



AGENDA

ORDINARY COUNCIL MEETING

21st APRIL 2026

5:00pm

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1. NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: 21st April 2026
Time: 5.00 pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

Any member of Council and staff who may have a conflict of interest or perceived conflict of interest regarding any item of business to be discussed at a Council meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

The Ordinary Meeting of Council will be open to the public and will adhere to COVID Safety Plan requirements, including optional wearing a mask, appropriate physical distancing, and health, and hygiene requirements.

The meeting will be recorded for minuting purposes only.



Natasha Chapman

Acting Chief Executive Officer.

AGENDA

ORDINARY GENERAL COUNCIL MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON 21st April 2026

The President of the Council, Mr. Ross McGorman will declare the meeting open at 5:00 pm and welcome all in attendance.

2. ACKNOWLEDGEMENT OF COUNTRY

I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.

3. PERSONS PRESENT

ELECTED MEMBERS PRESENT

President	Ross McGorman
Deputy President	Chris Whatley
Councillor	Sharon Beswick
Councillor	Mae Mae Morrison
Councillor	Alan Roe (via electronic means)
Councillor	Greg Strettles

STAFF PRESENT

Acting Chief Executive Officer	Natasha Chapman
Acting Corporate Service Manager	Luke Ackland
Council and Community Services Manager	Emma Dunne
Executive Services Coordinator	Terrill Forrest

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE

Date: 21st April 2026
Author: Natasha Chapman, Acting Chief Executive Officer
Attachments: Nil.

PURPOSE

This report is to table for Council's record any apologies and requests for leave of absence received for the Ordinary General Meeting held on 21st April 2026.

RECOMMENDATION

That Council receives and notes the apologies of..... absence for the Ordinary General Meeting held 21st April 2026.

Moved:

Seconded:

COMMENT

The 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.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Section 95 *Local Government Act 2019*.

1.07 Meetings of Council.

FINANCIAL IMPLICATIONS

Nil.

5. ELECTRONIC MEETING ATTENDANCE

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachments:	Nil.

PURPOSE

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

RECOMMENDATION
That Council acknowledges and accepts attendance to the meeting of 21 st April 2026 via electronic means.
Moved:
Seconded:

COMMENT

The *Local Government Act 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.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Section 95 *Local Government Act 2019*.

FINANCIAL IMPLICATIONS

Nil.

6. DECLARATION OF INTEREST

Date: 21st April 2026
Author: Natasha Chapman, Acting Chief Executive Officer
Attachments: Nil.

PURPOSE

Members and Staff are required to disclose an interest in a matter under consideration by the Council at a meeting of the Council 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. Under disclosure, the member or staff member must abide by the decision of Council on whether he/ she shall remain in the meeting and/ or take part in the issue. The Council may elect to allow the member or staff member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

RECOMMENDATION

That Council receives the declarations of interest as listed for the Ordinary General Meeting held 21st April 2026.

Moved:

Seconded:

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Sections 175 *Local Government Act 2019*.

CEO and Staff Code of Conduct.

FINANCIAL IMPLICATIONS

Nil.

7. MOVING AGENDA ITEMS FROM PUBLIC TO CONFIDENTIAL

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8. MOVING AGENDA ITEMS FROM CONFIDENTIAL TO PUBLIC

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9. PETITIONS

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10. CONFIRMATION OF THE MINUTES OF PREVIOUS MEETINGS

10.1 CONFIRMATION OF THE PUBLIC MEETING MINUTES OF 17th MARCH 2026

Date: 21st April 2026

Author: Natasha Chapman, Acting Chief Executive Officer

Attachments: [DRAFT Public Meeting Minutes of 17TH March 2026](#)

PURPOSE

Minutes of the Ordinary General Meeting held on 17th March 2026 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

RECOMMENDATION

That the Public Minutes of the Ordinary General Meeting held on 17th March 2026 be confirmed they are a true and correct record of the meeting.

Moved:

Seconded:

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Section 101 *Local Government Act 2019*.

FINANCIAL IMPLICATIONS

Nil.



**MINUTES
ORDINARY COUNCIL MEETING
17TH MARCH 2026**

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1. NOTICE OF MEETING

I hereby give notice that an Ordinary Meeting of Council was held on:

Date: 17th March 2026
Time: 5.00 pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

Any member of Council and staff who may have a conflict of interest or perceived conflict of interest regarding any item of business to be discussed at a Council meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the *Local Government Act 2019*.

The Ordinary Meeting of Council was open to the public.

The meeting was recorded for minuting purposes only.



Natasha Chapman
Acting Chief Executive Officer.

MINUTES

ORDINARY GENERAL COUNCIL MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON 17TH MARCH 2026

The President of the Council, Mr. Ross McGorman declared the meeting open at 5:00 pm and welcomed all in attendance.

2. ACKNOWLEDGEMENT OF COUNTRY

I acknowledge the Traditional Owners of the land commonly referred to as Coomalie. I pay my respects to their Elders, past, present and emerging.

3. PERSONS PRESENT

ELECTED MEMBERS PRESENT

President	Ross McGorman
Deputy President	Chris Whatley
Councillor	Sharon Beswick
Councillor	Mae Mae Morrison
Councillor	Alan Roe (via electronic means)
Councillor	Greg Strettles

STAFF PRESENT

Acting Chief Executive Officer	Natasha Chapman
Council and Community Services Manager	Emma Dunne
Executive Services Coordinator	Terrill Forrest

VISITORS PRESENT

4. APOLOGIES AND LEAVE OF ABSENCE

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachments:	Nil.

PURPOSE

This report is to table for Council's record any apologies and requests for leave of absence received for the Ordinary General Meeting held on 17th March 2026.

NIL

5. ELECTRONIC MEETING ATTENDANCE

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachments:	Nil.

PURPOSE

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

RESOLUTION 2026/03/17/001	
That Council acknowledges and accepts Clr. Roe's attendance to the meeting of 17 th March 2026 via electronic means.	
Moved:	Clr. Morrison
Seconded:	DP Whatley Carried

6. DECLARATION OF INTEREST

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachments:	Nil.

PURPOSE

Members and Staff are required to disclose an interest in a matter under consideration by the Council at a meeting of the Council 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. Under disclosure, the member or staff member must abide by the decision of Council on whether he/ she shall remain in the meeting and/ or take part in the issue. The Council may elect to allow the member or staff member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

RESOLUTION 2026/03/17/002	
That Council receives the declarations of interest as listed for the Ordinary General Meeting held 17 th March 2026.	
21.4 CODE OF CONDUCT COMPLAINT PROCESS REPORT – Clr. Beswick	
Moved:	DP Whatley
Seconded:	Clr. Roe Carried

7. MOVING AGENDA ITEMS FROM PUBLIC TO CONFIDENTIAL

NIL

8. MOVING AGENDA ITEMS FROM CONFIDENTIAL TO PUBLIC

NIL

9. PETITIONS

Public Question – Redacted details in the OGM financials.

Answer: Redacted information is related to transactions to either ratepayers or staff members where privacy legislation requires protection of details.

DRAFT

10. CONFIRMATION OF THE MINUTES OF PREVIOUS MEETINGS

10.1 CONFIRMATION OF THE PUBLIC MEETING MINUTES OF 17th FEBRUARY 2026

Date: 17th March 2026

Author: Natasha Chapman, Acting Chief Executive Officer

Attachments: [DRAFT Public Meeting Minutes of 17th February 2026](#)

PURPOSE

Minutes of the Ordinary General Meeting held on 17th February 2026 are submitted to Council for confirmation that those Minutes are a true and correct record of the meeting.

RESOLUTION 2026/03/17/003

That the Public Minutes of the Ordinary General Meeting held on 17th February 2026 be confirmed they are a true and correct record of the meeting.

Moved: DP Whatley

Seconded: Clr. Strettles

Carried

11. PRESIDENT REPORT

Date: 17th March 2026
Author: Ross McGorman, President
Attachment: NIL

PURPOSE

To update Council on the activities of the President since the last Ordinary General Meeting (OGM) for the period of February 2026 to March 2026.

RESOLUTION 2026/03/17/004

That Council receives and notes the President's Report for the period of February 2026 to March 2026.

Moved: DP Whatley

Seconded: Clr. Morrison **Carried**

Discussion Points:

- Points of Interest from TOPROC meeting
 - Waste Collection and management – coordinated
 - Outstanding rates – offer extended from Palmerston Council to discuss their strategy
- Training 2-day course – very useful, depreciation of roads and drainage systems

12. CHIEF EXECUTIVE OFFICERS REPORT

Date: 17th March 2026
Author: Natasha Chapman, Acting Chief Executive Officer
Attachment: Nil

PURPOSE

To update Council on the activities of the Chief Executive Officer since the last Ordinary General Meeting (OGM) for the period of February 2026 to March 2026.

RESOLUTION 2026/03/17/005

That Council receives and notes the Chief Executive Officers Report for the period February 2026 to March 2026.

Moved: Clr. Morrison

Seconded: Clr. Roe **Carried**

13. FINANCE REPORTS

13.1 MONTHLY FINANCE REPORT

Date:	17 th March 2026
Author:	Luke Ackland, Acting Corporate Services Manager Natasha Chapman, Acting Chief Executive Officer
Attachment:	Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 28th February 2026. In accordance with the *Local Government (General) Regulations 2021 – Part 2 Division 7*, the preceding month's financial report must be presented to Council. Regulation 17(1) of the *Local Government (General) Regulations 2021* requires a monthly report from the Chief Executive Officer to provide council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

RESOLUTION 2026/03/17/006

That Council;

- a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and
- b) receives and notes the monthly financial report for February 2026.

Moved: DP Whatley

Seconded: Clr. Strettles

Carried

Discussion Points:

- Payment queries
- Resourcing cost for emergency management

14. REPORTS REQUIRING DECISIONS OF COUNCIL

14.1 ACQUITTAL OF COMMUNITY PLACES FOR PEOPLE GRANT 2022/23

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Acquittal – COMMUNITY PLACES FOR PEOPLE GRANT 2022-23

PURPOSE

An acquittal of the Community Places for People Grant (CPP) 2022-23 funds expended by 27 February 2026 is required to be laid before Council prior to being submitted to the Department of the Housing, Local Government and Community Development in accordance with the reporting requirements outlined in the Grant Agreement and the final acquittal extension letter.

RESOLUTION 2026/03/17/007

That Council;

- a) receives and notes the report entitled Acquittal of Community Places for People Grant 2022/23; and
- b) approves the acquittal report for the Community Places for People Grant 2022/23 to be submitted to the Department of Housing, Local Government and Community Development before the final acquittal due date of 30th April 2026.

Moved: DP Whatley

Seconded: Clr. Strettles

Carried

Discussion Points:

- Scope of work of project including in the grant application

14.2 ACQUITTAL OF WASTE AND RESOURCE MANAGEMENT GRANT 2023/24

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Acquittal Waste and Resource Management Grant 2023/24

PURPOSE

An acquittal of the Waste and Resource Management Grant (WaRM Grant) 2023/24 funds expended by 27 February 2026 is required to be laid before Council prior to being submitted to the Department of Housing, Local Government and Community Development in accordance with the reporting requirements outlined in the Grant Agreement and final extension letter.

RESOLUTION 2026/03/17/008

That Council;

a) receives and notes the report entitled Final Acquittal of Waste and Resource Management Grant 2023/24; and

b) approves the acquittal report for the Waste and Resource Management Grant 2023/24 to the Department of Housing, Local Government and Community Development before the reporting due date of 30th April 2026.

Moved: Clr. Strettles

Seconded: Clr. Morrison

Carried

14.3 ATTENDANCE AT LGANT APRIL 2026 SYMPOSIUM

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	NIL

PURPOSE

To seek Council's approval of elected members to attend the LGANT General Meeting and April 2026 Symposium in Darwin on 14th and 15th April 2026.

RESOLUTION 2026/03/17/009

That Council;

- a) receives and notes the report entitled LGANT General Meeting and April 2026 Symposium Attendance; and
- b) confirms the attendance of President McGorman, Deputy President Whatley, Clr Beswick, Clr Morrison and the A/CEO at the LGANT April 2026 Symposium to be held on 14th and 15th April 2026.

Moved: DP Whatley

Seconded: Clr. Roe

Carried

14.4 LGANT GENERAL MEETING CALL FOR MOTIONS

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	LGANT FORM – CALLS FOR MOTIONS

PURPOSE

To seek Council's consideration of any requests for Calls for Motions for the LGANT General Meeting to be held on 15 April 2026.

RESOLUTION 2026/03/17/010

That Council;

a) receives and notes the report entitled LGANT April 2026 General Meeting Call for Motions; and
b) requests the Chief Executive Officer to discuss with LGANT the below options to be submitted as Call for Motions, if not already on the LGANT Agenda:

1. LGANT advocacy for increased Disaster Relief funding from NT and Federal Government, specifically relating to local government infrastructure
2. LGANT to develop an independent support and advocacy network for elected members
3. LGANT to coordinate Collective waste management service provision across the Top End Region of Councils
4. LGANT to advocate to reinstate NT Government funding specifically for road maintenance support relating to local council roads being used for the benefit of NT Government initiatives

Moved: Clr. Roe

Seconded: DP Whatley

Carried

14.5 NOMINATIONS TO REPRESENT LGANT ON THE NT HERITAGE COUNCIL

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	LGANT Representative Nomination Form Excerpt from Heritage Act 2011 – Functions of Heritage Council Heritage Council Annual Report 2024-25 (issued separately due to file size)

PURPOSE

To seek nominations from members to represent LGANT on the NT Heritage Council.

RESOLUTION 2026/03/17/011

That Council;

- a) receives and notes the report entitled Nominations to Represent LGANT on the NT Heritage Council;
- b) nominates President Ross McGorman to represent LGANT on the NT Heritage Council; and
- c) submits the nomination form to LGANT for Clr. Ross McCorman by the due date of 8th April 2026.

Moved: Clr. Morrison

Seconded: Clr. Strettles

Carried

14.6 REQUEST FOR BUS HIRE BY BATCHELOR SEVENTH DAY ADVENTIST CHURCH

Date:	17th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Policy 4.3 Coomalie Council Community Bus Policy Policy 2.4 Coomalie Community Grants Policy

PURPOSE

To seek Council’s consideration of an application to hire the Community Bus by the Batchelor Seventh Day Adventist Church for church related activities on one Saturday afternoon and Sunday morning each month.

RESOLUTION 2026/03/17/012

That Council;

- a) receives and notes the report entitled Request for Bus Hire by Batchelor Seventh Day Adventist Church;
- b) defers the decision regarding the application by Batchelor Seventh Day Adventist Church for the use of the Community Bus, pending additional information regarding numbers of community youth expected to attend the program; and
- c) requires that any agreement for recurring use of the Community Bus by the Batchelor Seventh Day Adventist Church be reviewed on an annual basis to ensure usage requirements are current.

Moved: DP Whatley

Seconded: Clr. Morrison

5/1 Carried

Against: Clr. Beswick

Discussion Points:

- Outside the Shire use
- Number of participants

14.7 CHINNER ROAD MAINTENANCE REPORT

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	NIL

PURPOSE

To provide Council with a summary of the road maintenance status and prioritisation of works relating to infrastructure management.

RESOLUTION 2026/03/17/013

That Council;

- a) receives and notes report entitled Chinner Road Maintenance Report; and
- b) determines that Chinner Road will be identified as a priority in the 2026/27 Annual Shire Plan and Budget with an allocation of funds to be made in the budget.

Moved: Clr. Strettles

Seconded: DP Whatley **Carried**

Discussion Points:

- Road used to service agricultural purposes, tourism and residential properties.

14.8 REGIONAL AND REMOTE BURIAL AREAS GRANT 2025-26 PROPOSAL

Date:	17th March 2026
Author:	Emma Dunne, Council and Community Services Manager
Attachment:	NIL

PURPOSE

For Council to consider projects to submit an application for the Regional and Remote Burial Areas Grant 2025-26.

RESOLUTION 2026/03/17/014

That Council;

a) receives and notes the report entitled Regional and Remote Burial Areas Grant 2025-26 Proposal;

b) approves the below project ideas in order of priority for the grant application:

1. Extension of columbarium
2. Shoring equipment for use when undertaking burials
3. Additional rocks in the memorial section
4. Selective clearing of the currently “unmaintained” section of the cemetery parcel to prepare it for future use; and

c) directs the A/CEO to submit an application for the approved project ideas by the application closing date of 10th April 2026.

Moved: DP Whatley

Seconded: Clr. Stretles

Carried

Discussion Points:

- Extension of new Columbarium requirements

Procedural Note:

Clr. Morrison left the meeting at 7:21pm.

Clr. Morrison returned to the meeting at 7:22pm.

15. REPORTS FOR RECEIVING AND NOTING

15.1 REVIEW OF ACTIONS FOR THE FEBRUARY OGM 2026

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer.
Attachments:	Actions for the February OGM 2026.

RESOLUTION 2026/03/17/015	
That Council;	
a) receives and notes the Actions for the February OGM 2026; and	
b) remove items # 7, 10, 11, 13, 15	
Moved:	DP Whatley
Seconded:	Clr. Strettles Carried

Discussion Points:

- Local Horses update

Procedural Note:

DP Whatley left the meeting at 7:37pm.
DP Whatley returned to the meeting at 7:38pm.

15.2 COMPLAINTS AND COMPLIMENTS REGISTER

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Complaints and Compliments tables

PURPOSE

To update Council on complaints and compliments received during February 2026.

RESOLUTION 2026/03/17/016

That Council receives and notes the Complaints and Compliments Register during February 2026.

Moved: DP Whatley

Seconded: Clr. Strettles

Carried

15.3 NTEC 2025 GENERAL ELECTION REPORT

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	NTEC 2025 General Election Report

PURPOSE

To provide Council with the NT Electoral Commission (NTEC) 2025 General Election Report outlining the key details and data from the general election held in August 2025 for Coomalie Community Government Council.

RESOLUTION 2026/03/17/017

That Council receives and notes the report entitled NTEC 2025 General Election Report.

Moved: DP Whatley

Seconded: Clr. Morrison

Carried

15.4 LGANT BOARD MEETING COMMUNIQUE

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	LGANT Board Meeting Communique

PURPOSE

To table the LGANT Board Meeting Communique following the board meeting held on 25 February 2026.

RESOLUTION 2026/03/17/018

That Council receives and notes the report entitled LGANT Board Meeting Communique.

Moved: DP Whatley

Seconded: Clr. Stretles **Carried**

16. CORRESPONDENCE AND INFORMATION.

16.1 INCOMING AND OUTGOING MAIL.

Date:	17 th March 2026
Author:	Natasha Chapman, Acting Chief Executive Officer.
Attachment:	Incoming and outgoing correspondence tables.

PURPOSE

Council is provided with items of correspondence both received and sent during the months of February 2026 to March 2026.

RESOLUTION 2026/03/17/019

That Council receives and notes the items of incoming and outgoing correspondence as tabled for February 2026 to March 2026 period.

Moved: Clr. Roe

Seconded: DP Whatley **Carried**

Discussion Points:

- History Sharing Information Project

Procedural Note:

Clr. Beswick left the meeting at 8:00pm.

Clr. Beswick returned to the meeting at 8:01pm.

17 COUNCILLOR REPORTS

17.1 LGANT CONSTITUTION REVIEW WORKSHOP

Verbal update of the workshop provided by Clr. Beswick.

18. USE OF THE COMMON SEAL.

NIL

19. LATE ITEMS AND URGENT BUSINESS.

NIL

20. GENERAL BUSINESS.

NIL

DRAFT

21. CONFIDENTIAL ITEMS.

RESOLUTION 2026/03/17/020

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*.

Moved: Clr Strettles

Seconded: DP Whatley

Carried

Procedural Note:

The meeting was closed to the public at 8:03pm.

The confidential meeting opened at 8:12pm.

21.1 CONFIRMATION OF THE CONFIDENTIAL MEETING MINUTES OF 17TH FEBRUARY 2026

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

21.2 REVIEW OF CONFIDENTIAL ACTIONS FOR THE MARCH OGM 2026

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

21.3 WASTE COLLECTION BUSINESS MODEL

CONFIDENTIAL: Regulations 51(1)(c) information that would, if publicly disclosed, be likely to:

- i. Cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

21.4 CODE OF CONDUCT COMPLAINT PROGRESS REPORT

CONFIDENTIAL: Regulations 51(1)(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

21.5 INSURANCE CLAIM PROGRESS REPORT

CONFIDENTIAL: Regulations 51

(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; and

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

22. CONFIDENTIAL GENERAL BUSINESS

22.1 MOTION: CONFLICT OF INTEREST CHECK

CONFIDENTIAL: Regulations 51(d) information subject to an obligation of confidentiality at law, or in equity

23. CONFIDENTIAL LATE REPORT

23.1 GRADING AND ROAD MAINTENANCE REPORT

CONFIDENTIAL: Regulations 51(1)(c) information that would, if publicly disclosed, be likely to:

- i. Cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

MOTION: EXTENSION OF MEETING

RESOLUTION CONF2026/03/17/028

That Council approves to extend the meeting past 10:00pm for a maximum of 15 minutes to complete the last items of business.

Moved: Clr. Morrison

Seconded: DP Whatley

Carried

24. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL.

NIL

25. RE-OPEN MEETING TO THE GENERAL PUBLIC.

RESOLUTION 2026/03/17/029

That Council re-opens the meeting to the general public in accordance with Regulation 51 of *the Local Government (General) Regulations 2021*

Moved: DP Whatley

Seconded: Clr. Morrison

Carried

Procedural Note:

The meeting was reopened to the public at 10:07pm.

26. NEXT MEETING.

The next Ordinary Meeting of Council is scheduled to be held on **21ST APRIL 2026 at 5:00pm.**

27. CLOSURE OF MEETING.

The meeting closed at 10:09pm.

11. PRESIDENT REPORT

Date:	21 st April 2026
Author:	Ross McGorman, President
Attachment:	NIL

PURPOSE

To update Council on the activities of the President since the last Ordinary General Meeting (OGM) for the period of March 2026 to April 2026.

RECOMMENDATION

That Council receives and notes the President's Report for the period of March 2026 to April 2026.

Moved:

Seconded:

COMMENT

Meetings and events attended by the President.

Date	Meeting/Attendees	Purpose
17/03/2026	Citizenship Ceremony	Coomalie Citizenships
	Council OGM	Monthly OGM
20/03/2026	Adelaide River Local Emergency Management Committee	Adelaide River flood warning
	Ken Davies, Director-General Flood Recovery	Discussion regarding evacuee transition
	Department of Children and Families, Welfare Group	Evacuee Transition Briefing
21/03/2026	Adelaide River Local Emergency Management Committee	Adelaide River flood warning
	Welfare Group Evacuation Centre Director	Batchelor Outdoor Education Centre inspection
25/03/2026	AFL NT	Community engagement
26/03/2026	Batchelor Police Public meeting	Batchelor Evacuation Update meeting
	Administrator of the NT	Adelaide River flood damage and recovery
	AFL NT	Community engagement
29/03/2026	Evacuation Centre Directors	Updates and queries
31/03/2026	LGANT Briefing	Empowering the Bush update
	NTG Public Meeting	Batchelor Town Briefing
01/04/2026	LGANT Workshop	Fuel security challenges
07/04/2026	Palmerston OGM	Observer of meeting procedures
11/04/2026	Council Workshop	Annual Shire Plan and Budget 2026/27 planning
14/04/2026 – 15/04/2026	LGANT Symposium and General Meeting – attended with Deputy President Whatley and Clr Beswick	April Symposium and LGANT General Meeting

17/04/2026	Australia Day Council Morning Tea	Previous Award Recipient Promotional Morning Tea
	Minister Yan	Quarterly Infrastructure Meeting

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Local Government (General) Regulations 2021

FINANCIAL IMPLICATIONS

NIL

12. CHIEF EXECUTIVE OFFICERS REPORT

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Nil

PURPOSE

To update Council on the activities of the Chief Executive Officer since the last Ordinary General Meeting (OGM) for the period of March to April 2026.

RECOMMENDATION:
That Council receives and notes the Chief Executive Officers Report for the period of March to April 2026.
Moved:
Seconded:

BACKGROUND

The CEO report outlines the highlights leading up to the Ordinary General Meeting and activities of the operation that may be of interest to Council in the month ahead.

COMMENTS

Sharon Hillen is on leave. Natasha Chapman is Acting CEO during this period.

Week commencing 16th March 2026

Meetings	<ul style="list-style-type: none"> - Citizenship - Council OGM - Council’s Auditors - Audit 2026 Planning - JLT – insurance renewals - Department of Lands, Planning and Environment – Lease drafting - NREC – Weather event update - Mills Oakley – lease negotiations - Adelaide River Local Emergency Management Committee meeting - Department of Children and Families – Welfare Group Briefing to Elected Members
Other	<ul style="list-style-type: none"> - Nil

Week commencing 23rd March 2026

Meetings	<ul style="list-style-type: none"> - NREC – Weather event update - Batchelor Police Public Meeting - Administrator of the NT – Adelaide River flood damage and recovery - NT Infrastructure Plan and Pipeline review - Ratepayer meeting - St Francis Church Morning Tea
Other	<ul style="list-style-type: none"> - Internal SLT meeting

Week commencing 30th March 2026

Meetings	- LGANT Workshop – Fuel security challenges (proxy attended)
Other	- Nil

Week commencing 6th April 2026

Meetings	- Road Contractor meeting
Other	- Internal Shire Plan and Budget workshop - Internal agenda preparation – RMAC, Cemetery Board and Council OGMs. - Internal SLT meeting

Week commencing 13th April 2026

Meetings	- Council Risk Management and Audit Committee (RMAC) meeting - LGANT Symposium and General Meeting - Australia Day Council Previous Recipient Promotional Morning Tea - Quarterly Meeting with Minister Yan – infrastructure
Other	- Internal ANZAC Day preparation meeting

Corporate Services

- Development of multiple Meeting Agendas.
- Correspondence to complaints and public enquiries.
- Staff and resource planning.
- 2026/27 Shire Plan and Budget planning. Council is required to release a draft Shire Plan and Budget for public consultation prior to adopting a final version by no later than 30 June 2026. Council is currently working toward the below timeline, however, may require an additional workshop prior to the May OGM.

DATE	ACTION	DEADLINE
11/04/2026	Council Workshop – 2026/27 Shire Plan, Budget and Rates	30/04/2026
08/05/2026	DRAFT 2026/27 Shire Plan issued to members for consideration at April OGM – required to issue the draft to members 6 business days prior to the meeting it will be considered at.	31/05/2026
19/05/2026	Council OGM – Draft Shire Plan and Budget approved for public consultation	08/06/2026
20/05/2026	Open public consultation for 21 days	09/06/2026
10/06/2026	Public consultation closes	29/06/2026
16/06/2026	Council OGM - Shire Plan and Budget 2026/27 adopted	30/06/2026
19/06/2026	Adopted document distributed and notices issued as per <i>Local Government Act 2019</i>	

Community Services

- Stop Press Articles.
- Youth Week events.
- ANZAC Day event planning.
- Seniors Month grant application planning.

Council Services

- Regulatory Services
 - o Dogs, abandoned vehicles, education and awareness for Adelaide River and Batchelor Pet owners.
 - o 20-tonne limit on most of Council's sealed roads and 10-tonne limit on Council's unsealed roads remains in place.

Grant Source	Project Name	Project Description	Expected Completion
Community Places for People Grant 2023-24	Adelaide River Cemetery Precinct	1. Survey and Quantifies COMPLETED 2. Electrical works commenced with SD Electrical engaged COMPLETED 3. Arborist Engaged COMPLETED 4. concrete pathways COMPLETED 5. Carpark –Public Tender; Closes 1/12/2025 AWAITING WORKS TO COMMENCE	30/06/2026
Local Roads and Community Infrastructure Program Grant 2023-24 Phase 4	Safer Communities Projects	1. AR Oval Fence COMPLETED 2. Batchelor Solar Lights COMPLETED 3. AR Oval Resurfacing; irrigation; pending the wet season Landscaping and reconditioning of the oval surface, including topsoil, seeding and fertilizer. Tree Planting Day scheduled for Monday 15 th December School Holidays Project PARTIALLY COMPLETE 4. Construction of a formal sealed access to the vehicle entry gate of the new oval fence (as access to a new helipad remains contingent on separate grant funding) PROCUREMENT COMPLETE – AWAITING WORKS TO COMMENCE 5. Installation of a solar light to improve community safety AWAITING INSTALLATION 6. Supply of park furniture around the AR Oval NOT COMMENCED	31/12/2025
Waste and Resource Management (WaRM) 2024-25	Bulk Hook Bins	Bulk Hook Bins PROCUREMENT COMPLETE; AWAITING SUPPLY	30/06/2026

Roads to Recovery 24-25	Haynes and Strickland Roads Stabilising and Resheeting	Stabiliser Product Purchased COMPLETED Haynes Road COMPLETED Strickland Road NOT COMMENCED	31/10/2025 for stabiliser Roadworks 30/06/2026
Black Spot 23-24	Haynes Road & White Horse Track	Formalise intersection and signage for road safety – Aligned with into R2R Project COMMENCED	31/10/2025
Black Spot 24-25	Solomon and Miles Road Intersection	Clear Sight Lines and improve road safety by installing turning lanes NOT COMMENCED	30/06/2025
Black Spot 24-25	Niks Crossing	Clear sight lines and install road furniture to improve safety NOT COMMENCED	30/06/2025
Regional and Remote Burial Areas Grant 2024-25	Cemetery and Burial Ground Fences and service gates	1. Fence Bush Cemetery – Undeveloped zones and install firebreaks and service gates PROCUREMENT COMPLETE – AWAITING WORKS TO COMMENCE 2. Install Vehicle barriers and Services Gates at Rum Jungle Lake PROCUREMENT COMPLETE – AWAITING WORKS TO COMMENCE	30/06/2027

CONSULTATION

- President
- As per meeting list
- Executive Leadership Team

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Local Government (General) Regulations 2021

FINANCIAL IMPLICATIONS

NIL

13. FINANCE REPORTS

13.1 MONTHLY FINANCE REPORT

Date:	21 st April 2026
Author:	Luke Ackland, Acting Corporate Services Manager Natasha Chapman, Acting Chief Executive Officer
Attachment:	Nil

PURPOSE

To provide a summary of the financial position of Council for the period ending 31st March 2026. In accordance with the *Local Government (General) Regulations 2021 – Part 2 Division 7*, the preceding month's financial report must be presented to Council. Regulation 17(1) of the *Local Government (General) Regulations 2021* requires a monthly report from the Chief Executive Officer to provide council with the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget.

RECOMMENDATION

That Council;

- a) notes the Chief Executive Officer (CEO) certifies to the best of her knowledge, information, and the belief that the internal controls implemented by Council are appropriate, and that Council's financial report best reflects the financial affairs of Council; and
- b) receives and notes the monthly financial report for March 2026.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

The monthly financial report Income and Expenditure Statement compares the actual income and expenditure to budget at two levels, firstly for the year to date (YTD), and secondly for the full year budget. Comparatives to full year are relevant if the income and 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.

COMMENT

Operating Income and Expenditure

Council's operating income is higher than YTD, resulting from:

- Movement of grant funds from capital to the operational budget after project nominations were confirmed.

- Fees and Charges are significantly higher than budgeted due to the change in recognition of waste collection fees, resulting in less charges on rates notices and more fee for service invoice provision.
- Investment income recognised is higher than YTD budget as a result of significant deposit maturing in the first half of the financial year.

Operating expenditure is less than YTD with the main variances resulting from:

- Employee costs have been recognised as payable from the beginning of the financial year however not yet expended. For example, training and uniforms costs are recognised from the beginning of the year as an employee could access training from 1 July 2025, even if it isn't spent immediately. Additionally, several positions within the organisation remain unfilled and therefore full salary budget is not being utilised currently.
- Elected Member Professional Development allowance has been recognised as payable from the beginning of the financial year, however not expended. Movements of budget figures have been aligned to declared amounts in the 2025-26 Shire Plan, no additional funds have been added, just moved to the 'allowances' line rather than the 'expenses' line in the budget tables.
- Depreciation expenses are lower than YTD budget, resulting from the changes in total assets held at the end of the last financial year.
- Other expenses, such as consultant fees for specific Council business, have not yet been completed and therefore remain lower than YTD estimates.

Assets

- The bulk hook bin tender was awarded in January 2026, with the successful tenderer engaged and the bins on order.
- The acquisition of a dual cab utility was awarded in January 2026 and is on order with estimated wait time of 4-6 months.
The commercial mower tender has now been completed, and the new mower is in Council's possession.

Capital Works

- Adelaide River Cemetery Precinct works –Car parking/road work tender awarded with work scheduled.

Investments

- At 31 March 2026, Council held \$3M in term deposits.
- At 31 March 2026, Council's cash at bank contained \$2.3 Million of tied funding.

Grants

Council received no grant payments in March 2026.

Rates

- 2025/26 Rates and Charges have been levied in August 2025. The fourth instalment for 2025/26 rates was due by 30th January 2026. Any ratepayer who has not met the first three instalments is now considered in arrears in accordance with the *Local Government Act 2019*.

- At 31 March 2026, Council's overdue rates are worth \$542k. The overdue rates balances relate to rates and charges from current and previous financial years and continue to accrue interest until payment is received.
- At 31 March 2026, \$305k is arrears from previous financial years. \$234k is arrears from 2025-26 rates and charges where the first three instalments were not honoured.
- At 31 March 2026, there are 70 properties that have a rates credit due to direct debit or payment plans being in place. The total of these applied credits is \$50k.

Tax

Council is compliant with payment and reporting all tax liabilities as outlined below:

- Pay As You Go (PAYG Withholdings) have been lodged with the Business Activity Statements (BAS) each month. The March PAYG Withholdings will be submitted with the Business Activity Statement in April 2026.
- Business Activity Statements have been lodged by the due dates. The March BAS will be lodged by the due date of 21st April 2026.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Regulation 17 *Local Government (General) Regulation 2021*

FINANCIAL IMPLICATIONS

Nil

Certification by the CEO to the Council

Council Name:	COOMALIE COMMUNITY GOVERNMENT COUNCIL
Reporting Period:	31-Mar-26

That, to the best of the CEO's knowledge, information and belief:
 (1) The internal controls implemented by the council are appropriate; and
 (2) The council's financial report best reflects the financial affairs of the council.

A/CEO Signed



Date Signed

16/04/2026

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	1,237,132	1,248,201	(11,069)	1,248,201
Charges	405,366	513,817	(108,451)	513,817
Fees and Charges	130,045	119,387	10,658	156,796
Operating Grants and Subsidies	2,020,620	1,617,854	402,766	2,130,030
Interest / Investment Income	146,128	142,501	3,627	190,000
Commercial and Other Income	141,158	93,429	47,729	118,304
TOTAL OPERATING INCOME	4,080,448	3,735,189	345,259	4,357,148
OPERATING EXPENDITURE				
Employee Expenses	1,052,886	1,168,849	(115,963)	1,531,668
Materials and Contracts	1,814,589	1,972,320	(157,731)	2,744,876
Elected Member Allowances	66,065	118,327	(52,262)	147,772
Elected Member Expenses	372	3,600	(3,228)	3,600
Council Committee & LA Allowances	1,927	3,500	(1,573)	5,000
Council Committee & LA Expenses	0	0	0	0
Depreciation, Amortisation and Impairment	959,530	1,198,920	(239,390)	1,598,564
Interest Expenses	0	0	0	0
Other Expenses	21,700	42,150	(20,450)	67,400
TOTAL OPERATING EXPENDITURE	3,917,070	4,507,666	(590,596)	6,098,880
OPERATING SURPLUS / DEFICIT	163,378	(772,477)	935,855	(1,741,732)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	163,378	(772,477)	935,855	(1,741,732)
Remove NON-CASH ITEMS				
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses	959,530	1,198,920	(239,390)	1,598,564
TOTAL NON-CASH ITEMS	959,530	1,198,920	(239,390)	1,598,564
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	732,399	488,380	244,019	1,566,672
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	105,783
Other Outflows	0	0	0	0
TOTAL ADDITIONAL OUTFLOWS	(732,399)	(488,380)	(244,019)	(1,672,455)
Add ADDITIONAL INFLOWS				
Capital Grants Income	104,500	338,500	(234,000)	338,500
Prior Year Carry Forward Tied Funding	911,673	911,673	0	911,673
Other Inflow of Funds	0	0	0	0
Transfers from Reserves	17,235	25,000	(7,765)	565,450
TOTAL ADDITIONAL INFLOWS	1,033,408	1,275,173	(241,765)	1,815,623
NET BUDGETED OPERATING SURPLUS / DEFICIT	1,423,918	1,213,236	210,682	0

**Table 2.1 Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment**

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Buildings	388,419	203,380	185,039	203,380
Community Assets and Other Structures	197,751	191,145	6,606	191,145
Motor Vehicles	0	0	0	70,000
Plant and Equipment	17,235	25,000	(7,765)	249,500
Roads Infrastructure	128,994	400,000	(271,006)	852,647
TOTAL CAPITAL EXPENDITURE	732,399	819,525	(87,126)	1,566,672
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Capital Grants Income	0	0	0	338,500
Prior Year Carry Forward Tied Funding	864,173	864,173	0	864,173
Operating Income and Subsidies	459,120	248,999	210,121	248,999
Reserves	17,235	0	17,235	115,000
TOTAL CAPITAL EXPENDITURE FUNDING	1,340,528	1,113,172	227,356	1,566,672

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT 31 March 2026	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	2,297,800	
Untied Funds	1,972,444	
Accounts Receivable		
Trade Debtors	27,299	(2)
Rates & Charges Debtors	566,651	
Other Current Assets	22,345	
TOTAL CURRENT ASSETS	4,886,539	
Non-Current Financial Assets	0	
Property, Plant and Equipment	16,320,465	
TOTAL NON-CURRENT ASSETS	16,320,465	
TOTAL ASSETS	21,207,004	
LIABILITIES		
Accounts Payable	30,148	(3)
ATO & Payroll Liabilities	(930)	(4)
Current Provisions	136,642	
Accruals	0	
Other Current Liabilities	10,487	
TOTAL CURRENT LIABILITIES	176,347	(5)
Non-Current Provisions	0	
Other Non-Current Liabilities	0	
TOTAL NON-CURRENT LIABILITIES	0	
TOTAL LIABILITIES	176,347	
NET ASSETS	21,030,657	
EQUITY		
Asset Revaluation Reserve	15,134,288	
Reserves	374,265	(6)
Accumulated Surplus	5,522,104	
TOTAL EQUITY	21,030,657	

Note 1. Details of Cash and Investments Held

*\$3,000,000 held in investments as at 31 March 2026 (details in table below).
Tied funds include grant/project obligations, current provisions and tied reserve accounts.*

Investments Summary

As at 31 March 2026

Category	Balance	Rate	Interest Frequency	Maturity Date
Fixed Term Deposit	\$300,000	4.02%	At Maturity	21/04/2026
Fixed Term Deposit	\$400,000	4.10%	At Maturity	30/04/2026
Fixed Term Deposit	\$400,000	4.20%	At Maturity	4/05/2026
Fixed Term Deposit	\$300,000	4.34%	At Maturity	15/06/2026
Fixed Term Deposit	\$400,000	4.20%	At Maturity	1/07/2026
Fixed Term Deposit	\$250,000	4.82%	At Maturity	7/09/2026
Fixed Term Deposit	\$300,000	4.44%	At Maturity	14/09/2026
Fixed Term Deposit	\$300,000	4.50%	At Maturity	12/11/2026
Fixed Term Deposit	\$350,000	4.52%	At Maturity	17/12/2026
TOTAL	\$3,000,000			

Note 2. Statement of Trade Debtors

	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Commercial Waste	-	\$259	-	-	\$20,555	\$20,814
Facility and Equipment Hire Fees	-	-	\$106	-	\$266	\$372
Regulatory Services	-	\$686	-	-	-	\$686
Road permits	\$614	-	-	-	\$397	\$1,011
Sundry Debtors	-	-	-	-	\$4,416	\$4,416
TOTAL	\$614	\$945	\$106	-	\$25,634	\$27,299

Note 3. Statement on Trade Creditors

	Current	Past Due 1 - 30 Days	Past Due 31 - 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
<i>Area9 IT Solutions</i>	1,653.87					\$1,653.87
<i>Bunnings</i>	2,366.05	2,310.43				\$4,676.48
<i>Rates in credit</i>	836.00					\$836.00
<i>Colemans Printing</i>		602.26				\$602.26
<i>Darwin Office Technology</i>	355.10					\$355.10
<i>Engagis Pty Ltd</i>	214.67					\$214.67
<i>Integrated Land Information System</i>	34.50					\$34.50
<i>Jacana Energy</i>	119.42					\$119.42
<i>Mills Oakley</i>	649.00					\$649.00

Nexia Edwards Marshall NT	1,100.00					\$1,100.00
Oolloo Investments Pty Ltd			2,754.16			\$2,754.16
PowerWater	149.54					\$149.54
Practical Safety Australia Pty Ltd	116.55					\$116.55
Roadside Services & Solutions Pty Ltd		5,170.77				\$5,170.77
Territory Native Plants		26.40				\$26.40
Territory Tyres	1,241.50					\$1,241.50
The Big Mower	393.50					\$393.50
Top End Grub	1,322.00					\$1,322.00
VTG Waste & Recycling P/L	5,893.93					\$5,893.93
Ward Keller	2,838.00					\$2,838.00
Total Accounts Payable	\$ 19,283.63	\$ 8,109.86	\$ 2,754.16	\$ -	\$ -	\$ 30,147.65

Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations

"Council is compliant with all payment, reporting and tax liabilities:

- PAYG Withholdings have been lodged by the due dates. The March 2026 PAYG Withholdings will be submitted with the Business Activity Statement prior to 21 April 2026.
- Business Activity Statements have been lodged by the due dates. The March 2026 BAS will be lodged prior to the due date of 21 April 2026."

Note 5. Current Ratio

The Current Ratio measures Council's ability to pay short-term obligations or those due within one year. A Current Ratio that is higher than 1.00 is considered acceptable in contemporary financial management terms. Council's Current Ratio as at 31 March 2026 is 2.00.

Note 6. Reserve Accounts

Internally Restricted	Total (\$)
Asset Renewal Reserve	182,765
Batchelor Playground Reserve	2,500
Disaster Recovery Reserve	25,000
Election Expenses Reserve	39,000
Waste Management Reserve	100,000
Externally Restricted	
Disaster Recovery Reserve	25,000
TOTAL RESERVES BALANCE	374,265

Table 4. Member and CEO Council Credit Card Transactions for the Month

Cardholder

Name: S HILLEN (CEO) & N CHAPMAN (A/CEO)

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
2/03/2026	40.00	CBA	Annual Card Fee
2/03/2026	37.59	MailChimp	Monthly Stop Press
2/03/2026	40.00	CBA	Annual Card Fee
3/03/2026	17.00	Australia Post	BOD Stamps
4/03/2026	638.88	Microsoft	Monthly Software Subscription
4/03/2026	243.10	Microsoft	Monthly Software Subscription
9/03/2026	452.20	Australia Post	Rates Instalment 4 reminder letter postage Stamps
10/03/2026	232.86	Microsoft	Monthly Software Subscription
20/03/2026	222.00	Xero Australia	Monthly Software Subscription
26/03/2026	223.90	Zoom	Annual Software Subscription
27/03/2026	14.00	Australia Post	Stamps
30/03/2026	38.81	MailChimp	Monthly Stop Press
Total	\$2,200.34		

Staff Credit Card Transactions

Date	Description	Credit (AUD)
2/03/2026	Annual Card Fee	40.00
2/03/2026	IWD Gift	180.00
27/03/2026	Kingpin for Youth week Grant	990.00
Total Other Staff Credit Cards		1210.00

CCGC CBA Cheque

Date	Description	Credit (AUD)
02 Mar 2026	Commonwealth Bank of Australia	48.34
02 Mar 2026	Commonwealth Bank of Australia	80.83
03 Mar 2026	Bank Transfer to CBA Credit Card A/CEO	397.00
03 Mar 2026	Bank Transfer to CBA Credit Card CEO	1,450.47
04 Mar 2026	PC040326-110849886 SuperChoice P-L	5,210.32
04 Mar 2026	Bank Transfer to CBA Credit Card CCSM	951.79
04 Mar 2026	Bank Transfer to CBA Credit Card CSM	40.00
05 Mar 2026	Payment: Ooloo Investments Pty Ltd	2,482.72
05 Mar 2026	Payment: Ooloo Investments Pty Ltd	1,459.83
05 Mar 2026	Payment: Batchelor Institute	148.50
05 Mar 2026	Payment: TGS Diesel & Hydraulic Service & Repair	1,410.97
05 Mar 2026	Payment: Ooloo Investments Pty Ltd	686.16
05 Mar 2026	Payment: Ooloo Investments Pty Ltd	603.36
05 Mar 2026	Payment: Top End Grub	1,520.30
05 Mar 2026	Payment: VTG Waste & Recycling P/L	5,893.93

05 Mar 2026	Payment: Stoddy's Mobile Mechanical	170.50
05 Mar 2026	Payment: TGS Diesel & Hydraulic Service & Repair	855.25
05 Mar 2026	Payment: NT Water Filters aka Viva Water Pty Ltd	132.00
05 Mar 2026	Payment: MVR	1,200.25
05 Mar 2026	Payment: MVR	841.25
05 Mar 2026	Payment: Jacana Energy	739.76
05 Mar 2026	Payment: MVR	1,950.25
05 Mar 2026	Payment: Stoddy's Mobile Mechanical	457.60
05 Mar 2026	Payment: Ooloo Investments Pty Ltd	780.90
05 Mar 2026	Payment: Ooloo Investments Pty Ltd	452.52
05 Mar 2026	SALARIES AND WAGES Coomalie Communi	37,918.61
16 Mar 2026	Payment: Ooloo Investments Pty Ltd	1,006.20
16 Mar 2026	Payment: Captovate	165.00
16 Mar 2026	Payment: Top End Grub	1,520.30
16 Mar 2026	Payment: Ooloo Investments Pty Ltd	740.00
16 Mar 2026	Payment: PowerWater - Bills	209.05
16 Mar 2026	Payment: Jacana Energy	78.11
16 Mar 2026	Payment: Jacana Energy	110.96
16 Mar 2026	Payment: Jacana Energy	42.87
16 Mar 2026	Commonwealth Bank of Australia	3.74
16 Mar 2026	Commonwealth Bank of Australia	32.73
16 Mar 2026	Payment: Officeworks Ltd	149.00
16 Mar 2026	Payment: VTG Waste & Recycling P/L	5,893.93
16 Mar 2026	Payment: Officeworks Ltd	78.30
16 Mar 2026	Payment: Area9 IT Solutions	198.00
16 Mar 2026	Payment: Nutrien AG Solutions	158.84
16 Mar 2026	Payment: Practical Safety Australia Pty Ltd	1,243.95
16 Mar 2026	Payment: Mills Oakley	2,698.30
16 Mar 2026	Payment: Mills Oakley	748.00
16 Mar 2026	Payment: Gleeming Cleaning Services	3,850.00
16 Mar 2026	Payment: Jacana Energy	835.60
16 Mar 2026	Payment: PowerWater - Bills	36.09
16 Mar 2026	Payment: Jacana Energy	926.96
16 Mar 2026	Commonwealth Bank of Australia	73.04
17 Mar 2026	EQUIPMENT RENTS	227.00
19 Mar 2026	SALARIES AND WAGES Coomalie Communi	37,350.21
20 Mar 2026	Payment: RS Gardening Care	3,269.24
20 Mar 2026	Payment: Greg Strettles	621.83
20 Mar 2026	Payment: Ross McGorman	2,538.50
20 Mar 2026	Payment: Valmae Morrison	621.83
20 Mar 2026	Payment: Sharon Beswick	621.83
20 Mar 2026	Payment: Figleaf Pool Products	560.00
20 Mar 2026	Payment: Australian Taxation Office	9,440.00
20 Mar 2026	Payment: Chris Whatley	621.83
20 Mar 2026	Payment: Nutrien AG Solutions	46.97
20 Mar 2026	Payment: Debbie Pennell	400.00
20 Mar 2026	Payment: Area9 IT Solutions	49.50
20 Mar 2026	Payment: Northern Territory Communications	1,071.40
20 Mar 2026	Payment: Area9 IT Solutions	550.66

20 Mar 2026	Payment: VTG Waste & Recycling P/L	5,893.93
20 Mar 2026	Payment: Alan Roe	621.83
20 Mar 2026	Payment: NT Shade	1,529.00
20 Mar 2026	Payment: Top End Grub	1,520.30
20 Mar 2026	Payment: RS Gardening Care	428.80
20 Mar 2026	Payment: Engagis Pty Ltd	214.67
20 Mar 2026	Payment: Area9 IT Solutions	346.50
20 Mar 2026	Payment: Debbie Pennell	400.00
20 Mar 2026	Payment: RS Gardening Care	5,642.08
20 Mar 2026	Payment: Debbie Pennell	400.00
20 Mar 2026	Payment: WEX Australia Pty Ltd	1,951.53
20 Mar 2026	Payment: Darwin Office Technology	380.23
20 Mar 2026	Payment: Officeworks Ltd	32.00
20 Mar 2026	Payment: Area9 IT Solutions	198.00
20 Mar 2026	Payment: The Big Mower	18,959.00
20 Mar 2026	Payment: Telstra	37.85
20 Mar 2026	Payment: Nutrien AG Solutions	256.30
20 Mar 2026	BPay Payments	0.00
23 Mar 2026	Vocus	2,511.30
27 Mar 2026	Payment: Telstra	1,165.32
27 Mar 2026	Payment: L&V Nominees Pty Ltd aka Poolwerx	995.00
27 Mar 2026	Payment: Batchelor Service Centre	448.25
27 Mar 2026	Payment: Think Water Virginia	689.49
27 Mar 2026	Payment: ██████████ *Staff reimbursement	89.00
27 Mar 2026	Payment: Officeworks Ltd	29.00
27 Mar 2026	Payment: Darwin Parachute Club Inc	1,500.00
27 Mar 2026	Payment: Outback Batteries	478.00
27 Mar 2026	Payment: Air Liquide Australia Ltd	29.51
27 Mar 2026	Payment: Cadillac Transport Repairs	2,175.95
27 Mar 2026	Payment: TGS Diesel & Hydraulic Service & Repair	1,258.19
27 Mar 2026	Payment: VTG Waste & Recycling P/L	5,893.93
27 Mar 2026	Payment: Nexia Edwards Marshall NT	770.00
27 Mar 2026	Payment: Mills Oakley	1,394.80
27 Mar 2026	Payment: VTG Waste & Recycling P/L	5,893.93
27 Mar 2026	Payment: Gaz NT Pty Ltd	330.00
27 Mar 2026	Payment: Top End Grub	1,520.30
27 Mar 2026	Supplier Payment attempt returned	26.40
Total CCGC CBA Cheque		212,683.57

14. REPORTS REQUIRING DECISIONS OF COUNCIL

14.1 REVIEW OF COUNCIL POLICY 2.6 DELEGATIONS POLICY

Date:	21 st April 2026
Author:	Luke Ackland, Acting Corporate Services Manager
Attachment:	Rescinded Procurement Policy 2023/06/20/12 Table Snippet Council Policy 2.6 Delegation Policy

PURPOSE

To seek Council's endorsement of the amended Council Policy 2.6 Delegations Policy.

RECOMMENDATION

That Council;

- a) receives and notes the report entitled Review of Council Policy 2.6 Delegations Policy; and
- b) endorses the reviewed Council Policy 2.6 Delegations Policy to include a CEO delegation to expend funds not within budget for emergency situations (eg natural disaster recovery), up to \$50,000 (excluding GST).
- c) requests the Acting Chief Executive Officer to further develop appropriate Emergency Management Plans.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

RESOLUTION 2025/11/27/012

That Council;

a) adopt the reviewed 2.6 Delegations Policy as amended below:

- page 12 of the policy, row 3 & 4 to include the wording "within budget" at the end of the activity description.

Moved: *Clr. Morrison*

Seconded: *Clr. Beswick*

Carried 4/1 (Clr. Beswick)

COMMENT

The reviewed Council Policy 2.6 Delegations Policy does not currently contain a delegation for the CEO to access funds for emergency responses if funds are not allocated in the annual budget. The previous (rescinded) Procurement Policy 1.10 (attached table snippet) contained 'Expenditure limit in the case of a natural disaster or Genuine Emergency' with an expenditure threshold for the CEO.

It is requested that Council reviews the current Delegations Policy to include an appropriate delegation specifically for emergency expenditure that is not already included in the annual budget.

The Risk Management and Audit Committee considered the Delegations Policy at the meeting held on 13th April 2026 and made the following recommendation for Council's consideration:

RESOLUTION: RMAC 2026/04/13/007

That the Risk Management and Audit Committee.

*a) receives and notes the report entitled Review of Council Policy 2.6 Delegations Policy; and
b) recommends to Council to amend Council Policy 2.6 Delegations Policy to include a CEO delegation to expend funds not within budget for emergency situations (eg natural disaster recovery), up to \$50,000 (excluding GST).*

c) recommend to Council to design an Emergency Management Policy and Plan

Moved: **DP Whatley**

Seconded: **Clr Beswick**

Carried

The Risk Management and Audit Committee recommended the delegation for the CEO be up to \$50,000 excluding GST, supported by a requirement for subsequent reporting to Council of any expenditure approved through this delegation.

The Committee also provided a recommendation that the Council consider requesting the Chief Executive Officer to further develop and strengthen the Emergency Management Policy and associated plans to guide future responses to emergency/disaster situations.

CONSULTATION

Acting Chief Executive Officer

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Local Government (General) Regulations 2021

FINANCIAL IMPLICATIONS

Nil

14.1 ATTACHMENT: Table Extract Rescinded Procurement Policy 2023/06/20/12

3.6 Delegated Purchasing Limits

3.6.1 The staff listed in the below table will authorise all Purchase Orders up to the limits outlined:

Staff Member	Within adopted budget.	Not within Current Adopted Budget	
	Expenditure Limit Inc. GST	Expenditure Limit Inc. GST	Expenditure limit in the case of a natural disaster or Genuine emergency Inc. GST
Chief Executive Officer	\$50,000	\$2,000	\$50,000
Corporate Services Manager	\$10,000	\$2,000	\$10,000
Council and Community Services Manager	\$10,000	\$2,000	\$10,000
Executive Services Coordinator	\$3,000	NIL	\$10,000
Community Development Coordinator	\$2,000	NIL	NIL
Council Services Coordinator	\$2,000	NIL	\$10,000



2.6 Delegations Policy

Council Resolution:	2024/11/19/011
Date to take effect:	19/11/2024
Policy Custodian:	Chief Executive Officer
Review Date:	November 2027
Version (Revision Number)	1.2

Purpose

1. Council is committed to service delivery across the organisation within the parameters of a formal delegations framework. This policy is designed to provide clarity and ease of reference to understand the processes and accountability for administrative functions and levels of decision making across the organisation. This document operates as delegated authority from the Council to the Chief Executive Officer and all other employees.

Scope

2. This policy is applicable to all employees of the Coomalie Community Government Council.

Definitions and Acronyms

For the purposes of this policy the following acronyms and definitions apply:

Term	Definition
Council	Refers to Coomalie Community Government Council
CEO	Chief Executive Officer
CSM	Corporate Services Manager
CCSM	Council and Community Services Manager
ESC	Executive Services Coordinator
CSC	Community Services Coordinator
PCC	People and Culture Coordinator
RLMC	Ranger and Land Management Coordinator
Financial Delegations	All expenditure thresholds referred to are GST exclusive



Policy Statement

1. Delegations

The *Local Government Act 2019* (the Act) allows Council to delegate certain powers and functions to the CEO. The CEO is able to delegate (or sub-delegate) to a person or a committee a power or function, including those delegated to the CEO by Council. These powers cannot, however, be further sub-delegated by that person or committee.

Delegations can be made to a person by reference to the office, position or designation held by a person. Where a delegation is made to an office or the person for the time being holding, acting in or performing the duties of that office, a person holding, acting in or performing those duties may exercise the powers delegated to that office or position.

Delegated Authority should not be exercised where a conflict of interest exists or where it may be perceived to exist. A delegation by either the Council or the CEO does not prevent the Council or the CEO (as the case may be) from either exercising the power or function or revoking or varying the delegation at any time.

Council must review any delegations of its functions and powers within six months after a general election.

Council can only delegate the powers and functions under the Act that are able to be delegated.

2. Purpose of delegating authority

Delegations are a key component to assist in the effective governance and administration of Council's affairs and provide formal authority to key officers and employees to perform their roles and functions.

The Council's delegations seek to ensure:

- (a) That Council's responsibilities are fulfilled in a timely, open, efficient, effective and accountable manner;
- (b) That Council's officers and employees are provided with the level of authority necessary to discharge their responsibilities;
- (c) That delegated authority is exercised by the most appropriate and best-informed individuals within the Council; and
- (d) That Council's internal controls are effective.

3. Exercise of Delegated Authority

Exercise of delegated authority is subject to compliance with:

- (a) Any relevant provisions of the Act and Regulations;
- (b) Any other legislative requirements;
- (c) Any applicable Council Policy; and
- (d) The relevant provisions of any Council By-Law.



It is the responsibility of the officer or employee exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with those restrictions. Delegation requires judgment. It may not be appropriate to exercise delegated authority in all circumstances and some decisions, which may be contentious or attract high public interest or where no clear policy guidelines exist should be referred to the CEO or Council as appropriate.

It is the expectation of the Council that the CEO and other employees will use the delegated authority conferred on them in a manner that aligns with Council's Code of Conduct for Staff and CEO, and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.





4. Delegations by Activity and Authority Level

Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Complaints	Management	Authority to ensure appropriate & timely resolution of a complaint		✓	✓	✓				
Complaints	Mediation	Authority to purchase mediation advice and or expertise		✓						
Contracts	Leases	Approve the lease of new premises & sub-leases of existing premises over 3 years	✓							
Contracts	Leases	Approve the lease of new premises & sub-leases of existing premises up to 3 years		✓						
Contracts	Leases	Approve renewal of existing leases within budget		✓	✓					
Contracts	Leases	Cancel existing lease		✓						
Contracts	Professional Services	Authorise appointment of external professional advice &/or services within budget		✓	✓	✓				
Contracts	Insurance	Approve appointment of insurers, details of contract & payment of premiums		✓	✓					
Contracts	Commercial	Approve commercial agreements for the staff & services of Council within budget		✓	✓	✓				
Contracts	Suppliers	Approve contracts with suppliers of goods and services for area of responsibility and organisation (non-legal)		✓	✓	✓				

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Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Contracts	Tenders/ Quotations	Authority to invite tenders and quotations for the supply of goods or services for area of responsibility		✓						
Contracts	Tenders/ Quotations	Authority to approve formal tenders and quotations for supply of goods and services	✓	✓						
Contracts	Grants/ Tenders	Authority to approve grant funding or tender submissions		✓	✓					
Contracts	Grants	Authority to submit performance reports to grant funding departments/ organisations		✓	✓	✓				
Contracts	Agreements	Authority to negotiate agreements (other than suppliers) and contracts		✓	✓	✓				
Contracts	Agreements	Authority to sign agreements (other than suppliers within financial delegation), MOUs, contracts or tenders obtained		✓	✓	✓				
Contracts	Seal	Authority to use Common Seal	✓							
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		✓	✓	✓	✓	✓	✓	✓
Contracts	Contract Management	Authority to approve total variations to contracts during the progress of works to a limit of 5% of the total contract sum in aggregate		✓	✓	✓				

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Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Governance	Shire Plan	Authority to approve the organisational Shire Plan	✓							
Governance	Freedom of Information	Authority to sign Freedom of Information (FOI) Notice of Decision		✓	✓					
Governance	Records Disposal	Authority to approve the transfer of ownership of records including to NT Archives		✓						
Governance	Records Disposal	Authority to approve the destruction of records under the Local Government Sector Disposal Schedule		✓						
Governance	Legal	Authority to consult with Council's external legal advisors on legal matters		✓	✓					
Governance	Legal	Authority to purchase legal advice and/or expertise		✓	✓					
Governance	Legal	Authority to settle court, legal or any other formal proceedings and bind the council	✓	✓						
Governance	Policy	Authority to approve Council Policy for Council Governance	✓							
Governance	Policy	Authority to approve Council Policy for Organisation	✓							
Governance	Policy	Authority to approve Service Area Policy for area of responsibility, in consultation with CEO		✓	✓	✓				
Governance	Procedures	Authority to approve Council Procedures for organisation		✓	✓	✓				



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Budgets	Authority to approve Draft Budget to be forwarded to Council		✓						
Finance	Budgets	Authority to approve Budget	✓							
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	✓							
Finance	Budgets	Authorise variations to the annual operational and capital budgets	✓							
Finance	Budgets	Authority to override all non-Council delegations & make expenditure decisions to ensure approved budgets can be achieved		✓						
Finance	Budgets	Authority to recommend to Council unbudgeted expenditure		✓						
Finance	Operational Expenditure	Authority to approve operational expenditure for services under direct control, within approved service budget &/ or funding agreement & subject to any restrictions in this document	\$150k+	\$150k	\$10k	\$50k	\$3k	\$2k	\$2k	\$2k
Finance	Operational Expenditure	Authority to approve direct report staff or relevant team staff reimbursement of expenditure on behalf of Council	✓	✓	✓	✓				
Finance	Operational Expenditure	Authority to approve in-kind support for external organisations not already covered in Policy (this includes venue hire, vehicles and materials)	✓	✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised	\$250k+	\$250k	\$10k	\$10k	\$3k	\$2k	\$2k	\$2k
Finance	Capital Expenditure	Authorised to acquire or replace items of equipment not included in approved capital budget	✓							
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (pursuant to 182(1)(2) of the Local Government Act 2019)	✓							
Finance	Capital Expenditure	Authorised to sell, trade-in or dispose of assets on Financial Asset Register (all equipment over \$5,000 to be sold must be put to tender or auction unless sold as part of a trade-in)	✓	✓						
Finance	Capital Expenditure	Approval of development of new buildings	✓							
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	✓							
Finance	Asset Management	Approve the transfer of any assets from Council	✓							
Finance	Salaries	Approval for payment of all payroll related transactions (for staff positions comprising salaries, PAYG tax, payroll tax, superannuation, employee payroll deductions and payment of GST and PAYG tax)		✓	✓		✓		✓	



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Invoicing	Authority to approve and finalise invoice for organisation		✓	✓		✓			
Finance	Journals	Authority to approve & post journals created		✓	✓					
Finance	Customers/ Suppliers	Authority to approve addition, deletion or amend Customer or Supplier accounts		✓	✓					
Finance	Investment	Authority to approve investment of funds in term deposits	✓	✓						
Finance	Investment	Authority to approve investment of funds in other than term deposits	✓	✓						
Finance	Investment	Authority to approve draw down of investment funds for deposit into operational accounts		✓						
Finance	Petty Cash	Authority to set up & reimburse petty cash floats (limit up to \$500)		✓	✓					
Finance	Banking	Authority to alter, open or close bank accounts		✓	✓					
Finance	Banking	Authority to approve payments & sign cheques		✓	✓		✓			
Finance	Banking	Authority to approve to change or add cheque signatories		✓						
Finance	Credit Cards	Authority to approve the issuing & revocation of Credit Cards for the CEO	✓							



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
Finance	Bad Debts	Authority to approve debt recovery payment terms & approve commencement of recovery action to collection agent		✓	✓					
Finance	Bad Debts	Authority to approve write-offs of bad debts	✓							
Finance	Other Losses	Authority to approve write-offs of cash losses, theft or shortages, furniture, plant & equipment, thefts or destruction	\$20k+	\$20k						
People and Culture	Staffing	Authority to approve Organisational Chart (CEO to notify the Council)		✓						
People and Culture	Recruitment	Authority to advertise & appoint staff		✓						
People and Culture	Recruitment	Authority to appoint temporary staff/ labour hire for positions not included in Organisational Chart		✓						
People and Culture	Recruitment	Authority to approve backfilling of leave and higher duties		✓						
People and Culture	Conditions of Employment	Authority to set and approve salary, package & contract for CEO	✓							
People and Culture	Conditions of Employment	Authority to set and approve salary & package for all staff within budget.		✓						
People and Culture	Conditions of Employment	Authority to set and approve salary increments & any higher duties payments for all staff within budget		✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Conditions of Employment	Authority to approve staff letters of offer & contracts		✓						
People and Culture	Conditions of Employment	Authority to approve a staff member accepting outside employment or consultancies, additional to & separate from their Council duties		✓						
People and Culture	Timesheets	Authority to approve staff time sheets for direct reports or area of responsibility		✓	✓	✓	✓	✓	✓	✓
People and Culture	Probation	Authority to confirm successful completion of new staff probationary periods	CEO	✓						
People and Culture	Position Descriptions	Authority to approve new or existing Position Descriptions and subsequent changes	CEO	✓						
People and Culture	Position Descriptions	Authority to approve changes to existing position titles		✓						
People and Culture	Redundancy	Authority to decide to make a staff position redundant & the offer & acceptance of a redundancy package		✓						
People and Culture	Redundancy	Authority to recommend a redundancy of position or dismissal of a staff member		✓	✓	✓			✓	
People and Culture	Dismissal	Authority to make a decision to dismiss a staff member		✓						



Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Overtime	Authority to approve staff Overtime within budget		✓	✓	✓	✓	✓	✓	✓
People and Culture	Leave	Authority to approve staff Annual, Personal/ Carers, Leave Without Pay, Compassionate, and Jury Service Leave (10 days or less) for direct reports or area of responsibility	CEO	✓	✓	✓	✓	✓	✓	✓
People and Culture	Leave	Authority to approve staff Annual Leave in advance or in excess of entitlements & cashing out leave	CEO	✓						
People and Culture	Leave	Authority to approve staff Long Service Leave	CEO	✓						
People and Culture	Leave	Authority to approve staff Leave Without Pay including for study purposes and unpaid Parental Leave in consultation with CEO	CEO	✓	✓	✓				
People and Culture	Leave	Authority to approve Discretionary Leave including Compassionate Leave	CEO	✓	✓	✓				
People and Culture	Leave	Authority to approve paid & unpaid Study agreement including leave and fee assistance	CEO	✓						
People and Culture	Training & Development	Authority to approve training & development plans for staff	CEO	✓	✓	✓	✓	✓	✓	✓

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Area	Function	Activity	Council	CEO	CSM	CCSM	ESC	CSC	PCC	RLMC
People and Culture	Travel	Authority to approve Interstate or International travel	CEO	✓						
People and Culture	Performance Management	Authority to approve performance reviews outcomes	CEO	✓						
People and Culture	Performance Management	Authority to manage unsatisfactory staff performance	CEO	✓	✓	✓	✓	✓	✓	✓
People and Culture	Performance Management	Authority to purchase & consult with external advisors on industrial matters		✓	✓	✓			✓	
Public Relations	Branding	Approve the use of Councils name or logo by external parties	✓	✓						
Public Relations	Media	Authorised to release written & verbal public or media statements	✓	✓						
Public Relations	Media	Approve response to contentious or negative media enquiries	✓	✓						
Public Relations	Media	Approve media activity	✓	✓						
Public Relations	Communications	Approve a communication strategy for a project		✓						
Public Relations	Communications	Approve public relations activities, signage & corporate style guide		✓						
Public Relations	Communications	Approve social media posts on official platforms		✓	✓	✓				
Public Relations	Communications	Approve changes to website		✓	✓	✓				

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Associated Documents

- 1.02 CEO Code of Conduct & Complaints
- 3.04 Employee Code of Conduct Policy
- 2.9 Procurement Policy
- 2.4 Coomalie Community Grants Policy

References and Related Legislation

- Local Government Act 2019*
- Local Government (General) Regulations 2021

DOCUMENT HISTORY 2.6 Delegations Policy	
Date Adopted:	19 th November 2024
Amended:	27 th November 2025 RESOLUTION 2025/11/27/012
Amended:	



14.2 SECOND BUDGET REVIEW 2025-26 AND LONG-TERM FINANCIAL PLAN 2025-29

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	DRAFT SECOND BUDGET REVIEW 2025-26

PURPOSE

This report seeks the Council to adopt the Second Review of the 2025-26 Budget and Long-Term Financial Plan.

RECOMMENDATION

That Council;

a) receives and notes the report entitled Second Budget Review 2025-26 and Long-Term Financial Plan 2025-29; and

b) adopts the Second Amended Budget 2025-26 and Long-Term Financial Plan 2025-29, noting that the Long-Term Financial Plan is not reflective of the whole budget and will be corrected in 2026-2027 Budget.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

RESOLUTION 2025/12/16/007

That Council;

a) receives and notes the report titled First Budget Review 2025-26; and

b) adopts the First Amended Budget 2025-26 and Long-Term Financial Plan 2025-29.

Moved: *Clr. Morrison*

Seconded: *Clr. Strettles*

Carried

COMMENT

In accordance with Section 9 of the *Local Government (General) Regulations 2021*, Council must review the budget at least twice in a financial year. The budget reviews consider Council's current requirements against the First Amended Budget to ensure Council can deliver on the services outlined in the Shire Plan 2025-26 and grant commitments made to funding bodies.

The Second Budget Review is based on year-to-date results to 31 March 2026.

Council continues to deliver a balanced budget at the end of the Second Budget Review by considering unanticipated income, cost-saving strategies and the long-term community benefits.

The recommended key movements for noting by the Risk Management and Audit Committee are detailed below.

Operational Income:

Source:	Change:	Movement:
Fees and Charges	\$(14,210)	Decreased due to delay in commercial waste charge implementation previously discussed.
Operating Grants and Subsidies	\$92,445	Movement of funds previously allocated to capital into operational funds. Increased annual library grant funding received from initial budget.
Interest / Investment Income	\$25,000	Increased interest income seen through investment accounts.
Commercial and Other Income	\$70,850	Increase attributed to insurance reimbursements and minor incidental increases in other income lines.

Operational Expenditure:

Source:	Total change:	Movement:
Materials and Contract	\$19,192	Increase due rising electricity costs across Council assets, and contractor services relating to surveying of road network.
Other Expenses	\$94,500	Grant funds previously allocated as capital expenditure reallocated to operational – WaRM project changed per Council resolution to develop rehabilitation plans for Adelaide River Waste Transfer Station; minor cost savings in other line items.

Capital Income:

Source:	Change:	Movement:
Capital Grant Income	\$(89,500)	Grant project fund movements between operational and capital budgets based on projects confirmed.

Capital Expenditure:

Source:	Change:	Movement:
Grant funding	\$(122,265)	Grant funding aligned to current projects; project funds reallocated to operational after projects confirmed. Project expenditure previously unaccounted for included.

Cost-saving strategies within each function have been considered to ensure the budget remains in line with Council's approved expenditure, resulting in a balanced budget presented below.

The Risk Management and Audit Committee considered the draft second budget review at the meeting held on 13th April 2026 and made the following recommendation to Council:

- That Council adopts the Second Amended Budget 2025-26 and the Long-Term Financial Plan 2025-2029, noting that the current Long-Term Financial Plan is not reflective of the whole budget and the operations intend to correct this planning document as part of the 2026-27 budget and long-term financial plan development.

CONSULTATION

Acting Corporate Services Manager

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Section 9 of the *Local Government (General) Regulations 2021*.

Section 203 of the Local Government Act 2019 - the Budget amendments will be published on Council's website and notified to the Agency.

The recommended amendment to the budget will not significantly impact the long-term financial plan as the movements are specific to this financial year's circumstances and are not influencing long-term financial planning and fund allocations. Council is therefore not required to amend the long-term financial plan in line with Section 9 (2) *Local Government (General) Regulation 2021*.

FINANCIAL IMPLICATIONS

The financial implications are outlined in the above report and attached draft reviewed budget.

14.2 ATTACHMENT: DRAFT SECOND BUDGET REVIEW 2025-26

Table 1.1 ANNUAL BUDGET INCOME AND EXPENDITURE

	Adopted 2025-26 Annual Budget \$	FIRST REVIEW 2025-26 BUDGET	DRAFT SECOND REVIEW 2025-26 BUDGET	Variance (\$)
OPERATING INCOME				
Rates	1,248,201	1,248,201	1,248,201	0
Charges	513,817	513,817	513,817	0
Fees and Charges	145,536	156,796	142,586	(14,210)
Operating Grants and Subsidies	1,544,627	2,130,030	2,222,475	92,445
Interest / Investment Income	190,000	190,000	215,000	25,000
Commercial and Other Income	76,848	118,304	189,154	70,850
TOTAL OPERATING INCOME	3,719,029	4,357,148	4,531,233	174,085
OPERATING EXPENDITURE				
Employee Expenses	1,531,668	1,531,668	1,531,668	0
Materials and Contracts	2,002,807	2,744,876	2,764,068	19,192
Elected Member Allowances	67,772	147,772	147,772	0
Elected Member Expenses	33,600	3,600	3,600	0
Council Committee & LA Allowances	50,000	5,000	5,000	0
Council Committee & LA Expenses	7,000	0	0	0
Depreciation, Amortisation and Impairment	1,598,564	1,598,564	1,598,564	0
Interest Expenses	0	0	0	0
Other Expenses	25,400	67,400	161,900	94,500
TOTAL OPERATING EXPENDITURE	5,316,811	6,098,880	6,212,572	113,692
BUDGETED OPERATING SURPLUS / DEFICIT	(1,597,782)	(1,741,732)	(1,681,339)	60,393

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Table 1.2 Annual Budget Operating Position

	Annual Budget \$	FIRST REVIEW 2025-26 BUDGET	DRAFT SECOND REVIEW 2025-26 BUDGET	Variance (\$)
BUDGETED OPERATING SURPLUS / DEFICIT	(1,597,782)	(1,741,732)	(1,681,339)	60,393
Remove NON-CASH ITEMS				
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses	1,598,564	1,598,564	1,598,564	0
TOTAL NON-CASH ITEMS	1,598,564	1,598,564	1,598,564	0
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	1,622,000	1,566,672	1,444,407	(122,265)
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	162,500	105,783	105,783	0
Other Outflows	0	0	0	0
TOTAL ADDITIONAL OUTFLOWS	(1,784,500)	(1,672,455)	(1,550,190)	122,265
Add ADDITIONAL INFLOWS				
Capital Grants Income	532,000	338,500	249,000	(89,500)
Prior Year Carry Forward Tied Funding	595,000	911,673	911,673	0
Other Inflow of Funds	0	0	0	0
Transfers from Reserves	781,500	565,450	472,292	(93,158)
TOTAL ADDITIONAL INFLOWS	1,908,500	1,815,623	1,632,965	(182,658)
NET BUDGETED OPERATING POSITION	124,782	0	0	0

Table 2.1 Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment

CAPITAL EXPENDITURE	DRAFT SECOND BUDGET REVIEW 2025-26 \$	FIRST BUDGET REVIEW 2025-26 \$	ADOPTED 2025-26 BUDGET \$	Outer Financial Year 1 Budget \$	OFY 2 Budget \$	OFY 3 Budget \$	> OFY 3 Budget \$
Buildings	203,380	203,380	-	-	-	-	-
Community Assets and Other Structures	191,145	191,145	544,500	-	-	-	-
Motor Vehicles	60,000	70,000	70,000	-	-	-	-
Plant and Equipment	137,235	249,500	25,000	-	-	-	-
Roads Infrastructure	852,647	852,647	982,500	410,185	431,773	431,773	431,773
TOTAL CAPITAL EXPENDITURE	1,444,407	1,566,672	1,622,000	410,185	431,773	431,773	431,773
TOTAL CAPITAL EXPENDITURE FUNDED BY:							
Capital Grants Income	249,000	338,500	532,000	410,185	431,773	431,773	431,773
Prior Year Carry Forward Tied Funding	864,173	864,173	595,000	-	-	-	-
Operating Income and Subsidies	233,999	248,999	400,000	-	-	-	-
Reserves	97,235	115,000	95,000	-	-	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	1,444,407	1,566,672	1,622,000	410,185	431,773	431,773	431,773

Table 3.1 Budget by Planned Major Capital Works

Class of Assets	By Major Capital Project	Total Prior Year(s) Actuals \$	Current Financial Year Budget \$	Outer Financial Year 1 Budget \$	OFY 2 Budget \$	OFY 3 Budget \$	> OFY 3 Budget \$	Total Planned Budget \$	Expected Project Completion Date
Buildings	CPP 2022/23 Grant - Myrtle Fawcett Park Toilet Block Replacement	219,620	203,380	0	0	0	0	423,000	31/10/2025
Community Assets	WaRM 2023/24 - Batchelor Waste Facility Weighbridge	61,965	58,035	0	0	0	0	120,000	31/10/2025
	IPG 2023/24 - Adelaide River Social Infrastructure	127,890	128,110	0	0	0	0	256,000	27/02/2026
Motor Vehicles	Replacement of utility	0	60,000	0	0	0	0	60,000	28/02/2026
Plant & Equipment	WaRM 2024/25 - Bulk Hook Bins	0	120,000	0	0	0	0	120,000	30/06/2026
Roads	Black Spot - Solomon and Miles Roads intersection	0	150,000	0	0	0	0	150,000	30/06/2026
	CPP 2023/24 - Adelaide River Cemetery Precinct Parking and Upgrades	32,765	592,235	0	0	0	0	625,000	30/06/2026
	TOTAL	442,240	1,311,760	0	0	0	0	1,754,000	

DRAFT Second Review of Long-Term Financial Plan 2025-2029

	ADOPTED 2025-26 Budget	FIRST REVIEW 2025-26	DRAFT SECOND REVIEW 2025-26	2026-27	2027-28	2028-29
ADMINISTRATION						
Income	2,176,832	2,275,383	2,360,383	2,366,398	2,461,054	2,559,496
Expenditure	1,389,855	1,363,716	1,363,403	1,418,265	1,474,995	1,533,995
Net Profit/(Loss)	786,977	911,667	996,980	948,134	986,059	1,025,501
CEMETERIES						
Income	5,200	53,999	41,499	5,408	5,624	5,849
Expenditure	5,095	13,140	13,640	5,299	5,511	5,731
Net Profit/(Loss)	105	40,859	27,859	109	114	118
COMMUNITY FUNCTIONS						
Income	8,600	6,400	5,900	6,656	6,922	7,199
Expenditure	52,936	52,936	50,608	55,053	57,256	59,546
Net Profit/(Loss)	-44,336	-46,536	-44,708	-48,397	-50,333	-52,347
COMMUNITY LIBRARIES						
Income	44,620	44,620	48,588	46,405	48,261	50,191
Expenditure	67,738	68,279	68,689	71,010	73,851	76,805
Net Profit/(Loss)	-23,118	-23,659	-20,101	-24,605	-25,590	-26,613
COMMUNITY SERVICES						
Income	129,720	166,314	167,144	140,467	146,085	151,929
Expenditure	118,165	212,565	214,485	188,568	196,110	203,955
Net Profit/(Loss)	11,555	-46,251	-47,341	-48,101	-50,025	-52,026
PARKS AND GARDENS						
Income	624	624	624	649	675	702
Expenditure	396,344	457,473	457,473	475,772	494,803	514,595
Net Profit/(Loss)	-395,720	-456,849	-456,849	-475,123	-494,128	-513,893
PUBLIC CONVENIENCES						
Income	10,585	10,585	10,585	11,008	11,449	11,907
Expenditure	106,725	106,725	108,977	110,994	115,434	120,051
Net Profit/(Loss)	-96,140	-96,140	-98,392	-99,986	-103,985	-108,144
REGULATORY SERVICES						
Income	5,720	12,680	12,680	13,187	13,715	14,263
Expenditure	121,329	121,624	123,836	126,489	131,549	136,810
Net Profit/(Loss)	-115,609	-108,944	-111,156	-113,302	-117,834	-122,547

ROADS						
Income	664,076	1,113,491	1,113,491	698,911	726,867	755,942
Expenditure	693,132	1,190,250	1,185,750	778,740	809,890	842,285
Net Profit/(Loss)	-29,056	-76,759	-72,259	-79,829	-83,023	-86,343
BUILDINGS AND FACILITIES						
Income	832	832	1,500	865	900	936
Expenditure	71,178	78,617	83,945	81,762	85,032	88,433
Net Profit/(Loss)	-70,346	-77,785	-82,445	-80,896	-84,132	-87,498
STREETLIGHTING						
Income	0	0	0	0	0	0
Expenditure	19,760	19,760	19,760	20,550	21,372	22,227
Net Profit/(Loss)	-19,760	-19,760	-19,760	-20,550	-21,372	-22,227
SWIMMING POOL						
Income	2,080	2,080	2,080	2,163	2,250	2,340
Expenditure	123,297	128,778	123,604	133,929	139,286	144,858
Net Profit/(Loss)	-121,217	-126,698	-121,524	-131,766	-137,037	-142,518
WASTE MANAGEMENT						
Income	650,140	650,140	642,259	676,146	703,191	731,319
Expenditure	464,453	578,213	572,098	601,342	625,395	650,411
Net Profit/(Loss)	185,687	71,927	70,161	74,804	77,796	80,908
WEED AND FIRE MANAGEMENT						
Income	20,000	20,000	20,000	0	0	0
Expenditure	88,240	108,240	108,240	92,570	96,272	100,123
Net Profit/(Loss)	-68,240	-88,240	-88,240	-92,570	-96,272	-100,123
TOTAL INCOME	3,719,029	4,357,148	4,426,733	3,968,263	4,126,993	4,292,073
TOTAL EXPENDITURE	3,718,247	4,500,316	4,494,508	4,160,342	4,326,756	4,499,826
NET PROFIT/(LOSS)	782	-143,168	-67,775	-192,079	-199,762	-207,753

14.3 REQUEST TO INSTALL ADDITIONAL MEMORIAL PLAQUES AT RUM JUNGLE LAKE

Date:	21 st April 2026
Author:	Terrill Forrest, Executive Services Coordinator
Attachment:	Photo of Memorial Rock Council Policy 5.4 Parks and Gardens Policy

PURPOSE

To seek Council's approval for the installation of a smaller plaque for Gladys Litchfield and an additional plaque for the last child on the Litchfield Memorial Rock.

RECOMMENDATION

That Council;

a) receives and notes the report entitled Request to Install Additional Memorial Plaques at Rum Jungle Lake; and

b) approves/does not approve the installation of the additional plaque sized ____cm x ____cm for the last child of Gladys and Boyne Litchfield, at the applicant's cost; and

c) approves/does not approve the removal of the current plaque for Gladys Litchfield and the installation of a plaque sized ____cm x ____cm at the applicant's cost, to accommodate both plaques at the Rum Jungle Lake site, with the condition that Council reserves the right to relocate the rock within the precinct if required.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

RESOLUTION 2024/07/16/017

That Council;

a) receives and notes the report entitled Memorial Plaque at Rum Jungle Lake; and

b) approves the memorial plaque in a location around the other plaques/rocks that are already erected at the Rum Jungle Lake site with the condition that Council reserves the right to relocate the rock within the precinct if required.

Moved: Clr. C Luxton

Seconded: Clr. Noble

Carried

COMMENT

Boyne and Gladys Litchfield were long associated with the Rum Jungle, Batchelor and Darwin areas, and a memorial rock was erected at Rum Jungle Lake around September 2000 to recognise their connection to the district. Boyne Litchfield lived in Darwin, on Dunmara Station in the 1930s, in Katherine from 1941 to 1945, and later in Darwin and Batchelor. He worked in a range of roles including diesel engineer, bush butcher, mechanic, buffalo shooter, crocodile shooter, drover, truck owner, Town Supervisor, and at the Rum Jungle Uranium Mine from 1954 to 1971. His ashes were scattered at Rum Jungle Recreation Lake in 1997.

Since the memorial rock was erected, additional plaques have been added to recognise members of the Litchfield family. The last correspondence regarding the memorial was in March 2009, when approval was sought for Judy's plaque to be added. Council is now being requested to consider the addition of a plaque for Janet Litchfield and the replacement of the existing Gladys Litchfield plaque with a smaller plaque of the same wording to allow both plaques to fit appropriately on the memorial rock.

Janet Litchfield lived for many years with her family at Banyan Farm, outside Batchelor, before later living in Batchelor where she worked at Rum Jungle in the laboratory. She is also represented in local history through material held at the Batchelor Museum, including a photograph and several of her published works. Janet wrote five books relating to Darwin and Batchelor, including a book about Boyne and Gladys Litchfield, a publication on Fred Litchfield used by the museum to prepare a plaque, a book on the evacuation of refugees from Darwin during the war, and a book about her grandmother, Jessie Litchfield.

Gladys's current plaque is 25cm x 20cm. The new plaque is proposed to be 12cm x 17cm.

Previous decisions regarding approvals to install plaques have been guided by Council Policy 5.4 Parks and Gardens Policy. The policy at clause 3.1 details considerations given to the Memorial Gardens and plaque installations at the gardens that may be appropriate to use as a guide in decision making for the matter.

CONSULTATION

Acting Chief Executive Officer

Acting Corporate Services Manager

Batchelor Museum

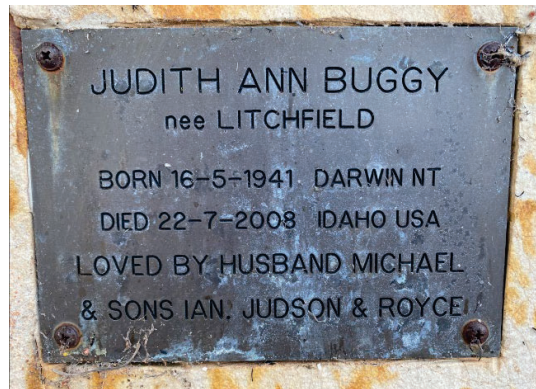
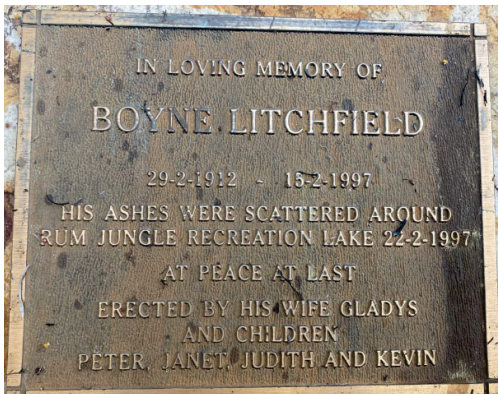
STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Council Policy 5.4 Parks and Gardens Policy

FINANCIAL IMPLICATIONS

The cost of both plaques will be the responsibility of the applicant. Council staff will be responsible for the removal of the existing plaque and the installation of the two new plaques. There is no direct material costs to Council anticipated beyond staff time associated with the work.

14.3 ATTACHMENT: Photos of Memorial Rock





5.4 Parks and Gardens

Council Resolution:	2022/07/19/008
Date to take effect:	20 th July 2022
Legislative reference:	<i>Liquor Act 2019</i>
Review Date:	July 2026

1. Purpose

The purpose of this policy is to provide a framework for the management of Council Community Parks and Gardens.

2. Principles

Council provides and maintains, safe and friendly public spaces for the community and visitors to enjoy.

3. Policy Statement

3.1 Memorial Garden/Plaques

3.3.1 Council maintains a Memorial Garden in Bicentennial Park, Batchelor and Bush Cemetery in Adelaide River. The Memorial Garden is to honour residents that have contributed substantially to the Coomalie Community. The Plaques are to be 140mm x 110mm and Council permission must be obtained prior to the placement of plaques. Council will install plaques once permission is obtained. The person applying for permission will be solely responsible for covering costs for the plaques.

3.2 Ovals

3.2.1 Council ovals are made available for sporting/school organisations to use for Wet Season and Dry Season activities.

Dry Season – 1st May - 30th September

Wet Season – 1st October - 30th April

Bookings are essential and must be obtained from Council.

3.3 Playgrounds

3.3.1 Council has 5 Playgrounds located in the Coomalie Community:

Adelaide River: Myrtle Fawcett Park, Stuart Highway

Adelaide River Oval, Swannel Street x 2

Batchelor: Batchelor Oval, Numdina Street

Bicentennial Park

3.3.2 Council Playgrounds must comply with the relevant Australian Standards Association Standard – Playground Equipment for Park, School, and Domestic Use. Council will not sell or donate decommissioned play equipment. Such equipment will be appropriately disposed of.

3.4 Tennis and Basketball Court

3.4.1 Council Tennis and Basketball Courts will be available for casual day use. Courts cannot be utilised in the evenings. Booking is not necessary but is encouraged to ensure availability.

3.5 Sun Smart

3.5.1 Council acknowledges the need to reduce exposure of the community to UV radiation and actively promotes the creation of shades in parks, reserves, streetscapes, and other areas under Council control.

3.6 Smoking

3.6.1 Smoking is prohibited in Council Controlled public areas. Policy 3.3 Smoke Free Workplace and Community Policy identifies areas voluntarily declared as smoke free. This includes.

- Bruce Jones Community Centre
- Batchelor Swimming Pool
- Batchelor Oval
- Batchelor Waste Management Facility
- Batchelor Tourist Information Centre
- Rum Jungle Bowls Club
- Adelaide River Access Shed and Oval
- Coomalie Bush Cemetery
- Adelaide River Waste Management Facility
- All Playgrounds
- All Public Toilets

Designated Council controlled smoking areas are:

- Areas outside a 10-metre buffer area from declared smoke free areas.
- Designated smoking area at the Coomalie Bush Cemetery.

3.7 Alcohol

3.7.1 Alcohol is prohibited in Council controlled areas. Any persons/organisations seeking permission to consume alcohol in a public area must apply in writing to Council for approval.

3.7.2 Under the Liquor Act 2019 (NT) Selling of Alcohol at a public event requires organisations to apply for a Liquor Licence through Licensing NT. Approval to consume alcohol in a Council controlled area will still need to be put in writing for approval.

3.8 Dogs in Public Areas

3.8.1 Dogs must be registered and on a leash at all times.

3.9 Public Events in Park

3.9.1 Parks are available for use for public events such as:

- Weddings
- Birthdays (No Booking required, refer to 3.7.1 Alcohol prohibited unless approved by Council).
- Corporate / School events
- Fundraising and more

If you are planning an event within a Coomalie public park area, booking is required this ensures you receive the right advice on event requirements, your event does not clash with others at the same place and mowing and maintenance is completed to minimise interruption during the event.

3.9.2 A booking fee may apply depending on event and requirements needed.

DOCUMENT HISTORY 5.4 Parks and Gardens		
Date Adopted:	17 th September 2013	17/09/2013/004
Amended:	19 th February 2018	19/02/2019/017
Amended:	20 th August 2018	20/08/2019/021
Amended:	19 th July 2022	2022/07/19/008
Amended:	18 th April 2023	2023/04/18/11

14.4 NOMINATION FOR A LGANT REPRESENTATIVE ON THE DARWIN REGIONAL WEEDS WORKING GROUP

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	TOR Regional Working Groups LGANT Representative Nomination Form

PURPOSE

To seek Council’s endorsement of a nomination to represent LGANT on the Darwin Regional Weeds Working Group.

RECOMMENDATION

That Council;

- a) receives and notes the report entitled Nomination for a LGANT Representative on the Darwin Regional Weeds Working Group; and
- b) approves the nomination of to be submitted to LGANT as a representative on the Darwin Regional Weeds Working Group.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Nil relevant decisions.

COMMENT

LGANT has been invited to nominate a local government representative to join the Darwin Regional Weeds Working Group (DRWWG).

Role and Purpose

The DRWWG will review progress of the objectives in the Regional Weeds Strategy 2021-2026, and discuss regional weeds issues, find opportunities for collaboration and identify catchment and regional scale solutions.

There are no reporting links between this Group and the Gamba Eradication and Biodiversity Conservation (GEB) Project Steering Committee or the Gamba Grass Weed Advisory Committee.

Nominee

An appropriate nominee will:

- bring experience and/or involvement with land or weed management for various land tenures in the Northern Territory
- bring unique knowledge and skills to the weed management planning process
- be willing to inform, educate, involve or seek the views of other stakeholders on regional weed issues
- demonstrate a genuine desire and ability to collaborate with others who may have competing interests or opposing viewpoints

Sitting fees are not paid for this working group.

Meetings

The Darwin Regional Weeds Working Group will meet three times in 2026 to guide development of the Darwin Regional Weeds Strategy for 2027-2032. The first meeting is tentatively scheduled for late April.

The nominated representative can be a council member or staff member with appropriate experience or knowledge as outlined in the nominee section above. If there is no willing nomination from council members, it is suggested that Council nominate a staff member for this working group.

CONSULTATION

Council and Community Services Manager

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

LGANT Representative Requirements

FINANCIAL IMPLICATIONS

Nil to Council.

14.4 ATTACHMENT: ToR Regional Weeds Working Group



Department of
LANDS, PLANNING
AND ENVIRONMENT

REGIONAL WEED WORKING GROUPS TERMS OF REFERENCE

1.0 PURPOSE

The Regional Weed Working Groups (RWWG) are a forum providing an opportunity for a wide range of stakeholders in each region to meet, discuss and collaborate on regional priorities related to weed management. This includes the development and review of Regional Weeds Strategies. There is a RWWG established in Katherine, Tennant Creek and Alice Springs.

2.0 FUNCTIONS OF THE GROUPS

The functions of each group are listed below

- ✓ To develop draft Regional Weeds Strategies in consultation with appropriate persons, groups or organisations, and with persons whose land may be affected by a declared weed infestation.
- ✓ To review progress of the objectives in the Regional Weeds Strategies
- ✓ To discuss regional weed issues, find opportunities for collaboration and identify catchment and regional scale solutions
- ✓ To provide advice to the Northern Territory Government on weed management issues and on other matters that may be requested from time to time
- ✓ To provide information back to their membership organisations on information presented in meetings
- ✓ To provide advice and recommendations regarding proposed weed declarations.

3.0 MEMBERSHIP

3.1. Composition

Regional Weed Working Groups are not statutory bodies. Membership should consist of a balance of representatives of multiple industry and stakeholder groups and the spectrum of land tenures in the region.

Members will represent a relevant stakeholder group and report back to that group. They should:

- bring experience and/or involvement with land or weed management for various land tenures in the Northern Territory
- bring unique knowledge and skills to the weed management planning process
- be willing to inform, educate, involve or seek the views of other stakeholders on regional weed issues

- demonstrate a genuine desire and ability to collaborate with others who may have competing interests or opposing viewpoints
- seek to understand the perspectives and interests of other stakeholders.

The Chair position will rotate through membership and can be filled by DLPE if required.

3.2. Disclosure of interest

A member of the Committee who has or has had a direct or indirect proprietary or other pecuniary interest in a matter being considered or about to be considered by the working Group (other than an interest held in common with other landholders or users of land in the area) must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of his or her interest at the earliest opportunity.

4.0 MEMBERSHIP

4.1. Frequency

The Executive Officer, appointed by DLPE, will be responsible for calling meetings.

Agendas will be distributed one week prior to meetings.

Meetings will be held annually at a minimum, and may be held more often to consider targeted issues, such as the development of Regional Weed Strategies or Statutory Management Plans.

4.2. Meeting outcomes

The Working Group must keep records of its meetings, including:

- decisions, actions and approvals
- attendees and member absences
- disclosures of conflicts of interest and how the disclosure was managed by the Chair.

4.3. Out-of-session decision making

The Chair may seek determination of a matter out-of-session where the matter is not regarded as controversial and is so urgent it must be dealt with before the next scheduled meeting.

Consideration of issues out-of-session should be limited, given members will not have had the benefit of collectively discussing the matter.

A summary of responses and the outcome must be recorded in the minutes of the next meeting.

5.0 AMENDMENTS

These Terms of Reference will be reviewed when required.



PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

Background

Section 18 of LGANT's Governance Charter states:

1. From time to time the Association will be called to nominate delegates to external committees established by other spheres of Government under legislation.
2. The Board shall determine the membership of such committees in accordance with LGANT policy.
3. The Board will call for nominations to external committees as they arise.
4. Potential nominees will be supplied with a nomination pack and must complete the 'External Committee' nomination form.
5. The Board reserves the right to disregard a nomination if the 'External Committee' nomination form is not completed satisfactorily.

Nominations

Once the LGANT Board endorse a nomination, LGANT will advise the relevant committee. Often the final committee representatives are at the discretion of the Minister therefore LGANT cannot guarantee final membership.

The LGANT Board may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports to LGANT, fails to consult with other councils, or misses committee meetings without just cause.

Representatives

LGANT committee representatives are required to represent the local government sector rather than their individual council during committee proceedings.

LGANT representatives are required to provide LGANT with regular reports. These reports include, but are not limited to, reports to the Board and to members at the General Meeting in April and November each year. These reports should include updates on current key issues, how representatives are ensuring input and feedback from other councils, as well as any other noteworthy items.

Sitting fees

LGANT does not pay representatives a sitting fee or travel related expenses for committee representation. Such fees, if any, will be administered by the secretariat managing the respective committee eg. the NTG.

NOMINATION FORM

DARWIN REGIONAL WEEDS WORKING GROUP

LGANT Nominations Close Friday 8 May 2026

Council Name: _____

1. Agreement to be nominated

I, _____ agree to be nominated as a member
(Name in full)

of the (DARWIN REGIONAL WEEDS WORKING GROUP).

I recognise and understand that as the LGANT representative I am:

- required to represent the sector, rather than my individual council, and
- provide regular reports to LGANT including written reports to the LGANT General Meetings and to the LGANT Board as requested.

I acknowledge that representation on this committee does not entitle me to sitting fees or travel related expense reimbursement from LGANT.

Signature: _____ Date: _____

2. Council confirmation of nomination

I, _____ the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the (DARWIN REGIONAL WEEDS WORKING GROUP) at a meeting held on / /

Signature: _____ Date: _____

3. Nominee's contact details

Email address: _____

Mobile: _____



4. Nominee information

The following information is required to enable the LGANT Board to make an informed decision. If you would like to submit further information, please attach it to this form.

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 Please list your educational qualifications:

4.4 What skills and experience do you have that is relevant to this committee?

4.5 Apart from your current position what other local government experience do you have relevant to this committee?

14.5 NOMINATION FOR REPRESENTATION ON THE LOCAL GOVERNMENT LEARNING AND DEVELOPMENT REFERENCE GROUP

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Terms of Reference - Learning and Development Reference Group

PURPOSE

To seek nominations for a representative to participate in the Local Government Learning and Development Reference Group.

RECOMMENDATION

That Council;

- a) receives and notes the report entitled Nominations for Representation on the Local Government Learning and Development Reference Group;
- b) nominates to represent Coomalie Council on the Local Government Learning and Development Reference Group.

Moved: Clr.

Seconded: Clr.

COMMENT

The Department of Housing, Local Government and Community Development (DHLGCD) is undertaking a review of the Local Government Learning and Development Framework. As part of this review, DHLGCD has formed a reference group and is seeking nominations from councils for a representative to participate as a member of the Learning and Development Reference Group.

The group is advisory in nature and has been designed to reflect the diversity of the Northern Territory local government sector. Members will be asked to contribute their experience and insights to help identify sector needs and explore opportunities to strengthen learning and development pathways for elected members, local authority members and council officers.

The draft Terms of Reference are attached for your information. The Reference Group includes both elected members and staff representatives, and councils may nominate whichever representative they consider most appropriate.

The first meeting of the Reference Group was held on 31st March 2026, with three further meetings to be held during the year. Meeting papers and logistical details will be provided in advance to the nominated representative. The next meeting of the working group is scheduled for late May 2026.

CONSULTATION

Department of Housing, Local Government and Community Development (DHLGCD)

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019

FINANCIAL IMPLICATIONS

Nil to Council.

DRAFT Terms of Reference – Learning and Development Reference Group

Background

The Department of Housing, Local Government and Community Development (DHLGCD) is leading a structured review of the Local Government Learning and Development Framework (the Framework), in collaboration with the Local Government Association of the Northern Territory (LGANT) and key sector stakeholders.

The 8-year Framework was originally developed in 2021 to support governance capability across the Northern Territory local government sector. Evaluation activities and sector feedback have identified opportunities to strengthen the Framework, expand learning and development pathways, and improve accessibility and relevance for councils.

Purpose

The Learning and Development Reference Group (the Reference Group) is established to provide advice and support to the DHLGCD in the review of the Framework.

The Reference Group will contribute expertise and perspectives to ensure the revised Framework is relevant, practical, evidence-informed and responsive to the diverse capability needs of Northern Territory local government councils.

The Reference Group is advisory in nature and does not have decision-making authority.

Objectives

The objectives of the Reference Group are to:

1. provide advice on the review of the 8-year Local Government Learning and Development Framework
2. consider findings from evaluation activities and sector feedback
3. examine learning and development approaches and models from other jurisdictions
4. identify learnings arising from sector experiences, challenges and emerging issues
5. consider equitable access to learning and development opportunities, including delivery options suitable for remote and regional councils
6. identify opportunities to develop, share and promote learning and development resources across the local government sector.

Scope

The Reference Group will provide advice on matters within the scope of the Framework review, including:

- principles, structure and content of the revised Framework

DRAFT Terms of Reference – Learning and Development Reference Group

- learning and development pathways for elected members, local authority members and council officers
- approaches to delivery, accessibility and participation
- opportunities to strengthen coordination, consistency and quality of learning and development activities and outputs.

The Reference Group will not be responsible for:

- decision-making or formal endorsement of the revised Framework
- implementation of the revised Framework
- matters relating to legislative or regulatory change.

Membership

Membership of the Reference Group will include representatives from:

- Department of Housing, Local Government and Community Development
- Local Government Association of the Northern Territory
- Independent Commission Against Corruption
- Industry Skills Advisory Council NT
- Department of Education and Training
- regional councils (4)
- municipal and Shire councils (2)

Members will be selected to ensure a balance of skills, experience, geographic representation and council types.

Title/Role	Notes
Executive Director	Chair
Senior Project Officer	Project Lead
A/Director Learning and Development	Member
Director Skills NT Delivery	1 member
LGANT	1 member
4 representatives regional councils	4 members
2 representatives municipal and shire councils	2 members
Industry Skills Advisory Council NT	1 member
Independent Commissioner Against Corruption NT	1 member

Roles and Responsibilities

Chair

The Reference Group will be chaired by the Executive Director, Local Government and Community Development.

The Chair will:

- facilitate Reference Group meetings
- ensure discussions remain within scope and aligned to the objectives of the review
- support balanced participation and consideration of diverse perspectives.

Members

Reference Group members will contribute to the review in ways that reflect their experience and will:

- provide constructive advice and insights based on experience and expertise
- consider information and papers provided by DHLGCD in advance of meetings
- participate respectfully and collaboratively in discussions.

Secretariat

DHLGCD will provide secretariat support to the Reference Group, including:

- meeting coordination and logistics
- preparation and distribution of agendas and papers
- recording of key discussion points and action items.

Meetings

- It is anticipated that the Reference Group will meet four times across the review period.
- Meetings may be held in person or via virtual platforms.
- Out-of-session input may be sought as required.

Reporting and Communication

The Reference Group will provide advice to DHLGCD through meeting discussions and agreed action items.

DHLGCD will be responsible for reporting project progress to the leadership team and relevant governance bodies.

Confidentiality and Conflict of Interest

Members are expected to treat information provided to the Reference Group as confidential where indicated.

Any actual, potential or perceived conflicts of interest must be declared to the Chair.

Review of Terms of Reference

These Terms of Reference may be reviewed and updated by DHLGCD as required for the duration of the project.

Duration

The Reference Group will operate for the duration of the review of the Framework and will conclude once the revised Framework proposal is finalised.

14.6 REQUEST FOR BUS HIRE BY BATCHELOR SEVENTH DAY ADVENTIST CHURCH

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Policy 4.3 Coomalie Council Community Bus Policy Policy 2.4 Coomalie Community Grants Policy

PURPOSE

To seek Council's consideration of an application to hire the Community Bus by the Batchelor Seventh Day Adventist Church for church related activities on one Saturday afternoon and Sunday morning each month.

RECOMMENDATION

That Council;

- a) receives and notes the report entitled Request for Bus Hire by Batchelor Seventh Day Adventist Church;
- b) approves/does not approve the application by Batchelor Seventh Day Adventist Church for the use of the Community Bus in line with Council's Policy 4.3 Coomalie Council Community Bus Policy with the condition that the bus is refuelled on completion of each use by the user group;
- c) approves/does not approve the waiver of the hire fee (at the applicable Fees and Charges rate) for the Community Bus, noting that this is in addition to Council's Policy 2.4 Coomalie Community Grants Policy providing for one successful fee waiving application per financial year from a community or not-for-profit organisation or individual; and
- d) notes that the dates are proposed and Council provides authority for the CEO to approve alternative dates if planned activities change.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

RESOLUTION 2026/03/17/012

That Council;

- a) receives and notes the report entitled Request for Bus Hire by Batchelor Seventh Day Adventist Church;*
- b) defers the decision regarding the application by Batchelor Seventh Day Adventist Church for the use of the Community Bus, pending additional information regarding numbers of community youth expected to attend the program; and*
- c) requires that any agreement for recurring use of the Community Bus by the Batchelor Seventh Day Adventist Church be reviewed on an annual basis to ensure usage requirements are current.*

Moved: DP Whatley

Seconded: Clr. Morrison

5/1 Carried Against: Clr. Beswick

COMMENT

The Batchelor Seventh Day Adventist Church currently uses the Community Bus every Saturday from 08:00am-01:00pm during school terms to pick up local residents to take to their service within the

local area. In accordance with Council Policy 2.4 Coomalie Community Grants Policy, the Seventh Day Adventist Church group receives free use of the Community Bus as part of Council’s in-kind support program for this regular bus use.

This new request is to hire the bus on additional days on a recurring basis to travel outside the Coomalie region for church related activities. Council’s Policy requires approval by resolution for hire when the activity is scheduled for a fixed and recurring period and travel is outside of the Coomalie region.

The proposed dates for hire of the Community bus are:

Date	Time	Location
Friday May 1st	4 pm – 7 pm	Darwin
Monday May 4th	12 pm – 2 pm	Darwin
Sunday May 17th	7am – 2 pm	Darwin
Saturday June 13th	1:30 pm – 7 pm	Darwin
Sunday June 14th	1:30 pm – 7 pm	Darwin
Sunday July 26th	6 am – 11 pm	Batchelor/Litchfield
Saturday August 22nd	1:30 pm – 7 pm	Darwin
Sunday August 23rd	7am – 2 pm	Darwin
Sunday August 30th	7am – 2 pm	Darwin
Saturday September 12th	1:30 pm – 7 pm	Darwin
Sunday September 13th	7am – 2 pm	Darwin
Saturday September 19th	1:30 pm – 7 pm	Darwin
Sunday October 11th	7am – 2 pm	Darwin
Saturday October 17th	1:30 pm – 7 pm	Darwin
Sunday October 18th	7am – 2 pm	Darwin
Saturday October 31st	1:30 pm – 7 pm	Darwin
Saturday November 7th	9 am – 3 pm	Darwin

It is anticipated that there will be 12 young adults attending the youth programs each day. However, on the 19th September and 7th November 2026, it is assumed that parents will accompany their children to the program.

Standard internal processes that occur prior to each hire includes a pre-hire bus check. The pre-check would be completed on a Friday for the Saturday hire; however, it would not be possible to do a second check before the bus is collected on a Sunday. The use of the bus over both days of the weekend would still require the bus to be returned and parked at Council’s depot overnight.

CONSULTATION

Acting Corporate Services Manager

Council and Community Services Manager

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Local Government (General) Regulations 2021

FINANCIAL IMPLICATIONS

Council's Policy 2.4 Coomalie Community Grants Policy provides in-kind support to the Batchelor Seventh Day Adventist Church by providing free Community bus hire for one application per financial year. Therefore, this new application for additional use of the bus may incur hire fees if Council does not waive the fee.

The 2025/26 fee for bus hire is \$220 per day with the expectation that the bus is refuelled prior to return. There is an additional fee if the bus is not refuelled.

Noting that this request will go over two financial years, Council will need to determine whether to apply the 2026/27 hire fee for the dates in that financial year after the Fees and Charges 2026/27 are adopted.

4.3 COOMALIE COUNCIL COMMUNITY BUS POLICY



Council Resolution:	RESOLUTION 2024/08/20/006
Date to take effect:	20/08/2024
Legislative reference:	
Review Date:	20/08/2026

1. Purpose

The Coomalie Council Community Bus is available for casual use to residents, not-for-profit community groups and Council approved functions and programs which benefit residents of the Coomalie Region.

2. Principles

The use of the bus is for Coomalie community residents and regional not-for-profit organisations, and Council approved functions and programs.

Where the use of the bus requires Council approval (see 3.2 below), a report must be provided to a Council meeting and approved by a resolution of Council. Council meets monthly so early applications are advised as permission to use the bus cannot be granted unless Council approves.

3. Policy Statement

3.1 The approved use of the bus via CEO delegation must meet the following Criteria:

- ✓ Casual Use (infrequent or one-off)
- ✓ Benefits the Coomalie community
- ✓ User is a Coomalie community not-for-profit or resident group
- ✓ Council approved uses including:
 - Coomalie Education Sector
 - Coomalie Church Groups
 - Council programs and functions
- ✓ User must agree to all Terms and Conditions (see 4.3 A Community Bus Hire Application)

3.2 Activities to use the bus that require approval via Council resolution include:

- ✓ Commercial use – such as transporting paying customers or goods for business purposes
- ✓ Scheduled use for a fixed period
- ✓ Travel outside of Coomalie Region

4. Definitions

Community Not-for-Profit	NT registered Incorporated Association. An association is intended to operate without any proceeds going directly to the members (not for profit) eg COTA NT
Resident Group	A Group recognised by Council, however not incorporated
Education Sector	Education Department funded schools such a as Batchelor Area School and Outdoor Education Centre; Adelaide River School; and Batchelor Indigenous Institute Tertiary Education (BIITE)
Church Group	Formal Church Groups located within the Coomalie Region

5. Related Documents

- FORM 4.3 A - Community Bus Hire Application and Terms and Conditions
- FORM 4.3 B - Council Bus Log and Hire Checklist
- FORM 4.3 C – Safety and Incident Report
 - Safety Induction Checklist
 - Emergency Numbers
 - Incident Report

DOCUMENT HISTORY – 4.3 COOMALIE COUNCIL COMMUNITY BUS

Version	Date Amended	Details Comments e.g. Resolution Number
1	09/10/2007	The word only be removed from the forms, and it read "The Community bus is to be used for Council approved sport, recreation and community purposes"
2	13/01/2008	One trip per month with the trip to be on a non-pension week; cost \$10,00 per person with a minimum payment by the group of \$100,00
3	19/3/2013	19/03/2013/007
4	20/10/2015	Resolution 20/10/2015/009 Overview clarified, and km rate reviewed with fees and charges annually
5	15/09/2020	Updated to reflect external hire agreements
6	20/12/2022	Updated to reflect fees & charges changes for refuelling of bus
7	20/08/2024	2024/08/16/006 - Urgent revision for the clarification of approved use and use to be approved by Council



2.4 Coomalie Community Grants Policy

Council Resolution:	2024/11/19/017
Date to take effect:	19/11/2024
Policy Custodian:	Corporate Services Manager
Review Date:	November 2027
Version (Revision Number)	1,1

1. Purpose

The Coomalie Council actively supports initiatives, which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships, and sponsorships and annual recurrent and one-off community initiatives. This policy applies to all applicants of a community grant, sponsorship, scholarship, donation; community initiatives and in-kind support.

2. Scope

Council is committed to the principles of open and transparent government as well as ensuring Council is financially sustainable. Council endeavours to provide Community Groups and individuals from the region with financial or in-kind incentives to undertake community events and programs. Community Groups are required to apply each time for the designated type of grant detailed below.

3. Definitions

For the purposes of this policy the following definitions apply:

Term	Definition
CEO	Chief Executive Officer
Council	Refers to Coomalie Community Government Council
Donation	Where Council provides financial or in-kind support to a community group carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. GST is not applicable. Council is recognised for its contribution.





Employee	A person remunerated by Coomalie Community Government Council on a full-time, part-time, casual or contract basis.
Grant	Where Council provides financial support to a community organisation carrying out a project or activity benefitting the community, and where the organisation must acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Guidelines	Refers to the most up to date Coomalie Community Grants and Initiatives Program Guidelines.
In-kind Support	Where Council provides labour and equipment to support a community group which will benefit community and contribute to the delivery of Councils Strategic Plan.
Representation	The action of speaking, competing, or acting on behalf of Coomalie Region, Northern Territory or Australia as part of a team, a community group or as an individual in a sporting or other challenge where the nominated individual is based in Coomalie. Representation Support is a form of Donation.
Scholarship	Where Council provides financial support for education or an educational activity. Acquittal of funds is in the form of a photo of the graduate completing the educational activity. GST is applicable. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per the details in the Agreed Conditions of Funding. Acquittal of funds is not required. GST is applicable.

4. Policy Statement

4.1 Criteria for Financial or In-Kind Support

- (a) All requests for grants, donations and sponsorship must benefit the Coomalie Community and identify how it relates to one or more of the objectives of the Annual Shire Plan or Strategic Plan 2023-2027.
- (b) Each request must include a completed Community Grants Application.
- (c) Guidelines for Coomalie Community Grants are set out in the Guidelines.
- (d) Applications by individuals will only be considered where you can demonstrate the need for assistance to attend events or conduct activities which promote the Coomalie Council area and its residents in a positive light.
- (e) Application by commercial business entities will not be considered.

One successful application per financial year from a community or not-for-profit organisation or individual will be allowed.





A table of regular In-Kind Support from Council is provided below at Schedule 1.

4.2 Annual Community Grants

- (a) The total pool of funding will be set each year in the Council budget.
- (b) Individual applications are not to exceed \$1,500.
- (c) Requests are to be made in writing, using the Coomalie Community Grants and Donations application form, and must fulfil all criteria as per the guidelines.
- (d) Applications will be assessed against the Guidelines by a Grant Assessment Panel. The CEO will determine the Assessment Panel.
- (e) A report detailing decisions made regarding the determination of the Community Grants Assessment Panel will be tabled in Council

4.3 Sponsorship

- (a) The organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs/benefits.
- (b) The organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer as per the Guidelines.
- (c) The organisation must permit Council to attend the funded event/program for the purpose of taking photos and/or video recording to promote the Council's sponsorship. Council will seek permission from the individual/s photographed or recorded through a 'Talent Release' Form.
- (d) Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.
- (e) All Grants of funds must be acquitted as per the Guidelines.

4.4 Scholarships

- (a) Individuals are eligible to apply for scholarships.
- (b) Applicants must be a resident within Coomalie Region.
- (c) Applicants must be an Australia Citizen or holder of an Australian Permanent Resident Visa.
- (d) Applicants must be undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering qualifications adhering to the Australian Quality Training Framework.
- (e) Applicant must be enrolled full-time or part-time for the duration of the Scholarship.
- (f) If successful, a Scholarship Agreement will be developed with each applicant and include scholarship value, scholarship duration, ongoing eligibility and other obligations and conditions. A scholarship may be terminated if the recipient ceases to meet the eligibility criteria, withdraws from his/her course or if the recipient breaches any conditions of the Scholarship Agreement.





4.5 Representation Support

Council may decide to support individuals or teams based in the Coomalie Shire and representing Coomalie, Northern Territory or Australia in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally. The amount of funding and guidelines for eligibility are detailed in the Guidelines.

4.6 Community Initiatives Program

Council will fund ongoing community initiatives drawing from its own source revenue, including the revenue from the Container Deposit Scheme income stream. Council will determine the priorities of the Community Initiative Program based on written requests from the public regarding the development and improvement of Councils social infrastructure and programs.

The revenue produced by the refunds for Container Deposit Scheme recyclables at the Coomalie Waste Management Facilities funds the Community Initiative Programs one-off grants. These one-off projects relate to a request from a community member being presented to Council for a decision to support the proposal. The project must meet the criterion within the Guidelines.

(Example: Johnny Smith is a young person who plays NRL in the regional competition. He has made a request to Council in writing to modify the AFL goal posts at the town oval so that he can improve his NRL kicking skills. There is a modified rail that can be purchased off the shelf. A report is compiled and presented to Council.)

4.6 Grants Register

Council will maintain a community grants register which will include:

- (a) year of the grant
- (b) type of grant (Grant, Donation or In-kind Support)
- (c) term of the grant
- (d) grant applicant
- (e) grant purpose
- (f) grant acquittal date (where applicable)
- (g) Council decision
- (h) Council meeting date
- (i) Other comments (variation requests)

Where a request for a grant is made, which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer, the request will be tabled for consideration by Council.





4.7 Commitment to Funding

The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

4.8 Annual reporting

Council must include in its Annual Report a list of all annual grants and in-kind support grants provided during the financial year pursuant to Section 291 of the *Local Government Act 2019*.

Schedule 1. In-Kind Support Program

Event	Support/ donations provided	Staff
Adelaide River Show	Provision of tables and chairs. Set up of pavilion and cleaning prior to Show. Approx. 8 hrs	Council and Community Services
Adelaide River Races	Provision of tables and chairs (if not run by Darwin Turf Club) Setting up barrier flags on roadside. Approx. 8 hrs	Council and Community Services
Adelaide River Festival (Adelaide River School)	Provision and set up of shade structures. Assistance with set up of oval including line marking. Assistance on the days Approx. 8 hrs per day	Council and Community Services
Batchelor Area School Sports & Swimming Carnival	Provision and set up of shade structures. Assistance with set up of oval including line marking. Assistance on the day Approx. 8 hrs per day	Council and Community services
Batchelor Area School & Adelaide River School	Use of Council bus, facilities, and equipment without charge in return for use of school facilities and equipment without charge. This does not cover any additional labour costs incurred by either party.	Council and Community Services
Seventh Day Adventist Church Group	Free use of Community Bus, Batchelor Oval and Bruce Jones Community Centre	Reception and Council and Community Services
Batchelor Museum Development Association	Grounds Maintenance Approx. 16 hrs	Operations Staff
Playgroup NT	Provide a site at the Adelaide River Oval on Swannel Street to store a Blue Shipping Container with Playgroup equipment and resources.	Council and Community Services
Adelaide River Railway Museum	Ground Maintenance Approx. 4 hrs	Council and Community Services
Tourism Businesses in Batchelor	Free Advertising through signage at the Batchelor Information Centre	CEO

Associated Documents

Council Shire Plan





References and Related Legislation

Local Government Act 2019

Local Government (General) Regulations 2021

DOCUMENT HISTORY 2.4 Coomalie Community Grants Policy	
Date Adopted:	19 th November 2024
Amended:	
Amended:	



14.7 REQUEST FOR VARIATION OF ANNUAL COMMUNITY GRANT 2025/26 – SKYDIVE TERRITORY

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Nil

PURPOSE

To seek Council’s consideration of Skydive Territory’s request to extend the project deadline or to change the project scope for the previously awarded Coomalie Council Annual Community Grant 2025/26 funds.

RECOMMENDATION

That Council;

- a) receives and notes the report entitled Request for Variation of Annual Community Grant 2025/26 – Skydive Territory;
- b) allows/does not allow the grant to be extended for an additional 12 months to enable the completion of the originally approved project of playground equipment installation; OR
- b) allows/does not allow Skydive Territory to change the project scope for the funds to now be used for upgrading seating, tables and chairs; OR
- b) does not approve a variation to the granted funds and project and requests that Skydive Territory return the funds within 6 weeks.

Moved: Clr.

Seconded: Clr.

BACKGROUND AND PREVIOUS DECISIONS

Previous Decisions

RESOLUTION 2026/02/17/032

That Council;

a) receives and notes the report entitled Annual Community Grants 2025-26;

b) approves the proposal received for the 2025-26 Community Grant Program from Skydive Territory for \$1,500.

Moved: DP Whatley

Seconded: Clr. Beswick

Carried

COMMENT

The Annual Community Grant was awarded to Skydive Territory in February 2026 for the purchase of new playground equipment.

Skydive Territory has undertaken further investigation into playground requirements, including insurances. This has led to unforeseen extra expenses to make the area safe and insurable by Skydive Territory. Skydive Territory anticipate being able to raise the funds for the additional expenses over the next 12 months.

It is requested that Council consider providing an extension of time to complete the original project, noting that Skydive Territory has no firm completion date currently as there is a need to raise the additional funds before proceeding. Alternatively, Skydive Territory has proposed a different project for Council's consideration if an extension is not appropriate. Skydive Territory has indicated the funds could be used to purchase new tables and chairs to cater for the club's growing needs.

Council's Annual Community Grants Guidelines requires successful grant applicants to expend and acquit annual community grant funds by no later than 12 months after the receipt of funding. Funding was paid to Skydive Territory in March 2026.

Council can consider three options:

1. Approve an extension of a further 12 months, with the final acquittal being due by 31 March 2028.
2. Approve a change in project scope for the funding to be used for tables and chairs.
3. Not approve either option above and request the grant funds be repaid to Council.

CONSULTATION

Acting Corporate Services Manager

Executive Services Coordinator

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Council Policy 2.4 Coomalie Community Grants Policy

FINANCIAL IMPLICATIONS

Council awarded a community grant to Skydive Territory for \$1,500. There is no further expense to Council if the funds are retained.

If Council requests the funds be returned, this will result in a change in unspent funds.

14.8 BATCHELOR UNOWNED HORSE MANAGEMENT

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	Nil

PURPOSE

To provide Council with a current situation update and seek Council's position on the ongoing management of the unowned horses within the Batchelor township.

RECOMMENDATION
That Council;
a) receives and notes the report entitled Batchelor Unowned Horse Management;
b) determines whether to actively work in collaboration with willing stakeholders; and
c) determines the preferred option for the unowned horse population in Batchelor is _____;
Moved:
Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Council previously requested a report on the status of the unowned 'wild' horses that live in the Batchelor township.

COMMENT

There are several herds of horses now residing in and around Batchelor township. There is mixed community opinion on the presence of the horses in the township. The population of the horses has grown rapidly over the previous couple of years.

While the horses are not owned by any individual or organisation and are not being managed in an appropriate way, they pose a significant public health and safety risk to the community. Additionally, the horses left in an unmanaged environment can negatively impact the natural environment by causing spreading of weeds, trampling of native vegetation and spread of infectious diseases to list a few impacts.

Currently, in the township of Batchelor, there is an increased human population resulting from the most recent flooding events and the movement of impacted community residents into the township on a medium-to-long term basis. This has resulted in increased concerns for welfare and safety of the horses, as well as ongoing community safety.

Over the past couple of months, Council has received three proposals for assisting to relocate some or all the horses from the township.

1. Removal of only the male horses to be trained and used on a station.

2. Removal of all horses to a private property where some may be domesticated and trained as riding horses (if suitable).
3. Removal of all horses to a registered horse sanctuary located within the NT.

Each of the three proposals have been presented as a no cost to Council relocation.

It may be in the wider community interest to choose an option that safely relocates all the horses, rather than selectively trying to capture and relocate only a portion of the horse population.

Importantly, none of the three proposals have had credentials verified or suitable checks of facilities confirmed at this stage. The welfare of the horses at the relocated sites would need to be considered prior to a commitment to proceed being made.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Regulations

Animal Welfare legislation

FINANCIAL IMPLICATIONS

Council has no budget allocation for the management of horses. Each of the proposals listed above have been suggested as no cost to Council.

15. REPORTS FOR RECEIVING AND NOTING

15.1 REVIEW OF ACTIONS FOR THE MARCH OGM 2026

Date: 21st April 2026

Author: Natasha Chapman, Acting Chief Executive Officer.

Attachments: [Actions for the March OGM 2026.](#)

RECOMMENDATION

That Council;

a) receives and notes the Actions for the March OGM 2026; and

b) remove items:

Moved:

Seconded:

[15.1 ATTACHMENT: Action Items List March 2026 OGM](#)

No.	ITEM	RESOLUTION	STATUS
#1	Preliminary Drafting Instructions – By-Laws	CEO to re-engage with Parliamentary Secretary to re-commence.	IN PROGRESS
#2	Item 8 - Chief Executive Officer Report 18 th June 2024	Investigate signage for Rum Jungle Lake with regards to reporting procedure when a tagged fish is caught.	IN PROGRESS Signage has arrived, to be installed when weather permits
#3	Item 14.12 December OGM Smoke Free Workplace & Community Policy	RESOLUTION 2024/12/17/019 Designated signs to be erected and users of Council facilities to be introduced to this policy	IN PROGRESS
#4	Item 8.2 Cemetery June Cemetery Plan	RESOLUTION CEM2025/06/10/004 b) endorses the DRAFT <i>Coomalie Bush Cemetery, Cemetery Plan 2025, as amended.</i>	IN PROGRESS
#5	Item 8.3 Cemetery June Policy	RESOLUTION CEM2025/06/10/005 b) endorses the DRAFT Cemetery Policy as amended.	IN PROGRESS
#6	Item 12 October OGM Chief Executive Officer Report	RESOLUTION 2025/10/21/006 A report to be included in Novembers OGM regarding feral horse management and the Adelaide River Helipad.	IN PROGRESS MOVED TO APRIL 2026 OGM
#7	Item 17.1 October OGM Councillor Beswick's Report	RESOLUTION 2025/10/21/0024 That Council convene an Asset Management and Project Management workshop to familiarise themselves with ongoing and upcoming projects. Moved: Deputy President Whatley Seconded: Clr. Roe Carried 5/1	COMPLETED – seek to remove Projects discussed at Shire Plan workshop
#8	Item 17. November OGM Paper Roads	RESOLUTION 2025/11/27/16 That Council is to receive a progress report on paper roads in the Shire at the December OGM. Moved: Deputy President Whatley Seconded: Clr. Beswick Carried	IN PROGRESS MOVED TO MAY 2026 OGM
#9	January 2026 OGM Item 20.1 Motion: Community Feedback on Promoting Batchelor	RESOLUTION 2026/01/20/016 That Council seeks community engagement and suggestions on how Council can promote and establish Batchelor township as a day trip destination.	IN PROGRESS – Survey closed in process of compiling results
#10	February 2026 OGM item 14.1 Art Show Schedule	Resolution 2026/02/17/006 That Council: a. Receives and notes the report entitled 2026 Art Show Planning b. Requests a progress report be presented to Council in the March 2026 Ordinary General Meeting including strategic options, budget projections and engagement action plan for consideration to inform the 2026/27 budget c. Defers the decision on the Art Show Schedule until after receiving the progress report Moved: Clr. Beswick Seconded: DP Whatley Carried	IN PROGRESS- MOVED TO MAY 2026 OGM TO GAIN ADEQUATE INFORMATION FOR REPORT

#11	February 2026 OGM Item 14.4 Request to Install Permanent Signage on Council Land	<p>RESOLUTION 2026/02/17/009</p> <p>That Council;</p> <p>a) receives and notes the report entitled Request to Install Permanent Signage – Information Centre;</p> <p>b) approves the installation of a permanent sign to a maximum size of 1200mm x 600mm in the specified front garden hedge location on Council land adjacent to the Information Centre, subject to the applicant funding and arranging the installation of the additional post and compliance with any relevant Council design, placement, and maintenance requirements.</p> <p>c) notes the community benefit of promoting local wellbeing services through this visible, low-cost signage initiative funded entirely by the applicant.</p> <p>d) requests the Chief Executive Officer to investigate and develop a Signage Policy for Council to consider adopting at the June OGM.</p> <p>Moved: Clr. Beswick Seconded: Clr. Strettlles</p> <p style="text-align: right;">Carried</p>	<p>IN PROGRESS Signage policy to be presented to Council in June OGM</p>
#12	March 2026 OGM Item 14.4 LGANT General Meeting Call for Motions	<p>RESOLUTION: 2026/03/17/010</p> <p>That Council;</p> <p>a) receives and notes the report entitled LGANT April 2026 General Meeting Call for Motions;</p> <p>b) requests the Chief Executive Officer to discuss with LGANT the below options to be submitted as Call for Motions, if not already on the LGANT Agenda</p> <ol style="list-style-type: none"> 1. LGANT advocacy for increased Disaster Relief funding from NT and Federal Government, specifically relating to local government infrastructure 2. LGANT to develop an independent support and advocacy network for elected members 3. LGANT to coordinate Collective waste management service provision across the Top End Region of Councils 4. LGANT to advocate to reinstate NT Government funding specifically for road maintenance support relating to local council roads being used for the benefit of NT Government initiatives <p>Moved: Clr Roe Seconded: DP Whatley</p> <p style="text-align: right;">Carried</p>	<p>IN PROGRESS Discussed with LGANT and advised to collaborate and detail motions further for submission throughout the year.</p>
#13	March 2026 OGM Item 14.6 Request for Bus hire by SDA church	<p>RESOLUTION: 2026/03/17/012</p> <p>That Council;</p> <p>a) receives and notes the report entitled Request for Bus Hire by Batchelor Seventh Day Adventist Church;</p> <p>b) defers the decision regarding the application by Batchelor Seventh Day Adventist Church for the use of the Community Bus, pending additional information regarding numbers of community youth expected to attend the program.</p> <p>c) requires that any agreement for recurring use of the Community Bus by the Batchelor Seventh Day Adventist Church be reviewed on an annual basis to ensure usage requirements are current.</p> <p>Moved: DP Whatley Seconded: Clr Morrison</p> <p style="text-align: right;">5/1 Beswick</p>	<p>COMPLETED – Report in April OGM, seek to remove</p>

15.2 COMPLAINTS AND COMPLIMENTS REGISTER.

Date: 21st April 2026
Author: Natasha Chapman, Acting Chief Executive Officer
Attachments: [Complaints and Compliments tables.](#)

PURPOSE

To update Council on complaints and compliments received during March 2026.

RECOMMENDATION

That Council receives and notes the Complaints and Compliments Register during March 2026.

Moved:

Seconded:

BACKGROUND

As per Councils *1.08 Customer Complaints Policy* the Council will receive a monthly report on numbers and nature of the complaints.

In the reporting period, Council had various complaints and investigations are completed.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS.

1.08 Customer Complaints Policy.

FINANCIAL IMPLICATIONS.

NIL.

15.2 ATTACHMENT: Complaints and Compliments Table

Complaints Table

DATE	DESCRIPTION	ACTION	SOURCE
18/03/2026	Footpath maintenance	Closed	Website
22/03/2026	Road maintenance	In progress	Website
23/03/2026	Vegetation maintenance	In progress	SSS
24/03/2026	Roadside Maintenance	In progress	SSS
25/03/2026	Vegetation maintenance	Closed	SSS
25/03/2026	Vandalism	Closed	SSS
1/04/2026	Driveway	In progress	Phone
2/04/2026	Road maintenance	In progress	Email
7/04/2026	Road maintenance	In progress	Website
7/04/2026	Water leak	In progress	Email
8/04/2025	Litter	In progress	SSS

COMPLIMENTS FOR MARCH – APRIL 2026				
DATE	COMPLIMENT TYPE	DESCRIPTION	ACTION	SOURCE
18/03/2026	Event	Appreciation and thanks to everyone involved in the Citizenship ceremony. The warmth and enthusiasm from everybody made the event intimate and memorable. I'd like to extend my appreciation & thanks to everyone involved in the ceremony.	N/A	Email
09/04/2026	Life	Thanks to the outside crew.	N/A	Facebook
01/04/2026	Tour	The Administrator of the Northern Territory thanks the President and A/CEO for meeting with him Ms Sue Brosnan during a recent visit to Adelaide River. The Administrator formally thanks the staff and community involved in the clean up efforts after the flooding event.	N/A	Mail

15.3 NT REMUNERATION TRIBUNAL DETERMINATION OF COUNCIL MEMBER ALLOWANCES 2026/27

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	NT Remuneration Tribunal Determination of Allowances for Members of Local Councils 2026-27

PURPOSE

To provide Council with the new Determination of Allowances that will come into effect from 1st July 2026.

RECOMMENDATION

That Council receives and notes the NT Remuneration Tribunal Determination of Allowances for Members of Local Councils 2026/27 and the financial impact this will have on the 2026/27 Budget.

Moved: Clr.

Seconded: Clr.

BACKGROUND AND PREVIOUS DECISIONS

RESOLUTION 2025/04/15/011

That Council receives and notes the NT Remuneration Tribunal Determination of Allowances for Members of Local Councils 2025 and the financial impact this will have on the 2025-26 Budget.

Moved: Official Manager

Seconded: Official Manager

Carried

COMMENT

Elected members of local government councils receive allowances to assist them in conducting their functions under the *Local Government Act 2019*. These allowances cover various aspects of their roles and responsibilities:

- Base Allowance: This covers activities such as agenda study, meeting preparation, attendance at regular Council meetings, social functions as Council representatives, constituency responsibilities, and Council representation outside the municipality.
- Extra Meeting Allowance: This is paid for attending special meetings, such as Council Advisory Committee meetings, as specified in the council's policy.
- Professional Development Allowance: This is available for attending appropriate training courses or conferences that sustain a member's professional competence, including courses related to Local Government knowledge, performance as an Elected Member, or functions related to Local Government.
- Travel and Accommodation Allowance: This covers expenses related to travel and accommodation for council-related duties. It is expected that the President and Deputy President and a Councillor would attend one or both annual Local Government Association Conferences according to a decision of Council.

The allowances that will be payable to Elected Members of Coomalie Community Government Council are outlined in the table below.

Allowance	President	Deputy President	Councillor
Annual Base	\$7,686	\$7,686	\$3,744 (\$7,686 p/c)
Principal Allowance	\$25,000	NIL	NIL
Professional Development	\$ 7,500	\$7,500	\$30,000 (\$7,500 p/c)
Extra Meeting		\$12,000	\$48,000 (\$12,000 p/c)
Travel/Accom.	\$ 1,200	\$1,200	\$3,000
Totals	\$41,386	\$28,386	\$111,744
TOTALs 2026/27 = \$181,516			

These allowances are designed to compensate council members for their time and effort in fulfilling their roles, covering costs associated with attending meetings, phone and internet usage, home office supplies, and servicing constituents. The specific amounts and conditions for these allowances are determined annually by the NT Government's Remuneration Tribunal and may vary depending on the council and the member's position (e.g., Principal Member, Deputy Principal Member, or Councillor).

The NT Government's Remuneration Tribunal determines allowances for elected members of local government councils. As of 12th March 2026, the Tribunal set new rates for Councillor Allowances. For the Coomalie Community Government Council, the allowances are structured as follows:

- The Extra Meeting/Activity Allowance of up to \$12,000 per financial year is available to Councillors and Deputy Presidents for attending special meetings and representing the President on official duties, and other approved functions.
- The total budget for elected member allowances for the Coomalie Community Government Council in 2026/27 is **\$181,516**.

Extra Meeting Allowance remains the same as the previous year and must be paid at the set rate in the Determination based on the duration of the activity being claimed for. This has been made uniform across all councils.

Hours of activity	Allowance payable
Up to 2 hours	\$200.00
Between 2 and 4 hours	\$300.00
More than 4 hours	\$500.00 (maximum payable for any one day)

- Vehicle Allowance is only payable to official or statutory council meetings where the member is required to travel more than 100km return. The allowance requires attendance at functions or other activities to be approved by Council. It is suggested that as no member would ordinarily qualify for this allowance, a nominal amount of \$5,400 be budgeted.
- Travel Allowance is payable when a member is required to stay away from home overnight on approved Council business. This is paid based on applicable rates from Table 1 of Taxation Determination TD 2023/3 or current Taxation Determination. Council may wish to consider an appropriate amount to budget for this allowance if travel is anticipated for any member.

Legislative Framework

The allowances align with Section 106 of the *Local Government Act 2019*, which mandates adherence to determinations made under Section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*. These determinations ensure fairness and consistency across all councils in the Northern Territory. The updated allowances reflect a balanced approach to compensating elected members for their contributions while ensuring fiscal responsibility. The Coomalie Council is advised to continue monitoring these allowances annually in line with future determinations by the NT Remuneration Tribunal.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Regulations

NT Remuneration Tribunal Determination of Allowances for Members of Local Government Councils 2025

FINANCIAL IMPLICATIONS

There will be significant financial impacts for the 2026/2027 budget following the changes to the allowances. The figures are provided in the tables above.

15.3 ATTACHMENT: NT Remuneration Tribunal Determination of Allowances for Members of Local Councils 2026-27



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL GOVERNMENT COUNCILS**

DETERMINATION NO. 1 OF 2026

Under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Municipal Councils are the following:

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

Regional Councils are the following:

- Barkly;
- Central Desert;
- East Arnhem
- Groote Archipelago;
- MacDonnell;
- Roper Gulf;
- Thri Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

Shire Councils are the following:

- Belyuen;
- Coomalie; and
- Wagait.

New Councils: any Councils newly constituted by the Minister for Local Government
Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council
constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
 - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
 - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Financial Year is the period from 1 July to the 30 June.

Deputy Mayor is defined in the *Local Government Act 2019*.

A Councillor is a member of a Local Council.

2. ALLOWANCES

The following annual allowances will apply from 1 July 2026 and will be paid fortnightly or monthly:

MAYORAL ALLOWANCE

Darwin	\$134,288
Palmerston	\$87,680
Alice Springs	\$94,560
Litchfield	\$88,320
Katherine and Regional	\$85,280

MAYOR – SHIRE COUNCILS

Coomalie	\$23,000
Belyuen	\$23,000
Wagait	\$23,000

Total Mayoral Allowance

Darwin	\$168,325
Palmerston	\$124,032
Alice Springs	\$118,716
Litchfield	\$112,476
Katherine and Regional	\$110,280
Shire Councils up to	\$32,688

DEPUTY MAYOR ALLOWANCE

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

Deputy Mayor Total Allowance

Darwin	\$57,837
Palmerston	\$43,552
Alice Springs	\$40,656
Litchfield	\$40,156
Katherine and Regional	\$37,960

COUNCILLORS' ALLOWANCE

Darwin	\$34,037
Palmerston	\$26,352
Alice Springs	\$24,156
Litchfield	\$24,156
Other Municipal and Regional	\$21,960

Shire Councils

Coomalie	\$7,686
Belyuen	\$7,686
Wagait	\$7,686

3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors for attending meetings and activities of Council where these costs are not reimbursed by the Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies; and
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
 - Including, but not limited to:
 - donations;
 - organisation sponsorship;
 - membership fees;
 - patron expenses; and
 - constituent support.

4. EXTRA MEETING / ACTIVITY ALLOWANCE

4.1. An Extra Meeting / Activity Allowance of up to \$12,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed as follows:

- special meetings of full Council or established committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;

- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions/meetings as an invited representative of Council and with Council's approval; or
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

The activity allowance may be paid as travel time when travelling to Council meetings and meetings of Local Authorities within the ward the Councillor represents, where the travel involves at least 50kms from home base (at least 100kms return). This activity Allowance is not to be included in the cap of \$12,000.

- 4.2. Allowances to be paid to eligible members (not including Principal Members) are:
- Fee for attendance at extra meetings or activities is the accumulated hours on any one day and are as follow:

○ up to 2 hours	\$200
○ between 2 and 4 hours	\$300
○ more than 4 hours	\$500 (maximum payable for any one day)
- 4.3 Where a Councillor receives extra meeting allowance to represent the Mayor or Principal member at an official Council function, that extra meeting allowance will not be applied to the cap.
- 4.4 Where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT) and receives an extra meeting allowance, that extra meeting allowance will not be applied to the cap.
- 4.5 Where a Councillor claims an allowance under 6.4, travel time is not to be included as part of the meeting allowance cap.

5. PROFESSIONAL DEVELOPMENT ALLOWANCE

- 5.1. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.
- 5.2. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council.
- 5.3. The amount available each year is based on a financial year allocation and calculated as follows:
- Following a general or by election, each elected member begins their term of office with a zero balance.
 - From the first full calendar month after an election, members earn one-twelfth of the annual allocation for each month served per financial year.
 - At the end of each financial year, up to 50% (or half), of the allocation unused can be carried forward to the next financial year.
- 5.4. The maximum annual amount allocated each financial year is as follows:
- for the 2025-2026 Financial Year: \$4,167; and
 - for the 2026-2027 Financial Year: \$7,500.

- 5.5. Induction and Mandatory Departmental training can be claimed using the Extra Meeting Allowance "fee for attendance" rate and paid from the Professional Development Allowance. These amounts can be claimed after the completion of the necessary calendar months to cover the allocation.

6. VEHICLE ALLOWANCE

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel:
- (a) exceeds 50kms from home base 100kms return;
 - (b) travel does not occur in a Council supplied and maintained vehicle;
 - (c) the Councillor is not in receipt of a motor vehicle allowance in Clause 7 below; and
 - (d) the vehicle allowance is capped at \$10,000.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office each year, currently 88 cents per kilometre for 2024-25.
- 6.3. Vehicle Allowance will be available in the following circumstances, where travel is to and from:
- (a) statutory Council meetings;
 - (b) official Council approved meeting;
 - (c) approved functions representing the Principal Member;
 - (d) Local Authority Meetings within the ward the Councillor represents;
 - (e) all meetings of Council and their committees; or
 - (f) any additional activity where Extra Meeting/Activity Allowance has been approved.
- 6.4. When a kilometre reimbursement is paid, travel time will also be paid utilising extra meetings/activities rate. This payment is not to be included in the extra meetings/activities cap as specified in Clause 4.1.
- 6.5. The Vehicle Allowance Cap will not include:
- travel to and from Local Authorities Meetings within the Ward that the member represents; and
 - travel involved with Professional Development activities.

7. PROVISION OF MOTOR VEHICLE

- 7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.
- 7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:
- \$25,000 per year for Municipal Principal Members; or
 - \$40,000 per year for Regional Principal Members.
- 7.3. The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

8. TRAVEL ALLOWANCE

- 8.1 Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.
- 8.2 The applicable rates to be paid are found in Table 1 of [Taxation Determination TD 2025/4](#) or any subsequent Taxation Determination made in substitution of that Determination.

9. GENERAL


- 9.1 Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2008*, the allowances determined are effective from either:
- the next financial year if the report is made on or before 1 February; or
 - from the financial year after the next financial year if the report is made after 1 February.



Mr Gary Higgins
Chairperson
Remuneration Tribunal



Ms Keesa Purick
Member
Remuneration Tribunal



Ms Lynne Walker
Member
Remuneration Tribunal

Dated 9 December 2025

15.4 LGANT BOARD MEETING COMMUNIQUE

Date:	21 st April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer
Attachment:	LGANT Board Meeting Communique 25 March 2026 LGANT Board Meeting Communique 25 February 2026 ALGA Board Meeting Communique 19 March 2026

PURPOSE

To table the LGANT Board Meeting Communique following the board meeting held on 25 March 2026.

RECOMMENDATION

That Council receives and notes the report entitled LGANT Board Meeting Communique.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

NIL

COMMENT

A LGANT board meeting was held on 25 March 2026. LGANT has issued a communique following this meeting and requested that each member council table the communique at the next Ordinary General Meeting of council. The intention of the LGANT board communiques will be to ensure ongoing and effective communication with member council regarding LGANT's activities.

Additionally, there is an amendment to the February 2026 communique and this is attached for council's information also.

CONSULTATION

LGANT

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

15.4 ATTACHMENT: LGANT Board Meeting Communique 25 March 2026



25 MARCH 2026 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its second meeting of 2026 on Wednesday 25 March at the LGANT office and online.

The Board heard from Alice Percy from the City of Darwin who provided an update on the NT Subdivision Development Guidelines (SDG) Management Committee in her capacity as the LGANT representative.

The Board endorsed the proposed 2026/2027 annual budget, the 2026/2027 membership subscription fees, and the recommendations for the Constitution review in advance of being presented to members at the General Meeting on 15 April 2026.

The Board also approved: the updated LGANT Risk Appetite Statement as reviewed during the 25 February 2026 Strategic Planning Workshop; not to renew the DriveAbout agreement; motions from members to the April General Meeting; and a new representative for the NT Councils Discretionary Trust Advisory Committee.

The LGANT President provided an update on his activities since the last Board Meeting including meeting with the office of the Leader of the Opposition to discuss the tranche two legislative amendments, meeting with the Aboriginal Peak Organisations Northern Territory (APONT), visiting the Tiwi Islands Regional Council as part of the annual council visits program, and attending the March ALGA Board meeting.

The Board noted the CEOs report (including a summary of her meetings, an update on LGANT's NTG election and budget asks, and the actions from the 4 March 2026 CEO Forum and 5 March 2026 Mayors/President Forum), the forward Board calendar, activity on General Meeting and Board business, submissions, and incoming and outgoing correspondence.

The Board will next meet on 1 July 2026.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at ceo@lgant.asn.au or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Cr Peter Pangquee	City of Darwin	peter.pangquee@darwin.nt.gov.au	
Vice President Municipal: Cr Allison Bitar	Alice Springs Town Council	ahitar@alicesprings.nt.gov.au	
Vice President Regional and Shires: Mayor Brian Pedwell	Victoria Daly Regional Council	brian.pedwell@vicedaly.nt.gov.au	

Municipal Director - City of Darwin nominated representative: Cr Sam Weston	City of Darwin	sam.weston@darwin.nt.gov.au	████████
Municipal Director: Mayor Joanna Holden	Katherine Town Council	joanna.holden@kto.nt.gov.au	████████
Municipal Director: Cr Mark Fraser	City of Palmerston	councillor.fraser@palmerston.nt.gov.au	████████
Regional and Shires Director: Cr Peter Clee	Wagait Shire Council	peter.clee@wagait.nt.gov.au	████████
Regional and Shires Director Mayor Lynette De Santis	Tiwi Islands Regional Council	lynettelane.desantis@tiwilislands.nt.gov.au	████████
Regional and Shire Director: Mayor James Woods	West Arnhem Regional Council	james.woods@westarnhem.nt.gov.au	████████

15.4 ATTACHMENT: LGANT Board Meeting Communique 25 February 2026 (Amended)



25 FEBRUARY 2026 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its first meeting of 2026 on Wednesday 25 February at the Vibe Hotel Darwin Waterfront.

The Board endorsed minutes from an out-of-session meeting on 15 December 2025 which was held to endorse a number of time critical committee appointments: NT Councils Discretionary Trust Advisory Committee, NT Planning Commission, NT Water Safety Advisory Council, and NT Place Names Committee.

The Board approved the fourth tranche of LGANT's updated organisational policies, the CEOs new KPIs and position description, and the financial report. The Board also endorsed the updated Board meeting dates for 2026, and LGANT's new Reflect Reconciliation Action Plan.

The LGANT President provided an update on his activities since the last Board Meeting including his and the Vice President Regional and Shires' attendance at the ALGA Strategic Planning days held on 11 and 12 February 2025.

The Board noted the CEOs report (including a summary of her meetings and a marketing analytics report), the WALGA IR/HR service quarterly report, the forward Board calendar, activity on General Business motions, submissions, and incoming and outgoing correspondence.

The Board will next meet on 25 March 2026.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at mary.watson@lgant.asn.au or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Cr Peter Pangquee	City of Darwin	peter.pangquee@darwin.nt.gov.au	
Vice President Municipal: Cr Allison Bitar	Alice Springs Town Council	albitar@alicesprings.nt.gov.au	
Vice President Regional and Shires: Mayor Brian Pedwell	Victoria Daly Regional Council	brian.pedwell@vicdaly.nt.gov.au	
Municipal Director - City of Darwin nominated representative: Cr Sam Weston	City of Darwin	sam.weston@darwin.nt.gov.au	

Municipal Director: Mayor Joanna Holden	Katherine Town Council	joanna.holden@kts.nt.gov.au	
Municipal Director: Cr Mark Fraser	City of Palmerston	councillor.fraser@palmerston.nt.gov.au	
Regional and Shires Director: Cr Peter Clee	Wagait Shire Council	peter.clee@wagait.nt.gov.au	
Regional and Shires Director Mayor Lynette De Santis	Tiwi Islands Regional Council	lynettejane.desantis@tiwilands.nt.gov.au	
Regional and Shire Director: Mayor James Woods	West Arnhem Regional Council	james.woods@westarnhem.nt.gov.au	

15.4 ATTACHMENT: ALGA Board Meeting Communique 19 March 2026



The ALGA Board met online on Thursday 19 March 2026 for its first meeting of the year.

The Board reviewed the outcomes of the 12–13 February 2026 Strategic Planning Sessions and endorsed ALGA's draft Strategic Plan 2026–2030. The Plan sets ALGA's strategic direction for the next three years, with clear goals, success measures and agreed strategic initiatives to guide advocacy, operational planning and Board reporting. It places an emphasis on strengthened national advocacy for local government financial security and growth, and a stronger local government role in national policy design and delivery.

The Board also agreed the next steps for the financial sustainability communications campaign. ALGA will work closely with state and territory associations to build a cohesive national campaign reflecting the importance of secure and increased funding as well as demonstrating the value of local government.

ALGA is progressing planning for its 2026–27 priority policy research program. The Board considered a project to strengthen the evidence base for advocacy on waste and recycling cost impacts.

The Board reviewed and endorsed updates to the ALGA Board Charter and governance policy, ensuring ALGA continues to meet all corporate legal requirements and maintains a high standard of governance.

ALGA has engaged The Social Deck to update the Disability Inclusion Guide for Local Government (2016). The Board heard a presentation outlining the consultation approach, progress to date and next steps. The updated Guide will be launched at ALGA's 2026 National General Assembly.

The ALGA President provided an update on continued advocacy activities through key ministerial forums and parliamentary inquiries, reinforcing local government's role as an essential delivery partner and strengthening the case for sustainable, fit-for-purpose funding. The President represented councils at the Local Government Ministers' Forum, the Water Ministers Meeting, the Energy and Climate Change Ministerial Council, and the National Emergency Management Ministers Meeting. The President also appeared at Senate and House inquiry hearings to highlight the practical regulatory, resourcing and implementation impacts of proposed reforms on councils, and to underscore local government's central role in environmental protection and the circular economy.

State and Territory Association Presidents provided reports on emerging jurisdictional issues and priorities. These included strengthening local government governance and democracy (including integrity settings, clearer rules, and improved councillor capability), ongoing pressure on council funding and capacity, and a strong focus on disaster resilience—particularly faster recovery funding and increased investment in mitigation and preparedness. Reports also highlighted the need for reforms that work for rural and regional communities, action on infrastructure and essential service backlogs, and ensuring "red tape reduction" initiatives do not create new complexity. Presidents also noted councils' expanding role in community wellbeing and social cohesion, including responding to polarisation, disinformation and community safety concerns while supporting inclusive local communities.

The ALGA Chief Executive Officer also reported on ALGA activity, including expanded member engagement and communications through a new monthly ALGA News format supported by targeted ALGA Alerts, increased social media coordination with state and territory associations, and ongoing development of the advocacy campaign. Planning is well advanced for the 2026 National General Assembly (Canberra, 23–25 June) and the National Local Roads and Infrastructure Congress (Cairns, 24–26 August), alongside a strong webinar program. Policy work continues across disability inclusion (with the updated Guide to launch at the National General Assembly), the National State of the Assets 2026 project (data validation completed and report underway), and the Jobs and Skills Survey (280+ councils participating, analysis underway), as well as sustained advocacy through submissions, hearings and federal parliamentary engagement.

**Building Better
Communities.**

15.5 COUNCIL SERVICES 3rd QUARTERLY REPORT 2025-26

Date:	21 st April 2026
Author:	Emma Dunne, Council and Community Services Manager
Attachment:	Nil

PURPOSE

To brief Council on the activities of the Council Services unit, including all municipal, compliance and regulatory actions, for the 3rd Quarter of 2025-26: January – March 2026.

RECOMMENDATION

That Council receives and notes the Council Services 3rd Quarterly Report of 2025-2026.

Moved: Clr.

Seconded: Clr.

BACKGROUND AND PREVIOUS DECISIONS

As per the Coomalie Shire Plan 25/26, a quarterly report is provided to the Council on all functions in the Service Delivery Plan.

STAKEHOLDER ENGAGEMENT

- LEC meeting (Local Emergency Committee)
- Adelaide River School safety zone meeting
- Department of Housing meeting
- Numerous contract management and project management meetings

BUILDING, FACILITIES AND ASSETS

- Quotes being obtained for upgrades at bowls club. (delayed)
- Increased rubbish presence in Batchelor parks and gardens.
- Vehicle vandalism on Adelaide River oval.
- Contractor engaged to assist with footpath cleaning in both towns.
- Flood clean-up is currently underway in Adelaide River, with Council facilities, gardens, and playgrounds being cleaned. Repairs to damaged areas are being carried out or scheduled to ensure all spaces are restored safely and efficiently.

PROJECT MANAGEMENT

Project management obligations as per Projects table in Chief Executive Officer report.

GRANTS

Applications Submitted pending approval

Grant Source	Project Name	Project Description	Expected Completion
Black Spot 25-26	Batchelor School Zone	Application submitted	TBC
Safer Local Roads Infrastructure Program	Industry Roads - Meneling/Miles and Perreau Rds	Application submitted	TBC
Black Spot 26-27	Adelaide River School Zone	Application submitted	TBC

PARKS AND GARDENS

- Regular maintenance is conducted in the parks and gardens in both Adelaide River and Batchelor. Works include staff conducting regular tidy ups, tree lifts, scheduled stump grinding and removal of mahogany and neem saplings. Council's period contractor undertakes mowing, whipper snipping and landscaping of the green spaces.
- Tree maintenance is undertaken throughout the year to provide a safe environment for the community.
- Footpaths are regularly blown off and footpaths pressure washed during the wet season.
- Irrigation systems being prepared to be turned on for season change.

PUBLIC CONVENIENCES

- Council has two period contractors who clean the public toilets on a regular cleaning maintenance schedule.

WASTE MANAGEMENT

- NTEPA landfill site management and compliance work continues.
- Domestic and commercial kerb side waste collection (residential service on a Monday and Commercial service Tuesday and Thursday).
- Both facilities are running well. Council continues to look for recycling options to reduce waste going into landfill. Increasing education and awareness in recycling, reusing and reducing waste.
- Council staff have commenced running loads of scrap steel to Darwin to reduce stock levels.
- Council aims to obtain a license to occupy with Crown Land Estate to be able to lift our service delivery to the community. In doing so being able to apply to the EPA for licencing for some waste streams.
- Council staff take recycling to town regularly.
- Waste statistics are captured by waste facility attendants
- Regular tidying up at both sites.
- Degassing of white goods – completed
- Removal of all scrap steel and white goods from both facilities – completed
- Mulching of green waste piles – scheduled
- Shredding of materials – scheduled

Waste facility	
Drum muster drums taken into town	50
10c recycling recycled	Y

Weighbridge update

- Weighbridge project is complete and it is now functioning.
- Ongoing in-house training for weighbridge operations is also being undertaken to ensure all data is accurately captured and recorded.

LOCAL ROAD NETWORK

- Council is monitoring the AARNet project, civil works have near completion.
- Weight restrictions were introduced again in October 2025 and are still in place.
- Regular pruning of roadsides by staff is ongoing.

The following Roads to Recovery Projects are completed or underway in this quarter:

Program	Project	Progress report	Contractor
RTR	Haynes Road Stabilisation and partial re-sheeting	Complete	Oolloo Investments
RTR	Strickland Road Stabilisation and partial re-sheeting	Product Sourced Material being laid in new year.	Oolloo Investments

ROAD PERIOD CONTRACT

Councils Period Contractor for road grading and maintenance is at the end of the 1 + 1 + 1 and requires to be put out to tender.

STREETLIGHTING

- Council conducts quarterly inspections and bi-annual repairs of the streetlights due to the high cost of mobilising qualified trades and repairs.
- Streetlights can be sensitive with the storms and blow fuses. Staff continue to monitor the number of lights out throughout the year.
- Repairs completed in March 2026:
 - Adelaide River x 3
 - Batchelor x 6
 - Note the threshold for engaging a qualified contractor is 10 outages

CEMETERIES

Cemetery Board has approved the Draft Cemetery Plan with amendments as per the new *Burial and Cremations Act 2022*. Council is required to endorse the Plan and Policy documents at the next

OGM. The Bush Cemetery has a high standard of maintenance with regular attention to lawns, trees and garden beds. There were 1 burial, 1 ash internments and 0 request for a memorial plaque installation this quarter.

REGULATORY SERVICE AND COMPLIANCE

Council is working with NT Housing to address overgrown properties and reduce antisocial behaviour across the community. In addition, the Ranger is working with Police to reduce vandalism, manage abandoned vehicles, and address antisocial behaviour.

Municipal crews are actively maintaining Council Road reserves and township parks, focusing on reducing overgrown vegetation. Daily asset inspections are also being carried out, with ongoing maintenance works taking place in both townships to ensure public spaces remain safe and well maintained.

Works to reduce potential hazards and improve public safety are ongoing throughout the region.

ANIMAL MANAGEMENT

- The ranger is conducting daily controlled drives around townships, following up with complaints and working with other departments to ensure by-laws are followed.
- Working with Animal welfare to ensure pet owners are being responsible and to keep animals safe in the community.
- Vet Clinic scheduled to be held in May 2026, including feral cat trapping program.

Impounded dogs	5
Returned to owner	2
Rehomed	3
Euthanised	
Lost dog followed up	
Animals surrendered	
Found by public	2
Dog complaints	4
Dogs seized	
Animal Notices	4
Animal complaint referred to relevant department	2

Other Regulatory activities included:

Continue to monitor and report on ongoing issues at Lake Bennett regarding wastewater on Councils Road reserves.

Untidy/overgrown Properties	34
Waste on road reserves	1
Impounded vehicles	1
Abandoned vehicle notices	5
Vehicles disposed of	1

WEED AND FIRE MANAGMENT

Roadside spraying and slashing programs continuing throughout the region.

Fire breaks to be installed when ground condition permits.

WORKHEALTH AND SAFETY

- Daily toolbox meetings held to discuss workplans, reflection on previous days works and any safety issues.
- Daily vehicle and machinery checks undertaken.
- Ongoing hazard inspections of Council buildings and assets.
- Ongoing hazard reporting.

CONSULTATION

A/CEO

Ranger and Land Management Coordinator

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

- Coomalie Community Council General By-Laws 1998
- Coomalie Community (Dog Management) By-Laws 1998
- Local Government Act 2019 and Regulations
- NT EPA

FINANCIAL IMPLICATIONS

Nil

15.6 COMMUNITY SERVICES QUARTERLY REPORT

Date:	21 st April 2026
Author:	Andrew Roberts, Community Services Coordinator
Attachment:	Nil

PURPOSE

To provide Council with a quarterly update of activities and programs provided to the community through the sport, recreation, and community development program for the third quarter from January to March 2026.

RECOMMENDATION:

That Council receives and notes the Community Services Report for the Third Quarter of the 2025/2026 Financial year.

Moved: Clr.

Seconded: Clr.

BACKGROUND AND PREVIOUS DECISIONS

NIL

COMMENT

Completed Council Events

School Holiday Program January 2026 – 12th – 23rd January 2026

School holiday program had lots of registrations for the 2 weeks of programming. Unfortunately, the first day's activity needed to be cancelled due to vandalism at the Adelaide River School Library. A suitable alternative could not be established at short notice.

The downside of the program was that there were quite a few people registered, that did not attend without contacting, this left those children on the waitlist unable to participate. For the last 2 activities of the program those parents were contacted and advised their children could not attend the remaining activities. This allowed the children on the waitlist to attend the program.

Australia Day – 26th January 2026

Another successful Australia Day event was held at Batchelor School Hall, with approx. 120 people in attendance throughout the morning.

There was significant feedback received from the community. It is noted that Council will need to source a PA system that can take a Bluetooth connection for music playing should we be unable to source a live musician. This would then enable use at multiple Council events throughout the year.

Bombing of Darwin – 20th February 2026

Event was held on a warm Friday morning with a large crowd of approx. 120 people in attendance to listen to our President deliver an address, Mr Luke Gosling provide our keynote address, and a new Chaplain from RAAF Base Darwin deliver the benediction.

For this year's event, we received notification from the ADF that the catafalque party could only be at attention for a maximum of 30 minutes during the service, without the need to provide an additional party. This necessitated some changes to the order of service that appeared to flow smoothly on the day.

Clean Up Australia Day – 1st March 2026

Event was held at both Adelaide River and Batchelor Ovals on Sunday 1st March. The events were poorly attended with only 2 people attending the Adelaide River clean up event. This could have been due to the wet morning, although it was more likely disengagement of the community due to a saturation of events at this time of year.

There were only 2 bags of rubbish collected at Adelaide River by the 2 attendees, they also collected some heavy metal waste, although they put these directly into DLI bins in Glen Huitson Park due to their weight. They did comment about a lot of rubbish under the bridges but could not get to due to the wetness of the river corridor.

International Women's Day – 9th March 2026 rescheduled to 16th March 2026

The theme for this year's event was "Women in Agriculture".

Our 4th International Women's Day event was originally scheduled for Monday 9th March, however due to the weather event that was happening, it was decided to cancel the event at 10:15 that morning and reschedule to another time.

The event was rescheduled to Monday 16th March 2026 with 2 of 3 invited panellists able to attend due to flooding.

Upcoming Community Events

Currently planned events for 2026 are listed below:

Event	Date	Council / Other
Youth Week	April	Council
ANZAC Day	April 25 th	Council
Adelaide River Show	June	Other
School Holiday Program	June 22 nd – July 10 th	Council
Territory Day	July 1 st	Council
NAIDOC	July	BIITE
Rosella Festival	July	Other
Seniors Month	August	Council
Adelaide River Festival	August	ARS
Art Show	September 11 th - 13 th	Council
School Holidays	Sept 21 st – Oct 2 nd	Council
Seniors Christmas Lunch	December 4 th	Council

Youth Week

Youth Week planning occurred in the quarter, however the program will be reported on in the fourth quarterly report.

ANZAC Day

ANZAC Day dawn Service planning is well underway with all the major items covered as far as planning is concerned.

SWIMMING POOL

Pool Statistics

Attendances for the quarter remain consistent with the prior year's statistics, with some good numbers evident during the hotter weeks between monsoon roughs.

Week Start	Lap Swim	Adult	Child	Conc	Schools	Aqua Fitness	Swim Lessons	Total	Last Year
5/01/2026	10	58	89					157	67
12/01/2026	10	6	9					25	72
19/01/2026	21	48	102					171	54
26/01/2026	25	20	26			7		78	102
2/02/2026	6	7	42			9		64	137
9/02/2026	8	19	85			13		125	98
16/02/2026	6	28	54			16		104	117
23/02/2026	6	10	64			10		90	126
2/03/2026	4	33	64			0		101	262
9/03/2026	5	9	73			5		92	107
16/03/2026	1	18	68			6		93	204
23/03/2026	4	60	142					206	152
30/03/2026	2	84	180				166	432	212
Totals	108	400	998			66	166	1,738	1,710
YTD Total	230	1,204	2,629	12	752	93	700	5,592	5,045

The Increase patronage evident in the Sep-Dec quarter last year has continued into the start of this year. The recent tropical low activity has reduced patronage over that fortnight period.

COMMUNITY LIBRARIES

Library Statistics

Numbers have been good over the past quarter, as can be seen in the table below.

Week Start	Adult	Child	Total
1/12/2026	7	37	44
7/12/2026	8	18	36
15/12/2026	6	7	13
22/12/2026	Annual Library Closure		
29/12/2026			

5/01/2026 *	5	7	12
12/01/2026 *	10	21	31
19/01/2026 *	11	19	30
26/01/2026	15	23	38
2/02/2026	7	49	56
9/02/2026	12	29	41
16/02/2026	5	23	28
23/02/2026	5	56	61
2/03/2026	12	41	53
9/03/2026	14	43	57
16/03/2026	5	31	36
23/03/2026	4	31	35
30/03/2026	Closed Easter		
Totals	126	435	571

* Adelaide River Library was closed for the first 3 weeks of January due to vandalism.

One library staff member resignation resulting in a recruitment process. This was filled late February with training commencing and shifts starting in March.

With the relocation of Daly River/Palumpa evacuees the Education Department have taken over Adelaide River Library as makeshift classrooms for one of the schools that were relocated to Batchelor. This has necessitated the cessation of Community Library for the foreseeable future.

SPORT AND RECREATION

Active Regional & Remote Sport Program

Week Start	School Sport	ARRS After School		ARRS During School		
	Adelaide River	Adelaide River	Batchelor	Adelaide River	Batchelor *****	Batchelor Childcare
26/01/2026						
2/02/2026	9			59		8
9/02/2026	15			46		8
16/02/2026	9	19		59		9
23/02/2026	12	*Cxd		*Cxd Weather		*Cxd Weather
2/03/2026	18	*Cxd		52		9
9/03/2026	12	12		*Cxd Weather		*Cxd Weather
16/03/2026	16	*Cxd		57		*** Not run
23/03/2026	School Closed	School Closed		School Closed		
30/03/2026	22			**** 57 + 9	Good Friday	10
Totals	113	31		339		45

* Tennis sessions suffered from major disruptions during the term, due to cyclones, flooding, and poor weather/road conditions. Program is being rescheduled to term 2.

**** Adelaide River during school programs were also affected by sodden grounds and poor conditions leaving the program down 1 day of quoted activities.**

***** Not run at Childcare due to their introduction of a new Contract Induction program that delayed activity for this week.**

****** Additional students from Woolianna School that are attending Adelaide River School temporarily**

******* NO statistics provided by Batchelor Area School at time of writing**

Term	Adelaide River School	Batchelor Area School	After School Adelaide River	After School Batchelor
3, 2025	Netball	Soccer	Softball	Soccer
4, 2025	Darwin Performance Academy	Corrugated Iron	Soccer	Netball
1, 2026	Gymnastics	Basketball	Tennis	Nil – no capacity of staff to undertake
2, 2026	Netball	Softball	NRL	NRL
3, 2026	Baseball	Baseball	TBA	TBA
4, 2006	Dance	NRL	TBA	TBA

For term 1, Council was able to provide a 6-week program of toddler gymnastics to the Batchelor Childcare Centre, this ran once a week directly after the Adelaide River School program to reduce travel costs.

Planning for semester 2 is underway with negotiations with sport providers to undertake programming.

SENIORS SUPPORT SERVICES

Seniors Mystery Bus Tours recommenced in February due to event and school holiday program commitments.

The tour for February travelled to Palmerston where some participants attended the movies. Lunch was had at Cazaly's in Palmerston.

The tour for March attended the Museum & Art Gallery of the NT in Darwin to see 2 art exhibits, lunch then followed at the Coolalinga Tavern.

Date	Numbers
15/01/2026	Not held
19/02/2026	11
19/03/2026	8
Total	19

ICT SUPPORT AND STATISTICS

ASD CHIPs Report

The Australian Signals Directorate provide a quarterly report into business risk in relation to their websites and email security. This is called the Cyber Hygiene Improvement Program, or CHIP's for short.

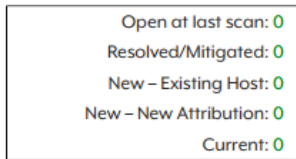
The latest report, dated February 2026, shows Council posture has improved to 100% in relation to Website Encryption, and maintained 100% secure for Email Security & Encryption.

Key insights

Critical Vulnerabilities



Service Visibility



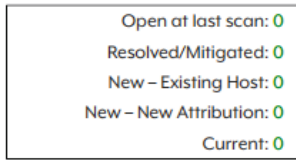
Admin Consoles



MFA



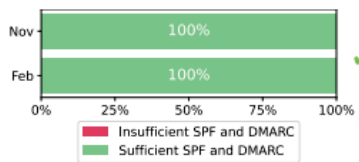
Dormant Websites



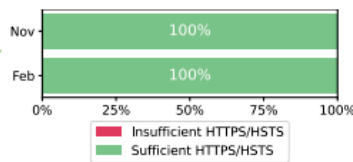
DNS Hygiene



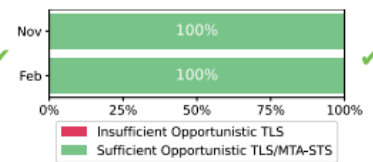
Email Security



Website Encryption



Email Encryption



Information Centre Kiosk

No support cases raised for January & February. It was reported to us that the kiosk screen was blank during March. This has been investigated and it appears that the screen has either died or there is a corrupt piece of hardware stopping the signal from reaching the screen. Investigations have been initiated to rectify. This was rectified early April.

Area9 Statistics

Month	Patches Applied		Trend Protection Events			Microsoft 365 Backup	
	Windows	Trend	Anti Spyware	Antivirus	URL Filtering	Licences	Volume (GB)
Jan-26	7	14	0	12	10	31	1,800

Feb-26	6	12	0	12	10	32	1,900
Mar-26	18	13	0	12	10	31	1,900
Totals	31	39	0	12	30	31.3	1,866

Website Data

Month	Visits	Page Views	Emails Sent	Call Clicks	Form Submissions
Jan-26	7,721	8,787	4	30	3
Feb-26	7,214	8,425	16	17	29
Mar-26	7,629	8,967	9	43	135
Totals	22,564	26,179	29	90	167

Stop Press/Mailchimp Interaction Data

Month	Sent	Open Rate	Click Rate	Unsubscribe Rate
Jan-26	No newsletter issued			
Feb-26	508	24.4%	1.8%	0.0%
Mar-26	507	30.9%	5.2%	0.0%
Totals	507	27.0%	3.6%	0.0%

CONSULTATION

External: BIITE Library Manager, Adelaide River School, Batchelor Area School, Area9, Captovate, Engagis

Internal: Council and Community Services Manager; Library Staff; Outdoor Pool Supervisor, CEO

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

- Council Policy 4.1 Batchelor Swimming Pool.
- Council Policy 4.4 Annual Community Recognition.
- Shire Plan 2023.

FINANCIAL IMPLICATIONS

- Council entered into a Five-Year Funding Agreement with the Northern Territory Government and receives an annual allocation of \$127,500 for the provision of sport and recreation activities to the Coomalie community.
- Council has entered the 3rd year of a 5-year funding agreement through the Northern Territory Library and Archives Service. Through this agreement Council receives annual funding of \$48,000.

GRANT APPLICATIONS SINCE LAST REPORT

Grant Applications submitted:

- Nil submitted

Grants awarded:

- International Women's Day - \$1 ,000 awarded, applied for \$2,000
- Youth Week - \$1,800 awarded

15.7 CORPORATE SERVICES 3rd QUARTERLY REPORT 2025-26

Date:	21 st April 2026
Author:	Luke Ackland, Acting Corporate Services Manager
Attachment:	Nil

PURPOSE

To provide Council with a quarterly update on financial, governance, administration and people and culture matters from the Corporate Services Unit.

RECOMMENDATION

That Council receives and notes the report entitled Corporate Services 3rd Quarterly Report 2025-26.

Moved:

Seconded:

PREVIOUS DECISIONS

Nil

COMMENT

Financial Management

The Monthly Financial Report is provided at each Ordinary General Meeting of Council as a separate item to this report.

The third instalment for property rates and charges was due on 30th January 2026. Fourth instalment reminders for property rates and charges were issued in February 2026 and the instalment was due 7th April 2026.

Internal 2026/27 budget planning commenced and ready to commence drafting after the Council workshop in April 2026.

Governance

Elected Member Training

- President McGorman attended the AICD Governance Essentials for Local Government training in March 2026.
- Council all attended an Asset Tour with discussions on services provided across the region.

Policy Reviews

- Delegations Policy amendments developed and presented at April RMAC meeting to seek the Risk Management and Audit Committee's recommendation.

People and Culture

Recruitment

Figure 1. Vacancies as at 31 March 2026

POSITION TITLE	EMPLOYMENT TYPE	LOCATION
Community Services Officer	Part time	Batchelor/Adelaide River
Human Resources and Administration Officer	Full time fixed-term	Batchelor

Figure 2. Roles filled in March Quarter 2026

POSITION TITLE	EMPLOYMENT TYPE	LOCATION
Senior Administration Officer	Part time fixed-term	Batchelor
Executive Services Coordinator	Full time	Batchelor

4 open vacancies in March 2026 Quarter, 2 of which were filled.

Staff Training/ Workforce

- New starter onboarding training x 2 staff members
- Cross training of Library staff
- Ongoing weigh bridge training
- New machinery training
- All staff 360Health Health & Wellbeing Support information session
- All staff meeting

WHS

- 2 WHS Worksite Inspections completed
- 1 vandalism incident loaded
- 2 public member incident loaded
- 1 contractor incident loaded

4/4 incidents have been investigated and resolved.

Employee Performance and Development Review

- Delegations Policy amendment for Council approval
- 4-week interim probation assessments completed x 1
- 1-week interim probation assessments completed x 1
- Annual performance assessments completed x 9
- Secondment into higher roles x 2

CONSULTATION

- Executive Services Coordinator
- People and Culture Coordinator
- Council and Community Services Manager

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

- *Local Government Act 2019*
- Human Resource Management Policy

FINANCIAL IMPLICATIONS

Nil

16. CORRESPONDENCE AND INFORMATION.

16.1 INCOMING AND OUTGOING MAIL.

Date:	21 ST April 2026
Author:	Natasha Chapman, Acting Chief Executive Officer.
Attachment:	Incoming and outgoing correspondence tables.

PURPOSE

Council is provided with items of correspondence both received and sent during the months of March 2026 to April 2026.

RECOMMENDATION

That Council receives and notes the items of incoming and outgoing correspondence as tabled for March 2026 to April 2026 period.

Moved:

Seconded:

BACKGROUND AND PREVIOUS DECISIONS

Documents are available to be shown on the big screen on the day of each Ordinary Council meeting if requested, with additional copies available on request to individual Elected Members.

COMMENT

The correspondence tables, inwards and outwards will be included in the agenda as part of the correspondence and information item.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Regulation 54 *Local Government (General) Regulations 2021*.

FINANCIAL IMPLICATIONS

Nil.

16.1 ATTACHMENTS: INCOMING & OUTGOING CORRESPONDENCE

Incoming Mail

Date	MI	SENDER	From	Subject
13/04/2026	2026-123	Mail	LGANT	Symposium Agenda Documents
10/04/2026	2026-122	Mail	Local Government Contracts Australia	LGCA Easter Update
9/04/2026	2026-118	Mail	LGANT	Alice Springs – Australian Institute of Company Directors Networking Evening
9/04/2026	2026-120	Mail	Northern Territory Government	Correspondence - Flooding assistance update
9/04/2026	2026-121	ACEO	NTG	Grant Extension Regional and Remote Burial Areas
8/04/2026	2026-117	ACEO	LGANT	Anti-Discrimination Commission's Draft Public Education Strategy.
8/04/2026	2026-119	ACEO	LGANT	General Meeting agenda
7/04/2026	2026-115	ACEO	LGANT	Reminder: Call for nominations
7/04/2026	2026-116	ACOE	LGANT	Call for nominations
1/04/2026	2026-112	Mail	Deakin University	Invitation
1/04/2026	2026-113	ACEO	LGANT	General Meeting agenda
1/04/2026	2026-114	Mail	CAAPS	Evacuees information
30/03/2026	2026-111	Mail	LGANT CEO	Call for nominations
27/03/2026	2026-110	Mail	Minister Boothby	: Correspondence from the Hon Marie-Clare Boothby MLA
25/03/2026	2026-107	CCSM	Rate Payer	Signage Installation
25/03/2026	2026-108	Mail	Government House	URGENT VISIT for Administration of the NT
25/03/2026	2026-109	Mail	LGANT	Fuel security challenges
24/03/2026	2026-105	Mail	Rate Payer	Call for COMMUNITY UPDATE
24/03/2026	2026-106	Mail	LGANT	Symposium Agenda Items
23/03/2026	2026-103	Mail	VTG	Fuel Notice
23/03/2026	2026-104	Mail	LGANT	council planning contact
20/03/2026	2026-102	Mail	ACLG	Registration Invitation
19/03/2026	2026-100	Mail	LGANT	Media Release - Bill passed
19/03/2026	2026-101	Mail	Service Stream	Upgrading Telstra Mobile Base Station Adelaide River
18/03/2026	2026-098	Mail	Australian Government	Help Chinese Speaking Australians
18/03/2026	2026-099	Mail	DLI	Adelaide River Tree Removal
17/03/2026	2026-097	ACEO	Ratepayer	Vet Clinic Day
13/03/2026	2026-095	Mail	LGANT	Registration for Symposium and dinner open

Outgoing

Date	MO	SENDER	Recipient	Subject
17/03/2026	2026-026	ACEO	Ratepayer	Vet Clinic Day
17/03/2026	2026-027	ACEO	Contractor	RFQ2025-007 Outcome letter
4/03/2026	2026-028	CCSM	Business owner	Signage Installation
3/03/2026	2026-024	ACEO	Dep Infrastructure	Plan and Pipeline

17. COUNCILLOR REPORTS.

18. USE OF THE COMMON SEAL.

19. LATE ITEMS AND URGENT BUSINESS.

19.1 ACQUITTAL OF IMMEDIATE PRIORITY GRANT 2023/24 – SOCIAL INFRASTRUCTURE

20. GENERAL BUSINESS.

21. CONFIDENTIAL ITEMS.

RECOMMENDATION

That Council close the meeting to the general public in accordance with Regulation 51 of the *Local Government (General) Regulations 2021*.

Moved:

Seconded:

Procedural Note:

The meeting was closed to the public at:

The confidential meeting opened at:

21.1 CONFIRMATION OF THE CONFIDENTIAL MEETING MINUTES OF 17TH MARCH 2026

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

21.2 REVIEW OF CONFIDENTIAL ACTIONS FOR THE APRIL OGM 2026

CONFIDENTIAL: Regulations 51(1)(e) information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

21.3 CODE OF CONDUCT COMPLAINT PROGRESS REPORT

CONFIDENTIAL: Regulations 51(1)(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

21.4 INSURANCE CLAIM PROGRESS REPORT

CONFIDENTIAL: Regulations 51 (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual; and
(d) information subject to an obligation of confidentiality at law, or in equity

22. CONFIDENTIAL LATE ITEMS

22.1 PARKS AND GARDENS COST EFFICIENCY ANALYSIS FOR 2026/27 BUDGET

CONFIDENTIAL: Regulations 51(1)(c) information that would, if publicly disclosed, be likely to:
(i) Cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

22.2 ROAD MAINTENANCE CONTRACT TYPE COMPARISON REPORT

CONFIDENTIAL: Regulations 51(1)(c) information that would, if publicly disclosed, be likely to:
(ii) Cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

22.3 PROPOSED LEASE ON LAND PARCEL BATCHELOR WASTE MANAGEMENT FACILITY

CONFIDENTIAL: Regulations 51(1)(c) information that would, if publicly disclosed, be likely to:
(iv) subject to subregulation (3) – prejudice the interests of the council or some other person.
Regulations 51(1)(d) information subject to an obligation of confidentiality at law, or in equity

23. CONFIDENTIAL GENERAL BUSINESS

24. DECISIONS ARISING FROM THE CONFIDENTIAL SECTION OF THE COUNCIL.

RECOMMENDATION

That Council move the following items into Open:

Moved:

Seconded:

25. RE-OPEN MEETING TO THE GENERAL PUBLIC.

RECOMMENDATION

That Council re-opens the meeting to the general public in accordance with Regulation 51 of *the Local Government (General) Regulations 2021*

Moved:

Seconded:

Procedural Note:

The meeting was reopened to the public at

26. NEXT MEETING.

The next Ordinary Meeting of Council is scheduled to be held on **19TH MAY 2026 at 5:00pm.**

27. CLOSURE OF MEETING.

The meeting closed at