



## **AGENDA**

### **ORDINARY COUNCIL MEETING**

**21<sup>st</sup> APRIL 2020**

## TABLE OF CONTENTS

1	PERSONS PRESENT .....	4
2	APOLOGIES AND LEAVE OF ABSENCE.....	5
3	DECLARATION OF INTEREST OF MEMBERS OR STAFF.....	6
4	PETITIONS AND DEPUTATION .....	7
5	CONFIRMATION OF MINUTES.....	7
5.1	CONFIRMATION OF PREVIOUS MINUTES FOR THE ORDINARY GENERAL MEETING OF 17 <sup>th</sup> MARCH 2020 ...	7
6	OPERATIONS MANAGER REPORT.....	8
6.1	MONTHLY POOL & DOG STATISTICS .....	10
7	CHIEF EXECUTIVE OFFICER'S REPORTS.....	11
7.1	INCOMING AND OUTGOING CORRESPONDENCE .....	11
7.2	REVIEW OF ACTION ITEMS LIST TO APRIL 2020 .....	14
7.3	COMPLAINTS REGISTER TO APRIL 2020 .....	15
7.4	CEO ACTIVITIES REPORT.....	15
7.5	MEETINGS OF COUNCIL POLICY .....	17
7.6	WORKING FROM HOME POLICY.....	19
7.7	ANZAC DAY DAWN SERVICE – ALTERNATIVE ARRANGEMENTS.....	20
7.8	COOMALIE COMMUNITY GOVERNMENT COUNCIL BY-LAWS – STATUS AND FUTURE REVIEW .....	22
7.9	ACQUITTAL OF ONE-OFF GRANT, DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT.....	24
7.10	ROBIN FALLS REST AREA - PROPOSAL .....	25
7.11	MEMORIAL SEAT, MYRTLE FAWCETT PARK, ADELAIDE RIVER - REQUEST .....	26
8	COMMUNITY RECREATION DEVELOPMENT OFFICERS REPORT .....	28
9	FINANCE REPORTS.....	29
9.1	PAYMENT REGISTER .....	29
9.2	FINANCE AND GRANT REPORT .....	33
10	CONFIDENTIAL ITEMS.....	35
11	COUNCILLOR REPORTS.....	36
12	USE OF THE COMMON SEAL .....	36
13	LATE ITEMS.....	36
14	GENERAL BUSINESS.....	36
15	DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL MEETING .....	36
16	NEXT MEETING .....	36
17	CLOSURE OF MEETING .....	36

## COOMALIE COMMUNITY GOVERNMENT COUNCIL DISCLAIMER


No responsibility is implied or accepted by the Coomalie Community Government Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The Coomalie Community Government Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular, and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Coomalie Community Government Council during the course of any meeting is not intended to be and is not taken as notice of approval from the Coomalie Community Government Council.

The Coomalie Community Government Council advises that anyone who has any application lodged with the Coomalie Community Government Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Coomalie Community Government Council in respect of the application.

A handwritten signature in black ink, appearing to read 'Anna Malgorzewicz', written in a cursive style.

Signed: Anna Malgorzewicz, Chief Executive Officer

# AGENDA

## ORDINARY COUNCIL MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 21<sup>st</sup> APRIL 2020

---

President of the Shire Council Andrew Turner will declare the meeting open at 6:00pm and welcome all in attendance.

### 1 PERSONS PRESENT

#### ELECTED MEMBERS PRESENT

Councillor	President Andrew Turner
Councillor	Vice President Max Corliss
Councillor	Sharon Beswick
Councillor	Sue Bulmer
Councillor	Christian McElwee
Councillor	Deborah Moyle

#### STAFF PRESENT

Chief Executive Officer	Anna Malgorzewicz
-------------------------	-------------------

#### VISITORS PRESENT

DIPL	Hannah Feneley
DIPL	Chandan Kalase
DIPL	Ian R Smith

## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Nil

### SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Ordinary General Meeting held on 21<sup>st</sup> April 2020.

### BACKGROUND

Not applicable.

### COMMENT

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

### CONSULTATION

Not applicable.

### STATUTORY ENVIRONMENT

As per the Local Government Act s.39 (1) A person ceases to hold office as a member of a Council if the person: (d) is absent, without permission of the Council, from 2 consecutive ordinary meetings of the Council.

### POLICY IMPLICATIONS

Not applicable.

### FINANCIAL IMPLICATIONS

Not applicable.

### VOTING REQUIREMENT

Simple majority.

### RECOMMENDATION

That Council receive and note the apologies for the Ordinary General Meeting held 21<sup>st</sup> April 2020.

**Moved:** Clr.

**Seconded:** Clr.

### 3 DECLARATION OF INTEREST OF MEMBERS OR STAFF

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Nil

#### SUMMARY

**Elected Members** are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised. The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

**Staff Members** of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

#### BACKGROUND

Not applicable.

#### COMMENT

Not applicable.

#### CONSULTATION

Not applicable.

#### STATUTORY ENVIRONMENT

Local Government Act s73 & s74 (Elected Members).

Local Government Act (2008) s107 Conflict of interest (Staff Members).

#### POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

#### FINANCIAL IMPLICATIONS

Not applicable.

#### VOTING REQUIREMENT

Simple majority.

**RECOMMENDATION**

That Council receives the declarations of interest as listed for the Ordinary General Meeting held 21<sup>st</sup> April 2020

**Moved:** Clr.

**Seconded:** Clr.

#### 4 PETITIONS AND DEPUTATION

- **MR ARMANDO PADOVAN EXECUTIVE DIRECTOR AND MS JACKIE HARTNETT, PRINCIPAL PROJECT MANAGER, RUM JUNGLE STAGE 2A, MINES DIVISION, DEPARTMENT OF PRIMARY INDUSTRY AND RESOURCES, NORTHERN TERRITORY GOVERNMENT.**
- **MR ROB LEE SENIOR LEGISLATION AND POLICY OFFICER – RESOURCE DEVELOPMENT LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT NORTHERN TERRITORY GOVERNMENT, AND MR ETHAN REDSHAW, SENIOR LEGISLATION OFFICER, DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT, NORTHERN TERRITORY GOVERNMENT.**

#### 5 CONFIRMATION OF MINUTES

##### 5.1 CONFIRMATION OF PREVIOUS MINUTES FOR THE ORDINARY GENERAL MEETING OF 17<sup>TH</sup> MARCH 2020

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz CEO
<b>Attachments:</b>	Copy of Minutes will be tabled at the meeting

#### SUMMARY

Minutes of the Ordinary General Meeting held on 17<sup>th</sup> March 2020 are submitted to Council for confirmation that those Minutes are a true and correct record of the meetings.

#### BACKGROUND

Not applicable.

#### COMMENT

Not applicable.

#### CONSULTATION

Not applicable.

#### STATUTORY ENVIRONMENT

The Minutes as submitted must comply with part section 67(2) Local Government Act 2011 and that confirmation of Minutes is compliant with section 67(3) of the Local Government Act 2011.

#### POLICY IMPLICATIONS

Not applicable.

#### FINANCIAL IMPLICATIONS

Not applicable.

#### VOTING REQUIREMENT

Simple majority.

#### RECOMMENDATION

That the Minutes of the Ordinary General Meeting held on 17<sup>th</sup> March 2020 be confirmed by Council as a true and correct record of the meeting.

**Moved:** Clr.

**Seconded:** Clr.

#### 6 OPERATIONS MANAGER REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Emma Dunne, Acting Operations Manager
<b>Attachment:</b>	Nil

#### SUMMARY

##### Roads:

The installation of signage at Lake Bennett and on rural roads is yet to be finalised and will be programmed for completion as soon as possible.

The slashing and spraying program continues, though is nearing the end of the season.

Tenders are to be called for the reseal of Miles Road and a request for quote will be called for Meneling Road and Mardango Crescent.

There are a number of floodway issues that are being addressed currently.

Weight restrictions will be lifted during the month.

30 driveways in Batchelor township will be repaired in the coming weeks.



A large quantity of dead trees that washed down from the little Finnis and caught under Niks Crossing Bridge were removed during the month.

**Waste:**

**Batchelor Landfill**

The Batchelor Landfill operations have been satisfactory. Weed spraying was completed during the month at the facility.

**Adelaide River Landfill**

The Adelaide River Landfill operations have been satisfactory with the quantity of rubbish reduced to approximately 10-15 cubic meters per week.

Additional fill will be brought in to cover waste.

**Parks:**

**Batchelor and Adelaide River**

The usual palm frond pick up and tidying up took place, and extra branches were down due to recent heavy rains. The ground remains very soft.

Irrigation systems will be reactivated to test and to make any necessary repairs prior to the start of the Dry Season.

**Mowing:**

Mowing undertaken by Council's contractor in Adelaide River and Batchelor is now into the Dry Season schedule.

**Rum Jungle Lake:**

The Department of Planning, Infrastructure and Logistics completed all works at the Lake site. In addition, Council also attended to landscaping matters and arranged with its contractor, for the toilet facilities to be cleaned and re-commissioned. The site is now ready to be reopened, however, due to compliance with COVID-19 restrictions, remains closed for the present time.

**Other:**

Overgrown property notices were sent out during the month and all notices will be followed up, once the required period for action by the landowner has elapsed.

The cost of toilet paper has increased, and the incident of theft from the public toilets at Adelaide River has increased. This will be monitored and options to address the situation have been discussed with Council's contractor.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council receives and notes the Operations Managers Report for March/April 2020.

**Moved:** Clr.

**Seconded:** Clr.

## 6.1 MONTHLY POOL & DOG STATISTICS

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Emma Dunne, Acting Operations Manager
<b>Attachment:</b>	Nil

### SUMMARY

#### Batchelor Swimming Pool

As reported in March, storm damage caused the shade sail above the pool to collapse, requiring its removal. The cable has arrived in Darwin for the pool shade to be reinstalled, and this is scheduled to take place during the week commencing 13<sup>th</sup> April 2020. All repair works will be undertaken at Council's expense as the total amount is below the insurance policy excess levels.

In compliance with COVID-19 restrictions, the Batchelor Swimming Pool was closed on 25<sup>th</sup> March 2020 until further notice. The facility is now in 'care and maintenance mode', which is standard practice during the regular Dry Season closure period.

The closure of the facility has impacted on the employment arrangements for the Pool Supervisor. Following negotiations with the affected employee, a temporary variation has been made to his employment with Council. The employee will work two days per week with the Operations Team as a Works Services Officer.

#### Animal Management

As a result of impacts from the Batchelor Swimming Pool closure, the Animal Management Officer's hours have been temporarily amended, increasing from six to eight hours per week. A Council vehicle will also be utilised to conduct animal management patrols through Adelaide River and Batchelor on a regular basis.

During the month there were no reportable incidents involving animals and no dogs were impounded.

Statistics for the period are:

<b>Impounded</b>	Nil
<b>Returned to owner</b>	Nil
<b>Rehomed</b>	Nil
<b>Euthanised</b>	Nil

### VOTING REQUIREMENTS

Simple Majority

#### NOTE

For the Information of Council

## 7 CHIEF EXECUTIVE OFFICER'S REPORTS

### 7.1 INCOMING AND OUTGOING CORRESPONDENCE

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Correspondence to be tabled

#### SUMMARY

Council is provided with items of correspondence both received and sent during the months of February / March 2020

#### BACKGROUND

Hard copies are available to Council on the day of each Ordinary Council meeting for perusal, with additional copies available on request to individual Elected Members.

#### COMMENT

The correspondence inwards and outwards will be tabled at every meeting or included in agenda items as part of the background information for that particular issue.

The Items of Correspondence are as follows:

#### Correspondence In

DATE	MI	Source	Subject
9/3/2020	1	LGANT	Media Release: Remote Area Tax concessions
9/3/2020	2	NTEPA	Acknowledgement Rum Jungle Mine Rehabilitation Project - Comment re EIS
10/3/2020	3	Batchelor Resident	Copy of Correspondence from Minister Lawler re Batchelor Airport
10/3/2020	4	TOPROC	Proposed Local Government (General) Regulations 2020, Local Government (Electoral) Regulations and the Guidelines
11/3/2020	5	West Arnhem Regional Council	Network services in remote communities
11/3/2020	6	JLT	NT Councils – General Information on Insurance Policy Coverage for Coronavirus
12/3/2020	7	Nina's Ark Wildlife Sanctuary	School education program
12/3/2020	8	LGANT	Generic Handwash A4 Handwash Poster Covid-19
12/4/2020	9	City of Darwin	Managing communicable diseases in the workplace
12/4/2020	10	1 <sup>st</sup> Combat Service Support Battalion	Fundraising cycling event
13/3/2020	11	President of Friends of Robin Falls	Funding opportunity and ongoing management for amenities at Robin Falls
13/3/2020	12	LGANT	Coronavirus (COVID-19) update from the LGANT President
13/3/2020	13	Department of Home	Novel Coronavirus advice regarding citizenship

		Affairs	ceremonies
14/3/2020	14	National Servicemen's Association NT	Remembrance Day service November 2020
16/3/2020	15	DIPL	Invited to Contribute to the 10 Year Infrastructure Plan 2020-2029
16/3/2020	16	Adelaide River resident's family	Request for Memorial Table
16/3/2020	17	PFES Event Planning Unit	Public Events across the NT, self-assessment tool
16/3/2020	18	NT Ombudsman	Rates matter
16/3/2020	19	DIPL, Crown Land Estate	Crown Lands Estate re AN 2 and 805 titles
16/3/2020	20	JLT	Working Safely from Home
17/3/2020	21	British Solar Renewables	Solar farm access
18/3/2020	22	Office of the Ombudsman	Cancellation of Local Government animal management best practice training
19/3/2020	23	Griffith University Research Fellow	Wildlife protection and responsible dog ownership project
19/3/2020	24	ALGA	Cancellation 2020 National General Assembly
20/3/2020	25	Pedestrian Council of Australia	Cancellation of walk to School event
20/3/2020	26	Office of Youth Affairs	NT Youth Week Agreement/Payment
20/3/2020	27	PFES Batchelor	Creation of Local Emergency Committee
20/3/2020	28	DLGHCD	Compliance Standards during Covid -19 arrangements
20/3/2020	29	Libraries NT	Guide for Library Closure
23/3/2020	30	Lord Mayor of Sydney	Sydney Climate Action Summit
23/3/2020	31	Finniss River Aboriginal Land Trust	Request for letter of support Kungarakana Land Management Proposal
23/3/2020	32	LGANT	Notice of Covid-19 Response Local Council CEO Briefing
23/3/2020	33	LGANT	DIPL support for uninterrupted supply chain and deliveries
24/3/2020	34	Department of Tourism and Culture	Closure of Public Facilities, NT Library and Archives
24/3/2020	35	PFES Batchelor	Self-Quarantine Fact Sheet
25/3/2020	36	Department Chief Minister	Working from home arrangements NTPS employees
25/3/2020	37	WALGA	Employee Relations advice, Standing Down Employees
25/3/2020	38	Australian Institute of Animal Management	Statement on animal management during Covid-19 pandemic
25/3/2020	39	PFES Adelaide River	Online shopping for the vulnerable community members
25/3/2020	40	JLT	Reducing the Disruption of Covid-19
25/3/2020	41	PFES Batchelor	Corona Virus Stage 2 Restrictions in force
26/3/2020	42	DLGHCD	Coomalie By Laws April 2020
26/3/2020	43	JLT	2020-21 Insurance Market Overview for NT Councils
27/3/2020	44	BIITE	Working from home arrangements
1/4/2020	45	ALGA	Council access to job keeper payments
3/4/2020	46	Department of Tourism and Culture	NT Public Libraries Funding Agreements
3/4/2020	47	Office of Youth Affairs	NT Youth Week postponement
3/4/2020	48	Australian Regional & Remote Community Services	Meals on Wheels service

4/4/2020	49	Adelaide River resident	Request for tip access
6/4/2020	50	China Construction Bank	Bulk purchases of Covid-19 supplies
6/4/2020	51	DIPL	Delay of 10-year Infrastructure Plan 2020-2029
6/4/2020	52	Lake Bennett Resident	Response to complaint
6/4/2020	53	Libraries NT	Coomalie Library statistics
7/4/2020	54	DLGHCD, Acting Deputy CEO	Council Plans, Budgets, Long-term Financial Plans, Rates and Charges
7/4/2020	55	DLGHCD, Acting Executive Director	Use of Zoom digital collaboration platform
7/4/2020	56	Litchfield Regional Tourism Inc.	Copies of correspondence re Signage Committee meetings with DIPL, CCGC
7/4/2020	57	Department of Trade Business and Innovation	Help and assistance with Covid-19 impacts
7/4/2020	58	LGANT	Council access to Job keeper payments
8/4/2020	59	JLT	Collaboration on Insurance Presentation - LGANT Finance Reference Group
8/4/2020	60	Department of Home Affairs	Citizenship ceremonies during Covid-19 arrangements
8/4/2020	61	Telecommunications Industry Ombudsman	Phone and internet tips during Covid-19 Pandemic
8/4/2020	62	DLGHCD	Grants Support - COVID-19
8/4/2020	63	DLGHCD	Commercial and conditional Rates charged by CCGC
8/4/2020	64	LGANT	Answers to questions from Mayors-Presidents meeting
9/4/2020	65	Libraries & Archives NT	Update on statistics Covid-19 arrangements and programs
9/4/2020	66	Frankston City Council	Invitation to join call for Royal Commission into Gambling Harm
9/4/2020	67	ATO	Working from home tax claiming, information and posters
15/4/2020	68	The Rural Woman Network	invitation to participate online community building event
16/4/2020	69	ATO	Update: JobKeeper Payment and other support

#### Correspondence Out Table

DATE	MI	Source	Recipient/Subject
13/3/2020	1	CEO	Office of Youth Affairs; Youth Week signed agreement
17/3/2020	2	CEO	British Solar Renewables; Batchelor Solar Farm access
18/3/2020	3	FIN	National Servicemen's Association; Remembrance Day Service 2020
19/3/2020	4	CEO	PFES Events Planning Unit; Council planned public events
20/3/2020	5	CEO	Batchelor landowner, Notice of Overgrown property
23/3/2020	6	CEO	Batchelor & Adelaide river Markets organisers; Risk self-assessment tool
23/3/2020	7	ADMIN	Lake Bennett Ratepayer; Notice of Complaint received
23/3/2020	8	A/OPM	COTA, BOEC, BAS; Notice of Bowls Club closure
23/3/2020	9	CEO	PFES, Adelaide river; Covid-19 update Council Services operating
24/3/2020	10	CEO	Coomalie cleaning contractors; Notice of public facility use during Covid-19 situation
25/4/2020	11	CEO	BIITE library; Closure of Institute Library
25/3/2020	12-	SAO	Casual library Officers; Stand Down Notice due to library closures

	19		
26/3/2020	20	CEO	LGANT; Meeting apology and notes, Rates relief, Batchelor Loop Road impact and Community Resilience Planning
26/3/2020	21	CEO	VTG; NTG Switchboard capacity to assist with phone tree
27/3/2020	22	CEO	Uniform Companion Animal legislation NT; Submission from Coomalie council
27/3/2020	23	CEO	Aboriginal Benefit Account; letter of support for Kungarakan Culture and Education Association Caring for Country Project
2/4/2020	24	CEO	Elected Council Members; CEO's meeting Covid-19 response
3/4/2020	25	CEO	LGANT; council access to Jobkeeper payments
3/4/2020	26	CEO	Libraries NT; Library statistics and services under Covid-19 arrangements
7/4/2020	27	CEO	NT Ombudsman; Rates matter 20/03/0117
8/4/2020	28	CEO	DLGHCD Manager Sustainability & Compliance; commercial and conditional rates charged by CCGC

#### CONSULTATION

Not Applicable

#### STATUTORY ENVIRONMENT

Not Applicable

#### POLICY IMPLICATIONS

There are no specific policies that apply to this report.

#### FINANCIAL IMPLICATIONS

Nil

#### VOTING REQUIREMENT

Simple majority

#### RECOMMENDATION

That Council receives and notes the items of incoming and outgoing correspondence as tabled.

**Moved:** Clr.

**Seconded:** Clr.

#### 7.2 REVIEW OF ACTION ITEMS LIST TO APRIL 2020

<b>Applicant:</b>	Nil
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Action Items List to April 2020

**RECOMMENDATION**

That Council receives and notes the Actions Items List to April 2020.

**Moved:** Clr.

**Seconded:** Clr.

### 7.3 COMPLAINTS REGISTER TO APRIL 2020

<b>Applicant:</b>	Nil
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Complaints register

**RECOMMENDATION**

That Council receives and notes the Complaints to April 2020.

**Moved:** Clr.

**Seconded:** Clr.

### 7.4 CEO ACTIVITIES REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Nil

**SUMMARY**

Since Council's meeting in March 2020, the Chief Executive Officer's activities have been dominated by requirements to respond to the rapidly evolving situation regarding the Coronavirus (COVID-10) Pandemic.

#### Week commencing 9<sup>th</sup> March 2020

Meetings	<ul style="list-style-type: none"> <li>• Re-commenced Monthly Senior Team Meetings</li> <li>• President Andrew Turner – general briefing</li> <li>• Senior Director, Northern Territory Library – funding agreement</li> <li>• Ratepayer regarding Proposed Pyrolysis Plant</li> </ul>
----------	--

	<ul style="list-style-type: none"> <li>• Ratepayer regarding drainage issues, Cheeney Road</li> <li>• Potential Contract Employee re Youth Week Project</li> <li>• Cleaning Contractor re Batchelor scope of works</li> <li>• Ratepayer re Adelaide River matters</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Official Visit Her Honour, The Administrator of the Northern Territory</li> <li>• BSR EPC Community Information Session</li> </ul>

#### Week commencing 16<sup>th</sup> March 2020

Meetings	<ul style="list-style-type: none"> <li>• Ordinary General Meeting of Council</li> <li>• Tender Assessment Panel – Period Contracts</li> <li>• Remote Sergeant, Adelaide River Police – COVID-19 matters</li> <li>• Monthly General Staff Meeting</li> <li>• External contractor – Batchelor Pool procedures</li> <li>• Acting Executive Director, Dept of Local Government, Housing and Community Development – compliance and legislative matters</li> <li>• AMRRIC re Communities Environment Grant</li> <li>• Managing Director, VTG regarding waste management protocols during COVID-19 response</li> <li>• Cleaning Contractor re Adelaide River scope of works</li> <li>• Top End Mountain Bike Tours and Parks &amp; Wildlife regarding bicycle tourism Litchfield National Park and Batchelor</li> <li>• Batchelor Community Library Team Members</li> </ul>
----------	---

#### Week commencing 23<sup>rd</sup> March 2020

Meetings	<ul style="list-style-type: none"> <li>• Chief Executive Officer, Batchelor Institute regarding possible future collaboration</li> <li>• Amangal Community representatives and Ironbark regarding waste management services</li> <li>• Weekly Zoom Meeting LGANT and Local Government CEO Forum – Briefing COVID-19 Response</li> <li>• NT CEO's Monthly Meeting</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Tenderer Interviews</li> </ul>

#### Week commencing 30<sup>th</sup> March 2020

Meetings	<ul style="list-style-type: none"> <li>• Weekly Zoom Meeting LGANT and Local Government CEO Forum – Briefing COVID-19 Response</li> <li>• Telephone meeting – President Andrew Turner – general briefing</li> <li>• Telephone meeting – Senior Director, Northern Territory Library – COVID-19 Response re grant funding</li> <li>• Telephone meeting – Regional and Club Development Senior Officer, Dept Tourism, Sport and Culture – COVID-19 Response re grant funding</li> <li>• Telephone meeting - Senior Legislation and Policy Officer, Dept Local Government, Housing and Community Development – COVID-19 Response re grant funding</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Interview Panel – Shortlisting and Interviews for Community Recreation Development Officer</li> </ul>

#### Week commencing 6<sup>th</sup> April 2020



Meetings	<ul style="list-style-type: none"> <li>• Zoom Meeting Litchfield Regional Tourism Association – re NTG Signage Guidelines</li> <li>• Telephone meeting – Remote Sergeant, Adelaide River Police Station – COVID-19 Easter Closures</li> <li>• Telephone meeting – Remote Sergeant, Batchelor Police Station – COVID-19 Easter Closures</li> <li>• Telephone meeting – Workforce Coordinator, Dept Trade, Business and Innovation – COVID-19 funding opportunities</li> <li>• Monthly Senior Team Meeting</li> <li>• Adelaide River and Batchelor Community Library Staff re alternative service delivery options</li> <li>• Zoom Meeting LGANT Regional &amp; Shires Mayors/Presidents and CEOs Meeting</li> </ul>
----------	--

## VOTING REQUIREMENTS

Simple Majority

## RECOMMENDATION

That Council receives and notes the CEO’s Activities Report for the period March/April 2020.

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**

## 7.5 MEETINGS OF COUNCIL POLICY

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Draft Amended Meetings of Council Policy Correspondence re Compliance Standards during COVID-19 Arrangements

## SUMMARY

In order to ensure Council remains compliant with the current and future *Local Government Act* as it responds to current restrictions imposed as a result of COBID-19 arrangements, amendments to Council Policy 1.12 Meetings of Council are required.

In addition, alterations to Council’s meeting procedures and methods of participation will need to change to ensure compliance, whilst also safeguarding Elected Member, staff and public safety.

## BACKGROUND

Section 58 (1) of the *Local Government Act* 2008 requires a council to hold a meeting of its members (an **ordinary meeting**) at least once in each successive period of 2 months.

Section 64 (4) of the *Local Government Act 2008* provides for a member who is not physically present at a meeting is taken to be present at the meeting if:

- (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with council policy; and
- (b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and
- (c) the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting.

In March 2020, the Acting Deputy Chief Executive Officer, Department of Local Government, Housing and Community Development, wrote to Council providing advice regarding compliance standards during the COVID-19 response. Assuming future meetings of Council will likely be via teleconference, it was recommended council's review and activate current policies, or pass a new policy that allows for meetings via teleconference. Councils were also requested to make reference to the attached letter in deliberations regarding policy and procedures for future meetings.

#### **COMMENT**

As the new *Local Government Act 2019* is to come into force from July 2020, it is also opportune to review the current Meetings of Council Policy in accordance with the new Act. Section 95 "Procedure at meeting" of the *Local Government Act 2019* provides the framework for meeting procedure and clause (3) refers to participation of members who are not physically present, namely:

- (3) A member who is not physically present at a meeting of a council is taken to be present at the meeting if:
  - (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner; and
  - (b) communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and
  - (c) the member has the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision as if the member were physically present at the meeting.

The necessary amendments have been highlighted in the attached Draft Amended Policy 1.12 Meetings of Council.

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

*Local Government Act 2008*

#### **POLICY IMPLICATIONS**

Council Policy 1.12 Meetings of Council Policy

#### **FINANCIAL IMPLICATIONS**

Refer to attachment re new ICT requirements.

## VOTING REQUIREMENTS

Simple Majority

### RECOMMENDATION

That Council approve the Draft Amended Policy 1.12 Meetings of Council made in accordance with the *Local Government Act 2019*.

**Moved:** Clr.

**Seconded:** Clr.

## 7.6 WORKING FROM HOME POLICY

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Aleyshia McGrigor, Senior Administration Officer
<b>Attachment:</b>	Draft Working from Home Policy Working from Home – Health and Safety Assessment

### SUMMARY

Council regularly reviews its policies and in anticipation of new and required work practices, is now requested to consider new policy 1.23 Working from Home. This will help address the needs of the organisation and the community at present and in future.

In order to ensure Council remains compliant with the current and future *Local Government Act* as it responds to current restrictions imposed as a result of COVID-19 arrangements, the attached 1.23 Working from Home policy has been developed.

Should the need for staff to work from home arise during or after the COVID-19 crisis, and in future, a Working from Home policy should give clear guidelines around this arrangement.

Consultation has been undertaken with all administrative staff. This policy primarily applies to office based administrative staff, however, it is not intended to preclude any staff member from requesting a working from home arrangement.

### BACKGROUND

Working from home arrangements have occurred rarely on a case by case basis to date.

Council has not previously held a working from home policy.

The COVID-19 crisis has triggered the need for Council to develop a working from home policy.

### COMMENT

As Council responds to the current COVID-19 crisis, the need for a Working from Home policy has become urgent.

#### **CONSULTATION**

Administration staff

WALGA

LGANT

JLT Australia

#### **STATUTORY ENVIRONMENT**

*Local Government Act 2008*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **RECOMMENDATION**

That Council approve and adopt the DRAFT 1.23 Working from Home Policy.

**Moved:** Clr.

**Seconded:** Clr.

### **7.7 ANZAC DAY DAWN SERVICE – ALTERNATIVE ARRANGEMENTS**

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 21<sup>st</sup> April 2020

**Author:** Anna Malgorzewicz, Chief Executive Officer

**Attachment:**

#### **SUMMARY**

Following the direction from the National Cabinet and Chief Medical Officer regarding restrictions to gatherings to combat the spread of the Coronavirus (COVID-19), all ANZAC Day Dawn Services have been cancelled throughout Australia.

Council will not be encouraging members of the public to visit the Cenotaph at the Adelaide River War Cemetery to commemorate ANZAC Day.

#### **BACKGROUND**

Previous Decision:

RESOLUTION 17/03/2020/016

That Council resolves to:

- a) cancel the ANZAC Day Dawn Commemorative Service on Saturday 25th April 2020 in response to the Novel Coronavirus (COVID-19) pandemic;
- b) conduct a non-public, non-publicised private observation and wreath laying ceremony, and explore options to document and/or broadcast the ceremony; and
- c) request a further report, including budget implications, be provided to Council's 21st April 2020 Ordinary Meeting.

Moved: Clr. Beswick

Seconded: Clr. Moyle

Carried

## **COMMENT**

Following Council's 17<sup>th</sup> March 2020 meeting, a media release was issued advising that the ANZAC Day Dawn Service was not proceeding in compliance with national restrictions relating to social gatherings.

Since that time, restrictions on social gatherings and physical distancing have developed further and it is imperative that all members of the public strictly adhere to new, and evolving guidelines.

It is recommended Council purchase a wreath and lay the wreath privately at the Cenotaph, Adelaide River War Cemetery, in a gesture of remembrance on behalf of the Coomalie Shire community.

Members of the community will also wish to participate in some way in observance activities that may be offered online, through social media or conducted privately in their own homes. The Community Recreation Development Officer will liaise with appropriate agencies to ascertain participation options and will promote these widely through the Stop Press and social media platforms.

## **CONSULTATION**

Adelaide River War Cemetery

Department of the Attorney General and Justice

Finance Manager

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

A total grant of \$10,606 through the Department of Attorney General and Justice was received for the 2020 ANZAC Day Commemorative Service.

## **VOTING REQUIREMENTS**

Simple Majority

## RECOMMENDATION

That Council;

- a) approve the purchase and private laying of a wreath at the Cenotaph, Adelaide River War Cemetery on behalf of the Coomalie Shire community in remembrance, on Saturday 25<sup>th</sup> April 2020; and
- b) include and promote endorsed online participation options on Council's social media platforms and website.

**Moved:** Clr.

**Seconded:** Clr.

## 7.8 COOMALIE COMMUNITY GOVERNMENT COUNCIL BY-LAWS – STATUS AND FUTURE REVIEW

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Correspondence from Senior Legislation and Policy Officer, Department of Local Government, Housing and Community Development

### SUMMARY

Council is responsible for two (2) by-laws:

- (i) *Coomalie (Dog Management) By-laws 2002*
- (ii) *Coomalie Community Government Council By-laws 1998.*

In July 2020, all legislation in the NT Legislation Database will be migrated to a new database. Council's two by-laws do not have a subordinate legislation number, and as a result, will not be migrated to the new database. As a result, these by-laws will not be accessible on the new legislation database and will only be accessible on Council's website.

Council can remake the by-laws as they currently are, or remake its by-laws with amendments.

### BACKGROUND

Under section 279(3)(a) of the *Local Government Act 2008*, councils are required to have by-laws accessible on a council website. In addition, all legislation including sub-ordinate legislation, is accessible on the Northern Territory Government's legislation database, which is web enabled. From July 2020, Council's by-laws will only be accessible on Council's website.

### COMMENT

Generally, members of the public access legislation from a central database. It is not commonplace or practical, to ascertain the existence of, or access legislation from individual government agencies or councils. Instead, it is common practice to access legislation from a single, authoritative source.

Unfortunately, Council's by-laws were not issued with a subordinate legislation number and as a result, will be removed from the centralised Northern Territory Government Legislation Database in July 2020.

Council has the following available options:

**Option 1**

By-laws are accessible only on Council's website and not available on the NT Government Legislation Database;

**Option 2**

Council remakes its By-laws as they currently are, in order By-laws are given a subordinate legislation number, allowing the By-laws to be migrated to the new legislation database. Council can then review the By-laws and amend or make new By-laws in due course; or

**Option 3**

Council reviews its By-laws and amends or make new By-laws, which will then be placed in the new legislation database. However, between July 2020 (when the migration is scheduled to take place) and when the new or amended By-laws are enacted, the current By-laws will not be accessible on the NT legislation website but only on Council's website.

At Council's 17<sup>th</sup> March 2020 meeting, it resolved to submit a response to the Northern Territory Government's Discussion Paper on Uniform Companion Animal Legislation in which it resolved that animal management and its regulation is a shared responsibility between the two tiers of government. As it will be some time before the Northern Territory Government advises the sector of its next steps regarding animal management legislation, it is recommended Council does not seek to amend its current By-laws at this time.

Whilst Council's general By-laws are conservative and limited, and would benefit from review (for example, By-laws are silent on regulation regarding Council controlled roads), as the process of reviewing and making By-laws is a complex and time consuming process, it is recommended that the present is not an opportune time to review current By-laws. Council would be better placed to review both By-laws concurrently, availing itself of the availability of Parliamentary Counsel, following a proper process of research and community consultation.

**CONSULTATION**

Department of Local Government, Housing and Community Development

**STATUTORY ENVIRONMENT**

*Local Government Act 2008*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

## RECOMMENDATION

That Council;

- a) endorses Option 2, and remakes its By-laws as they currently are, in order By-laws are given a subordinate legislation number; and
- b) commences the review of its By-laws during the 2020/21 financial year.

**Moved:** Clr.

**Seconded:** Clr.

### 7.9 ACQUITTAL OF ONE-OFF GRANT, DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 21<sup>st</sup> April 2020

**Author:** Anna Malgorzewicz, Chief Executive Officer

**Attachment:** 2018-19 Acquittal of One Off Grant

#### SUMMARY

Council received a One-Off Grant 2018-19 totalling \$60,810 to progress the merger proposal to join Belyuen Community Government Council and Litchfield National Park with Coomalie Community Government Council. The grant was required to be acquitted on or before 31 August 2019.

#### BACKGROUND

In August 2018 the Chief Executive Officer of the Department of Housing and Community Development wrote to Council advising of approval of a One-Off grant to continue to a stronger rural local government model in the region.

The grant was to be used to finalise consultation activities and the development documentation to underpin a model for the merger of Coomalie and Belyuen Community Government Councils and Litchfield National Park.

#### COMMENT

Council's Finance Manager has prepared the attached acquittal report.

#### CONSULTATION

Finance Manager

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS



Nil

## VOTING REQUIREMENTS

Simple Majority

### RECOMMENDATION

That Council approves the Acquittal for the One-Off Grant to finalise the merger proposal to join the Belyuen Community Government Council and Litchfield National Park of \$60,810.

**Moved:** Clr.

**Seconded:** Clr.

## 7.10 ROBIN FALLS REST AREA - PROPOSAL

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 21<sup>st</sup> April 2020

**Author:** Anna Malgorzewicz, Chief Executive Officer

**Attachment:** Correspondence from President, Friends of Robin Falls

### SUMMARY

The President of the Friends of Robin Falls wrote to Council seeking its support in managing public facilities at Robin Falls.

### BACKGROUND

The Friends of Robin Falls group is seeking funding assistance from a government grant program for the installation of public toilet facilities at Robin Falls. Refer to correspondence attached to this report.

Robin Falls is held privately under a Crown Lease arrangement with the Northern Territory Government and is accessible to members of the public for recreation purposes. It is not managed or maintained by Coomalie Community Government Council. There does exist an agreement between the lessee and the Department of Planning, Infrastructure and Logistics regarding the collection of waste from rubbish bins located in the public parking area.

### COMMENT

The Friends of Robin Falls are a group of individuals who share an interest in the preservation of the natural attributes of the area. Recently the group secured a grant of \$15,000 through the Community Environment Program for the installation of bollards and interpretive signage in the carpark area.

The group are also concerned regarding the negative impact the lack of public facilities is having on general amenity and public health and safety in the area and would like to secure external funding support for the installation of public toilets. The group has discussed the matter with the lessee who is supportive of the proposal. The Friends of Robin Falls have approached Council to ascertain Council's level of interest in the ongoing management and maintenance of the public toilet facility, should the group secure funding for its installation.

Council maintains accessible public toilet facilities in Adelaide River (Adelaide River War Cemetery, Adelaide River Oval and Myrtle Fawcett Park) and Batchelor (Adjacent to the Batchelor Swimming Pool, Batchelor Cricket Nets, Rum Jungle Lake). This service is undertaken by external providers who are contracted by Council to ensure the facilities are well maintained. The cost per annum for maintaining these facilities totals \$84,600.

If Council were to include the maintenance and management of the proposed public toilets at Robin Falls, an external contractor would need to be secured at an additional cost to Council.

#### **CONSULTATION**

Finance Manager

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

#### **RECOMMENDATION**

That Council:

- a) declines the invitation from the Friends of Robin Falls to provide ongoing maintenance and management of the proposed public toilet facility at Robin Falls; and
- b) recommends the Friends of Robin Falls approach the Department of Infrastructure, Planning and Logistics, which already provide waste management services to the area under agreement with the lessee.

**Moved:** Clr.

**Seconded:** Clr.

#### **7.11 MEMORIAL SEAT, MYRTLE FAWCETT PARK, ADELAIDE RIVER - REQUEST**

**Applicant:** N/A

**Location/Address:** N/A

**File Ref:**

**Disclosure of Interest:** Nil

**Date:** 21<sup>st</sup> April 2020

**Author:** Anna Malgorzewicz, Chief Executive Officer

**Attachment:** Letter to Council

Place Names Register - Extract

#### **SUMMARY**

The Kear Family has written to Council seeking permission to install a memorial seat and table in Myrtle Fawcett Park, Adelaide River in memory of the late Patrick 'Jock' Gilmartin and the late Rita Kear. Both were residents of Adelaide River since 1976.

## **BACKGROUND**

Myrtle Fawcett Park is controlled by Council. The name was registered in the NT Place Names Register in 1996. The park is named after Myrtle Magdalene Fawcett (nee Styles), who with her husband James Fawcett, established a hotel in Adelaide River, on the southern side of the river. An extract from the NT Place Names Register provides further information and is attached to this report.

Patrick 'Jock' Gilmartin and Rita Kear had links with the township of Adelaide River since the late 1960s, including the Adelaide River Post Office Store. A biographical account of both people is attached to this report.

## **COMMENT**

Council's Parks and Gardens Policy is silent on the establishment on memorials in the Shire, with the exception of the garden area, opposite 1 Naranga Street in Batchelor, that is designated as a site for commemorative plaques for residents who have made a significant contribution to the Coomalie Area.

Prior to providing approval to the request, it is important that the community of Adelaide River, in particular key stakeholders, be consulted. Additionally, issues relating to the ongoing management and maintenance of the seat, requires resolution. Current amenity in Myrtle Fawcett Park also needs to be taken into consideration, including shade, prior to any final decision being made by Council.

## **CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

Council Policy 5.2 Parks and Gardens

## **FINANCIAL IMPLICATIONS**

The Kear Family are proposing to meet all costs associated with the installation of the memorial seat and table.

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council;

- a) provides in principle support for the request from the Kear Family to install a memorial double seat table in Myrtle Fawcett Park, Adelaide River;
- b) requests the Chief Executive Officer consult with the community regarding the proposal; and
- c) requests a further report, inclusive of ongoing maintenance and management procedures, be provided at a future meeting.

**Moved:** Clr.

**Seconded:** Clr.

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Nil

**SUMMARY**

## PREVIOUS DECISION

18/02/2020/015

*That Council:*

- a) *approve the readvertising of the Community Recreation Officer position at the reclassified Level 6 band;*

*Moved: Clr. Beswick*

*Seconded: Clr. Moyle*

*Carried*

Following Council's decision in February 2020, the position description for the role was reviewed to include a community development focus in addition to the provision of sport and recreation activities. The position was widely advertised and interviews were held on 2<sup>nd</sup> April 2020. The successful applicant, Mr Andrew Roberts, commenced duties with Council on Tuesday 14<sup>th</sup> April 2020. Andrew has extensive experience in the management of leisure and sporting facilities, the design, development and implementation of community sporting and recreation programs, and qualifications in Business Management, Training & Assessment, and Programming. Andrew resides in Batchelor with his young family.

In compliance with COVID-19 response and restrictions, all sport and recreation activities have been cancelled and facilities, including playgrounds, closed. Council also received a grant through the Office of Youth Affairs to present activities during Youth Week (14 – 24 April 2020), however following direction from the Northern Territory Government, all Youth Week activities have been deferred until further notice. The ANZAC Day Dawn Service has been cancelled and all public events, including markets, are also not proceeding until further notice. The Department of Tourism, Sport and Culture, which funds the Remote Sport Program, has advised that current funds can be invested in alternative forms of program delivery and a strategy is currently being developed by the Community Recreation Development Officer.

**VOTING REQUIREMENTS**

Simple Majority

**RECOMMENDATION**

That Council receives and notes the Community Recreation Development Officer Report.

**Moved:** Clr.

**Seconded:** Clr.

## 9 FINANCE REPORTS

### 9.1 PAYMENT REGISTER

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

#### SUMMARY

As part of the monthly reporting procedures a full listing of cheques and EFT payments made is submitted to Council.

#### BACKGROUND

Attached is a listing of accounts paid for March 2020.

#### COMMENT

No additional comments are provided to this report.

#### CONSULTATION

There is no consultation that applies to this report.

#### STATUTORY ENVIRONMENT

Section 18 of the Local Government Accounting Regulations 2008 Financial reports to Council –

(1) The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council, setting out:

(a) the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and

(b) the forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) details of all cash and investments held by the Council (including money held in trust); and

(b) a statement on the debts owed to the Council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) other information required by the Council.

#### POLICY IMPLICATIONS

There are no specific policies that apply to this report.

#### VOTING REQUIREMENT

Simple majority

**Account Transactions**

Coomalie Community Government Council

For the period 1 March 2020 to 31 March 2020

Date	Source	Description	Reference	Amount
<b>CBA Credit Card A Kim</b>				
02 Mar 2020	Spend Money	Commonwealth Bank of Australia	Annual Card Fee	40.00
02 Mar 2020	Payable Payment	Payment: Auschem Training Ltd	Chem Cert	275.00
06 Mar 2020	Payable Payment	Payment: Seek	CRDO Ad Seek	434.50
17 Mar 2020	Payable Payment	Payment: CV Check	Police Check S Daly	49.90
23 Mar 2020	Payable Payment	Payment: Total Tools	Hammer Drill	429.00
<b>Total CBA Credit Card A Kim</b>				<b>1,228.40</b>
<b>CBA Credit Card J Douglas - CANCELLED</b>				
02 Mar 2020	Spend Money	Commonwealth Bank of Australia	Annual Card Fee	40.00
<b>Total CBA Credit Card J Douglas</b>				<b>40.00</b>
<b>CBA Credit Card P McInerney - CANCELLED</b>				
02 Mar 2020	Spend Money	Commonwealth Bank of Australia	Annual Card Fee	40.00
<b>Total CBA Credit Card P McInerney</b>				<b>40.00</b>
<b>CBA Credit Card S Shooter</b>				
02 Mar 2020	Spend Money	Commonwealth Bank of Australia	Annual Card Fee	40.00
12 Mar 2020	Payable Payment	Payment: Nespresso Club	Coffee	331.80
13 Mar 2020	Payable Payment	Payment: Geminex/Blackwoods	PPE	291.94
16 Mar 2020	Payable Payment	Payment: Australia Post	PO Box Rental	93.00
19 Mar 2020	Payable Payment	Payment: Australia Post	Stamps	110.40
19 Mar 2020	Payable Payment	Payment: NT News (News Corp)	NT News Mar 20	28.00
25 Mar 2020	Payable Payment	Payment: Xero Australia Pty Ltd	Xero Subs Mar 20	125.00
<b>Total CBA Credit Card S Shooter</b>				<b>1,020.14</b>
<b>CCGC CBA Cheque</b>				
02 Mar 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees	70.25
04 Mar 2020	Payable Payment	Payment: RS Gardening Care	Mow Jack White park	264.00
04 Mar 2020	Payable Payment	Payment: Cr. Sue Bulmer	Councillor Fees	450.00
04 Mar 2020	Payable Payment	Payment: RS Gardening Care	Mow Bat Museum	399.30
04 Mar 2020	Payable Payment	Payment: Outback Batteries	Battery Mower	286.20
04 Mar 2020	Payable Payment	Payment: Bruce Mason	Cleaning public toilets	481.00
04 Mar 2020	Payable Payment	Payment: DT & MG Kerr Trading as Kerr Trust	Accounting Feb 20	9,295.00
04 Mar 2020	Payable Payment	Payment: RS Gardening Care	Cut tree Bush Cem	242.00
04 Mar 2020	Payable Payment	Payment: Bunnings Building Supplies P/L	Consumables	348.84
04 Mar 2020	Payable Payment	Payment: Prestons Mowing & Gardening	Dog Management	160.00
04 Mar 2020	Payable Payment	Payment: Cr. Andrew Turner	Councillor Fees	1,500.00
04 Mar 2020	Payable Payment	Payment: RS Gardening Care	Mow RJBC	363.00
04 Mar 2020	Payable Payment	Payment: Ooloo Investments Pty Ltd	Push up AR Dump	480.00
04 Mar 2020	Payable Payment	Payment: Cr. Christian McElwee	Councillor Fees	450.00
04 Mar 2020	Payable Payment	Payment: Cr. Deborah Moyle	Councillor Fees	450.00
04 Mar 2020	Payable Payment	Payment: Go Wide Cattle Company	Slash Old Coach, Perreau, Miles	1,188.00
04 Mar 2020	Payable Payment	Payment: Norsign NT	Signage	82.50
04 Mar 2020	Payable Payment	Payment: Bruce Mason	Cleaning BJCC, lock dump	100.00
04 Mar 2020	Payable Payment	Payment: NT Land Corporation	Lease Cheeney Rd Nth	1.00
04 Mar 2020	Payable Payment	Payment: RS Gardening Care	Mow Bat Museum	399.30
04 Mar 2020	Payable Payment	Payment: Cr. Sharon Beswick	Councillor Fees	450.00
04 Mar 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage collection	2,077.68
04 Mar 2020	Payable Payment	Payment: Darwin Bolt Supplies (Normist)	Consumables	77.74
04 Mar 2020	Payable Payment	Payment: Cr. Max Corliss	Councillor Fees	850.00
04 Mar 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage collection	2,077.68
04 Mar 2020	Payable Payment	Payment: Dr Jan Hills	Dog Management	121.00
04 Mar 2020	Payable Payment	Payment: St John Ambulance Australia	Restock first aid kits	458.03
04 Mar 2020	Payable Payment	Payment: Telstra	Telephone Mar 20	957.53

10 Mar 2020	Spend Money	SALARIES AND WAGES Coomalie Communi	Payroll	21,754.24
10 Mar 2020	Spend Money	SALARIES AND WAGES Coomalie Communi	Payroll	50.50
10 Mar 2020	Spend Money	PC100320-179862216 SuperChoice P-L	Superannuation	2,423.93
10 Mar 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees	2.20
11 Mar 2020	Spend Money	Andrew Roberts	Pool Supervision	201.98
11 Mar 2020	Spend Money	Andrew Roberts	Pool Supervision	50.50
13 Mar 2020	Payable Payment	Payment: Bruce Mason - Rates payments	Cleaning Office	240.00
13 Mar 2020	Payable Payment	Payment: Area9 IT Solutions	O365 licences x 12	4,203.80
13 Mar 2020	Payable Payment	Payment: Diedre Pickering	Cleaning public toilets	901.00
13 Mar 2020	Payable Payment	Payment: NT Rural Pty Ltd TA Territory Rural	Glyphosate	2,508.00
13 Mar 2020	Payable Payment	Payment: RS Gardening Care	Mowing AR	5,511.60
13 Mar 2020	Payable Payment	Payment: Top End Web Design	Website update	646.70
13 Mar 2020	Payable Payment	Payment: RS Gardening Care	Mowing Batchelor	5,418.12
13 Mar 2020	Payable Payment	Payment: IBIS Information Systems	Old rates system view	4,620.00
13 Mar 2020	Payable Payment	Payment: Diedre Pickering	Cleaning public toilets	2,467.63
13 Mar 2020	Payable Payment	Payment: Darwin Office Technology	Copy count Mar 20	520.99
13 Mar 2020	Payable Payment	Payment: Brighton Council	IT Support	2,597.27
13 Mar 2020	Payable Payment	Payment: Pumacard	Fuel Mar 20	1,472.10
13 Mar 2020	Payable Payment	Payment: Victor Fox	Put out fire AR Dump	375.00
16 Mar 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees	5.28
16 Mar 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees	43.12
16 Mar 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees	53.13
19 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	110.97
19 Mar 2020	Payable Payment	Payment: Redback Conferencing	Telephone Mar 20	107.05
19 Mar 2020	Payable Payment	Payment: Ooloo Investments Pty Ltd	Cheaney Rd drains	2,671.55
19 Mar 2020	Payable Payment	Payment: Norsign NT	Signage	327.80
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	67.74
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	29.55
19 Mar 2020	Payable Payment	Payment: Stockwell Water and Gas PTY LTD	Repair water meter BMDA	286.00
19 Mar 2020	Payable Payment	Payment: Ooloo Investments Pty Ltd	Clear debris Milton Cheaney	471.45
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	3,643.11
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	72.36
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	25.39
19 Mar 2020	Payable Payment	Payment: Turbo's Tyres	Tyres	126.50
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	44.11
19 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	55.18
19 Mar 2020	Payable Payment	Payment: Ooloo Investments Pty Ltd	Remove tree Memorial	157.15
19 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	64.27
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	25.39
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	233.43
19 Mar 2020	Payable Payment	Payment: Gaz NT Pty Ltd	Fix water leak Bush Cem	572.00
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	37.87
19 Mar 2020	Payable Payment	Payment: NT Water Filters	Water	208.00
19 Mar 2020	Payable Payment	Payment: Total Tools	Battery	179.00
19 Mar 2020	Payable Payment	Payment: Ooloo Investments Pty Ltd	Push up AR Dump	320.00
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	25.39
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	25.39
19 Mar 2020	Payable Payment	Payment: Flowers By Elise	Flowers BOD	150.00
19 Mar 2020	Payable Payment	Payment: Redback Conferencing	Telephone Mar 20	29.83
19 Mar 2020	Payable Payment	Payment: Rosejoy NT T/A Batchelor General Store	February 2020	54.47
19 Mar 2020	Payable Payment	Payment: DT & MG Kerr Trading as Kerr Trust	Accounting Sep 19	6,506.50
19 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	58.68
19 Mar 2020	Payable Payment	Payment: Turbo's Tyres	Backhoe tyres	3,949.00
19 Mar 2020	Payable Payment	Payment: Area9 IT Solutions	IT Support	77.00
19 Mar 2020	Payable Payment	Payment: Gaz NT Pty Ltd	Repair roof leak Depot	374.00
24 Mar 2020	Spend Money	SALARIES AND WAGES Coomalie Communi	Payroll	25,627.12
24 Mar 2020	Spend Money	PC240320-155019710 SuperChoice P-L	Superannuation	3,224.13
25 Mar 2020	Payable Payment	Payment: MVR	Rego Kluger	870.10
25 Mar 2020	Payable Payment	Payment: MVR	Rego Plant Trailer	1,148.90
25 Mar 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	1,551.57
25 Mar 2020	Payable Payment	Payment: Telstra	Telephone Mar 20	943.97
25 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	35.77

25 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	140.35
25 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	24.55
25 Mar 2020	Payable Payment	Payment: MVR	Rego Bobcat	422.95
25 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	690.66
25 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	24.86
25 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	24.86
25 Mar 2020	Payable Payment	Payment: Jacana Energy	Electricity	933.35
26 Mar 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	Clear drains Cadogan	939.58
26 Mar 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	Clear trees Finnis River	5,527.18
26 Mar 2020	Payable Payment	Payment: ECOFLEX NT PTY LTD	Remove tyres from dumps	1,550.08
26 Mar 2020	Payable Payment	Payment: Prestige Automotive NT	Hino tipper belts	252.45
26 Mar 2020	Payable Payment	Payment: Chris Reynolds Transport	Freight	49.50
26 Mar 2020	Payable Payment	Payment: WINC	Stationery	626.33
26 Mar 2020	Payable Payment	Payment: JAC Embroidery TA Brandit NT	Uniforms	61.60
26 Mar 2020	Payable Payment	Payment: NT News (News Corp)	CSDO Ad	2,078.00
26 Mar 2020	Payable Payment	Payment: WINC	Stationery	38.94
26 Mar 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage collection	2,077.68
26 Mar 2020	Payable Payment	Payment: St John Ambulance Australia	First Aid Training	180.00
26 Mar 2020	Payable Payment	Payment: Local Govt Assoc of NT	FRG meeting	55.00
26 Mar 2020	Payable Payment	Payment: Area9 IT Solutions	IT Support	880.00
26 Mar 2020	Payable Payment	Payment: S.E. Rentals Pty Ltd	Photocopier rental	258.63
26 Mar 2020	Payable Payment	Payment: HWL Ebsworth Lawyers	Legal Fees NTCAT	5,527.61
26 Mar 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	Push up AR Dump	480.00
26 Mar 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage collection	2,077.68
26 Mar 2020	Payable Payment	Payment: Prestons Mowing & Gardening	Slash Cheeney, Kerr, Carr	4,200.00
26 Mar 2020	Payable Payment	Payment: Higgie Mechanical Engineering	Rego inspection	130.00
26 Mar 2020	Payable Payment	Payment: Bunnings Building Supplies P/L	Consumables	421.38
26 Mar 2020	Payable Payment	Payment: Prestige Automotive NT	Repair air con backhoe	2,542.36
26 Mar 2020	Payable Payment	Payment: Air Liquide WA Pty Ltd	Gas rental	70.65
26 Mar 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage collection	2,077.68
26 Mar 2020	Payable Payment	Payment: WINC	Stationery	388.19
26 Mar 2020	Payable Payment	Payment: Shannon Recycling & Landcare	Bat Dump contractor	1,375.00
26 Mar 2020	Payable Payment	Payment: Bridge Toyota	Kluger spare key	35.51
26 Mar 2020	Payable Payment	Payment: Batchelor Service Centre	Fuel Feb 20	931.56
26 Mar 2020	Payable Payment	Payment: WINC	Stationery	38.57
<b>Total CCGC CBA Cheque</b>				<b>171,767.57</b>
<b>Total</b>				<b>174,096.11</b>

#### RECOMMENDATION

That Council approve and pass for payment the March 2020 payment register totalling \$174,096.11.

**Moved:**                      **Clr.**

**Seconded:**                **Clr.**



## 9.2 FINANCE AND GRANT REPORT

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 <sup>st</sup> April 2020
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Profit and loss statement YTD

### SUMMARY

As part of the monthly reporting procedures a finance and grant report, and a consolidated profit and loss budget to actual report is submitted to Council.

### BACKGROUND

Attached is the finance and grant report and consolidated profit and loss budget to actual report for March 2020.

### COMMENT

Nil

### CONSULTATION

There is no consultation that applies to this report.

### STATUTORY ENVIRONMENT

Section 18 of the Local Government Accounting Regulations 2008 Financial reports to Council –

(1) The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council, setting out:

(a) the actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month; and

(b) the forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) details of all cash and investments held by the Council (including money held in trust); and

(b) a statement on the debts owed to the Council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) other information required by the Council.

### POLICY IMPLICATIONS

There are no specific policies that apply to this report.

### VOTING REQUIREMENT

Simple majority

Cash at Bank					
Cash on Hand					\$ 1,000.00
Cheque Account					\$ 86,456.30
Investment Account					\$ 2,100,000.00
Trust Account					\$ 438,393.00
<b>Total Cash at Bank</b>					<b>\$ 2,625,849.30</b>
<b>Debtors</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
Trade ***	125.00	246.00	-	-	\$ 371.00
Rate Arrears				372,994.93	\$ 372,994.93
Rates paid in advance	(41,623.70)	-	-	-	(41,623.70)
<b>Total Debtors</b>					<b>\$ 331,742.23</b>
<b>Creditors</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	
	1,808.00	-	-	-	1,808.00
<b>Total Creditors</b>					<b>\$ 1,808.00</b>
<b>Reconciliation of Funds</b>					
Balance as per General Ledger					\$ 525,849.30
Add outstanding Debtors					\$ 331,742.23
Less outstanding Creditors					\$ 1,808.00
Add Investment Account					\$ 2,100,000.00
<b>Total Cash &amp; Receivables Available</b>					<b>\$ 2,955,783.53</b>
<b>*** Trade Debtors</b>					
Diedre Knapp - pound fine		90.00			
Tourism NT - meeting room hire		35.00			
RS Gardening - glyphosate	125.00	121.00			
	<b>125.00</b>	<b>246.00</b>			
			-	-	

Coomalie Community Government Council						
Grant Report for the period ending 31st March 2020						
Date Received	Grant	From	Amount	Expended to date	Amount Remaining	Acquittal Due
9/11/2018	Finalise merger proposal join Belyuen Coomalie	Dept of LGHCD	\$ 65,000.00	\$ 68,325.38	\$ -	30/06/2019
14/06/2019	SPG - Transportables	Dept of LGHCD	\$ 300,000.00	\$ -	\$ 300,000.00	30/06/2020
24/06/2019	EES - Solar Admin and Pool	Dept of LGHCD	\$ 110,000.00	\$ -	\$ 110,000.00	30/06/2020
20/09/2019	NT Library Grant 2019/20	Dept of Tourism Sport and Culture	\$ 44,441.82	\$ 34,476.53	\$ 9,965.29	30/09/2020
26/11/2019	Community Sport Recreation Officer	Dept of Tourism Sport and Culture	\$ 44,674.00	\$ 25,191.45	\$ 19,482.55	31/08/2020
3/02/2020	Anzac Day 2020	Dept Attorney General and Justice	\$ 10,606.00	\$ -	\$ -	30/06/2020
11/02/2020	Animal Management	Dept Industries,	\$ 15,000.00	\$ -	\$ -	15/01/2021

	Program	Innovation, Science				
<b>17/03/2020</b>	Youth Week 2020	Territory Families	\$ 1,700.00	\$ -	\$ -	30/06/2020
			<b>\$ 591,421.82</b>	<b>\$ 127,993.36</b>	<b>\$ 439,447.84</b>	
		<b>Cash and Receivables</b>			<b>\$ 2,955,783.53</b>	
		<b>Unspent Grants &amp; Subsidies</b>			<b>\$ 439,447.84</b>	
		<b>Cash Available to Council</b>			<b>\$ 2,516,335.69</b>	

**RECOMMENDATION**

That Council receives and notes the Finance Report, Grant Report and consolidated Profit and Loss Report for March 2020.

**Moved:** Clr.

**Seconded:** Clr.

**10 CONFIDENTIAL ITEMS**

**RECOMMENDATION**

That Council close the meeting to the general public in accordance with section 65(2) of the Local Government Act to enable Council to discuss in a Confidential Session an item described under Local Government (Administration) regulations 8;

(b) information about the personal circumstances of a resident or ratepayer;

(c) information that would, if publicly disclosed, be likely to:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person;

(d) information subject to an obligation of confidentiality at law, or in equity;

(e) information provided to the council on condition that it be kept confidential.

**Moved:** Clr.

**Seconded:** Clr.

**RECOMMENDATION**

That Council re-open the meeting to the general public in accordance with Section 65(1) of the Local Government Act

**Moved:** Clr.

**Seconded:** Clr.

**11 COUNCILLOR REPORTS**

Nil

**12 USE OF THE COMMON SEAL**

Nil

**13 LATE ITEMS**

Nil

**14 GENERAL BUSINESS**

Nil

**15 DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL MEETING**

Nil

**16 NEXT MEETING**

The next Ordinary General Meeting of Coomalie Community Government Council will be held on Tuesday 19<sup>th</sup> May 2020 at 6:00pm in the Council Chambers.

**17 CLOSURE OF MEETING**