 Professional Indemnity Insurance Premium	12,100	11,092	0	11,092
79423 Industrial Special Risks Insurance Premium	186,574	171,026	123,588	47,438
79425 Vehicle Insurance Premium Exp	116,718	106,992	113,033	(6,042)
79426 Insurance Premium Exp Buildings	1,400	1,283	0	1,283
79427 Insurance Premium Exp Other	51,100	46,842	52,141	(5,299)
79431 Hire of Vehicle/Plant & Equipment	0	0	59,483	(59,483)
79432 Venue Hire	500	458	0	458
	1,033,703	950,611	895,440	55,170
Councillors, Local Advisory Board and Electoral Expenses				
79511 Chairman Mayor Allowance	87,500	80,208	83,764	(3,556)
79512 Councillor Allowance	255,000	233,750	197,831	35,919
79514 Councillors Travelling & Accommodation E	60,000	55,000	90,064	(35,064)
79515 Councillors Training Exp	10,462	9,590	326	9,264
79517 Councillors Meeting Expense	0	0	1,019	(1,019)
79519 Other Councillor Expenses	10,000	9,167	5,250	3,917
79521 Local Authority Meeting Expense	3,600	3,300	717	2,583
79522 Local Authority Training Expense	16,900	15,492	2,701	12,791
79523 LA Travelling & Accommodation	671	615	2,541	(1,926)
79524 LA Allowances	56,916	52,173	36,666	15,507
	501,049	459,295	420,879	38,415
Unexpended Grants				
79611 Refund Grant	50,176	50,176	258,332	(208,156)
	50,176	50,176	258,332	(208,156)
Other Expenses Sub Total	2,263,258	2,087,805	2,247,205	(159,400)
TOTAL OPERATING EXPENDITURE	26,034,870	23,880,614	22,189,811	1,690,803

Central Desert Regional Council
Income and Expenditure Report
For Month Ending 31st May 2015



	(Period: 1 to 13) Full Year Budget	YTD (Period: 1 to 11)		
		Budget	Actual	\$ Variance
CAPITAL EXPENDITURE				
Property, Plant and Equipment				
Land and Buildings				
31122 Acc. Depreciation Buildings	0	0	32,936	(32,936)
	0	0	32,936	(32,936)
Vehicles				
31311 Acquisition of Vehicles	0	0	(190,384)	190,384
31312 Acc. Depreciation Vehicles	0	0	205,417	(205,417)
	0	0	15,033	(15,033)
Furniture and Fittings				
31511 Acquisition of Furniture and Fittings	71,631	65,662	0	65,662
	71,631	65,662	0	65,662
Plant and Equipment				
31711 Acquisition of Plant and Equipment	0	0	62,867	(62,867)
31712 Acc. Depreciation Plant and Equipment	0	0	107,649	(107,649)
	0	0	170,516	(170,516)
Property, Plant and Equipment Sub Total	71,631	65,662	218,484	(152,823)
WIP				
Expenditure Control Land & Building				
32121 Construct Building ExpCtl	1,292,820	1,185,085	202,035	983,051
32122 Upgrade Building ExpCtl	687,445	630,158	303,591	326,567
32123 Building Project Management	61,380	56,265	69,277	(13,012)
	2,041,645	1,871,508	574,903	1,296,606
Expenditure Control Infrastructure				
32211 Construct Infrastruct ExpCtl	874,188	801,339	581,262	220,077
32212 Upgrade Infrastruct ExpCtl	603,332	553,054	277,421	275,633
32213 Infrastructure Project Management	170,422	156,220	62,695	93,525
	1,647,942	1,510,614	921,379	589,235
Expenditure Control Vehicles				
32311 Purchase Vehicle ExpCtl	320,000	293,333	325,150	(31,816)
32319 Transfer to Acq Vehicles	0	0	(46,950)	46,950
	320,000	293,333	278,200	15,134
Expenditure Control Plant & Equipment				
32711 Purchase Plant and Equipment ExpCtl (re	333,471	305,682	345,811	(40,129)
32712 Upgrade Plant and Equipment ExpCtl	20,000	18,333	0	18,333
32719 Transfer to Acq Equipment	0	0	(229,106)	229,106
	353,471	324,015	116,705	207,311
WIP Sub Total	4,363,059	3,999,470	1,891,186	2,108,285
TOTAL CAPITAL EXPENDITURE	4,434,690	4,065,132	2,109,670	1,955,462
NET SURPLUS / (DEFICIT) :	353,194	1,009,013	8,575,210	273,667

Central Desert Regional Council
Year To Date - Balance Sheet
For the Period Ending 31 May 2015



two ways :: one outcome

Current Year
YTD
Actual

Assets**CURRENT ASSETS**

11	Cash and Cash Equivalents	4,987,446
12	Short term Investments	7,493,611
13	Trade and other receivables	890,346
14	Inventory	21,264
Total Current Assets		13,392,667

NON CURRENT ASSETS

31	Property, Plant and Equipment	34,395,063
32	WIP	2,226,724
Total Non Current Assets		36,621,787

Total Assets	50,014,454
---------------------	-------------------

Liabilities**CURRENT LIABILITIES**

21	Payables	(1,992,068)
22	Provisions	(1,104,900)
Total Current Liabilities		(3,096,968)

NON CURRENT LIABILITIES

42	Provisions	(310,969)
Total Non Current Liabilities		(310,969)

Total Liability	(3,407,937)
------------------------	--------------------

NET ASSETS	46,606,516
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Equity

51	Accumulated Surplus/Deficit	(21,307,347)
52	Asset Revaluation Reserve	(14,615,080)
Retained Earnings		(10,684,089)

NET EQUITY	(46,606,516)
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Central Desert Regional Council
Estimate of Net Cash Position
as at 31 May 2015



two ways :: one outcome

Current Year YTD Actual
--

CURRENT ASSETS

	Cash and Cash Equivalents	4,987,446
	Short term Investments	7,493,611
	Total Cash available	12,481,056
Less:	Trade and other receivables	890,346
	Provision for Doubtful Debt	(26,880)
	Total Current Assets	13,344,523

CURRENT Liabilities

	Creditors	(1,992,068)
	Employees Cost	(1,027,449)
	Provision other	(1,027,449)
	Grants Surplus as at 31 May 2015	(7,772,160)
	Provision for s19 Leases	(302,741)
	Commercial deficit	689,578
	Total Current Liabilities	(11,432,290)

Net Cash Position	1,912,232
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Central Desert Regional Council
ACCOUNTS RECEIVABLE - Aged Analysis Summary Report
As at 31-May-2015



Debtor #	Debtor Name	Outstanding Amount	Current	30 Days	60 days	90 + days
00013	Atitjere Homelands Store	220.00	0.00	220.00	0.00	0.00
00022	Batchelor Institute	1,000.00	1,000.00	0.00	0.00	0.00
00024	CatholicCare NT	242.00	242.00	0.00	0.00	0.00
00028	Central Land Council	10,849.44	5,500.00	5,349.44	0.00	0.00
00030	Department of Human Services	231.00	0.00	0.00	0.00	231.00
00033	Charles Darwin University	484.00	484.00	0.00	0.00	0.00
00040	Department of Education	759.00	759.00	0.00	0.00	0.00
00044	Department of Social Services	82,000.00	82,000.00	0.00	0.00	0.00
00052	GMAAAC	7,000.00	0.00	7,000.00	0.00	0.00
00061	MacDonnell Regional Council	3,721.59	1,521.59	0.00	2,200.00	0.00
00083	Power & Water Corporation	112,332.04	97,531.81	14,800.23	0.00	0.00
00095	Tangentyere Council (CAYLUS)	575.30	575.30	0.00	0.00	0.00
00096	Territory Housing	258.31	0.00	0.00	258.31	0.00
00112	Wayfarer Hill Pty Ltd	60.00	0.00	0.00	60.00	0.00
00126	Sundry Debtors	4,631.73	3,282.22	0.00	248.85	1,100.66
00128	Ingkerreke Outstations Resource Services	605.00	0.00	484.00	121.00	0.00
00155	Warlpiri Youth Development Aboriginal Corporation	484.00	0.00	484.00	0.00	0.00
00157	Probuild (NT) Pty Ltd	9,900.00	9,900.00	0.00	0.00	0.00
00160	Gomiss Pty Ltd (TiTree Roadhouse)	2,200.00	1,760.00	0.00	0.00	440.00
00169	STEPS Group Australia Ltd	1,210.00	1,210.00	0.00	0.00	0.00
00229	Power Projects (NT) Pty Ltd	2,200.00	2,200.00	0.00	0.00	0.00
00230	New Future Alliance	2,800.00	0.00	0.00	0.00	2,800.00
00262	Tapps Plumbing - (debt Collector)	2,138.60	0.00	0.00	0.00	2,138.60
00265	FCM Travel Solutions	242.00	242.00	0.00	0.00	0.00
00277	Engawala Store	720.00	720.00	0.00	0.00	0.00
00294	Australian Abrasive Minerals Pty Ltd	3,740.00	3,740.00	0.00	0.00	0.00
00323	S & R Building & Construction Pty Ltd	622.60	138.60	484.00	0.00	0.00
00353	Department of Children & Families	1,510.00	1,510.00	0.00	0.00	0.00
00355	The Department of the Prime Minister & Cabinet	600.00	0.00	0.00	600.00	0.00
00358	Clarklec Electrical Services	1,848.00	0.00	528.00	1,320.00	0.00
00380	Universal Desert Building Services Pty Ltd	879.00	0.00	0.00	0.00	435.00
00388	SDA Plumbing	1,362.86	1,362.86	0.00	0.00	0.00
00391	Harvey Development (NT) HD Construction	2,353.00	0.00	0.00	0.00	2,353.00
00421	Atitjere Health Clinic	134.20	0.00	0.00	0.00	134.20
00492	Healthy Communities	1,055.56	0.00	0.00	0.00	1,055.56
00495	Victoria Daly Regional Council	5,120.00	5,120.00	0.00	0.00	0.00
00506	Ngurratjuta Aboriginal Corporation	121.00	121.00	0.00	0.00	0.00
00539	Bodhi Bus Pty Ltd	968.00	968.00	0.00	0.00	0.00
00561	Life without Barriers	150.00	0.00	150.00	0.00	0.00
00571	Zodiac Business Services	1,011.43	1,011.43	0.00	0.00	0.00
00589	Adelaide United Football Club	242.00	0.00	0.00	0.00	242.00
00603	Yirara College	121.00	0.00	0.00	121.00	0.00
00604	IS Australia	2,726.66	1,080.00	1,350.00	0.00	0.00
00619	Moogie Patu	1,210.00	0.00	0.00	1,210.00	0.00
00621	Alice Refrigeration	121.00	0.00	121.00	0.00	0.00
Grand Total		272,760.32	223,979.81	30,970.67	6,139.16	10,930.02

GENERAL BUSINESS



ITEM NUMBER 7.1
TITLE Budget variation requests
REFERENCE \COUNCIL AGENDAS AND MINUTES\FINANCE COMMITTEE MEETING\2015\2015 - 4 FINANCE COMMITTEE MEETING 2 JULY - 273926
AUTHOR Buke Ali Tunne, Finance

DUE DATE July 2015

LINKS TO STRATEGIC PLAN

Goal 02: Physical Assets

Goal 05: Management and Governance

RECOMMENDATION:

That Council approve three budget amendments relating to two unexpended grants and one new grant, being:

- 1. Budget variation to Community Aged Care Package (CACP) to undertake capital upgrade to Lajamanu Aged Care roof from unexpended grant brought forward from prior year.**
- 2. Budget variation to Home and Community Care (HACC) to purchase, install and operation laundry equipment, IT equipment, leather lounges and blankets using the expended brought forward from prior year**
- 3. Budget variation to NATSI Flex to purchase, install and receive training for a Client Management System, including payment to a project manager.**

SUMMARY: Council has been granted approval to use the unexpended brought for the CACP and HACC. CACP unexpended grant to be used to upgrade replace roof at Lajamanu and HACC funds to purchase, install and operation laundry equipment, IT equipment, leather lounges and blankets.

BACKGROUND

Council applied to the Department of Social Services to use \$145,000 of CACP and \$62,983.58 of HACC unexpended grants brought forward to undertake the following activities:

- Capital upgrade to replace roof at Lajamanu
- Purchase new washing machine, dryer, lounges, blankets and IT equipment for seven communities funded by HACC program.

The Council was granted the approval on 15th June 2015.

Council also applied to Department of Social Services (NATSI Flex) for Aged Care Services Improvement and Healthy Ageing funding to purchase Client Information System to meet Aged Care new Compliance requirements.

The Council received the approval on 6th June 2015.

ISSUES, CONSEQUENCES AND OPTIONS

None

FINANCIAL IMPLICATIONS

Nil

ATTACHMENTS:

- 1 105 -34 AC budget variation request 22 June 2015.docx
- 2 120 -34 AC budget variation request 22 June 2015.docx
- 3 114 -34 AC budget variation request 22 June 2015.docx

Budget variance request

PROJECT: 2014-15 CACP

SERVICE: 34 – Aged Care

FUND: 105 - CACP

EXPLANATION: The Council has unexpended grant brought forward of \$329,887.23 for Home and Community Care Packages. The Council has been granted the permission to use \$145,000 of this fund to replace roof at Lajamanu.

OTHER ISSUES: This activity was given the first priority in 2014-15, the remaining surplus fund to be used in 2015-16 to undertake capital upgrades in other Communities.

AMENDED BUDGET:

	Current YTD	Current Annual	Amended Annual
REVENUE			
Brought forward grant CACP			-145,000
Capital expenditure			
34 – Lajamanu			145,000
Total Program Requirement			0.00

DATE: _____

RESOLUTION: _____

Budget variance request

PROJECT: 2014-15 HACC

SERVICE: 34 – Aged Care

FUND: 120 - HACC

EXPLANATION: The Council has been granted the permission to use the unexpended Grant brought from the HACC program of \$65K to purchase, install and operation of laundry equipment, IT Equipment, Leather lounges and blankets for the seven locations funded by HACC.

OTHER ISSUES: Nil.

AMENDED BUDGET:

	Current YTD	Current Annual	Amended Annual
REVENUE			
Brought forward grant HACC			-62,983.58
OPERATIONAL ITEMS			
22 - Engawala			8,997.65
34 - Lajamanu			8,997.65
37 - Laramba			8,997.65
58 - Nyirripi			8,997.65
76 - Ti-Tree			8,997.65
79 - Willowra			8,997.65
88 - Yuelamu			8,997.65
Total Program Requirement			0.00

DATE: _____

RESOLUTION: _____

Budget variance request

PROJECT: 2014-15 NATSIFLEX

SERVICE: 34 – Aged Care

FUND: 114 – NATSI Flex

EXPLANATION: The Council has been granted Aged Care Service Improvement and Healthy Ageing grant of \$185,000 to purchase, install and receive training for a client Management System, including payment of a project manager . The funding agreement specifies that 90% of the grant to be spent in 2014-15 and 10% in 2015-16.

OTHER ISSUES: Nil.

AMENDED BUDGET:

	Current YTD	Current Annual	Amended Annual
REVENUE			
Grant			-166,500
Operational costs			
00 – Shire			166,500
Total Program Requirement			0.00

DATE: _____

RESOLUTION: _____

GENERAL BUSINESS

ITEM NUMBER 7.2
TITLE Acceptance of Tender
REFERENCE \COUNCIL AGENDAS AND MINUTES\FINANCE COMMITTEE MEETING\2015\2015 - 4 FINANCE COMMITTEE MEETING 2 JULY - 273986
AUTHOR Glenn Marshall, Director Works

DUE DATE 2 July 2015

LINKS TO STRATEGIC PLAN

Goal 02: Physical Assets

Goal 04: Environment

RECOMMENDATION:

That Council accept the tender from Tomlin Drilling Pty Ltd for \$134,784.00 (ex gst) for Drilling and Clean out of Water Bores.

SUMMARY: Council issued a tender for contractors to drill new water bores in the Yuendumu region to provide water for capital road works. Tomlin Drilling is the preferred tenderer.

BACKGROUND

The January 2015 rains damaged roads in the Yuendumu region. Council is close to securing funds to reinstate these.

In order to repair roads, suitable water is needed for roadworks. Many sections of Council-managed roads do not have functioning bores.

Council had a budget of \$140,000 from the 2014/15 FAA Roads grant.

Council tendered for and received the following tender bids:

<i>Preferred tenderer:</i>	Tomlin Drilling Pty Ltd	\$134,784.00
<i>Other tenderers:</i>	Civil Group Australia Ltd	\$130,446.00
	Gorey and Coles Pty Ltd	\$268,480.00
	Silver City Drilling Pty Ltd	\$283,404.00

The preferred tenderer is a local business (Civil Group is based interstate), has suitable experience and plant, and is within budget.

ISSUES, CONSEQUENCES AND OPTIONS

Nil

FINANCIAL IMPLICATIONS

Within budget

ATTACHMENTS:

- 1 Tender Evaluation - signed form.pdf
- 2 Procurement Advice-signed.pdf



TENDER EVALUATION

Project Description : Drilling and Clean out of bores
 Location : Yuendumu Nyirripi, Pulardi and Papunya area
 Budget : \$ 150,000.00 Ex GST

Value Weighted Criteria

Non-Price criteria

Criteria 1	Past performance of relevant projects	10%
Criteria 2	Timeliness	15%
Criteria 3	Capacity	10%
Criteria 4	Opportunities for Indigenous Employment	5%

Price criteria

Criteria 4	Price	60%
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	Description	score
Performance Index	Excellent	10.0
	Good	7.5
	Satisfactory	5.0
	Poor	2.5
	Unsatisfactory	0.0

Scoring "Non-Price" Criteria

		Tender 1	Tender 2	Tender 3	Tender 4	Tender 5	Tender 6	Tender 6
		Silver City Drilling	Tomlin Drilling Pty	Civil Group (Aust)	Gorey and Cole/Eastern well			
Criteria 1	Score	7.5	7.5	7.5	7.5			
	Weighted score	0.8	0.8	0.8	0.8			
Criteria 2	Score	5.0	7.5	7.5	7.5			
	Weighted score	0.8	1.1	1.1	1.1			
Criteria 3	Score	7.5	7.5	7.5	7.5			
	Weighted score	0.8	0.8	0.8	0.8			
Criteria 4	Score	2.5	7.5	0.0	10.0			
	Weighted score	0.1	0.4	0.0	0.5			
Total non-price criteria		2.4	3.0	2.6	3.1			
Normalised non-price		7.92	10.00	8.40	10.00			
Weighted non-price		40%	3.17	4.00	3.36	4.00		

Scoring "Price" Criteria

ex gst

Tenderer	Tenders	Normalised Price
Silver City Drilling	\$ 283,404.00	4.60
Tomlin Drilling Pty Ltd	\$ 134,784.00	9.68
Civil Group (Aust) Pty Ltd	\$ 130,446.00	10.00
Gorey and Cole/Eastern w	\$ 268,480.00	4.86

Total Scores

		Tender 1	Tender 2	Tender 3	Tender 4	Tender 5	Tender 6	Tender 6
		Silver City Drilling	Tomlin Drilling Pty	Civil Group (Aust)	Gorey and Cole/Eastern well			
Criteria 1	Weighted score	0.8	0.8	0.8	0.8			
Criteria 2	Weighted score	0.8	1.1	1.1	1.1			
Criteria 3	Weighted score	0.8	0.8	0.8	0.8			
Criteria 4	Weighted score	0.1	0.4	0.0	0.5			
Total non-price criteria		2.4	3.0	2.6	3.1			
Normalised non-price		7.92	10.00	8.40	10.00			
Weighted non-price		40%	3.17	4.00	3.36	4.00		
Normalised Price		4.60	9.68	10.00	4.86			
Weighted Price		80%	2.76	5.81	6.00	2.92		
Totals		100%	5.93	9.81	9.36	6.92		
Rank			4	1	2	3		

Successful Tenderer:	Amount	Excl. GST
Tomlin Drilling Pty Ltd	\$134,784.00	

I recommend that they be awarded this contract.

OFFICER NAME: _____ ACCEPTANCE DATE: _____
 SIGNATURE: *[Signature]* DATE: 22/06/2015
 APPROVED: *[Signature]* DATE: 22/06/2015
 AUTHORIZED: *[Signature]* GLENN MARSHALL DATE: 22/06/2015
 DIRECTOR: _____
 ACTIONED: _____ DATE: _____
 Admin: _____

In signing this tender recommendation all signatures are confirming that they have no conflict of interest to declare



location: 1 Bagot Street Alice Springs
 post: PO Box 2257 Alice Springs NT 0871
 web: www.centraldesert.nt.gov.au
 phone: 08 8958 9500
 fax: 08 8958 9501

PROCUREMENT ADVICE FOR GOODS, SERVICES OR WORKS EXCEEDING \$100,000.

FAA ROADS GRANT 22/6/15

Funding Body	Bore drilling Programme/Roads Budget
PFA Project Number	NA
Financial Year	2014/15
Project Expenditure Type	Construction of Infrastructure
Project Description	Drilling and clean out of bores
Budget amount (ex GST)	\$150000

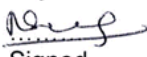
Procurement Item	Drilling and Clean out of bores		
Procurement Method	Public Tender		
Reason for procurement method	>\$100000		
Number of tenderers / quotes sought	Public Tender		
Number of tenderers / quotes received	Four		
Organisation			
Quote 1:	Tomlin Drilling Pty Ltd	\$134784.00 ex Gst	
Quote 2:	Civil Group Australia Ltd	\$130446.00 ex Gst	
Quote 3:	Gorey and Coles Pty Ltd	\$268480.00 ex Gst	
Quote 4:	Silver City Drilling Pty Ltd	\$283404.00 ex Gst	
Preferred Contractor	Tomlin Drilling Pty Ltd		
Reason	1. Relevant Experience 2. Within Budget 3. Local Contractor		
Supply date	July/August 2015		
Amount (ex GST)	\$134,784.00		

Acceptance from tender committee:

The tender committee shall comprise a minimum of 3 council's staff and shall comprise the following.

- The Chief Executive Officer, or the Director of Corporate Services, or the Director of infrastructure –who shall chair the committee, and:
- A Member of the finance unit, and;
- An officer with expertise in the supply being tendered.

We certify that the information above is an accurate and correct description of the procurement process.


Signed

Nishantha Perera
Name (Printed)

W. Project Offices
Position

22 June 2015
Date


Signed

Paul Fast
Name (Printed)

Finance Officer
Position

22 June 2015
Date


Signed

GLENN MARSHALL
Name (Printed)

DIRECTOR WORKS
Position

22/06/2015
Date

If the quote is above \$100,000.00 obtain approval from CEO.

Approved CEO 

Date 22/6/19