



PUBLIC AGENDA
SPECIAL COUNCIL MEETING
27TH AUGUST 2024

I hereby give notice that a Special Meeting of Council will be held on:

Date: 27th August 2024
Time: 12:00pm
Location: Council Chambers
22 Cameron Road, Batchelor NT 0845

Any member of Council 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 wearing a mask, appropriate physical distancing, health, and hygiene requirements.

The meeting will be recorded for minuting purposes only.

A handwritten signature in black ink, appearing to read 'SHILL', with a long horizontal stroke extending to the right.

Sharon Hillen

Chief Executive Officer

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PUBLIC AGENDA

SPECIAL COUNCIL MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON 27TH AUGUST 2024

The Official Manager of the Council, Mr. Mark Blackburn, will declare the meeting open at 12:00 pm and welcome all in attendance.

1. ACKNOWLEDGMENT 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.

2. PERSONS PRESENT

OFFICIAL MANAGER

Mr. Mark Blackburn

STAFF PRESENT

Chief Executive Officer

Sharon Hillen

Corporate Services Manager

Shaun Hardy

Council and Community Services Manager

Emma Dunne

Executive Services Coordinator

Stacey Shooter

VISITORS PRESENT

2. APOLOGIES AND LEAVE OF ABSENCE

Nil

3. ELECTRONIC MEETING ATTENDANCE

Nil

4. DECLARATION OF INTEREST OF MEMBERS OR STAFF

Date: 27th August 2024

Author: Sharon Hillen, Chief Executive Officer

Attachments: Nil

PURPOSE

Members 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 must abide by the decision of Council on whether he/ she shall remain in the meeting and/ or take part in the vote on the issue. The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/ her to leave the Chambers.

RECOMMENDATION

That Council receives the declarations of interest as listed for the Confidential Special Meeting held 27th August 2024.

-

Moved: Clr.

Seconded: Clr.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Sections 114 and 119 *Local Government Act 2019*

Conflict of Interest – Code of Conduct

FINANCIAL IMPLICATIONS

Nil

5. REPORTS REQUIRING DECISIONS OF COUNCIL

5.1 REQUEST FOR SPONSORSHIP – REPRESENTATION SUPPORT

Date:	27 th August 2024
Author:	Sharon Hillen, Chief Executive Officer
Attachment:	Request for sponsorship email, 2 x Club acceptance letters and Policy 1.6 Annual Community Grants.

PURPOSE

To seek Council's approval for sponsorship through the Community Grants Program – Representation Support.

RECOMMENDATION

That Council;

- a) receives and notes the report entitled Request for Sponsorship – Representation Support; and
- b) approves/does not approve to sponsor the request for Representation Support through the Community Grants Program.

Moved: Clr.

Seconded: Clr.

BACKGROUND

The Annual Community Grants Program opens for applications in October each year. This application for representation support is out of session due to the timing of the event.

COMMENT

Two young local boys have been selected to take part in the Tassell Trophy Challenge in Cairns in September 2024. Both boys were born and raised in the Coomalie Shire and have been playing with Litchfield Bear's Rugby League Club for the past five years, attending training twice a week and games on Saturdays.

The Tassell Trophy Challenge has been held annually since 2001, introduced by our club icon and patron, Tom Tassell, for Under 14 players and emerging referees.

Teams competing for the shield travel from throughout Queensland, New South Wales and the Northern Territory to the end of season event to experience fun, footy and friendship in a carnival environment.

In Councils Policy 1.6 Annual Community Grants, section 4.5 supports individuals or teams in sporting activities or events. The two individuals meet eligibility criteria as they are Coomalie residents. Many young Coomalie Shire school children have and still do make the journey up the highway to play sport as there are currently no sporting groups/clubs within the Coomalie region.

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Local Government Act 2019 and Regulations

Policy 1.6 Annual Community Grants

FINANCIAL IMPLICATIONS

Council could allocate \$500.00 (\$250.00 each) from the Annual Community Grants Program.

Council's Annual Community Grants budget allocation is \$8000.00.

5.1 ATTACHMENT 1

From: Kasey Ryan <kcdouglas87@gmail.com>

Date: 20 August 2024 at 13:21:17 ACST

To: Chief Executive Officer <CEO@coomalie.nt.gov.au>

Subject: Donation/Sponsorship Tassel Trophy Challenge

Dear Coomalie Council,

I am writing in the hopes of seeking a donation/ sponsorship in lieu of the youth development grant that is not scheduled to open until October this year.

My two sons Leonard and Ricky Ryan have been selected to take part in the Tassell Trophy Challenge in Cairns in September, both are born and raised in the coomalie shire and have been playing with Litchfield bear rugby league club for the past five years, attending training twice a week and games on Saturdays.

The Tassell Trophy Challenge has been held annually since 2001, introduced by our club icon and patron, Tom Tassell, for Under 14 players and emerging referees.

Teams competing for the shield travel from throughout Queensland, New South Wales and the Northern Territory to the end of season event to experience fun, footy and friendship in a carnival environment.

The carnival is effectively used as a referees development camp with Match Officials from throughout the Top End, with an average age of 16 years, officiating at the carnival.

In 2018 a female competition, the Sandy Tassell Trophy was introduced, acknowledging the growing interest and participation in Rugby League the game by females.

The 2024 TTC is happening this year, 20 & 21 September, venue Jones Park Mann St Westcourt Cairns.

I have also attached a letter from the club regarding Leonard and Ricky acceptance to the team, I understand that this is late notices and may not be possible but any contribution if possible is muchly appreciated.

--

Kind Regards

Kasey Ryan

5.1 ATTACHMENT 2



20th August 2024

Leonard Ryan

7 Turana Street

Batchelor MNT 0845

Dear Leonard

As a valued member of the Litchfield Rugby League Club, we wish to congratulate you on your selection into this year's u14 Litchfield Bears Tassell Trophy Challenge team.

We recognise your commitment to the team and wish you success in the opportunity to represent us in Cairns in the Tassell Trophy Challenge, to be held over the weekend of 21st-22nd September 2024.

Our training will be facilitated by our chosen coaching staff and take place at TRL, and other locations as advised, up until the 18th of September.

The cost for this trip will amount to \$1850 which includes flights, accommodation, meals and associated playing costs. This may reduce pending confirmation of final costs and any fundraising that occurs.

For further information, please contact our tour organizer below.

We wish you much success in your training and the competition.

Yours sincerely



Andy Bate | Tour Organiser

andybate12@gmail.com | 0414 491 633

5.1 ATTACHMENT 3



20th August 2024

Ricky Ryan

7 Turana Street

Batchelor MNT 0845

Dear Ricky

As a valued member of the Litchfield Rugby League Club, we wish to congratulate you on your selection into this year's u14 Litchfield Bears Tassell Trophy Challenge team.

We recognise your commitment to the team and wish you success in the opportunity to represent us in Cairns in the Tassell Trophy Challenge, to be held over the weekend of 21st-22nd September 2024.

Our training will be facilitated by our chosen coaching staff and take place at TRL, and other locations as advised, up until the 18th of September.

The cost for this trip will amount to \$1850 which includes flights, accommodation, meals and associated playing costs. This may reduce pending confirmation of final costs and any fundraising that occurs.

For further information, please contact our tour organizer below.

We wish you much success in your training and the competition.

Yours sincerely



Andy Bate | Tour Organiser

andybate12@gmail.com | 0414 491 633

5.1 ATTACHMENT 4

1.6 Annual Community Grants Policy



Council Resolution:	2022/07/19/007
Date to take effect:	20/07/2022
Legislative reference:	<i>Nil</i>
Review Date:	17/07/2025

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. This policy applies to all applicants of a community grant, sponsorship, scholarship or donation.

2. Principles

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 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
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation may need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.

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.
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.
Scholarship	Where Council provides financial support for education or an educational activity. Acquittal of funds is not required. GST is applicable. Council is recognised for its contribution.
Representation	The action of speaking, competing or acting on behalf of Coomalie, 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.

4. Policy Statement

4.1 Criteria for Financial or In-Kind Support from Council

- (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.
- (b) Each request must include a completed Community Grant Scheme Application.
- (c) Guidelines for Annual Community Grants are set out in the Coomalie Council Community Grants Program 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 will be allowed.

4.2 Annual Community Grants

- (a) The total pool of funding will be set each year in the Council budget up to a value of \$8,000.
- (b) Individual applications not to exceed \$1,500.
- (c) Requests are to be made in writing, using the Annual Community Grants application form, and must fulfil all criteria in the above section.
- (d) Applications will be assessed against the Coomalie Council Community Grants Guidelines by the Community Grants Committee.
- (e) A report detailing decisions made regarding the determination of the Community Grants Committee 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 or Council.
- (c) The organisation must permit Council to attend the funded event/program for the purpose of taking photos and/or video recording. Council will seek permission from the individual/s photographed or recorded.
- (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) No acquittal is required.

4.4 Scholarships

- (a) Individuals are eligible to apply for scholarships (b) Applicants must be a resident within Coomalie Shire.
- (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.

- (a) Funding will be from the Community Grants Program allocation and considered a donation.
- (b) Pre-determined amounts of support will be available to individuals and teams.
- (c) Individuals may request up to \$250 to assist their representation. All team members may request individually however, where an individual is successful, that individual is ineligible to receive additional funding as part of a team application.
- (d) Teams may request up to \$250 per competing team member, up to the total value of \$1,500 to assist team representation. A list of competing team members is to be included with the team application. Where a team application is successful, a member of that team is ineligible to also apply as an individual.
- (e) Requests are to be made in writing, with description of purpose and need of financial or inkind support and must fulfill all criteria in 4.1 above.

- (f) Requests for Representation funding will be via Application, where the application meets eligibility.
- (g) Representation eligibility:
- Individuals must be Coomalie residents;
 - or - Teams must be Coomalie based.
- (h) Supporting documentation must include evidence of competition/activity/event participation.

4.6 Recurring Grants

Council recognises the following recurring grants.

Organisation	Grant/Contribution	Policy Amount	Current Amount
Adelaide River Show		\$1,000	\$1,000
Territory Day	NTG significantly underwrite the Territory Day display	\$3,500	\$3,500
Seniors Christmas Party	COTA and supplier contributions vary. They are in addition to \$1,000 from CCGC. (It costs approx. \$3,500 each year to run and provide a meal and drink for the seniors as well as decorations and prizes)	\$1,000	\$1,000
Adelaide River Library	Paid to AR School for electricity contribution as Council use their facilities for the Community Library out of school service.	\$2,000	\$2,000
Rum Jungle Bowls	Subsidise purchase of fertiliser, top soil etc. to maintain the green.	\$1,500	\$1,500

4.7 In Kind Support Program

Event	Support/donations provided	Staff
Adelaide River Show Approx. 8 hrs	Provision of tables and chairs. Set up of pavilion and cleaning prior to Show.	Operations crew CRO
Adelaide River Races Approx. 8 hrs	Provision of tables and chairs (if not run by Darwin Turf Club) Setting up barrier flags on roadside.	Operations crew
Adelaide River Festival (Adelaide River School) Approx. 16hours	Provision and set up of shade structures. Assistance with set up of oval including line marking. Assistance on the days	Operations crew CRO
Batchelor Area School Sports & Swimming Carnival. Approx. 8 hours per day	Provision and set up of shade structures. Assistance with set up of oval including line marking. Assistance on the day	Operations crew CRO
Clean Up Australia Day or similar activity Approx. 16 hrs	Assistance with facilitation of the event and provision of an after-event BBQ.	CRO
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.	CRO
Rum Jungle Bowls Club	Free use of the Bowls Club to offset for maintaining the bowls green.	
Ironbark	Adelaide River Council Compound free lease agreement. Ironbark pay Power and Water.	
Seventh Day Adventist Church Group	Free use of Community Bus, Batchelor Oval and Bruce Jones Community Centre	

4.5 Community Grants Committee

- (a) Council will establish the Community Grants Committee to assess applications for Annual Community Grants and make recommendations to Council on the allocations from the pool of funds.
- (b) The Committee will comprise the CEO, the Community Recreation Development Officer and an independent community member to be ratified by Council.
- (c) Committee has the power to clarify any matter in relation to an application and the applicant that it sees appropriate.

4.6 Grants Register

Council will maintain a register of all grants devolved to the community.

The grant register will note the;

- (a) year of the grant
- (b) type of grant (Annual or In-kind Support)
- (c) term of the grant
- (d) grant applicant
- (e) grant purpose
- (f) grant acquittal date if 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 forwarded 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.

5. Council requirements

5.1 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*.

DOCUMENT HISTORY
1.6 Annual Community Grants Policy

Date Adopted:	17 November 2020	17/11/2020/015 To comply with the <i>Local Government Act 2019</i>
Amended:	03/10/2013	Add bus change to Remembrance Day
Amended:	28/05/2014	Add Seniors Christmas Party, AR Library and Clean Up Australia Day. Remove RJ Radio, Amend AR Races
Amended:	18/10/2018	New Policy adopted
Amended:	15/06/2021	Policy review 15/06/2021/018
Amended:	19/07/2022	Policy review 2022/07/19/007

6. CONFIDENTIAL ITEMS

RECOMMENDATION

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

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

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

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; or

(ii) prejudice the maintenance or administration of the law; or

(iii) prejudice the security of the council, its members, or staff; or

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person;

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

51 (1) (e) subject to subregulation (3) – 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;

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

Moved: Clr.

Seconded: Clr.

Procedural Note:

The meeting was closed to the public at

6.1 RFT2024-006 DESIGN AND CONSTRUCT MYRTLE FAWCETT PARK TOILET BLOCK

6.2 RFT2024-007 SUPPLY AND DELIVERY OF BACKHOE

7. 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: **Clr.**

Seconded: **Clr.**

Procedural Note:

The meeting was reopened to the public at

8. CLOSURE OF MEETING

The meeting closed at