



## **AGENDA**

### **ORDINARY COUNCIL MEETING**

**15<sup>th</sup> December 2020**

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## COOMALIE COMMUNITY GOVERNMENT COUNCIL DISCLAIMER

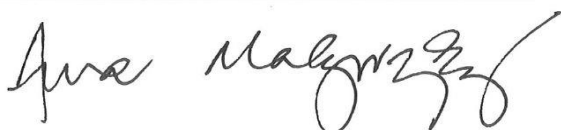
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A handwritten signature in black ink, appearing to read 'Anna Malgorzewicz', written in a cursive style.

Signed: Anna Malgorzewicz, Chief Executive Officer

# CONFIDENTIAL AGENDA

ORDINARY GENERAL COUNCIL MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 15<sup>th</sup> DECEMBER 2020

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President of the Shire Council Andrew Turner will declare the meeting open at 5:00pm 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
Senior Administration Officer	Aleyshia McGrigor

### VISITORS PRESENT

Matthew Phillips	Top End Mountain Bike Tours
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## 2 APOLOGIES AND LEAVE OF ABSENCE

**Date:** 15<sup>th</sup> December 2020  
**Author:** Anna Malgorzewicz, Chief Executive Officer  
**Attachments:** Nil

### PURPOSE

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 15<sup>th</sup> December 2020.

### BACKGROUND AND PREVIOUS DECISIONS

N/A

### 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

N/A

### STATUTORY ENVIRONMENT/ POLICY IMPLICATIONS

*Local Government Act 2008*

### FINANCIAL IMPLICATIONS

N/A

### RECOMMENDATION

That Council receive and note the apologies for the Ordinary General Meeting held 15<sup>th</sup> December 2020.

**Moved:** Clr.

**Seconded:** Clr.

## 3 ELECTRONIC MEETING ATTENDANCE

**Date:** 15<sup>th</sup> December 2020  
**Author:** Anna Malgorzewicz, Chief Executive Officer  
**Attachments:** Nil

### PURPOSE

This report is to table, for Council's record, any requests and permissions for Electronic Attendance.

### BACKGROUND AND PREVIOUS DECISIONS

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 and beyond, amendments

to Council Policy 1.12 Meetings of Council were made to enable Elected members and Council to meet via electronic attendance.

#### COMMENT

The *Local Government Act* 2008 and 2019 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 audio-visual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner.

#### CONSULTATION

N/A

#### STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

*Local Government Act* 2008 s61 (Procedure at meeting).

*Local Government Act* 2019 s95 (Procedure at meeting).

Council Policy 1.12 Meetings of Council

#### FINANCIAL IMPLICATIONS

N/A

#### RECOMMENDATION

That Council acknowledges and accepts Clr/s \_\_\_\_\_ to attend the meeting of 15<sup>th</sup> December 2020 via electronic means.

**Moved:** Clr.

**Seconded:** Clr.

#### 4 DECLARATION OF INTEREST OF MEMBERS OR STAFF

**Date:** 15<sup>th</sup> December 2020

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

**Attachments:** Nil

#### PURPOSE

**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 AND PREVIOUS DECISIONS**

N/A

#### **COMMENT**

N/A

#### **CONSULTATION**

N/A

#### **STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

Local Government Act s73 & s74 (Elected Members).

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

Conflict of Interest – Code of Conduct.

#### **FINANCIAL IMPLICATIONS**

N/A

#### **RECOMMENDATION**

That Council receives the declarations of interest as listed for the Ordinary General Meeting held 15<sup>th</sup> December 2020.

**Moved:**            **Clr.**

**Seconded:**       **Clr.**

### **5    PETITIONS, DEPUTATIONS AND QUESTIONS WITH NOTICE**

Matthew Phillips, Top End Mountain Bike Tours

### **6    CONFIRMATION OF MINUTES**

#### **6.1    CONFIRMATION OF ORDINARY GENERAL MEETING MINUTES 17<sup>TH</sup> NOVEMBER 2020**

**Date:**                15<sup>th</sup> December 2020

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

**Attachments:**    Nil

#### **PURPOSE**



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

**BACKGROUND AND PREVIOUS DECISIONS**

N/A

**COMMENT**

N/A

**CONSULTATION**

N/A

**STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

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.

**FINANCIAL IMPLICATIONS**

N/A

**RECOMMENDATION**

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

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

**Seconded:**                **Clr.**

**6.2 CONFIRMATION OF SPECIAL MEETING MINUTES 21<sup>ST</sup> NOVEMBER 2020**

**Date:**                      15<sup>th</sup> December 2020

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

**Attachments:**        Nil

**PURPOSE**

Minutes of the Special Meeting held on 21<sup>st</sup> November 2020 are submitted to Council for confirmation that those Minutes are a true and correct record of the meetings.

**BACKGROUND AND PREVIOUS DECISIONS**

N/A

**COMMENT**

N/A

**CONSULTATION**

N/A

**STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

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.

**FINANCIAL IMPLICATIONS**

N/A

**RECOMMENDATION**

That the Minutes of the Special Meeting held on 21<sup>st</sup> November 2020 be confirmed by Council as a true and correct record of the meeting.

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

**Seconded:**                **Clr.**

## 7 OPERATIONAL REPORTS

### 7.1 WORKS AND SERVICES MANAGER REPORT

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Emma Dunne, Works and Services Manager
<b>Attachment:</b>	Nil

#### PURPOSE

To provide Council with a monthly report of infrastructure and general operational performance matters.

#### BACKGROUND AND PREVIOUS DECISIONS

Nil

#### COMMENT

##### Roads-

##### Weight restrictions-

There has been a low amount of enquiries regarding weight restrictions and a few instances of vehicles accessing Council roads without permits. Works and Services Manager (WSM) will be following up with landholders and businesses regarding the matter.

##### Roads maintenance

Water, Grade and Roll program has commenced week of 7 December. Notices went up on social media and notice boards in both Adelaide River and Batchelor.

Potholes will be addressed as identified.

##### Haynes Road, Adelaide River

Haynes Road was the second road in the program to have a water, grade and roll, as the rain continues, dust will become less of an issue.

The traffic counter was placed on Haynes Road on the 12/08/2020. Up until the 09/12/2020 there has been 10281 'strikes'. The counter is set up 1 count per 2 axel strike.

##### Slashing and Spraying Program

The successful contractors for the works have been notified and works will commence in the near future.

##### Miles Road drainage issue

Remediation works have been undertaken and officers are monitoring the performance of the drain during large rain events. Some minor works are still ongoing.

##### Cyclone and storm season preparations

The pre-cyclone clean-up of Adelaide River and Batchelor townships has been completed.

Staff have undertaken a substantial clean-up of the Council depot.

A satellite phone has been purchased to ensure that the CEO is contactable during severe storms.

Changes to disaster funding requirements have altered. To qualify for funding, photos of Council assets, prior to the disaster, are required. A dashcam has been purchased and a survey of all of Council's roads will be undertaken shortly.

### **Waste-**

#### **Adelaide River**

Adelaide River landfill is running okay, average of 20-30m<sup>3</sup> per week this month.

#### **Batchelor**

Batchelor landfill is running well, 40-70m<sup>3</sup> per week this month.

Face dumping has commenced.

### **Vandalism**

Quotes have been received to apply for quick response grants after incidents in last report.

Some other damage has occurred over the weekend at the Bruce Jones Centre (BJCC) - roller door and the bench has been damaged. The Bowls Club toilet was also vandalised.

Officers will apply for a grant for the damage done to the BJCC.

### **Pool – EES and LRCI Grants**

The works for the pool solar power system has been let. Tree removal necessary for the solar panel installation has been undertaken.

Funding has been approved to replace the fence and further tree removal.

At this stage it is proposed that both the solar works and the fencing works will occur between 18/1/2021 and 29/1/2021 and the pool will be closed to users during this time frame.

### **Pool**

Installation of Safety Data Sheets in the chemical storage area.

A defibrillator has been purchased and installed at the pool.

### **Irrigation upgrades – LRCI Grant**

Funding has been approved for the upgrading of the irrigation systems at:

Myrtle Fawcett Park

Memorial Terrace gardens

Havlik Park

Anzac Park

Information Centre

Works should commence shortly on these projects.

### **EES Grant**

After the completion of the solar panel projects there will be some funding remaining.

Officers are currently obtaining quotes to install LED lighting throughout Council owned building in Batchelor.

Quotes are also being obtained to replace the pool pumps with more energy efficient pumps.

Once quotes are finalised officers will approach the NTG to gain approval for these projects.

### **SCALE Grant**

Works have been completed for the SCALE funds.

The audio-visual system in the Chambers is completed and just some minor bugs are being resolved.

The ipads continue to be rolled out to Councillors.

A mast was installed at the offices to improve mobile phone reception within the offices and so the EFTPOS machine will function much better.

### **SP Grant**

The demountable gatehouses and solar panels have been commissioned.

Officers in consultation with the Big Rivers Region Waste Management consultant will prepare layouts for both waste management facilities to ensure the gatehouses, solar panels and plumbing works are located to suit the future development of the site.

### **WHS**

The monthly inspection of the Workshop and yard was undertaken. A number of deficiencies were noted.

The works that have been undertaken to date to improve hazards in the workshop and yard or to comply with WHS requirements are:

- Removal of old metal objects

- Removal of oils and greases to the bunded container in the yard

- Installation of a laundry trough fully plumbed in.

- Removal of old non-compliant washing basin.

- Clean out and labelling of cupboards.

- Removal of surplus or non-working items ready for future sale

### **Training**

Staff undertook fire and evacuation training on Tuesday 8<sup>th</sup> December 2020. Training was delivered by Total Safety Solutions.

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

## RECOMMENDATION

That Council receives and notes the Works and Services Manager report for December 2020.

**Moved:** Clr.

**Seconded:** Clr.

## 7.2 COUNCIL RANGER REPORT

**Date:** 15<sup>th</sup> December 2020

**Author:** Glenn Galvin, Council Ranger

**Attachment:** Nil

## PURPOSE

To provide Council with a report on activities regarding the regulation of dogs within the Shire and efforts to engage with and support the community through information and education. This report also details general compliance and regulation matters as these relate to the *Coomalie Community Government By-Laws 1998*.

## COMMENT

Council Ranger has been conducting patrols, responding to enquiries regarding animal management matters, investigating complaints, completing entry of dog registration into Council's system and following up of By Law breaches.

Rang 4 owners regarding dog complaints and minor bylaw breaches all received positively. 3 Letters regarding dog bylaw breaches posted out.

10 Letters were issued around overgrown yards and vehicles parked on verges, to date have only 1 reply and others to be followed up this week to see if requested works have been completed.

Cleaning up of council yard for cyclone preparedness continuing.

Procedure drawn up for – Animal control in the event of Natural Disasters.

Cat traps ordered for trapping program of feral cats.

Statistics for the period were:

<b>Impounded</b>	2
<b>Returned to owner</b>	0
<b>Rehomed</b>	2
<b>Euthanised</b>	0

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

*Coomalie Dog Management By-Laws 2002*

*Coomalie Community Government By-Laws 1998*

**FINANCIAL IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receives and notes the Council Ranger's Report for December 2020.

**Moved:           Clr.**

**Seconded:       Clr.**

## 8 CHIEF EXECUTIVE OFFICER'S REPORTS

### 8.1 INCOMING AND OUTGOING CORRESPONDENCE

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Nil

#### PURPOSE

Council is provided with items of correspondence both received and sent during the months of November/December 2020.

#### BACKGROUND AND PREVIOUS DECISIONS

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 issue.

The Items of Correspondence are as follows:

#### Correspondence In

December OGM	MI	Source	Subject
12/11/2020	263	True North Strategic Communications	Quote for Communication Support for Coomalie Council
12/11/2020	264	Telstra Operations	Telstra land Access & Activity Notice Project 2477940
12/11/2020	265	Batchelor Business owner	Proposed Council Voucher Scheme
12/11/2020	266	HWL Ebsworth	NTCAT Matter Order & Reasons
12/11/2020	267	Minister for Local Government	Proposed meeting with Council
12/11/2020	268	LGANT	CEO Forum Minutes November 2020
13/11/2020	269	Business Hardship Register	Business Eligibility Confirmation
13/11/2020	270	First Class Communications	Quote to refresh communication templates
14/11/2020	271	Lake Bennett Body Corporate	Draft detail for new rising main costing
14/11/2020	272	Adelaide River Rate Payer	Haynes Rd Matter Additional Information
17/11/2020	273	Department of Tourism Sport & Culture	Public Libraries Strategic Development Committee Meeting Agenda
17/11/2020	274	LGANT	Draft AGM Minutes 6-11-2020



18/11/2020	275	Minister for Health	Healthy Lifestyle Grant opportunity
18/11/2020	276	Lake Bennett Body Corporate	Current Environmental Health Directive
18/11/2020	277	Lake Bennett Resort	Copy of correspondence to LBBC Lake Closure for Commercial Visitors
16/11/2020	278	DIPL Land Use Management	Milton Road History & Documentation
16/12/2020	279	One Rail Australia	SAI Documentation
16/11/2020	280	Edith Cowan University	Invitation to participate in research
18/11/2020	281	Department of the Chief Minister & Cabinet	Funding Guidelines Commercial Rate Replenishment Fund
22/10/2020	282	Crown Lands Estate	Waste Sites Land Tenure Batchelor & Adelaide River
12/11/2020	283	Coomalie Ratepayer	Rates on proposed Subdivision
20/11/2020	284	Coomalie Ratepayer	Comment on Waste Management Strategy
20/11/2020	285	Dolly's Dream Fundraising Team	Fundraising Process requirements
20/11/2020	286	Office of Ian Sloan MLA	Proposed meeting with Coomalie Council
12/11/2020	287	Coomalie Ratepayer	Council Rates
20/11/2020	289	Office of the Parliamentary Counsel	COVID-19 Directions No 56
20/11/2020	290	National Suicide Prevention Taskforce	Consultation paper
24/11/2020	291	Library & Archives NT	COVID -19 Contact Tracing & Safety Supervisors
20/11/2020	292	Public Libraries Strategic Development Committee	Minutes from November meeting
23/11/2020	293	Office of Minister Paech MLA	Meeting with Coomalie Council
26/11/2020	294	Ventia Vision Stream	Telstra Panel Project Land Access Activity notice
26/11/2020	295	Office of the Chief Health Officer	New Directions for Businesses
30/11/2020	296	Batchelor Police	The Territory Check in App
26/11/2020	297	Coomalie Resident	Mobile food business
26/11/2020	298	Adelaide River Police	Local Emergency Committee Covid meeting
30/11/2020	299	Department of Local Government & Community Development	Confidential draft Regulations, Guidelines and sample documents

30/11/2020	300	ALGA	Emergency Management Preparedness Briefing
30/11/2020	301	Batchelor Museum Development Association	Request for Council assistance
1/12/2020	302	Crown Land Estate	Land Tenure over Lot 160 Town of Adelaide River and Lot 321 Town of Batchelor
1/12/2020	303	Coomalie Ratepayer	Overgrown Property notice Request for Council assistance
1/12/2020	304	Office of Senator Sam McMahon	Building Better Regions Funding opportunity
1/12/2020	304	Office of Senator Sam McMahon	Building Better Regions Funding opportunity
2/12/2020	305	Office of the Hon Chansey Paech MLA	Meeting with Coomalie Council
13/11/2020	306	First Class Communications	Quote to refresh communication templates
2/12/2020	307	Crown Land Estate	Occupation Licence Information & Application Form
2/12/2020	308	LGANT	Executive Meeting Agenda December 2020
1/12/2020	309	Coomalie Ratepayer	Customer Feedback
4/12/2020	310	Batchelor Ratepayer	Blocked waterway service request
2/12/2020	311	DIPL	Mobile Black spot program open for applications
3/12/2020	312	LGANT	President and CEO proposed meeting with Council
4/12/2020	313	True North Strategic Communications	Exercise Power to Sell Communication Materials
4/12/2020	314	Weeds Management Branch	Correspondence regarding distribution procedure
4/12/2020	315	Department of Chief Minister & Cabinet	Disaster Relief & Recovery Arrangements

## Correspondence Out

Mail Out December )GM				
12/11/2020	307	CEO	Now Renovations	New Rising Main, Lake Bennett
13/11/2020	308	Works & Services Manager	Batchelor Residents	Green waste on Council verge
12/11/2020	309	CEO	Batchelor Business Owner	Business Incentive Voucher Scheme

13/11/2020	310	CEO	Business Hardship Register	Confirmation Letter Businesses located in Coomalie Council area
13/11/2020	311	CEO	True North Strategic Communication	Signed acceptance of quote
13/11/2020	312	CEO	True North Strategic Communications	CCGC Exercise Power to Sell
16/11/2020	313	CEO	Haynes Road Ratepayer	Petition to Council additional information
18/11/2020	314	CEO	BIITE Librarian	Public Libraries Strategic Development information paper
16/11/2020	315	Works & Services Manager	Telstra contractor	Signed Project Response Form
16/11/2020	316	CEO	Lake Bennett Body Corporate	Department of Health Direction Lake Bennett Bungalows
16/11/2020	317	CEO	DIPL Manager Land Use Management	Milton Road document search
19/11/2020	318	Council President	Minister for Local Government	Meeting with Coomalie Council
19/11/2020	319	Council Ranger	Batchelor Resident	Dog By Law breach
26/11/2020	320	OPS	OHS Edith Cowan University	Invitation to participate in OHS research
19/11/2020	321	CRDO	Dolly's Dream Organisation	Fundraising for Dolly's Dream
20/11/2020	322	CEO	Crown Land Estate Manager Land Transactions	Land Tenure over Lot 160 Adelaide River & Lot 321 Batchelor
12/11/2020	323	CEO	Coomalie Rate Payer	Council Rates
20/11/2020	325	Accounts	St Johns	St Johns Property Rates
20/11/2020	326	CEO	Rate Payer	Waste Management - Coomalie
20/11/2020	327	CRDO	Dolly's Dream Fundraising Team	Fundraising for Dolly's Dream
20/11/2020	328	CEO	Member for Daly	Correspondence to Member for Daly
21/11/2020	329	CEO	LG Grants	SCALE Grant Certification
20/11/2020	330	CEO	Minister Paech Electoral office	Meeting with Coomalie Council
26/11/2020	331	CRDO	Batchelor Area School Administration	Covid Contact Tracing Register Batchelor Pool
26/11/2020	332	CRDO	BOEC Administration	Contact Tracing Register Batchelor Pool
30/11/2020	333	CEO	Coomalie Resident	Proposed food business
30/11/2020	334	CEO	DIPL Crown Lands Estate	Land Tenure over Lot 160 Town of Adelaide River & Lot 321 Town of Batchelor
30/11/2020	335	CEO	Batchelor Museum Development Association	Request for Council assistance
1/12/2020	336	CEO	DIPL Crown Lands Department	Land Tenure Lot 160 Town of Adelaide River & Lot 321 Town of Batchelor

2/12/2020	337	CEO	Minister Paech Electoral Office	Meeting with Coomalie Council February OGM
2/12/2020	338	CEO	Local Government Grants team	Feedback Funding Guidelines
20/11/2020	324	CEO	Coomalie Ratepayer	Application to Council regarding Rates
3/12/2020	339	CEO	True North Strategic Communication	Exercise Power to Sell Council Communication documents
4/12/2020	340	CEO	Batchelor Ratepayer	Blocked Waterway service request
4/12/2020	341	CEO	Weeds Branch	Correspondence regarding Glyphosate distribution procedure
4/12/2020	342	President Turner	LGANT President Hon Kon Vatskalis	Meeting with Coomalie Council

**CONSULTATION**

N/A

**STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council receives and notes the items of incoming and outgoing correspondence as tabled for the November/December 2020 period.

**Moved:** Clr.

**Seconded:** Clr.

**8.2 REVIEW OF ACTION ITEMS LIST TO DECEMBER 2020**

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Action Items List to December 2020

**RECOMMENDATION**

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

**Moved:** Clr.

**Seconded:** Clr.

### 8.3 COMPLAINTS REGISTER TO DECEMBER 2020

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Complaints Register

#### RECOMMENDATION

That Council receives and notes the Complaints to December 2020.

**Moved:** Clr.

**Seconded:** Clr.

### 8.4 CEO ACTIVITIES REPORT

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Nil

#### PURPOSE

To brief Council on the monthly activities of the Chief Executive Officer (CEO) and key staffing and operational information.

#### BACKGROUND AND PREVIOUS DECISIONS

Nil

#### COMMENT

The Chief Executive Officer continued to liaise with officers from various agencies in the Northern Territory Government to address a number of legacy issues (roads, leasing and land tenure). Progress is occurring at a steady pace within a climate of co-operation.

Compliance with the Chief Health Officer's (CHO) directions regarding COVID 19 requirements continued to be a key focus internally and externally. Council has a dedicated Safety Supervisor and a monthly meeting regime has been put in place to ensure all venues and facilities are compliant and staff operate within the required parameters set by the CHO. There has been some sensitivity regarding contact tracing requirements and Council sought advice regarding the management of information as this relates to minors. Council has also received its own QR codes for its facilities and complements this with a manual contact tracing register, for those patrons and visitors who are unable to download or use the COVID Check-In app. Externally, both the Adelaide River and Batchelor Local Emergency Committees conducted a number of Remote Outbreak scenarios, with NTPFES EOC to ensure preparedness in the event of a local instance of a positive case.

Another key focus has been ensuring Council procedures and staff are prepared for an emergency weather event. Procedures continue to be updated and practical actions have been put in place.

Development of the Waste Management Strategy and preparation of brief and scope documentation for the operation of the two waste management facilities progresses as Council moves toward a more structured and controlled management of its facilities.

Policy development in preparedness for the implementation of the new *Local Government Act 2019* continued and Council will consider the first tranche of governance and compliance policies at its January 2021 meeting.

It was also noted that Council Policy 5.5 Roads Policy did not include Boundary Road, Collette Creek, and this amendment was made administratively as it did not make any substantive amendment to the policy. Council’s roads records were also updated to ensure correct information was provided to the Grants Commission.

Meetings and activities for the period included the following:

**Week commencing 16<sup>th</sup> November 2020**

Meetings	<ul style="list-style-type: none"> <li>• Public Libraries Strategic Development Committee</li> <li>• Ordinary General Meeting</li> <li>• Monthly Staff Meeting</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Elected Member Training Workshop</li> </ul>

**Week commencing 23<sup>rd</sup> November 2020**

Meetings	<ul style="list-style-type: none"> <li>• Internal Meeting – Fortnightly Infrastructure, Works and Compliance</li> <li>• Library Staff Meeting</li> <li>• CouncilWise representatives</li> <li>• CCGC COVID 19 Committee Meeting</li> <li>• Library Co-ordinators Meeting</li> <li>• NTEPA re waste management facilities</li> <li>• Department of Industry, Tourism and Trade re Rum Jungle Mine Rehabilitation Business Case</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Annual Leave 25<sup>th</sup> – 27<sup>th</sup> November 2020</li> </ul>

**Week commencing 30<sup>th</sup> November 2020**

Meetings	<ul style="list-style-type: none"> <li>• HWLE re Power to Sell</li> <li>• Internal Monthly Cyclone and Storm Season Meeting</li> <li>• NT Land Corporation – re Opening of Roads</li> <li>• Crown Land Estate re Land Tenure Issues, waste facilities</li> <li>• Adelaide River Local Emergency Committee – Remote Outbreak Plan</li> <li>• BIITE Librarian re Batchelor Community Library Survey</li> </ul>
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	<ul style="list-style-type: none"> <li>• Videoconference Meeting - Environment, Transport and Infrastructure Meeting (LGANT)</li> <li>• Videoconference Meeting – Department of the Chief Minister and Cabinet re Disaster Relief and Recovery Arrangements</li> </ul>
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**Week commencing 7<sup>th</sup> December 2020**

Meetings	<ul style="list-style-type: none"> <li>• Batchelor Local Emergency Committee – Remote Outbreak Plan</li> </ul>
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**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

*Local Government Act 2008*

**FINANCIAL IMPLICATIONS**

Nil

**RECOMMENDATION**

That Council;

- a) receives and notes the CEO’s Activities Report for the period November/December 2020; and
- b) notes an amendment to Council Policy 5.5 Roads Policy was made administratively, to correct the omission of Boundary Road, Collette Creek.

**Moved:**            **Clr.**

**Seconded:**       **Clr.**

## 9 REPORTS REQUIRING DECISION OF COUNCIL

### 9.1 EMPLOYMENT POLICIES RESTRUCTURE

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Aleyshia McGrigor, Senior Administration Officer
<b>Attachment:</b>	Proposed employment policy restructure Proposed Policy 3.19 Employment Statement Policy

#### PURPOSE

To restructure Council's Employment Policies in compliance with the Northern Territory *Local Government Act 2008* and the *Local Government Act 2019*.

#### BACKGROUND AND PREVIOUS DECISIONS

Council has had employment policies in effect for several years that are aligned with human resource principles and thinking at an operational level.

Council does not currently have an endorsed 'Employment Statement Policy' which provides a guiding statement for Council and the Chief Executive Officer to develop required, robust employment policies.

#### COMMENT

Council currently has 17 employment policies.

Most of these policies are operational and procedural based which would normally be administered by a council's Chief Executive Officer.

The attached proposal shows a policy restructure whereby the original 17 policies and 1 new policy are merged to create the following:

#### **Three (3) Council policies (administered by Council)**

3.3 Smoke Free Workplace and Community Policy

3.5 Equal Employment Opportunity

3.19 Employment Statement Policy

#### **Six (6) Internal Policies (administered by the CEO as per NT Local Government Act 2008)**

EP001 Employment Induction Policy

EP002 Work Health and Safety Policy

EP003 Staff Recognition and Development Opportunities Policy

EP004 Staff Appointment and Leave Policy

EP005 Dispute, Discipline, and Termination Policy

EP006 Council ICT Resources Policy



## CONSULTATION

Chief Executive Officer

## STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Pursuant to Section 104 of the *Local Government Act 2008*, a council must ensure that its policies on human resource management give effect to the principles of merit, be fair and equitable and provide reasonable access to training, safe workplace and be non-discriminatory.

Section 105 states:

### 105 Statement of employment policies

- (1) The CEO must maintain an up-to-date statement of the council's employment policies.
- (2) The statement of employment policies:
  - (a) must cover:
    - (i) recruitment; and
    - (ii) probation and performance assessment; and
    - (iii) promotion; and
    - (iv) access to employment-related benefits; and
    - (v) resolution of employment-related grievances; and
  - (b) may cover other employment-related subjects.
- (3) The statement of employment policies must be consistent with the principles of human resource management.

## FINANCIAL IMPLICATIONS

Nil

## RECOMMENDATION

That Council:

- a) endorses the transition to the new employment policy structure;
- b) adopts Council Policy 3.19 Employment Statement Policy;
- c) rescinds the following policies –
  - 3.2 Work Health and Safety
  - 3.4 Medical Examination
  - 3.6 Employee performance and development

- 3.7 Education and Study Assistance
- 3.8 Staff benefits
- 3.9 Employee clothing allowance
- 3.10 Protective clothing
- 3.11 Staff appointments and leave
- 3.12 Staff vehicle use
- 3.13 Staff training
- 3.14 Police clearance for staff
- 3.15 Counselling, disciplining, and dismissing employees
- 3.16 Dispute resolution
- 3.17 Fitness for work
- 3.18 Council ICT resources

**Moved:**

**Seconded:**

## 9.2 LAND TENURE WASTE MANAGEMENT FACILITIES

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Release of Crown Land Policy Community Land Grant Enquiry Locality Plan Lot 321, Town of Batchelor Information for Occupation Licence Applicants Application for Occupation Licence over Vacant Crown Land – Section 90

### PURPOSE

To seek Council’s approval to lodge applications for Occupation Licences over Vacant Crown Land (Section 90) for the Adelaide River and Batchelor Waste Management Facilities and to approve the lodgement of a Community Land Grant Enquiry for Lot 3231, Town of Batchelor.

### BACKGROUND AND PREVIOUS DECISIONS

Council operates waste management facilities in Adelaide River and Batchelor however, the matter of land tenure over the two sites has not been resolved. Council needs to resolve land tenure, particularly if it wishes to proceed toward licensing its two facilities in the future.

## **COMMENT**

Native Title over the Town of Batchelor has been extinguished and Council is able to apply for a Community Land Grant over Lot 321, Town of Batchelor. This a lengthy and comprehensive process. The first step entails Council making a Community Land Grant Enquiry. Council also needs to consider and recommend proposed boundaries for its Batchelor Waste Management Facility. For example, Council may wish to extend the current facility footprint to cater for future expansion and growth.

Following assessment and endorsement by the Department of Infrastructure, Planning and Logistics (DIPL), Council will then be invited to make a further application for a direct grant of land for community infrastructure purposes. This will include a requirement to provide evidence of Council's corporate capacity and development plans for the activity. The application will be assessed by DIPL and other relevant stakeholder agencies, including the NTEPA, Power and Water and the Department of Environment, Parks and Water Security. Agency feedback will inform the conditions of lease which will require Ministerial approval. This process may take between six (6) and twelve (12) months to complete.

Whilst the process is in train, it is recommended that Council makes an "Application for Occupation Licence over Vacant Crown Land – Section 90". An Occupation Licence is a short-term option available to Council to occupy land for an approved purpose, whilst it proceeds through the Community Land Grant process.

The Adelaide River Waste Management Facility (Lot 160, Town of Adelaide River), is subject to the negotiation of an Indigenous Land Use Agreement (ILUA). The Native Title Claim over the area was discontinued, but this does not mean that rights over the area have been extinguished. Crown Land Estate is currently liaising with the Solicitor-General regarding the matter. As a result, land tenure can not be formalised at this stage. It is recommended that Council also makes an "Application for Occupation Licence over Vacant Crown Land – Section 90". A licence can be applied for, notwithstanding a future Native Title Land Claim.

Occupation Licences for both sites, will formalise Council's land tenure, enable it to manage both sites for the purposes approved, and position Council to work toward licencing of its facilities in the future.

## **CONSULTATION**

Crown Land Estate, Department of Infrastructure, Planning and Logistics

Project Manager

Works and Services Manager

## **STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

*Crown Lands Act 1992*

*Local Government Act 2008*

*Waste Management and Pollution Control Act 1998*

## FINANCIAL IMPLICATIONS

Nil

### RECOMMENDATION

That Council;

- a) authorises the Chief Executive Officer to make an Application for an “Occupation Licence over Vacant Crown Land - Section 90” for the Adelaide River Waste Management Facility, Lot 160, Town of Adelaide River;
- b) authorises the Chief Executive Officer to make an Application for an “Occupation Licence over Vacant Crown Land - Section 90” for the Batchelor Waste Management Facility, Lot 3321, Town of Batchelor; and
- c) authorises the Chief Executive Officer to complete a Community Land Grant Enquiry for Lot 321, Town of Batchelor, for the purposes of operating a Waste Management Facility.

**Moved:** Clr.

**Seconded:** Clr.

### 9.3 SUBDIVISION DEVELOPMENT GUIDELINES

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Correspondence

#### PURPOSE

This report seeks Council’s adoption by resolution of the “Northern Territory Subdivision Development Guidelines”.

#### BACKGROUND AND PREVIOUS DECISIONS

The Chief Executive of the Department of Infrastructure, Planning and Logistics (DIPL) wrote to Council in December 2019 seeking Council’s support and willingness to adopt the NT Subdivision Development Guidelines. For the past five years DIPL has been the lead with other NT Government Agencies, Local Government, Developers and peak contractor bodies, Regulatory and Service Authorities in the development of the ‘*Subdivision Development Guidelines*’ (‘the guidelines’) for application throughout the Northern Territory in urban and remote township areas.

Guidelines were formalised in December 2019 and adopted by NT Cabinet.

#### COMMENT

Coomalie Community Government Council is being asked to adopt the guidelines as policy to ensure appropriate standards are being met in the construction of supporting infrastructure on subdivisions within the Shire and if not complied with, Council has the right to not accept responsibility of such infrastructure. At present Council has no such documents nor policies on subdivision or associated infrastructure. The Guidelines can be viewed on website <https://www.ntlis.nt.gov.au/sdg-online/>

The Guidelines have been developed:

- as a reference for developers and their planners, design engineers, consultants and contractors when undertaking subdivision developments;
- to bring together a single set of documents that set out the requirements of relevant and regulatory authorities for subdivision developments regardless of where in the Northern Territory they are proposed;
- to provide more certainty for developers across the Northern Territory;
- to provide the technical framework for the design, construction and maintenance of subdivision development infrastructure assets in the Northern Territory; and
- to provide a range of minimum design and construction standards for infrastructure assets that relevant authorities and regulatory authorities will not only accept but lead to them being handed over to their control.

The Guidelines are divided into four parts:

1. design guidelines that establish the key principles for the design of subdivision infrastructure;
2. reference documents that incorporate approved policies that are relevant to infrastructure design, construction, and maintenance from relevant authorities and regulatory authorities;
3. standard drawings that provide an outline of technical standards with regards to specific design requirements; and
4. technical specifications that provide standards for the construction of subdivision infrastructure, and the maintenance requirement.

Guidelines in Section 14 allow councils to make variation, with the approval of the Management Committee, to the guidelines to meet individual councils needs and desires.

## **CONSULTATION**

Department of Infrastructure, Planning and Logistics

Local Government Association of the NT

## **STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

Northern Territory Subdivision Development Guidelines

## FINANCIAL IMPLICATIONS

Nil

### RECOMMENDATION

That Council;

- a) adopts the Northern Territory Subdivision Development Guidelines; and
- b) directs the Chief Executive Officer to write to the Chair, Subdivision Development Guidelines Management Committee informing them of Council's decision.

**Moved:**            **Clr.**

**Seconded:**       **Clr.**

## 10 COMMUNITY RECREATION AND SERVICES REPORT

### 10.1 COMMUNITY RECREATION AND REMOTE SPORTS PROGRAM

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Andrew Roberts, Community Recreation Development Officer
<b>Attachment:</b>	Nil

#### PURPOSE

To provide Council with a monthly update of activities and programs provided to the community through the sport, recreation and community development program.

#### BACKGROUND AND PREVIOUS DECISIONS

##### Council Run After School Sports

After School Sports at Adelaide River has now completed for the term and will recommence once school returns in 2021.

Attendance figures for After School Sports Program:

Week Start	Adelaide River	Batchelor
16/11/2020	3	8
23/11/2020	0 *	5
30/11/2020	0 ***	0 **
7/12/2020	4	4
<b>Total</b>	<b>7</b>	<b>17</b>

\* Cancelled by Adelaide River School due to swimming sports

\*\* Cancelled by Batchelor School

\*\*\* Staff family illness

##### Seniors Mystery Bus Tour

Novembers tour was held again this month with a visit to the Charles Darwin national Park followed by lunch at The Vue Restaurant. Some interesting information was garnered from the display at the National Park, with some lovely views over Darwin City.

The next bus tour will be held in on Monday 8th February 2021.

##### School Holiday Program January 2021

Planning is all in place with activities including: BOEC Bike Challenge, BOEC Personal Challenges, Ice Skating, Jump Crazy day & a Hawaiian Pool Party.

**Seniors Christmas Lunch** was held on Thursday December 10th at the Litchfield Motel. Our Seniors were treated to a 3-course lunch and entertained by the Batchelor Area School Transition/Grade 1 class, regaling us with Christmas Carols! Special thank you needs to go out to all our wonderful sponsors that made the event extra special for our seniors!

**NAIDOC Week** was held during the week of 9th - 15th November this year, with Council assisting the Batchelor Clinic with an event at Bruce Jones Community Centre. Refer further down in this newsletter for the article on this fantastic event.

**Australia Day** planning is well underway for 2021. This year we are holding a Fun Run around Batchelor to start the day's events, followed by the usual Big Breakfast. All proceeds from the Fun Run are being donated to Dolly's Dream to assist in awareness raising for Cyber-Bullying.

## COMMENT

Nil

## CONSULTATION

Nil

## STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Council entered into a Five-Year Funding Agreement with the Northern Territory Government and receives an annual allocation of \$44,000 for the provision of sport and recreation activities to the Coomalie community.

## FOR NOTING

### 10.2 BATCHELOR SWIMMING POOL REPORT

**Date:** 15<sup>th</sup> December 2020

**Author:** Andrew Roberts, Community Recreation Development Officer

**Attachment:** Nil

## PURPOSE

To provide Council with a monthly report of the operations and activities of the Batchelor Swimming Pool.

## BACKGROUND AND PREVIOUS DECISIONS

Nil

## COMMENT

### Pool Statistics

Week Ending	Adult	Child	Concession	Family	Schools	Pass Swimmers	Swimming Lessons
16/11/2020	1	10	13	3	18	5	
23/11/2020	1	6		1	15	6	186
30/11/2020	3	5	4			2	
7/12/2020							
<b>Totals</b>	<b>5</b>	<b>21</b>	<b>17</b>	<b>4</b>	<b>33</b>	<b>13</b>	<b>186</b>

### Royal Life Saving Society

Royal Life undertook a Pool Safety Audit at the end of September. We await the final report to ascertain our compliance and improvements for the facility.

### Pool Grants – Access Lift



Unfortunately, our grant application through the Community Benefit Fund was denied, we are looking into alternative funding for this much needed accessibility item. We also placed the hoist/access lift through the Healthy Lifestyle Grant to seek funding for this, as well as facility improvements for disabled/wheelchair access.

**Facility upgrades**

A new gate leading to the old playgroup building was installed to provide more storage for Council and other stakeholders.

Quotes have been obtained for a new fence and removal of all vegetation and referred to the Australian Government under the LRCIP grant scheme.

Council Officers are liaising with a consultant to assess and recommend pump improvements.

**Planned Pool Closure**

With grant funding being available for the solar installation at the pool, we will be required to close the pool for a period for safety reasons. As the grant funds need to be expended prior to the annual dry season closure, we are looking at closing the pool for 2 weeks over the January school holiday period.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**FOR NOTING**

**10.3 COMMUNITY LIBRARIES REPORT**

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Hilary Brett, Adelaide River Library Officer
<b>Attachment:</b>	Nil

**PURPOSE**

To inform Council with a monthly report of programs, activities and patron participation in the Adelaide River and Batchelor Community Libraries.

**BACKGROUND AND PREVIOUS DECISIONS**

Coomalie Council receives annual funding from the Northern Territory Government through the Northern Territory Library and Archives Service for the provision of library programs and services at the Adelaide River and Batchelor Libraries.

Libraries operate under a Shared Use Agreements with Batchelor Institute of Indigenous Education and Adelaide River Primary School.

## **COMMENT**

### **Adelaide River Community Library**

Number of visitors      125

Totalling the time spent in Library this comes to 234 hours of library service.

### **Batchelor Institute Community Library**

Number of Visitors

56 in Community Hours supervised by Council library staff

59 in BIITE Library Hours not covered by Council library staff

### **Covid-19 Planning**

Coomalie Libraries are now required by new Government regulation to collect the name and contact details for every visitor to the library for the Covid-19 Contact Tracing Register.

Patrons who decline to provide these details will be refused entry. For children old enough to visit unaccompanied at Library, staff will record a parent contact number.

The following Notice has been distributed to Library patrons and families in the Adelaide River Community after a recent surge in child visitor numbers

#### **This is an essential notice for parents and caregivers.**

Library has been busy recently with lots of children enjoying the supervised access to games, crafts, iPads and tablets and of course the ever-popular Minecraft sessions. On some occasions particularly on Saturdays, we have reached the maximum numbers of visitors we can have in the Library under the new Covid regulations. When this happens, we will be asking the visitors who arrive first, to leave for the day and make space for other members to enjoy some Library time. It is essential that all children who are old enough to visit without supervision have a way of getting home safely should we need to ask them to leave once their session time is up.

If you are dropping children off at Library or they are riding their bikes in, please phone us on 89767069 to check we are not full, or come in and sign them in. You will need to provide a current and immediately reachable phone number, and make sure we have space for them at that time. Council must abide by the Covid Safe regulations including social distancing, cleaning and personal hygiene measures. This is not negotiable.

The ALIA NT Recognition Awards are an annual merit prize which celebrates and recognizes the work of a team or individual working in any sector of the library and information profession in the Northern Territory.

Council is very proud to be the recipient of the 2020 ALIA NT Recognition Award for Regional & Remote Libraries Merit Award for our Batchelor and Adelaide River Street Libraries and services to the Coomalie Community during the Covid-19 library closures. Special thanks and recognition goes to Prue King and Mary Ashley for the work they did gathering the collection for the Batchelor Street Library, and to the Adelaide River Post Office Store for the very generous donation of magazines, DVDs and jigsaw puzzles they donated to the Adelaide River Street Library.

**CONSULTATION**

Prue King, Batchelor Community Librarian

**STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Council receives financial support from the Northern Territory Government through a 5 Year Funding Agreement for Public Library Services. For the 2020/21 financial year, in accordance with Schedule 1, Item 6, the annual funding amount for Coomalie Community Government Council for 2020-21 will be **\$48,592** which includes indexation less the efficiency dividend. This is a slight reduction from 2019/20 of \$48,886.

**FOR NOTING**

## 11 FINANCE REPORTS

### 11.1 PAYMENT REGISTER

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

#### **PURPOSE**

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

#### **BACKGROUND AND PREVIOUS DECISIONS**

Attached is a listing of accounts paid for November 2020.

#### **COMMENT**

No additional comments are provided to this report.

#### **CONSULTATION**

There is no consultation that applies to this report.

#### **STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

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.

**Account Transactions**

Coomalie Community Government Council

For the period 1 November 2020 to 30 November 2020

Date	Source	Description	Reference	Amount
<b>CBA Credit Card A Kim</b>				
02 Nov 2020	Spend Money	CV Check	G Galvin	49.90
23 Nov 2020	Payable Payment	Payment: Darwin Harbour Cruises	Christmas Party	891.00
30 Nov 2020	Payable Payment	Payment: Facebook	Ad Halloween Party	25.00
<b>Total CBA Credit Card A Kim</b>				<b>965.90</b>
<b>CBA Credit Card S Shooter</b>				
09 Nov 2020	Payable Payment	Payment: Palmerston 4WD Spares	Tyre Rim	165.00
12 Nov 2020	Payable Payment	Payment: Woolworths	NAIDOC Event	199.90
12 Nov 2020	Payable Payment	Payment: Royal Life Saving NT	Bronze Med T Sullivan	90.00
12 Nov 2020	Payable Payment	Payment: Australia Post	Post 1st reminder letters	158.10
16 Nov 2020	Payable Payment	Payment: Australia Post	Postage Seniors Xmas	124.44
23 Nov 2020	Payable Payment	Payment: Nespresso Club	Coffee	261.50
<b>Total CBA Credit Card S Shooter</b>				<b>998.94</b>
<b>CCGC CBA Cheque</b>				
<b>Opening Balance</b>				<b>0.00</b>
02 Nov 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees Oct 20	962.66
03 Nov 2020	Spend Money	SALARIES AND WAGES Coomalie Communi	Payroll	24,632.79
03 Nov 2020	Spend Money	PC031120-154468256 SuperChoice P-L	Superannuation	3,172.91
04 Nov 2020	Payable Payment	Payment: Telstra	Telephone Internet Oct 20	1,028.69
04 Nov 2020	Payable Payment	Payment: Higgie Mechanical Engineering	Rego inspection Kubota, Bus	510.84
04 Nov 2020	Payable Payment	Payment: Bruce Mason	Cleaning Oct 20	3,327.00
04 Nov 2020	Payable Payment	Payment: Remote Area Tree Services Pty Ltd	Arborist pool - EES	3,036.00
04 Nov 2020	Payable Payment	Payment: RS Gardening Care	Tree trimming, removal Bat	7,260.00
04 Nov 2020	Payable Payment	Payment: Bridge Toyota	Bus parts	569.05
04 Nov 2020	Payable Payment	Payment: DT & MG Kerr Trading as Kerr Trust	Accounting Oct 20	10,087.00
04 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Electricity	1,046.10
04 Nov 2020	Payable Payment	Payment: Peter Rowlands	Freight Hilux to Darwin	385.00
04 Nov 2020	Payable Payment	Payment: RS Gardening Care	Push up Bat WMF	3,498.00
04 Nov 2020	Payable Payment	Payment: Speedy Electrical Service NT	Repairs pool	938.50
04 Nov 2020	Payable Payment	Payment: Area9 IT Solutions	Install photocopier, CEO laptop	385.00
04 Nov 2020	Payable Payment	Payment: Remote Area Tree Services Pty Ltd	Arborist Bat Oval	3,168.00
04 Nov 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage Collection	2,108.74
04 Nov 2020	Payable Payment	Payment: Bruce Mason	Clean BJCC, lock Bat WMF gates	500.00
04 Nov 2020	Payable Payment	Payment: Area9 IT Solutions	Desktop OS	2,158.32
04 Nov 2020	Payable Payment	Payment: Shannon Recycling & Landcare	Bat dump contractor	2,079.00
04 Nov 2020	Payable Payment	Payment: Nexia Edwards Marshall NT	Audit Fee 2019/20	1,100.00
04 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	208.22
04 Nov 2020	Payable Payment	Payment: Ballinger Technology	Battery traffic counter	198.00
04 Nov 2020	Payable Payment	Payment: Dean Mildren	Rates Refund	1,055.00

<b>Date</b>	<b>Source</b>	<b>Description</b>	<b>Reference</b>	<b>Amount</b>
04 Nov 2020	Payable Payment	Payment: JAC Embroidery TA Brandit NT	Uniforms	17.60
04 Nov 2020	Payable Payment	Payment: L&V Nominees Pty Ltd	Pool chemicals	678.00
04 Nov 2020	Payable Payment	Payment: Bruce Mason	Cleaning office building	1,320.00
04 Nov 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage Collection	2,108.74
04 Nov 2020	Payable Payment	Payment: Outback Batteries	Battery Kluger	202.50
04 Nov 2020	Payable Payment	Payment: Eva Valley Meats	Meat NAIDOC event	228.71
04 Nov 2020	Payable Payment	Payment: NT Water Filters	Water	218.40
06 Nov 2020	Payable Payment	Payment: Cr. Christian McElwee	Councillor Fees Oct 20	450.00
06 Nov 2020	Payable Payment	Payment: Practical Safety Australia Pty Ltd	PPE	373.60
06 Nov 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	10 loads dirt AR WMF	1,815.00
06 Nov 2020	Payable Payment	Payment: L & J Rural Contracting Pty Ltd	Bat pool fence panels	440.00
06 Nov 2020	Payable Payment	Payment: Cr. Andrew Turner	Councillor Fees Oct 20	2,320.67
06 Nov 2020	Payable Payment	Payment: Town & Country Plumbing Service	Repair water pipe Bat pool	3,810.16
06 Nov 2020	Payable Payment	Payment: Batchelor Service Centre	Consumables Sep 20	43.70
06 Nov 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	Extinguish fire AR WMF Oct 20	464.00
06 Nov 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	Repair hole stormwater Mardango	890.00
06 Nov 2020	Payable Payment	Payment: Cr. Sharon Beswick	Councillor Fees Oct 20	450.00
06 Nov 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	Extinguish fire AR WMF Oct 20	232.00
06 Nov 2020	Payable Payment	Payment: Cr. Deborah Moyle	Councillor Fees Oct 20	450.00
06 Nov 2020	Payable Payment	Payment: Structural Engineering Consultants	Design niche wall Bush Cemetery	990.00
06 Nov 2020	Payable Payment	Payment: Norsign NT	RJBC Sign	100.98
06 Nov 2020	Payable Payment	Payment: St John Ambulance Australia	Lifepack Bat Pool	2,600.00
06 Nov 2020	Payable Payment	Payment: Norsign NT	Signage	277.70
06 Nov 2020	Payable Payment	Payment: Cr. Sue Bulmer	Councillor Fees Oct 20	450.00
06 Nov 2020	Payable Payment	Payment: Royal Life Saving NT	Lifeguard uniforms	325.22
06 Nov 2020	Payable Payment	Payment: Cr. Max Corliss	Councillor Fees Oct 20	803.33
06 Nov 2020	Payable Payment	Payment: Oolloo Investments Pty Ltd	Clean up Bat WMF	9,889.00
12 Nov 2020	Payable Payment	Payment: St John Ambulance Australia	First Aid training N Price	180.00
12 Nov 2020	Payable Payment	Payment: Peter Rowlands	Service Kluger and 3T Tipper	489.00
12 Nov 2020	Payable Payment	Payment: Rosejoy NT T/A Batchelor General Store	Consumables Oct 20	108.15
12 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	74.53
12 Nov 2020	Payable Payment	Payment: Diedre Pickering	Supervise ARWMF Sep 20	848.00
12 Nov 2020	Payable Payment	Payment: Winc	Printing and stationery	193.40
12 Nov 2020	Payable Payment	Payment: Diedre Pickering	Supervise ARWMF Oct 20	954.00
12 Nov 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage Collection	2,108.74
12 Nov 2020	Payable Payment	Payment: Pumacard	Fuel Oct 20	2,430.97
12 Nov 2020	Payable Payment	Payment: Andrew Roberts	Reimburse NAIDOC expenses	219.80
12 Nov 2020	Payable Payment	Payment: RS Gardening Care	Mowing Bat Oct 20	2,420.00
12 Nov 2020	Payable Payment	Payment: FYFE Pty Ltd	Drone imagery Bat WMF	4,246.00
12 Nov 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees Nov 20	1.10
12 Nov 2020	Payable Payment	Payment: Batchelor Service Centre	Consumables Oct 20	109.90
12 Nov 2020	Payable Payment	Payment: NT Proform Constructions Pty Ltd	Niche wall bush cemetery	10,048.05

<b>Date</b>	<b>Source</b>	<b>Description</b>	<b>Reference</b>	<b>Amount</b>
12 Nov 2020	Payable Payment	Payment: Integrated Land Information System	Land titles Oct 20	234.20
12 Nov 2020	Payable Payment	Payment: MVR	Rego mower trailer	99.50
12 Nov 2020	Payable Payment	Payment: Amrric LTD	500 dog collars CEP Grant	2,090.00
12 Nov 2020	Payable Payment	Payment: Winc	Printing and stationery	26.99
12 Nov 2020	Payable Payment	Payment: Winc	Printing and stationery	264.00
12 Nov 2020	Payable Payment	Payment: Litchfield Motel	M/Tea Get online week AR	200.00
12 Nov 2020	Payable Payment	Payment: Vodien Australia Pty Ltd	Web hosting renewal 3 years	684.00
12 Nov 2020	Payable Payment	Payment: Ooloo Investments Pty Ltd	Push up AR WMF Sep 20	640.00
12 Nov 2020	Payable Payment	Payment: Jacana Energy	Electricity	1,187.62
12 Nov 2020	Payable Payment	Payment: Litchfield Motel	Catering Oct 20	275.00
12 Nov 2020	Payable Payment	Payment: RS Gardening Care	Mowing AR Oct 20	894.00
12 Nov 2020	Payable Payment	Payment: Peter Rowlands	Fix 4 in 1 bucket	85.00
12 Nov 2020	Payable Payment	Payment: Jacana Energy	Electricity	641.22
12 Nov 2020	Payable Payment	Payment: Darwin Office Technology	Copy count Aug-Sep 20	465.59
12 Nov 2020	Payable Payment	Payment: Litchfield Motel	M/Tea Get online week Bat	200.00
12 Nov 2020	Payable Payment	Payment: Diedre Pickering	Cleaning AR toilets Oct 20	2,730.66
16 Nov 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees Nov 20	7.04
16 Nov 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees Nov 20	66.44
16 Nov 2020	Spend Money	Commonwealth Bank of Australia	Bank Fees Nov 20	209.44
16 Nov 2020	Spend Money	EQUIPMENT RENTS	Photocopier rental	227.00
17 Nov 2020	Spend Money	SALARIES AND WAGES Coomalie Communi	Payroll	23,091.45
17 Nov 2020	Spend Money	PC171120-119545101 SuperChoice P-L	Superannuation	147.56
17 Nov 2020	Payable Payment	Payment: Australian Taxation Office	BAS OCT 2020	221.00
17 Nov 2020	Spend Money	SALARIES AND WAGES Coomalie Communi	Payroll	1,328.85
17 Nov 2020	Spend Money	PC171120-119532398 SuperChoice P-L	Superannuation	2,961.71
24 Nov 2020	Payable Payment	Payment: Stray Cats Rugby	Reimburse bond	100.00
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	23.75
24 Nov 2020	Payable Payment	Payment: Town & Country Plumbing Service	Backflow Bush cemetery	3,582.70
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	809.39
24 Nov 2020	Payable Payment	Payment: NT News (News Corp)	NT News Nov 20	289.00
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	181.86
24 Nov 2020	Payable Payment	Payment: Ooloo Investments Pty Ltd	Drainage s.86 Miles Rd	9,998.52
24 Nov 2020	Payable Payment	Payment: Think Water Virginia	Water fittings	311.66
24 Nov 2020	Payable Payment	Payment: Jacana Energy	Electricity	35.39
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	44.55
24 Nov 2020	Payable Payment	Payment: VTG Waste & Recycling P/L	Garbage Collection	2,108.74
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	718.78
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	384.50
24 Nov 2020	Payable Payment	Payment: Air Liquide WA Pty Ltd	Gas rental	92.14
24 Nov 2020	Payable Payment	Payment: Darwin Business Machines	Screen panel CEO office	3,664.00
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	3,109.94
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	23.75
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	770.61
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	25.83
24 Nov 2020	Payable Payment	Payment: Jacana Energy	Electricity	122.10
24 Nov 2020	Payable Payment	Payment: Nutrien AG Solutions	Herbicide	2,235.26
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	151.20

<b>Date</b>	<b>Source</b>	<b>Description</b>	<b>Reference</b>	<b>Amount</b>
24 Nov 2020	Payable Payment	Payment: Majestix Media	Screen chambers	6,056.10
24 Nov 2020	Payable Payment	Payment: Comcat Pty Ltd	4G tower Admin building	4,965.40
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	23.75
24 Nov 2020	Payable Payment	Payment: Jacana Energy	Electricity	44.18
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	432.81
24 Nov 2020	Payable Payment	Payment: PowerWater - Bills	Water Sewerage	23.75
24 Nov 2020	Payable Payment	Payment: Litchfield Motel	NAIDOC event catering	1,120.00
24 Nov 2020	Payable Payment	Payment: Telstra	Telephone Internet Nov 20	1,287.39
26 Nov 2020	Spend Money	Commonwealth Bank of Australia	Bank fees	1.10
27 Nov 2020	Spend Money	Commonwealth Bank of Australia	Bank fees	1.10
<b>Total CCGC CBA Cheque</b>				<b>211,513.29</b>
<b>Total</b>				<b>213,478.13</b>

**RECOMMENDATION**

That Council approve and pass for payment the November 2020 payment register totalling \$213,478.13

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

**Seconded:**                **Clr.**



## 11.2 FINANCE AND GRANT REPORTS

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Melissa Kerr, Finance Manager
<b>Attachments:</b>	Nil

### PURPOSE

The purpose of this report is to provide a summary of the financial position of Council for the period ending 30 November 2020. As per the requirements of the Local Government (Accounting) Regulations 2008, there is a comparison of income and expenditure against respective budgets. There are also details of grants, investments, rate arrears, accounts payable and accounts receivable.

### BACKGROUND AND PREVIOUS DECISIONS

The monthly financial report Profit and Loss compares the actual income and expenditure to budget at two levels, firstly for the month to date (YTD), and secondly for the full year budget.

Comparatives to full year are relevant if the income or expenditure is linear, otherwise the YTD budget comparison provides a clearer position.

Ideally the budget is accurately phased so that the amount allocated each month will match the pattern of income and expenditure earned.

### COMMENT

- For the first five months of the financial year actual income is \$113k more than budgeted and expenditure is \$796k lower than budgeted, resulting in a \$909k better result in net profit
- Income is above budget as Council received \$108k LRCIP grant which is 50% of our allocation towards installing new pool fence and irrigation in parks and gardens. Council have also been allocated additional funding of \$179k from 1 January 2021 so will need to submit an approved works schedule
- The below budgeted expenditure is mainly attributable to major capital works at the waste management facilities and solar installation project at the Batchelor Pool that have commenced, but only minor works have been paid for to date
- Rates notices were due and payable Friday 2 October 2020. Rates due for the current levy are \$178k, with another \$260k in rate arrears. Rates and charges raised were \$1.328m. Council has collected about 86% of its current rate levy this year
- About 180 overdue rates letters have been sent out to ratepayers. About 30% of these ratepayers have paid their arrears and a few have entered payment arrangement plans
- A second reminder letter will be sent mid-December, and Overriding Statutory Charges registered for all those in remaining in arrears at the end of March
- The Local Government Grants Commission return was submitted early December. The information in this return determines our Federal Assistance Grant and Operating Subsidy for next financial year

## Profit and Loss - Council OGM

Coomalie Community Government Council  
For the 5 months ended 30 November 2020

Account	YTD Actual	YTD Budget	Budget Var	Var %	2020/21 Budget	2019/20 Actual
<b>Trading Income</b>						
Grant Commonwealth FAG	411,456	408,272	- 3,184	-1%	537,910	538,383
Grant Commonwealth RTR - Capital	216,000	216,000	-	0%	216,000	-
Grant Commonwealth - Recurrent	122,943	15,000	- 107,943	-720%	15,000	-
Grant NTG Community Sport Recreation	44,395	44,674	279	1%	44,674	44,674
Grant NTG Library	48,592	49,000	408	1%	49,000	48,886
Grant NTG Operational Subsidy	322,526	322,526	-	0%	645,052	645,052
Grant NTG Other	83,799	19,000	- 64,799	-341%	21,000	490,129
Grant NTG Special Purpose	487,000	538,700	51,700	10%	753,700	238,857
Interest - Interest Received	4,069	7,500	3,431	46%	20,000	36,894
Interest - Rates Penalties, Interest, Legals	22,723	12,500	- 10,223	-82%	30,000	52,187
Net Gain/Loss Assets - Gross sales of asset	-	-	-	0%	-	69
Other Revenue	63,045	59,705	- 3,340	-6%	74,635	66,597
Rates Charged - Garbage	392,732	394,945	2,213	1%	394,945	387,253
Rates Charged - General Rates	928,128	948,012	19,884	2%	948,012	933,186
Statutory Charges	5,566	5,000	- 566	-11%	5,700	2,937
User Charges	2,379	1,050	- 1,329	-127%	5,800	6,598
<b>Total Trading Income</b>	<b>3,155,352</b>	<b>3,041,884</b>	<b>- 113,468</b>	<b>-4%</b>	<b>3,761,428</b>	<b>3,491,565</b>
<b>Gross Profit</b>	<b>3,155,352</b>	<b>3,041,884</b>	<b>- 113,468</b>	<b>-4%</b>	<b>3,761,428</b>	<b>3,491,565</b>
<b>Operating Expenses</b>						
Depreciation - Depreciation Expenses	268,656	258,159	- 10,497	-4%	619,100	648,569
Employee Costs	62,200	81,672	19,472	24%	202,877	78,247
Employee Costs Payroll	303,653	376,201	72,548	19%	901,760	821,078
Materials and Services - Other	202,273	256,944	54,671	21%	474,786	310,972
Materials and Services - Contractor Services	131,046	110,288	- 20,758	-19%	236,200	302,453
Materials and Services - Insurance Costs	76,826	74,650	- 2,176	-3%	75,000	77,305
Materials and Services - Legal Costs	19,612	15,000	- 4,612	-31%	15,000	21,500
Materials and Services - Maintenance Build	19,242	40,800	21,558	53%	63,800	34,318
Materials and Services - Maintenance Rec	11,778	43,750	31,972	73%	106,000	82,485
Materials and Services - Motor Vehicles	18,768	33,750	14,982	44%	80,310	85,294
Materials and Services - Roadworks	226,170	401,000	174,830	44%	724,000	385,351
Materials and Services - Street Lighting	-	3,300	3,300	100%	6,600	6,628
Materials and Services - Valuation Fees	4,788	6,500	1,712	26%	6,500	5,371
Materials and Services - Water, Sewer Cost	30,138	28,300	- 1,838	-6%	64,960	64,551
Other Expenses - Accounting, Audit, Consult	60,440	61,600	1,160	2%	122,840	116,207
Other Expenses - Councillors	26,591	24,620	- 1,971	-8%	59,088	45,650
Work in Progress Capital Works - Other Costs	100,087	542,000	441,913	82%	757,000	-
<b>Total Operating Expenses</b>	<b>1,562,269</b>	<b>2,358,534</b>	<b>796,265</b>	<b>34%</b>	<b>4,515,821</b>	<b>3,085,978</b>
<b>Net Profit</b>	<b>1,593,083</b>	<b>683,350</b>	<b>- 909,733</b>	<b>-133%</b>	<b>- 754,393</b>	<b>405,586</b>

An analysis of major income and expenditure items as presented includes –

#### **Income**

- Federal Assistance Grant of \$66k has been received
- School holiday program and NAIDOC grants of \$2k each have been received
- Delivery of COVID safe Australia Day grant of \$6k received
- LRCIP grant of \$108k has been received. This is 50% of our allocation.

#### **Expenses**

- Employee costs and payroll are lower than budgeted due to not all positions filled during the year
- Legal costs are over expended from rates recovery but this is added back in as revenue when added to the individual properties
- SCALE grant funds of \$128k have been expended and acquitted
- Guide-posts, signage and road markers have been purchased for installation on Miles and Meneling Roads to complete expenditure of Roads to Recovery grant of \$216k for this year
- SPG of \$300k for gatehouses has little expenditure to date other than aerial surveying of landfills and some clean-up of waste management facilities
- LRCIP irrigation and fencing projects are budgeted but have not commenced yet
- Roadworks expenditure is lower than expected, however they are due to commence works soon

#### **CONSULTATION**

There is no consultation that applies to this report.

#### **STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

The financial report is at 30 November 2020. The preparation of this report requires a detailed process of reconciliations and journals to ensure the accounts conform to accrual accounting standards and enable an accurate comparative to budget.

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.

## Balance Sheet

Coomalie Community Government Council  
As at 30 November 2020

Account	30 Nov 2020
<b>Assets</b>	
<b>Bank</b>	
CBA Investment 1	2,800,000.00
CCGC CBA Cheque	522,621.81
CCGC CBA Trust	13,116.50
<b>Total Bank</b>	<b>3,335,738.31</b>
<b>Current Assets</b>	
Accounts Receivable	8,011.10
Cash on Hand	1,000.00
Trade & Other Receivables - Rate Debtors	438,005.61
<b>Total Current Assets</b>	<b>447,016.71</b>
<b>Fixed Assets</b>	
<b>Total Fixed Assets</b>	<b>17,656,020.31</b>
<b>Total Assets</b>	<b>21,438,775.33</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	71,937.06
CBA Credit Card A Kim	866.10
CBA Credit Card S Shooter	998.94
Current Liability - Uncleared Funds at Conversion	(659.20)
Hiring and Key Deposits	2,076.01
Provisions Current - Annual Leave	20,534.84
Provisions Current - Long Service Leave	38,408.09
Rounding	(0.77)
Trade & Other Payables - Bank Suspense Account	(229.35)
Trade & Other Payables - GST	(8,129.41)
Trade & Other Payables - PAYG Withholdings Payable	11,069.00
Trust Funds & Deposits - Retention Monies	13,116.50
<b>Total Current Liabilities</b>	<b>149,987.81</b>
<b>Total Liabilities</b>	<b>149,987.81</b>
<b>Net Assets</b>	<b>21,288,787.52</b>
<b>Equity</b>	
Current Year Earnings	1,593,083.24
Equity - Surplus/Deficit Prior Years	5,795,839.33
Equity Reserves - Asset Revaluation	12,694,013.84
Retained Earnings	1,205,851.11
<b>Total Equity</b>	<b>21,288,787.52</b>

## Statement of Cash Flows

Coomalie Community Government Council  
For the 5 months ended 30 November 2020

<b>Account</b>	<b>Jul-Nov 2020</b>
<b>Operating Activities</b>	
Receipts from customers	3,156,793.41
Payments to suppliers and employees	(1,373,235.25)
Cash receipts from other operating activities	91,295.87
<b>Net Cash Flows from Operating Activities</b>	<b>1,874,854.03</b>
<b>Investing Activities</b>	
Other cash items from investing activities	(191,738.09)
<b>Net Cash Flows from Investing Activities</b>	<b>(191,738.09)</b>
<b>Financing Activities</b>	
Other cash items from financing activities	(872,393.64)
<b>Net Cash Flows from Financing Activities</b>	<b>(872,393.64)</b>
<b>Net Cash Flows</b>	<b>810,722.30</b>
<b>Cash and Cash Equivalents</b>	
Cash and cash equivalents at beginning of period	2,523,150.97
Net change in cash for period	810,722.30
Cash and cash equivalents at end of period	3,333,873.27

**Aged Receivables Summary**

Coomalie Community Government Council

As at 30 November 2020

Contact	Current	1 Month	2 Months	3 Months	Total
Airpower (NT) Pty Ltd	500.00	0.00	0.00	0.00	500.00
National Australia Day Council Ltd	7,261.10	0.00	0.00	0.00	7,261.10
RS Gardening Care	0.00	250.00	0.00	0.00	250.00
<b>Total</b>	<b>7,761.10</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,011.10</b>

**Aged Payables Summary**

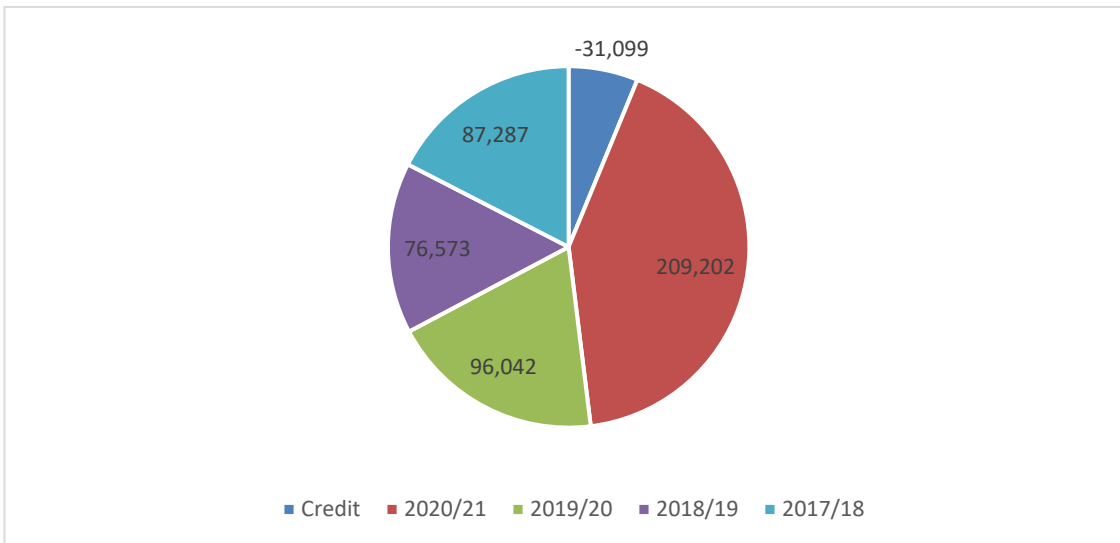
Coomalie Community Government Council

As at 30 November 2020

Contact	Current	1 Month	2 Months	3 Months	Total
<b>Aged Payables</b>					
Area9 IT Solutions	1,051.60	0.00	0.00	0.00	1,051.60
Bridge Toyota	454.54	0.00	0.00	0.00	454.54
Bunnings Building Supplies P/L	835.43	0.00	0.00	0.00	835.43
Flick Anticimex	246.40	0.00	0.00	0.00	246.40
HD Pumps - Winnellie	78.39	0.00	0.00	0.00	78.39
HWL Ebsworth Lawyers	8,024.28	0.00	0.00	0.00	8,024.28
Microwise Australia Pty Ltd trading as CouncilWise	20,498.50	0.00	0.00	0.00	20,498.50
Nexia Edwards Marshall NT	1,820.72	0.00	0.00	0.00	1,820.72
Norsign NT	2,106.39	0.00	0.00	0.00	2,106.39
NT Proform Constructions Pty Ltd	1,540.00	0.00	0.00	0.00	1,540.00
NT Telco	15,496.22	0.00	0.00	0.00	15,496.22
Shannon Recycling & Landcare	2,079.00	0.00	0.00	0.00	2,079.00
Speedy Electrical Service NT	1,361.00	0.00	0.00	0.00	1,361.00
St John Ambulance Australia	7,558.00	0.00	0.00	0.00	7,558.00
Think Water Virginia	13.33	0.00	0.00	0.00	13.33
Total Tools	351.75	0.00	0.00	0.00	351.75
Train Safe NT	1,344.00	0.00	0.00	0.00	1,344.00
Vanderfield Darwin	258.15	0.00	0.00	0.00	258.15
VTG Waste & Recycling P/L	6,326.22	0.00	0.00	0.00	6,326.22
Winc	368.14	0.00	0.00	0.00	368.14
Xero Australia Pty Ltd	125.00	0.00	0.00	0.00	125.00
<b>Total Aged Payables</b>	<b>71,937.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71,937.06</b>
<b>Total</b>	<b>71,937.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71,937.06</b>

### Rate Arrears Summary

Coomalie Community Government Council  
As at 30 November 2020



### Investments Summary

Coomalie Community Government Council  
As at 30 November 2020

Category	Balance	Rate	Interest Frequency	Maturity Date
Fixed Term Deposit	\$ 200,000.00	0.69%	At Maturity	14/12/2020
Fixed Term Deposit	\$ 300,000.00	0.68%	At Maturity	12/01/2021
Fixed Term Deposit	\$ 250,000.00	0.68%	At Maturity	25/01/2021
Fixed Term Deposit	\$ 250,000.00	0.67%	At Maturity	23/02/2021
Fixed Term Deposit	\$ 200,000.00	0.60%	At Maturity	9/03/2021
Fixed Term Deposit	\$ 200,000.00	0.52%	At Maturity	6/04/2021
Fixed Term Deposit	\$ 300,000.00	0.52%	At Maturity	20/05/2021
Fixed Term Deposit	\$ 300,000.00	0.49%	At Maturity	7/06/2021
Fixed Term Deposit	\$ 300,000.00	0.52%	At Maturity	21/06/2021
Fixed Term Deposit	\$ 200,000.00	0.50%	At Maturity	5/07/2021
Fixed Term Deposit	\$ 300,000.00	0.50%	At Maturity	4/08/2021
<b>TOTAL</b>	<b>\$ 2,800,000.00</b>			

## Grants Summary

Coomalie Community Government Council

As at 30 November 2020

Date Received	Grant	Amount	Expended to date	Amount Remaining	Acquittal Due
14/06/2019	SPG - Gatehouses	\$ 300,000.00	\$ 24,310.00	\$ 275,690.00	30/06/2021
24/06/2019	EES - Solar Admin and Pool	\$ 110,000.00	\$ 31,699.82	\$ 78,300.18	30/06/2021
29/07/2020	Community Sport Recreation Officer	\$ 44,395.00	\$ 23,420.62	\$ 20,974.38	31/08/2021
3/02/2020	Anzac Day 2020 - carry over to 2021	\$ 10,606.00	\$ -	\$ 10,606.00	31/07/2021
11/02/2020	Animal Management Program	\$ 15,000.00	\$ 1,900.00	\$ 13,100.00	15/01/2021
2/06/2020	SCALE	\$ 128,700.00	\$ 129,856.74	\$ -	<b>Acquitted</b>
8/07/2020	Seniors Month Jul 2020	\$ 2,000.00	\$ 612.41	\$ 1,387.59	31/10/2020
14/07/2020	Building Digital Skills	\$ 2,500.00	\$ -	\$ 2,500.00	
21/08/2020	Roads to Recovery	\$ 216,000.00	\$ 216,065.90	\$ -	31/10/2020
21/09/2020	Get Online Week	\$ 1,000.00	\$ 987.28	\$ 12.72	
29/09/2020	Community Libraries	\$ 48,592.00	\$ 22,655.27	\$ 25,936.73	31/08/2021
8/10/2020	Australia Day Branding	\$ 1,000.00	\$ -	\$ 1,000.00	30/11/2020
25/11/2020	Australia Day COVID Safe Event	\$ 6,601.00	\$ -	\$ 6,601.00	31/03/2021
30/11/2020	Youth Vibe Holiday Grant Jan 2021	\$ 2,000.00	\$ -	\$ 2,000.00	28/02/2021
		<b>\$ 888,394.00</b>	<b>\$ 451,508.04</b>	<b>\$ 438,108.60</b>	

## RECOMMENDATION

That Council receives and notes the Finance and Grant Reports for November 2020.

**Moved:** Clr.

**Seconded:** Clr.

### 11.3 FEES AND CHARGES 2020/21

**Date:** 15<sup>th</sup> December 2020  
**Author:** Melissa Kerr, Finance Manager  
**Attachment:** Nil

#### PURPOSE

Updating schedule of fees and charges 2020/21.

#### BACKGROUND AND PREVIOUS DECISIONS

Nil

#### COMMENT

Add detail to cemetery fees and charges, exclusive rights fee \$10.00 and advertising in community directory of \$25.00

#### CONSULTATION

Nil



## STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil

### COOMALIE COMMUNITY GOVERNMENT COUNCIL

#### FEES AND CHARGES 2020/2021

Inc GST

EQUIPMENT CHARGES		2020/21
Chairs (70 Blue)	Per Day	0.80
Table (20)	Per Day	3.90
Ovals	Per Day	35.00
Large Trailer (NOT car trailer)	Per Day	50.00
Wheelie Bin Purchase 660L	Per Bin	325.00
Wheelie Bin Purchase 240L	Per Bin	110.00
Glyphosate Purchase	Per 10L Drum	60.00
Tip Fees	Per Cubic Metre	55.00
<b>VENUE HIRE</b>		
Adelaide River Office/ Rum Jungle Bowls Club/Community Centre	Refundable Bond	100.00
	Half Day	35.00
	Full Day	55.00
Chambers /Conference Room	Half day	35.00
	Full day	70.00
Adelaide River Access Shed Key Deposit	Refundable	50.00
<b>PLANT HIRE CHARGES (INC OPERATOR)</b>		
	<b>Rate Payer</b>	<b>Non Rate Payer</b>
5T Tipper	\$95/hr	\$110/hr
3T Tipper	\$90/hr	\$105/hr
Backhoe	\$140/hr	\$155/hr
Tilt Tray	\$110/hr	\$125/hr
Bobcat	\$95/hr	\$110/hr
Attachments to Bobcat	\$10/hr	\$15/hr
Transport costs	\$5/km	\$5.50/km
Tractor	\$95/hr	\$105/hr
Slasher	\$25/hr	\$30/hr
Plant Trailer	\$70/hr	\$85/hr
Utility	\$80/hr	\$90/hr
Portable Toilet Trailer - daily rate	\$550/day	plus bond \$500
Portable Toilet Trailer - weekly rate	\$450/wk	plus bond \$500
Portable Toilet Trailer - Refundable Bond	\$500	
Bus - hire fee plus bus must be refuelled prior to return	\$150/day	plus \$0.33/km > 100km
Bus - refuel if returned not full	\$2/litre	
<b>ADMINISTRATION FEES</b>		
Rate Search		110.00
Advertising Community Directory - businesses outside Coomalie Shire		25.00
Photocopying - A4 Per Sheet	Black and White	0.15
	Colour	0.30
Photocopying - A3 Per Sheet	Black and White	0.25
	Colour	0.40
Laminating	A4 Per Sheet	0.70
	A3 Per Sheet	1.00
<b>MARKET FEES (Payable to Market Coordinator on site)</b>		
Market Insurance	Per Day	15.00
Powered Market Site Fee	Per Day	5.00

<b>BATCHELOR POOL FEES</b>		
<b>Mon, Thu, Fri 3-6pm. Sat 1-6pm. Sun 12-6pm.</b>		
<b>Entry Charges To Pool:</b>		
Adult		3.00
Children (under 4 free)		1.50
Pensioners		1.50
Spectators		1.50
School & Community		
Groups	Per Child	1.00
Family Group		5.00
<b>Monthly:</b>		
Family		60.00
Adult		27.50
Pension		16.50
Family Pension		33.00
<b>6 Monthly:</b>		
Family		180.00
Adult		82.50
Pension		50.00
Family Pension		100.00
Hirer to leave pool in neat and tidy condition.		
<b>Private Hire of Batchelor Pool (Requires qualified pool attendant)</b>		66.00
<b>COMMUNITY LIBRARY HOURS</b>		
Batchelor - Friday 3-5:30pm and Sunday 1-4:30pm		
Adelaide River - Thursday & Friday 2:30-6pm, Saturday 9am-2pm		
<b>CEMETERY FEES</b>		
Burial Plot (outright allocation)	Child ½ price	2,400.00
Interment of Ashes - Niche wall	Child ½ price	285.00
Reservations (Plot or Niche) - non refundable		285.00
Exclusive Rights Fee		10.00
<b>SERVICE FEES</b>		
Reinstatement of damaged road pavement		Actual Cost
<b>DOG REGISTRATION CHARGES</b>		
<b>Town Dogs</b>		
Dog registered between July - June		30.00
Dog registered between January - June		20.00
Concessions	½ price	
<b>Two dogs per household restriction in town.</b>		
<b>Rural Dogs</b>		
Registration is free, no dog number restrictions		
<b>Impoundment fees:</b>		
Initial impoundment fee:	Registered Dog	90.00
	Unregistered Dog	165.00
Sustenance Fee for each day kept in pound		60.00
<p><b>If dog is unregistered, it <u>must</u> be registered before the dog is released.</b></p> <p><b>Unregistered dogs are kept impounded for 2 days; registered dogs are kept for 3.</b></p> <p><i>The CEO shall have the discretion to reduce or waive dog sustenance fees.</i></p>		

**RECOMMENDATION**

That Council receives and notes the amendments to the Fees and Charges 2020/21.

**Moved:** Clr.

**Seconded:** Clr.

**12 COUNCILLOR REPORTS**

Nil

**13 USE OF THE COMMON SEAL**

Nil

**14 LATE ITEMS**

Nil

**15 GENERAL BUSINESS**

Nil

**16 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;

(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.

**16.1 REVIEW OF CONFIDENTIAL ACTION ITEMS LIST TO DECEMBER 2020**

**16.2 SUPERVISION OF GATEHOUSE, BATCHELOR WASTE MANAGEMENT FACILITY**

**16.3 PUBLIC BENEFITS CONCESSIONS POLICY**

**16.4 NORTHERN TERRITORY LAND CORPORATION – CHIN ESTATE ACCESS**

**16.5 MILTON ROAD ALIGNMENT**

**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.**

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

**18 NEXT MEETING**

The next Ordinary General Meeting of Coomalie Community Government Council will be held on Tuesday 19<sup>th</sup> January 2021 at 5:00pm in the Council Chambers.

**19 CLOSURE OF MEETING**