



# AGENDA

**Ordinary Meeting of Council  
To be held on Tuesday 23 April 2024**

At 12:00 pm

Civic Centre, Council Chambers  
24 Stuart Highway, Katherine NT 0850

The Chief Executive Officer of Katherine Town Council hereby provides notice of the Ordinary Meeting of Council in accordance with Section 92 of the *Local Government Act 2019*



**ELECTED MEMBERS**

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn
- Councillor Maddy Bower
- Councillor Amanda Kingdon
- Councillor Peter McDougall
- Councillor Kerrie Mott
- Councillor Jeremy Trembath

**OFFICERS**

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Amanda Haigh – Manager Governance and Risk

**VISION:**

**Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.**

**MISSION:**

**Together, we will work effectively today to shape our exceptional future tomorrows.**

**VALUES:**

- 1. Accepting of diversity**
- 2. Sense of community**
- 3. Respect for people, environment, and culture.**

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**ORDER OF BUSINESS**

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## **1 ACKNOWLEDGEMENT OF COUNTRY**

We would like to acknowledge that this meeting is being held on the traditional lands of the first nations people of the Katherine township and surrounding council communities. We recognise the first nations culture as one of the longest surviving cultures in the world and we pay our respects to Elders both past, present and future.

## **2 OPENING PRAYER**

Grant O God to this Council wisdom, understanding and sincerity of purpose in the Governance of this Municipality. Amen

## **3 OPENING OF THE MEETING**

## **4 ATTENDANCE**

### **4.1 PRESENT**

### **4.2 APOLOGIES**

### **4.3 LEAVE OF ABSENCE**

## **5 DECLARATION OF INTEREST**

Members Disclosure Conflict of Interest

Elected Members must declare any conflicts of interest in accordance with Councils Conflict-of-Interest Policy. A copy of this policy can be downloaded from [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au) or obtained by emailing [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

## **6 PRESENTATIONS FROM EXTERNAL AGENCIES**

## **7 CONFIRMATION OF PREVIOUS MINUTES**

### **7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 26 MARCH 2024**

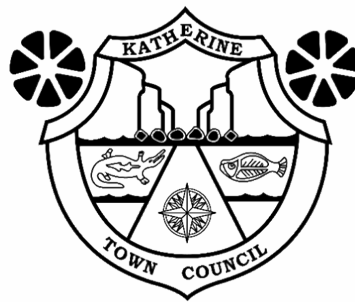
Report Type: Previous Minutes

Attachments: 1. Ordinary Meeting of Council - 26 March 2024 - Minutes - Unconfirmed [7.1.1 - 14 pages]

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### **Recommendation**

That Council confirm the minutes of the Ordinary Meeting of Council held on 26 March 2024 as a true and accurate record.



# MINUTES

**Ordinary Meeting of Council  
Held on Tuesday 26 March 2024**

Civic Centre, Council Chambers  
24 Stuart Highway, Katherine NT 0850



## 1 ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge that this meeting is being held on the traditional lands of the first nations people of the Katherine township and surrounding council communities. We recognise the first nations culture as one of the longest surviving cultures in the world and we pay our respects to Elders both past, present and future.

## 2 OPENING PRAYER

Grant O God to this Council wisdom, understanding and sincerity of purpose in the Governance of this Municipality. Amen

## 3 OPENING OF THE MEETING

Mayor Clark declared the Ordinary Meeting of Council - 26 March 2024 open at 12:00 pm.

## 4 ATTENDANCE

### 4.1 PRESENT

#### ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn
- Councillor Maddy Bower - via videoconference
- Councillor Peter McDougall
- Councillor Kerrie Mott
- Councillor Jeremy Trembath

#### OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Amanda Haigh – Manager Governance and Risk (minute taker)
- Emily Jones - Executive Assistant Governance
- Staff x 6

**PUBLIC** - 5

### 4.2 APOLOGIES

Nil

### 4.3 LEAVE OF ABSENCE

Councillor Kingdon is on leave of absence for this meeting.

## 5 DECLARATION OF INTEREST

The Chair reminded members of their responsibility to declare any conflicts of interest.

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Nil conflicts declared.

## 6 PRESENTATIONS FROM EXTERNAL AGENCIES

UNCONFIRMED





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## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 27 FEBRUARY 2024

#### **COUNCIL RESOLUTION OMC-2024-46**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor McDougall

That Council confirm the minutes of the Ordinary Meeting of Council held on 27 February 2024 as a true and accurate record.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil



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## 8 BUSINESS ARISING FROM PREVIOUS MINUTES

### 8.1 ACTION UPDATE

#### **COUNCIL RESOLUTION OMC-2024-47**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor Trembath

That Council receive and note the Action update.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

#### Discussion

Regarding item 14.3 the bottom 2 tennis courts are closed due to vandalism and council are in discussion with the user group on a way to resolve so the public courts can be open again at all times.



## 9 MAYORAL BUSINESS

### 9.1 MAYOR ACTIVITIES FEBRUARY 2024

#### **COUNCIL RESOLUTION OMC-2024-48**

**Moved:** Councillor Trembath; **Seconded:** Deputy Mayor Coburn

That Council receive and note the Mayoral activities for February 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
 AGAINST: Nil

Discussion  
 ASB stands for Antisocial Behaviour.

## 10 CORRESPONDENCE AND DOCUMENTS

### 10.1 CORRESPONDENCE INCOMING FEBRUARY 2024

#### **COUNCIL RESOLUTION OMC-2024-49**

**Moved:** Councillor McDougall; **Seconded:** Councillor Trembath

1. That Council receive and note the Incoming Correspondence:

- Attachments:
1. 2024 Water License Allocation for Katherine Early Notice - 16 February 2024 - 188728 [10.1.1 - 3 pages]
  2. Letter - Minister for LG - Approved LG Immediate Priority Grants - 2023-24 - 20 February 2024 - 188729 [10.1.2 - 1 page]
  3. Letter - Leader of the Opposition - Congratulations - Territory Tidy Town Award - 22 February 2024 - 189288 [10.1.3 - 1 page]
  4. Letter - LGANT - General Meeting Constitution changes and call for motions - 4 March 2024 - 189287 [10.1.4 - 1 page]
  5. LGANT Calls for Motions - 4 March 2024 - 189287 [10.1.5 - 4 pages]

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
 AGAINST: Nil

Discussion  
 The water allocation information is from government which compliments recent presentations to Council. LGANT motions deadline is 28 March 2024.

### 10.2 CORRESPONDENCE OUTGOING FEBRUARY 2024



**COUNCIL RESOLUTION OMC-2024-50**

**Moved:** Councillor Trembath; **Seconded:** Councillor Bower

That Council receive and note the Outgoing Correspondence:

- Attachments:
1. Letter - RSPCA Katherine - Support for funding application - 21 February 2024 - 188685 [10.2.1 - 1 page]
  2. Letter - Australian Institute of Architects - Support for funding application - 21 February 2024 - 188686 [10.2.2 - 1 page]

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
 AGAINST: Nil

Discussion

The letter of support for the Australian Institute of Architects is for a conference they intend to hold in Katherine and are seeking funding for. It was raised that this maybe an opportunity to have conversations regarding town planning if possible. The NT branch of Australian Institute of Architects is based in Darwin.

**11 PETITIONS**

**12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)**

Question	Response
Jon Raynor - Within the Centenary of Katherine minutes, minutes do not include discussions, was there any discussions during the meeting?	The minutes are action based.
Jon Raynor - Also noted that the RAAF were not in attendance at the Centenary of Katherine meeting, are they involved?	There are 2 members on the committee but they were unable to attend that meeting.
Jon Raynor - The previous minutes item 14.6 refers to parking fines and waste management fees outstanding, noting no detail is within the finance report, why isn't this being brought up at every meeting?	Taken on notice
Jon Raynor - why is the FAQ a late agenda item and why do council have to move and vote on?	Information only from NTG and the late item allows for it to be tabled to the Council
Jon Raynor - Cr Trembath has opted out of reporting, how do electors and ratepayers know what the activities are of Cr Trembath?	This obligation is up to the individual councillor and used for the Annual report. For further clarification best to ask the Councillor directly.

**13 NOTICE OF MOTION**



**14 REPORTS OF OFFICERS**

**14.1 CENTENARY OF KATHERINE 2026 ADVISORY COMMITTEE TERMS OF REFERENCE**

**COUNCIL RESOLUTION OMC-2024-51**

**Moved:** Councillor Trembath; **Seconded:** Councillor McDougall

That Council endorses the Centenary of Katherine Advisory Committee Terms of Reference.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
 AGAINST: Nil

Discussion

The Terms of Reference were dealt with in the report to the Council at the October meeting within the minutes. This report is to endorse the same document that was supported by the committee.

**14.2 COUNCIL ADVISORY COMMITTEE MEMBERSHIP APPOINTMENT OF ELECTED MEMBER VACANCIES**

**COUNCIL RESOLUTION OMC-2024-52**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor McDougall

1. That Council appoints Councillor Peter McDougall to the Administrative Review Committee for the period to 31 January 2025.
2. That Council appoints Councillor Jeremy Trembath to the Audit and Risk Management Committee as alternate member for the period to 31 January 2025.
3. That Council appoints Councillor Jeremy Trembath to the Katherine Showgrounds and Multi-purpose Centre Advisory Committee for the period to 31 January 2025, and Councillor Peter McDougall to be the Chair of the Katherine Showgrounds and Multi-purpose Centre Advisory Committee for the period to 31 January 2025.
4. That Council appoints Mayor Elisabeth Clark to the Greening Advisory Committee as alternate member for the period to 31 January 2025.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
 AGAINST: Nil

**14.3 FINANCE REPORT FOR THE MONTH OF FEBRUARY 2024**

**COUNCIL RESOLUTION OMC-2024-53**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor Bower

That Council endorses the Finance Report for the Month of February 2024.

**CARRIED 5|1**



FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall and Councillor Trembath  
 AGAINST: Councillor Mott

Discussion

Councillor Kerrie Mott advised that she was not prepared to discuss why voting against.

**14.4 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR FEBRUARY 2024**

**COUNCIL RESOLUTION OMC-2024-54**

**Moved:** Councillor McDougall; **Seconded:** Councillor Bower

That Council receive and note the report of the Infrastructure and Environment Department for February 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
 AGAINST: Nil

Discussion

The lockers are funded from a grant and are a trial for the homeless to store their belongings and will be managed by the Salvation Army. If the trial is successful then will need to find more funding to install more. Complimented on the water bubblers including the water for dogs aswell. Well done for getting over the line and all who involved in the project.

The Aquatic Centre was closed due to an extreme second water leak. We are in the process of signing the contract with Sitzler including time lines and plans. We realise closing the pool earlier is not ideal and did not foresee this coming. The environmental checks this week uncovered lots of rock which requires the plans to adjust where the new pool can go.

Belgravia contractual arrangement has been followed.

The weeding and spraying is being undertaken by a contractor due to not having staff with the expertise. It was raised that the contractor is not using PPE, to be followed up.

**14.5 CORPORATE SERVICES MONTHLY REPORT - FEBRUARY 2024**

**COUNCIL RESOLUTION OMC-2024-55**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor McDougall

That Council receive and note the Corporate Services Report for the month of February 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
 AGAINST: Nil

Discussion

Noted that there are 76 service requests with 38 remaining overdue which is due to a combination of factors such as short staff and contractor availability. Also noted that the weather has delayed some of the requests being completed such as there is still works ongoing after the New Years Eve storm and confirmed



by insurers to undertake certain works before commencing.  
Noted that there is a second graph showing triaging for the service requests but not for Snap Send Solve. The records management system reporting pulls this data. Triaging data will be looked into for Snap Send Solve.

#### 14.6 COMMUNITY SERVICE REPORT FOR THE MONTH OF FEBRUARY 2024

##### **COUNCIL RESOLUTION OMC-2024-56**

**Moved:** Councillor McDougall; **Seconded:** Councillor Bower

That Council receive and note the Community Services Department report for the Month of February 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

##### Discussion

Congratulations to the Library staff for the great work they do and Angel being promoted to Library Coordinator role. Noted the patron count sits at average number.  
The NT Tourism discount scheme commenced on the 29 February therefore not reported in this report. Have noted an increase in sales due to the scheme but not visits to the VIC yet.

## 15 REPORTS FROM COMMITTEES

### 15.1 MINUTES FROM COMMITTEES

#### 15.1.1 Centenary of Katherine Advisory Committee - Minutes - 5 February 2024

##### **COUNCIL RESOLUTION OMC-2024-57**

**Moved:** Councillor McDougall; **Seconded:** Councillor Trembath

That Council receive and note the minutes of the Centenary of Katherine Advisory Committee held on Monday 5 February 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

##### Discussion

Noted the meeting was well attended although members from RAAF could not attend. Events noted in the minutes are only suggestions for the calendar. A detailed events calendar will be tabled at the next committee meeting in May.

## 16 ELECTED MEMBER ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES FEBRUARY 2024



**COUNCIL RESOLUTION OMC-2024-58**

**Moved:** Councillor McDougall; **Seconded:** Deputy Mayor Coburn

That Council receive and note the Elected Member activities for February 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

Councillor Bower apologised for missing the deadline for activities to be submitted and will do a catch up on activities.

Councillor Trembath explained that he has withdrawn from the reporting obligation as he was doing a poor job and believes not to report rather than do a poor job.

Deputy Mayor 13 February activity confirmed had received an invite from NLC to attend the building opening and commented how good looking the building is and a good asset to the town and main street. Noted the building is owned and built by ABI, with NLC leasing it.

**17 LATE AGENDA**

**17.1 COUNCIL MEMBERS ALLOWANCES**

**COUNCIL RESOLUTION OMC-2024-59**

**Moved:** Councillor Trembath; **Seconded:** Deputy Mayor Coburn

That Council note the attached document of frequently asked questions in relation to changes made in Determination No. 1 of 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

The report has been tabled as courtesy information for the council as it is about their allowances determination. The NTG Local Government unit requested for this to be tabled at the next council meeting. This is only for elected members information and no decision required, providing a record of being received and acknowledged. The FAQ relates to elected member allowances and may affect you with changes taking effect on the 1st July with further discussion as part of the budget process.

**18 GENERAL BUSINESS**

Council wished all a good Easter.





Come and Try event was well attended by so many groups and should be a good year all round.

An EOI is out for the food collective - if anyone is interested please direct them to council, the event starts on the 2nd May and is held each fortnight.

The Cleanup month long campaign still continues ending this Sunday 31 March. Bags and gloves can be collected from the Civic Centre and you are able to pick up rubbish in any area. Leave the bag on the verge and council will pick it. Submit in Snap Send Solve app the location and you will go into the draw for a voucher or movie pass. Noted there has been a reasonable uptake this year.

Reminder ANZAC dawn service in 25 April at the Centotaph

**19 CLOSURE OF MEETING TO PUBLIC**

**Moved:** Mayor Clark; **Seconded:** Deputy Mayor Coburn

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

The time being 12:48 pm

**20 CONFIDENTIAL ITEMS**

**20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES**

**20.1.1 Confirmation of Previous Confidential Minutes 27 February 2024**

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(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.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.



Section Under the Act	The grounds on which part or the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

**20.2 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES**

**20.2.1 Confidential Business Arising from Previous minutes**

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**20.3 CONFIDENTIAL REPORTS OF OFFICERS**

**20.3.1 Organisation Restructure**

Section Under the Act	The grounds on which part or the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

**20.3.2 Nitmiluk Regional Precinct and Partnership Application**

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(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

**20.4 CONFIDENTIAL REPORTS FROM COMMITTEES**

**20.5 CONFIDENTIAL LATE AGENDA ITEMS**

**21 RESUMPTION OF OPEN MEETING**

The open meeting resumed at 1:29 pm.

**22 CLOSURE OF THE MEETING**

The Ordinary Meeting of Council - 26 March 2024 was declared closed at 1:30 pm.



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The next Ordinary Meeting of Council will be held on 23 April 2024.

UNCONFIRMED



## **8 BUSINESS ARISING FROM PREVIOUS MINUTES**

### **8.1 ACTION UPDATE**

Report Type: For noting

Attachments: 1. Action Report - 16 April 2024 [**8.1.1** - 6 pages]

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#### **Officer Recommendation**

That Council receive and note the Action update.

# Action Register



Search Criteria  
**Showing Completed Items:** No  
Applied Filters  
**Meeting Types:** Ordinary Meeting of Council  
**Generated By:** Emily Jones  
**Generated On:** 16/04/2024 at 9:57am

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
23/01/2024	Ordinary Meeting of Council - 23 January 2024	10.1	Correspondence Incoming December 2023	Awaiting external response	<p>Please action as per resolution.</p> <p><b>COUNCIL RESOLUTION OMC-2024-4</b>  <b>Moved:</b> Councillor Kingdon; <b>Seconded:</b> Councillor Bower</p> <p>That Council receive and note the Incoming Correspondence:</p> <p>Attachments:</p> <ol style="list-style-type: none"> <li>1. Letter - Administrator - Cor 2023 - 185698 [10.1.1 - 1 p</li> <li>2. Letter - LGANT - DIPL Respc 186265 [10.1.2 - 2 pages]</li> <li>3. Letter - Shadow Minister fo December 2023 - 186708 [1</li> <li>4. Letter - Minister DIPL - Re F [10.1.4 - 2 pages]</li> <li>5. Email - LGANT - Nomination 187213 [10.1.5 - 2 pages]</li> </ol> <p style="text-align: center;"><b>CARRIED 7 0</b></p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath  AGAINST: Nil</p> <p>Discussion  Noted that the proposed alternate route appears to be NTG second priority being still in the 10 to 20 year pipeline. Raised that there is a alot of development occurring on Bicentennial Road and</p>	Executive Assistance Governance	<p><b>16/02/2024 Manager Governance and Risk</b></p> <p>Invitation to Louise McCormick to come and discuss with council the alternate route, infrastructure audit and other infrastructure related topics is being finalised.</p> <p><b>16/04/2024 Executive Assistance Governance</b></p> <p>Email sent to Louise McCormick (from CEO) requesting to organise a time to meet with Council (either via TEAMS or in person). Awaiting response from Louise.</p>	05/04/2024	<b>Overdue by: 11 days</b>

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
					<p>Zimin Drive for trucks and that this should be considered for a second bridge and route to utilise these two roads as the entrances. A request will be sent to Louise McCormick to come and discuss with council the alternate route, infrastructure audit and other infrastructure related topics.</p> <p>Suggestion for the trivia signs to include messaging around flooding.</p>				
23/01/2024	Ordinary Meeting of Council - 23 January 2024	14.5	Lease and Licence - Amplitel Pty Ltd - 28 Second Street	Awaiting external response	<p>Please action as per resolution.</p> <p><b><u>COUNCIL RESOLUTION OMC-2024-10</u></b>  <b>Moved:</b> Councillor Trembath; <b>Seconded:</b> Deputy Mayor Coburn</p> <p>That Council authorise the Mayor and Chief Executive Officer to affix the Common Seal and execute a five (5) year lease and license agreement, with the option for renewal for an additional term of five (5) years, to Amplitel Pty Ltd for a designated portion of Lot 73, 28 Second Street, Katherine NT.</p> <p style="text-align: right;"><b>CARRIED 6 1</b></p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall and Councillor Trembath                      AGAINST: Councillor Mott</p>	Administration Manager	<p><b>05/02/2024 Administration Manager</b></p> <p>HWLE have been advised that Council has endorsed the Lease and Licence. Will await for the finalised documents to be returned for affixing Common Seal and signatures.</p>	06/02/2024	Overdue by: 70 days
27/02/2024	Ordinary Meeting of Council	14.2	Partnership Agreement	In Progress	<p><b><u>COUNCIL RESOLUTION OMC-2024-28</u></b></p>	Administration Manager	<p><b>18/03/2024 Administration Manager</b></p>	12/03/2024	Overdue by: 35 days

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
	- 27 February 2024		t - Katherine Show Society		<p><b>Moved:</b> Councillor Kingdon; <b>Seconded:</b> Deputy Mayor Coburn</p> <p>That Council endorses and approves of the two (2) year Partnership Agreement between Katherine Town Council and the Katherine Show Society.</p> <p style="text-align: center;"><b>CARRIED 5 0</b></p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Kingdon, Councillor McDougall and Councillor Mott AGAINST: Nil</p> <p>Discussion The extra funding is in line with other partnerships that the council has offered. The council understands the costs are increasing to do business just like council face. This is a small amount and a good business decision for these groups. Noted the show last year was very successful and bigger than previous years. Katherine is one of the few places that still have a country show and we need to support them. Please action as per resolution.</p>		Partnership Agreement sent on 11/03/2024. Follow up email sent 18/03/2024.		
27/02/2024	Ordinary Meeting of Council - 27 February 2024	14.3	Memorandum of Understanding - Katherine Tennis Club	Not yet started	<p>Please action as per resolution.</p> <p><b><u>COUNCIL RESOLUTION OMC-2024-29</u></b> <b>Moved:</b> Councillor Kingdon; <b>Seconded:</b> Deputy Mayor Coburn</p>	Administration Manager		12/03/2024	<b>Overdue by: 35 days</b>



Meeting Date	Document	Item No.	Item	Status	Action Required	Assignees	Action Taken	Due Date	Completed (Overdue)
					<p>That Council endorses the ongoing MOU (Memorandum of Understanding) From 1 July 2024 to 30 June 2025 with Katherine Tennis Club under the terms and provisions of previous years.</p> <p style="text-align: center;"><b>CARRIED 5 0</b></p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Kingdon, Councillor McDougall and Councillor Mott AGAINST: Nil</p> <p>Discussion The 2 public courts that are normally open all the time are closed during the night due to the security risk. Council is working with the Tennis Club, to make sure the whole facility is safe before they are fully open again. Current security includes lighting and screamer alarm, there is no CCTV.</p>				
27/02/2024	Ordinary Meeting of Council - 27 February 2024	14.5	Shared Services Agreement - West Arnhem Regional Council	Awaiting internal response	<p>Please action as per resolution.</p> <p><b>COUNCIL RESOLUTION OMC-2024-31</b> <b>Moved:</b> Councillor Kingdon; <b>Seconded:</b> Deputy Mayor Coburn</p> <p>That Council authorise the Chief Executive Officer to enter into a Shared Service Agreement with West Arnhem Regional Council to acquire services for Record Management.</p>	Administration Manager	<p><b>18/03/2024 Administration Manager</b></p> <p>CEO's will need to discuss the payable amount for WARC services.</p>	12/03/2024	Overdue by: 35 days

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignees	Action Taken	Due Date	Completed (Overdue)
					<p style="text-align: center;"><b>CARRIED 5 0</b></p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Kingdon, Councillor McDougall and Councillor Mott AGAINST: Nil</p> <p>Discussion A shared agreement can be with different councils depending on need and what benefits can we gain. Records management is very important, and we know we can do better through continuous improvement. We are negotiating the costs proposed with West Arnhem Regional Council (WARC). Katherine Town Council has and will continue to share knowledge with our local government counterparts and hoping WARC will have a similar approach.</p>				



## 9 MAYORAL BUSINESS

### 9.1 MAYOR ACTIVITIES MARCH 2024

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Mayoral activities for March 2024.

#### **Purpose of Report**

To provide an update on the Mayoral activities and engagements since the last Council meeting. The elected member reporting obligation forms part of the Katherine Town Council's Annual Report to the community, outlining elected members contribution to the Town council's service delivery.

#### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

- 1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.
- 1.1.3 Improve transparency around issues affecting the community.

**1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.**

- 1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.
- 1.2.2 Act as a connector on key issues affecting the community as a member in key reference groups.

**1. STRONG LEADERSHIP - 1.5 Financial - Have long-term financial sustainability in Council to allow for continued growth and development.**

- 1.5.1 Collaborate with all three levels of government.

**2. COMMUNITY AND FAMILIES - 2.2 Prioritise Recreation - Collaborate and innovate with the private and public sectors for positive social, economic, and environmental outcomes.**

- 2.2.3 Promote an active community with family events, festivals, live music and sports.

**3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.**

- 3.1.1 Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days.

**6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.2 Collaborate with Regional Councils - Work collaboratively with other councils and government to ensure we are achieving the best outcomes for the Big Rivers Region.**

- 6.2.2 Ensure a sound understanding of existing policies or agreements on critical matters impacting Katherine.

**6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy - Collaborate with Territory and federal governments.**

- 6.3.1 Advocate for the interests of our community.
- 6.3.4 Membership on regional committees.
- 6.3.5 Develop an elected member-led advocacy agenda on key areas of concern including housing,



homelessness, liveability, native title.

**7. ENVIRONMENTAL SUSTAINABILITY - 7.4 Reduce Our Footprint - Optimise Council's products, services, and operations to increase efficiencies and reduce our emissions.**

7.4.4 Investigate installing electric car chargers.

<b>Mayor Lis Clark</b>	
<b>Date</b>	<b>Activity attended</b>
1 March	Venture Housing
1 March	Leadership Assembly - Katherine South Primary
1 March	Northrop Grumman – Contractor for Tindal
1 March	Department of the Chief Minister and Cabinet
1 March	Family Open Day - Royal Australian Air Force (RAAF) Tindal
4 March	Affordable Housing Group
4 March	Katherine Police
5 March	NT Planning Commission Meeting
5 March	Defence Project Advanced Growler Phase 6 Project Briefing
6 March	Air 70001B Project - Tindal
6 March	Katherine East Neighbourhood Centre (KENC) Briefing - Department of Infrastructure, Planning and Logistics (DIPL)
7 March	LGANT Meeting
7 March	Seniors Expo
7 March	Meeting with Minister Uibo
8 March	Better Delivery of Universal Service - LGANT
8 March	International Women's Day
8 March	Katherine Times
9 March	There's always Something Exhibition – Ross McHutcheon - Godinymayin
11 March	Elected Member Information Session (EMIS)
11 March	Australian Federal Police
12 March	The Launch of the NT Electronic Vehicle (EV) Chargers with Federal Minister Chris Bowen
12 March	Prime Minister Albanese, Minister McCarthy, Minister Burney & Minister Scrymgour
13 March	Meeting at Museum
13 March	Meeting with AFL, High School
13 March	Faculty of Health - CDU
14 March	Department of the Chief Minister and Cabinet
14 March	Award Ceremony Bill Harney - CDU
16 March	Come and Try Sports Day
18 March	Meeting with Acting Chief Executive Officer - Department of Infrastructure, Planning and Logistics (DIPL)

19 March	Briefing on the Remote Jobs & Economic Development – National Indigenous Australians Agency (NIAA)
19 March	Meeting with Chair - Grant Commission
20 March	LGANT Board Meeting
20 March	Radio with Katie Woolf
20 March	Briefing on Traffic Management - LGANT
21 March	Grants Commission
21 March	Harmony Day – Citizenship Ceremony
22 March	Bombing of Katherine - Museum
25 March	Elected Member Information Session (EMIS)
25 March	Membership Discussions - LGANT
26 March	Ordinary Meeting of Council (OMC)
27 March	Meeting with Local Member



## **10 CORRESPONDENCE AND DOCUMENTS**

### **10.1 CORRESPONDENCE INCOMING MARCH 2024**

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Incoming Correspondence:

- Attachments: 1. Letter - TFaHC - Letter from Acting CEO regarding Changing Places Grant - 2 April 2024 [**10.1.1** - 2 pages]



Department of  
**TERRITORY FAMILIES,  
HOUSING AND COMMUNITIES**

Office of the Chief Executive  
Level 7, Power House  
41 Smith Street Mall  
DARWIN NT 0800

Postal address  
PO 37037  
WINNELLIE NT 0821

[ETFHC.OfficeofCEO@nt.gov.au](mailto:ETFHC.OfficeofCEO@nt.gov.au)

T 08 8999 2749

File reference: HCD2022/07936-18

Ms Ingrid Stonhill  
Chief Executive Officer  
Katherine Town Council  
PO Box 1071  
KATHERINE NT 0851

Via email: [ingrid.stonhill@ktc.nt.gov.au](mailto:ingrid.stonhill@ktc.nt.gov.au)

*Ingrid*  
Dear Ms Stonhill

**RE: AUSTRALIAN GOVERNMENT CHANGING PLACES GRANT**

The Australian Government is investing \$32.2 million from 2022 to 2026 to build Changing Places facilities in local government areas across Australia.

Changing Places are specialised public toilet facilities, suitable for people with high support needs. They are larger than standard accessible toilets and have extra features and more space to meet the needs of people with disability and their carers. Changing Places improve people's quality of life, as they enable people with disability to participate in more activities for longer.

Funding is being implemented in four annual tranches with Tranche 2 of the Australian Government Changing Places grant program currently underway which will run for the 2023-2024 financial year. The Australian Government will fund up to 50 per cent of the funding required to build the first Changing Places facility in a local government area, and 40 per cent for all subsequent facilities.

The Northern Territory Government is inviting expressions of interest from councils interested in establishing Changing Places facilities within their jurisdictions, who will be willing to construct and contribute funding to the facility's development.

Funding will be delivered through Federation Funding Agreements (FFAs) between the Commonwealth and states and territories and funding can be combined with other Commonwealth grants for example the Local Roads and Community Infrastructure program or the Growing Regions Program.

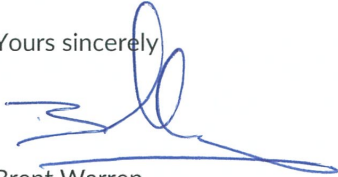
Building will need to commence within 12 months of receiving funding, and completed within 18 months of commencement. The Australian Government funding is a contribution towards the costs of construction only. As a cost guide, the Northern Territory Department of Infrastructure, Planning and Logistics has estimated that a facility in Darwin will cost approximately \$290,000 and \$370,000 in a remote location.

Future tranches will provide an opportunity for those councils not in a 'build-ready' position this financial year to still proceed and be captured in Tranches 3 or 4. For more information on this funding program please visit [www.dss.gov.au/disability-and-carers-programs-services/changing-places](http://www.dss.gov.au/disability-and-carers-programs-services/changing-places).



If your council is interested, please provide proposed location details, quotation information and point of contact details to Bryony Bree, Executive Director Social Inclusion, via email [officeofdisability.tfhc@nt.gov.au](mailto:officeofdisability.tfhc@nt.gov.au) by Monday, 8 April 2024. Should you be unable to meet this deadline but are interested in the program, please contact Ms Bree on 08 8999 4547.

Yours sincerely



Brent Warren  
Acting Chief Executive Officer

24/2024



## **10.2 CORRESPONDENCE OUTGOING MARCH 2024**

Report Type: For noting

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### **Recommendation**

That Council receive and note the Outgoing Correspondence:

Attachments: 1. Letter - Jon Raynor - Response to Question at Council Meeting - 3 April 2024 [**10.2.1**  
- 1 page]



24 Stuart Highway  
PO Box 1071  
Katherine NT 0851  
records@ktc.nt.gov.au  
Ph: 08 8972 5500  
Fax: 08 8971 0305  
ABN 4783 6889 865

3 April 2024

Jon Raynor  
Via email: jaraynor1@bigpond.com

Dear Mr. Raynor,

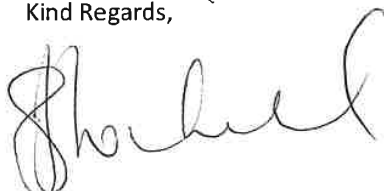
**RE: Response to question taken on notice at the Ordinary Meeting of Council held on Tuesday 26 March 2024**

I write to you in response to the question you raised in relation to the agenda item '7.1 Minutes of the Ordinary Meeting of Council 27 February 2024', specifically referencing item '14.6 Finance Report for the Month of January 2024' in which it refers to outstanding parking fines and waste management fees. You noted there is no detail within the February finance report regarding this and questioned why this is not being brought up at every meeting. This question was taken on notice, and I now wish to offer you the following response.

Katherine Town Council are not required, under legislation, to provide a public report on historical debt that relates to the Fines Recovery Unit (FRU). However, as an act of transparency, I provide the Elected Members with more detail as and when required.

I would like to thank you for your interest in the council.

Kind Regards,



Ingrid Stonhill  
**CHIEF EXECUTIVE OFFICER**



## **11 PETITIONS**

## **12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)**

Questions relating to the agenda, that you would like addressed, can be submitted via email at [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au), over the phone at 08 8972 5500, in person at the Civic Centre, or through an electronic submission via the [website](#).

Please submit your question/s pertaining to the current Ordinary Meeting of Council agenda. These will be responded to in full and in a public setting.

## **13 NOTICE OF MOTION**



## 14 REPORTS OF OFFICERS

### 14.1 FINANCE REPORT FOR THE MONTH OF MARCH 2024

Author: Jasjit Rai, Finance Manager  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: 1. Monthly Report - Finance - March 2024 [14.1.1 - 9 pages]

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#### **Officer Recommendation**

That Council endorses the Finance Report for the Month of March 2024.

#### **Purpose of Report**

This report is to present to the Council the Financial Report for March 2024.

#### **Strategic Plan**

**4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.**

4.2.4 Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.

#### **Municipal Plan**

##### **2.1 Corporate Services - Financial Services**

- 2.1.1 Adhere to internal financial procedures.
- 2.1.2 Comply with legislative requirements.
- 2.1.3 Prudent financial management for stronger returns for ratepayers.
- 2.1.4 Sustainable long-term finances and current risk management practices.

#### **Background**

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to the Council at their Ordinary Monthly Council Meeting. Accordingly, the commentary attached presents the preliminary financial position of the council at the end of March 2024 with the Chief Executive Officer (CEO) Certification.

#### **Discussion**

- Total YTD operating income is 21.37% above the budget.
- Interest revenue is above budget due to growth in the investment portfolio and higher interest rates.
- Operating grants revenue is below the budget mainly due to the timing, as majority of the grants are paid in second half of the financial year.
- Total YTD operating expenditure is 1.6% below the budget.
- Employee Costs are below budget by 20.70% as some positions remained vacant.
- Monthly creditor payments have been made to all approved suppliers with payments made weekly.
- 23.76% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- 31.98% of our outstanding rate balance reflects rates outstanding for prior financial years (2022/2023 FY and prior).

#### **Consultation Process**



**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

The Report and attachment provide a comparison of Council's YTD actual performance against the budget.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

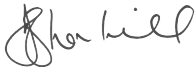
We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

**Certification by the CEO to the Council**

<b>Council Name:</b>	Katherine Town Council
<b>Reporting Period:</b>	31/03/2024

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.

**CEO Signed**



**Date Signed**

17/04/2024

**Note:** The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the General Regulations)

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	9,018,935	6,567,553	2,451,383	8,756,737
Waste Charges	1,467,540	1,079,255	388,285	1,439,006
Fees and Charges	1,628,686	1,723,233	(94,547)	2,297,644
Operating Grants and Subsidies	647,690	1,666,125	(1,018,435)	2,221,500
Interest / Investment Income	777,014	337,500	439,514	450,000
Commercial and Other Income	342,288	64,069	278,219	85,425
<b>TOTAL OPERATING INCOME</b>	<b>13,882,152</b>	<b>11,437,734</b>	<b>2,444,418</b>	<b>15,250,312</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	3,832,806	4,719,437	(886,631)	6,292,582
Materials and Contracts	5,371,429	5,557,367	(185,937)	7,409,822
Elected Member Allowances	175,167	178,500	(3,333)	238,000
Elected Member Expenses	19,384	45,156	(25,772)	60,208
Council Committee & LA Allowances	7,085	18,000	(10,915)	24,000
Council Committee & LA Expenses	4,977	4,500	477	6,000
Depreciation, Amortisation and Impairment	3,127,836	2,608,142	519,695	3,477,522
Finance Costs	-	105,605	(105,605)	140,806
Other Expenses	486,361	-	486,361	
<b>TOTAL OPERATING EXPENDITURE</b>	<b>13,025,045</b>	<b>13,236,705</b>	<b>(211,660)</b>	<b>17,648,940</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>857,107</b>	<b>(1,798,971)</b>	<b>2,656,078</b>	<b>(2,398,628)</b>

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>857,107</b>	<b>(1,798,971)</b>	<b>2,656,078</b>	<b>(2,398,628)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income			-	
Add Back Non-Cash Expenses	3,498,684	2,713,746	784,938	3,618,328
<b>TOTAL NON-CASH ITEMS</b>	<b>3,498,684</b>	<b>2,713,746</b>	<b>784,938</b>	<b>3,618,328</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	1,369,124	1,664,700	(295,576)	2,219,600
Borrowing Repayments (Principal Only)	-	-	-	
Transfer to Reserves	-	-	-	
Other Outflows	-	-	-	
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(1,369,124)</b>	<b>(1,664,700)</b>	<b>295,576</b>	<b>(2,219,600)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	-	750,000	(750,000)	1,000,000
Prior Year Carry Forward Tied Funding	840,755	-	840,755	
Other Inflow of Funds	53,010	-	53,010	
Application of Retained Earnings	-	-	-	
Transfers from Reserves	-	-	-	
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>893,765</b>	<b>750,000</b>	<b>143,765</b>	<b>1,000,000</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>3,880,433</b>	<b>75</b>	<b>3,880,358</b>	<b>100</b>



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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget * \$	YTD Variance \$	Current Financial Year (Annual) Budget * \$
Land and Buildings	3,856	383,869	( 380,013)	511,825
Improvements	379,635	70,125	309,510	93,500
Plant & Machinery	609,470	858,094	( 248,624)	1,144,125
Fixtures	109,166	52,613	56,553	70,150
Fleet <sup>(1)</sup>	174,646	-	174,646	-
Infrastructure Paths & Cycleways	12,840	-	12,840	-
Infrastructure Roads	-	300,000	( 300,000)	400,000
Infrastructure Storm water & Drainage	79,512	-	79,512	-
Infrastructure Streetlights	-	-	-	-
			-	
<b>TOTAL CAPITAL EXPENDITURE*</b>	<b>1,369,124</b>	<b>1,664,700</b>	<b>(295,576)</b>	<b>2,219,600</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	475,359	914,700	( 439,341)	1,219,600
Capital Grants	840,755	750,000	90,755	1,000,000
Utilisation of Retained Earnings	-	-	-	-
Transfers from Cash Reserves	-	-	-	-
Borrowings	-	-	-	-
Sale of Assets (Including Trade-In)	53,010	-	53,010	-
Other Funding	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>1,369,124</b>	<b>1,664,700</b>	<b>(295,576)</b>	<b>2,219,600</b>

(1) Budget for Fleet acquisitions is included with Plant & Machinery and will be separated as part of the Budget Review

**Table 2.2. Quarterly Report on Planned Major Capital Works**

Class of Assets	By Major Capital Project *	Total Prior Year(s) Actuals \$ (A)	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget ** \$ (D)	Total Yet to Spend \$ (E = D - C)	Expected Project Completion Date
Buildings Structures	Aquatic Centre	\$ -	\$ -	\$ -	\$ 10,300,000.00	\$ 10,300,000.00	Feb-25
Plant & Equipment	Waste Handler Loader	\$ -	\$ 609,470.00	\$ 609,470.00	\$ 600,000.00	\$ 600,000.00	Mar-24
<b>TOTAL ***</b>		<b>\$ -</b>	<b>\$ 609,470.00</b>	<b>\$ 609,470.00</b>	<b>\$ 10,900,000.00</b>	<b>\$ 10,900,000.00</b>	

*\* A council must, by resolution, adopt a minimum threshold as the basis for including planned major capital works projects in Table 2.2 (for example, Council resolved major capital works projects are projects that are expected to cost more than \$150 000 in total). Nothing precludes a council from including capital works projects lower than the threshold value in Table 2.2 (for example, where a capital project is of significant public interest.)*

*\*\* The capital project's total planned budget is the most recently approved budget, that is, the original budget plus approved variations covering the entire life of the project. (For example: the Refurbish Building XXX Construction Works project had one material budget variation for an additional \$50 000 expenditure approved on 20/04/20XX to change all doorways to be wheelchair access compliant.)*

*\*\*\* For each project provide the reason/s for each material budget change approved.*

**Table 3. Monthly Balance Sheet Report**

BALANCE SHEET AS AT 31 MARCH 2024			YTD Actuals \$	Note Reference*
<b>ASSETS</b>				
<b>Cash at Bank</b>				(1)
Tied Funds			14,972,635	
Untied Funds			6,721,566	
Accounts Receivable				
Trade Debtors			296,959	(2)
Rates & Charges Debtors			2,296,392	(2)
Other Current Assets			482,229	
<b>TOTAL CURRENT ASSETS</b>			<b>24,769,781</b>	
Non-Current Financial Assets			-	
Property, Plant and Equipment			118,155,281	
<b>TOTAL NON-CURRENT ASSETS</b>			<b>118,155,281</b>	
<b>TOTAL ASSETS</b>			<b>142,925,062</b>	
<b>LIABILITIES</b>				
Accounts Payable			93,641	(3)
ATO & Payroll Liabilities			(79,029)	(4)
Current Provisions			534,526	
Accruals			168,630	
Other Current Liabilities			350,442	
<b>TOTAL CURRENT LIABILITIES</b>			<b>1,068,210</b>	
Non-Current Provisions			74,922	
Other Non-Current Liabilities			7,053,377	
<b>TOTAL NON-CURRENT LIABILITIES</b>			<b>7,128,299</b>	
<b>TOTAL LIABILITIES</b>			<b>8,196,509</b>	
<b>NET ASSETS</b>			<b>134,728,553</b>	
<b>EQUITY</b>				
Asset Revaluation Reserve			98,854,086	
Reserves			6,688,161	
Accumulated Surplus			29,186,306	
<b>TOTAL EQUITY</b>			<b>134,728,553</b>	

**Note 1. Details of Cash and Investments Held**

*Cash at Bank consists of Term Deposites of \$19.91M with maturities as detailed below, with the remaining \$1.782M available at CBA Bank.*

<b>GENERAL FUND</b>	<b>\$</b>
Commonwealth Bank	
Balance as per bank statement, 31 March 2024	1,771,610
Credit card balances	9,304
Balance of Imprest and Petty Cash	1,128
Plus net outstanding deposits/(withdrawals)	0
<b>Adjusted cash at bank balance, 29 February 2024</b>	<b>1,782,041.63</b>

<b>INVESTMENTS</b>						
<b>FINANCIAL INSTITUTION</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>EFFECTIVE</b>	<b>MATURITY</b>	<b>FINANCIAL</b>	<b>INSTITUTION %</b>
	<b>\$</b>	<b>RATE</b>	<b>DATE</b>	<b>DATE</b>	<b>TOTALS</b>	
NAB	3,500,000	4.70%	10-Mar-23	12-Feb-24		
NAB	1,000,000	5.00%	11-Jan-24	11-Nov-24		
NAB	500,000	5.00%	11-Jan-24	11-Jul-24	5,000,000	25.12%
BOQ	500,000	5.15%	9-Oct-23	8-Oct-24		
BOQ	1,000,000	5.15%	4-Oct-23	4-Sep-24		
BOQ	1,000,000	5.15%	4-Oct-23	5-Aug-24	3,000,000	15.07%
BOQ	500,000	5.20%	3-Nov-23	4-Nov-24		
AMP	1,500,000	5.30%	14-Dec-23	14-Nov-24		
AMP	1,000,000	5.30%	2-Nov-23	2-Oct-24		
AMP	500,000	5.25%	28-Sep-23	28-Aug-24		
AMP	1,400,000	5.50%	31-Jul-23	28-Jun-24		
AMP	500,000	5.35%	13-Nov-23	14-Oct-24		32.34%
AMP	1,000,000	5.55%	27-Jul-23	27-Jun-24		
AMP (oncall)	538,991		on call	on call	6,438,991	
Commonwealth Bank	500,000	5.31%	19-Jun-23	14-May-24		
Commonwealth Bank	500,000	4.97%	6-Sep-23	1-Aug-24		
Commonwealth Bank	1,000,000	5.20%	31-Jul-23	25-Jun-24		
Commonwealth Bank	2,500,000	5.40%	28-Aug-23	23-Aug-24		
Commonwealth Bank (oncall)	973,169.24		on call	on call	5,473,169	27.48%
<b>Total Investments</b>					<b>19,912,160</b>	<b>100%</b>
<b>Total Funds</b>					<b>21,694,201</b>	

**Note 2. Statement on Debts Owed to Council (Accounts Receivable)**

Council's Debtor Summary	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Rates Debtors	-	1,562,156	-	-	734,547	<b>2,296,703</b>
Trade Debtors	86,265	56,091	29,064	54,978	70,560	<b>296,959</b>
<b>TOTAL</b>	<b>86,265</b>	<b>1,618,247</b>	<b>29,064</b>	<b>54,978</b>	<b>805,107</b>	<b>2,593,662</b>

**Note 3. Statement on Trade Creditors**

<i>(Council can select timing of the age of creditors)</i>	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors		84,047	6,435	-		<b>90,482</b>
Other Creditors		1,262	-	-	-	<b>1,262</b>
<b>Total Accounts Payable</b>	<b>0</b>	<b>85,310</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>91,744</b>

KTC processes Accounts Payable weekly. Balance owing will be paid in the next payment run after the end of the month.

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

*Council is a large withholder for PAYG purposes and consequently remits withholdings to the ATO on the day of payroll. As its revenue is GST Free monthly net GST is generally an amount payable to Council unless significant grants are received in the period. Payroll liabilities include Superannuation payable and Salary Sacrifice deductions.*

KTC is due for refund this amount from ATO	118,072
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**Note 5. Current Ratio**

Current Ratio	23.19
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**Table 4. Member and CEO Council Credit Card Transactions for the Month**

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Example:

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
1-Mar-24	\$92.44	Intuit Mailchimp Sydney AUS	Communications - Survey
5-Mar-24	\$212.61	TRAVELMANAGERS HAYMARKET NSW	Accommodation to pick staff up from airport
6-Mar-24	\$410.02	TRAVELMANAGERS HAYMARKET NSW	(ALGA) Annual Conference in July
11-Mar-24	\$468.94	BUNNINGS 587000 DARWIN	Garden Supplies
12-Mar-24	\$38.00	WOOLWORTHS 5636 KATHERINE AUS	Staff Morning Tea
28-Mar-24	\$48.00	COLES 0472 MARRARA AUS	Staff Meeting Catering
<b>Total</b>	<b>\$1,270.01</b>		



## 14.2 SECOND BUDGET REVIEW

Author: Jasjit Rai, Finance Manager  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: 1. Second Budget Review 2023-24 [14.2.1 - 2 pages]

### **Officer Recommendation**

1. That Council:

(a) Adopt the 2023-2024 amended budget as presented in this second budget review and included on the attached Revised Annual Budget Income & Expenditure, Annual Budget Operating Position, Capital Expenditure and Funding, Budget by Planned Major Capital Works.

(b) Authorise management to upload 2023-2024 amended budget as presented in the attached Financial Statements and the Capital Expenditure and Funding on Council's website.

### **Purpose of Report**

The purpose of this report is to present Council the second budget review 2023-2024.

### **Strategic Plan**

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.4 Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.

### **Background**

In accordance with the Local Government (General) Regulations, Council is required to undertake two budget reviews during the financial year. Accordingly, Council's management have conducted a second review of the 2023-2024 budget. This report presents Council with the second budget review.

### **Discussion**

During the financial year circumstances change. The purpose of this Budget Review is to provide the Council with a better representation of the prospective financial outcome for the 2023-24 year, including impacts of changing economic conditions, new grant funding and initiatives.

This review recommends the following adjustments/amendments to Council's current approved 2023-2024 budget.

Table 1.1 Annual Budget Income and Expenditure

1. A net adjustment in income of \$29,686 made up of:
  - \$262,198 increase in Rates and \$517,741 Waste Charges reflecting a growth in the underlying property base.
  - A small reduction in Fees and charges of \$126,063.
  - A reduction in Operating Grants of \$1,537,268, principally due to 2023-24 Federal Assistance Grants (FAGs) being received in June and forming part of income for the 2022-23 Financial Year.
  - \$603,309 increase in Interest / Investment Income as a result of increased interest rates and a larger cash base from FAGs grants, such as and Scoping for the Aquatic Centre being received in advance. The revised Budget is based on Interest received to date, extrapolated to the end of the Financial Year; and
  - \$309,796 increase in Commercial and Other income from the Visitor Information Centre, Electricity Recoveries and a \$61,000 insurance pay out for storm damage.



2. Operating Expenditure is also budgeted to increase by \$113,981, after excluding depreciation, which increased dramatically as a consequence of asset revaluations, and made up of:
- A net decrease of \$200,466 across employment and materials and contracts, reflecting the difficulties faced in recruiting and retaining staff, partially offset by increased outsourcing. Finding and retaining a skilled workforce is challenging right across the NT and Australia as a whole.
  - A \$31,180 in Council and Committee Allowances and operation costs with two vacant Council positions for part of the year and a reconstituted Audit and Risk Management Committee commencing and being budgeted separately in accordance with regulatory requirements.
  - A reduction in Operating Grants of \$1,537,268, principally due to 2023-24 Federal Assistance Grants (FAGs) being received in June and forming part of income for the 2022-23 Financial Year.
  - An increase in other expenses, primarily due to a write down in some asset values that need to be expenses in the operating statements.
  - \$309,796 increase in Commercial and Other income from the Visitor Information Centre, Electricity Recoveries and a \$61,000 insurance pay out for storm damage.

Table 1.2 Annual Budget Operating Position

The Budgeted Operating Surplus (Deficit) is budgeted to increase by \$125,122 and is broken down to reflect the current capital investment position including greater certainty around sources of funds.

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

This Table provides a segregated Breakdown of the capital investment by class of asset.

### **Consultation Process**

CEO and Managers

### **Policy Implications**

There are no policy implications resulting from the decision.

### **Budget and Resource Implications**

As discussed above and reflected in the attachments.

### **Risk, Legal and Legislative Implications**

Council is required to undertake its second budget review\* between 1 January and 30 April each year as per the *Local Government Act 2019*:

- s203(2) - Amended Budget; and
- r9(1)(a) Regulations – Minimum Number of Reviews

\* A review of the budget may not always result in an amendment to the budget.

### **Environment Sustainability Implications**

There are no environmental sustainability implications.

### **Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Table 1.1 Annual Budget Income and Expenditure

	2023-24 Budget Current \$	2023-24 Budget Review \$	Variance \$
<b>OPERATING INCOME</b>			
Rates	8,756,737	9,018,935	262,198
Waste Charges	1,439,006	1,956,720	517,714
Fees and Charges	2,297,644	2,171,581	(126,063)
Operating Grants and Subsidies	2,221,500	684,232	(1,537,268)
Interest / Investment Income	450,000	1,053,309	603,309
Commercial and Other Income	85,425	395,221	309,796
<b>TOTAL OPERATING INCOME</b>	<b>15,250,312</b>	<b>15,279,998</b>	<b>29,686</b>
<b>OPERATING EXPENDITURE</b>			
Employee Expenses	6,292,582	5,621,449	(671,133)
Materials and Contracts	7,409,822	7,880,490	470,668
Elected Member Allowances	238,000	233,600	(4,400)
Elected Member Expenses	60,208	39,500	(20,708)
Council Committee & LA Allowances	24,000	14,000	(10,000)
Council Committee & LA Expenses	6,000	10,000	4,000
Depreciation, Amortisation and Impairment	3,477,522	4,414,706	937,184
Interest Expenses			-
Other Expenses	140,806	486,361	345,555
<b>TOTAL OPERATING EXPENDITURE</b>	<b>17,648,940</b>	<b>18,700,105</b>	<b>1,051,165</b>
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>(2,398,628)</b>	<b>(3,420,107)</b>	<b>(1,021,479)</b>

Table 1.2 Annual Budget Operating Position

	2023-24 Budget Current \$	2023-24 Budget Review \$	Variance \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>(2,398,628)</b>	<b>(3,420,107)</b>	<b>(1,021,479)</b>
<b>Remove NON-CASH ITEMS</b>			
Less Non-Cash Income	-		
Add Back Non-Cash Expenses	3,618,328	4,737,934	1,119,606
<b>TOTAL NON-CASH ITEMS</b>	<b>3,618,328</b>	<b>4,737,934</b>	<b>1,119,606</b>
<b>Less ADDITIONAL OUTFLOWS</b>			
Capital Expenditure	(2,219,600)	(2,564,380)	(344,780)
Borrowing Repayments (Principal Only)			
Transfer to Reserves			
Other Outflows			
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(2,219,600)</b>	<b>(2,564,380)</b>	<b>(344,780)</b>
<b>Add ADDITIONAL INFLOWS</b>			
Capital Grants Income	1,000,000	425,000	(575,000)
Prior Year Carry Forward Tied Funding		840,755	840,755
Other Inflow of Funds		106,020	106,020
Transfers from Reserves			-
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,000,000</b>	<b>1,371,775</b>	<b>371,775</b>
<b>NET BUDGETED OPERATING POSITION</b>	<b>100</b>	<b>125,222</b>	<b>125,122</b>

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

<b>CAPITAL EXPENDITURE **</b>	<b>2023-24 Current Budget \$</b>	<b>2023-24 Budget Review \$</b>
Land and Buildings	511,825	10,000
Facilities & Improvements	93,500	1,149,479
Plant & Machinery	1,144,125	708,834
Fixtures	70,150	200,000
Fleet	-	349,292
Infrastructure Paths & Cycleways	-	53,276
Infrastructure Roads	400,000	-
Infrastructure Storm water & Drainage	-	93,500
Infrastructure Streetlights	-	-
<b>TOTAL CAPITAL EXPENDITURE*</b>	<b>2,219,600</b>	<b>2,564,380</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY: **</b>		
Operating Income	1,219,600	2,173,554
Utilisation of Retained Earnings		(140,193)
Capital Grants	1,000,000	425,000
Transfers from Cash Reserves		
Borrowings		
Sale of Assets (Including Trade-In)		106,020
Other Funding		
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>2,219,600</b>	<b>2,564,380</b>



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## 14.3 COMMUNITY SERVICES REPORT FOR THE MONTH OF MARCH 2024

Author: Rosemary Jennings, Director Community Services  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the Community Services Department report for the Month of March 2024.

### **Purpose of Report**

To provide an overview of the Community Services Department for the month of March 2024.

### **Strategic Plan**

#### **1. STRONG LEADERSHIP - 1.4 Enhance Customer Experiences - Deliver positive customer experiences for visitors and residents.**

- 1.4.1 Continually improve services and our tourism offerings.
- 1.4.3 Enhance customer experiences at our Visitor Information Centre.

#### **2. COMMUNITY AND FAMILIES - 2.2 Prioritise Recreation - Collaborate and innovate with the private and public sectors for positive social, economic, and environmental outcomes.**

- 2.2.3 Promote an active community with family events, festivals, live music and sports.

#### **3. SPORTS AND CIVIC EVENTS - 3.2 Brand Identity - Develop and implement a brand identity that is uniquely Katherine's**

- 3.2.2 Capture Katherine's profile as a desirable travel destination for long and short stays.
- 3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

#### **4. GROWTH AND SUSTAINABILITY - 4.3 Attract Skilled Workers - Attract and retain skilled workers.**

- 4.3.4 Enhance Katherine's liveability so that people want to live here.

### **Municipal Plan**

#### **3.1 Community Services - Community Events and Collaboration**

- 3.1.1 Provide vibrant calendar of events that promote diversity and accessibility.
- 3.1.2 Collaborate with community partners.

#### **3.2 Community Services - Visitors Information Services**

- 3.2.1 Increase total sales.
- 3.2.2 Deliver positive customer experiences.
- 3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

#### **3.3 Community Services - Library Services**

- 3.3.1 Provide interactive library programs and initiatives to engage patrons.
- 3.3.2 Provide a safe space.

#### **3.4 Community Services - Regulatory Services**

- 3.4.1 Action service requests in accordance with the Customer Service Charter.
- 3.4.2 Audit unkept properties.
- 3.4.3 Complete annual controlled parking audit.
- 3.4.5 Educate public on updated KTC Bylaws.



**Background**

The Community Services department is responsible for the delivery of public library service, visitor services, community events and engagement, and regulatory education and enforcement.

**Discussion**

**LIBRARY SERVICES**

ACTIVITY	TOTALS	
Patron Count	2366	
Public Computer Use (hours)	263.5	
Conference Room (hours)	16.5	
Circulation	1259	
Programs	# Programs	# Attendance
Wriggle & Rhyme	4	31
Toddler Rhyme Time	4	60
Storytime	4	21

The month of March has seen an increase Library usage compared to previous months, with particular increases in patronage and program participation.

In addition to increased children's programs attendance, March also saw the return of the NBN for Seniors sessions. These sessions, hosted by NBN with the support of COTA NT, aim to increase the digital literacy of our Senior community members. The sessions focus on online knowledge, device usage, sharing data and e-safety and online communication. Further sessions will be subject to instructor availability and participation interest.

Through March Angel Hinchliff was appointed to the acting position of Library Services Coordinator, ensuring continuity and support so the library team are able to continue providing a pleasant and supportive environment for the members of our community.

**VISITOR SERVICES**

With the first full month of the NT Tourism Discount program completed; the Katherine Visitor Information Centre has seen a strong increase in booking values and patron numbers, setting a strong platform for the commencement of the tourism season with booking values and patronage increase by 50% and 95% respectively when compared to the previous month.

In addition to the NT Tourism Discount program, the Katherine Region is starting to experience an increase in available products with particular interest in fishing-based activities, helicopter activities and Nitmiluk National Park based products.

**COMMUNITY EVENTS AND ENGAGEMENT**

***Friday 8 March | International Womens Day | GYRACC***

Katherine Town Council once again hosted the Internation Womens Day Morning Tea and special guest panel. Our panel members for 2024 were Senior Australian of the Year, Yalmay Yunupingu, Minister Selina

Ubio MLA and NT Businesswoman and Lawyer, Michelle Duggan.

This event was once again fully subscribed with over 100 women from the region in attendance.

Katherine Town Council must thank event sponsors, Outstation Interior + Designs, Godinmayin Yijards Rivers Arts & Culture Centre and the Australia Day Council NT.

***Saturday 16 March | Come & Try Sports Expo | YMCA Katherine***

This was once again an extremely well supported event with over 1,000 community members attending to explore over 22 various exhibitors/sporting clubs available in Katherine.

Exhibitors included Katherine Football Club, Katherine Table Tennis, Golf Australia, School of Sport Education, Katherine Speedway, Katherine Rugby League, Katherine South Crocs AFL, NT Cricket, The Y, Katherine Girl Guides, Temples Taekwondo Academy, Vibrant Diverse Cultures Inc & Football Without Borders Inc, Katherine Multisport Club, Katherine Show Society, Katherine Netball Association, Katherine Camels, National Rugby League, Tennis NT, Aus Cycling, Sensing Music and Territory Families, Housing and Communities (Sports Officer)

***Thursday 21 March | Harmony Day Citizenship Ceremony | GYRACC***

Harmony Day appropriately saw Katherine welcome five (5) new Australian Citizens. The ceremony was overseen by Her Worship the Mayor, Lis Clark with the event catered by the Red Cross Connected Women.

***Clean Up Katherine Campaign | All March | Community Wide***

In order to increase engagement with this important national event, Katherine Town Council opted to trial a month-long promotional campaign as opposed to the standard one-day event.

In addition to encouraging the community to take pride in their environment and collect bags of rubbish, the initiative was also used to promote available recycling options and along with promoting the availability of second hand good, the Katherine Tip Shop and reducing consumption.

Katherine Town Council saw strong engagement with over 100 bags of rubbish collected throughout the duration of the campaign (compared to approximately 20 bags on standard clean up event) and positive engagement from the community in regards to the initiative, particularly through social media.





## REGULATORY SERVICES

### *Regulatory Animal Summary*

Council Rangers received 23 animal related service requests for the month of March. Four (4) of these requests were resolved, a further 11 requests were actioned but not closed with the system and a further eight (8) require further follow-up and/or investigation to complete.

Katherine community members reported 15 dogs at large. Concurrently the rangers undertook 100 hours of animal patrols for the month. Four (4) Notice to Complies (NTC) were issued for unregistered/at large dogs. March saw 11 dogs impounded with six (6) dogs returned to their owners and two (2) dogs being rehomed.

### *Regulatory Parking Summary*

Council Rangers have continued addressing parking issues within the Municipality. This action has resulted in 11 infringements issued, generally in relation to exceeding time limits, causing an obstruction or parking within a disabled park without a permit.

Rangers have issued 16 Notice to Complies in relation to abandoned vehicles, as a result, eight (8) of these have been removed by their owners.

Rangers undertook 50 hours of parking patrols for the month whilst officers also received three (3) parking related service requests.



### *Unkempt Land*

Council Rangers are continuing the unkempt lot audit with a further 112 inspections undertaken, and 12 service requests received. As a result, 23 Unkempt Lot Notices have been issued to owners and occupiers.

### **Consultation Process**

There was no consultation process required for this report.

### **Policy Implications**

There are no policy implications resulting from the decision.

### **Budget and Resource Implications**

There are no budget and resource requirements.

### **Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

### **Environment Sustainability Implications**

There are no environmental sustainability implications.

### **Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.





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## 14.4 CORPORATE SERVICES REPORT FOR THE MONTH OF MARCH 2024

Author: Rosemary Jennings, Director Community Services  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the Corporate Services Report for the month of March 2024.

### **Purpose of Report**

To present the report for the Corporate Services Department for the month of March 2024.

### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.2 Ensure strong internal governance with updated policies and procedures in place.

1.1.3 Improve transparency around issues affecting the community.

**2. COMMUNITY AND FAMILIES - 2.1 Safe Community - Foster a safer community.**

2.1.2 Provide safe and accessible public amenities throughout Katherine.

### **Municipal Plan**

**2.2 Corporate Services - Administration Services**

2.2.1 Action service requests in line with customer service charter.

2.2.3 Deliver positive customer service.

### **Background**

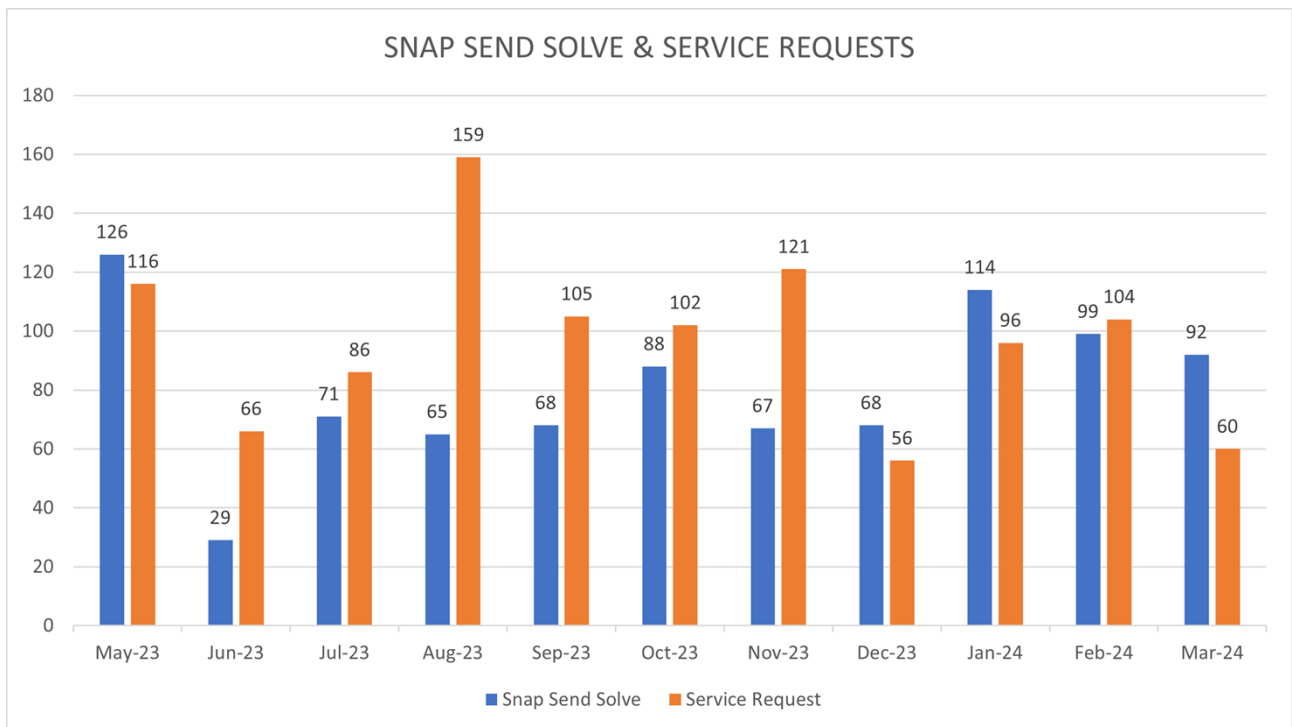
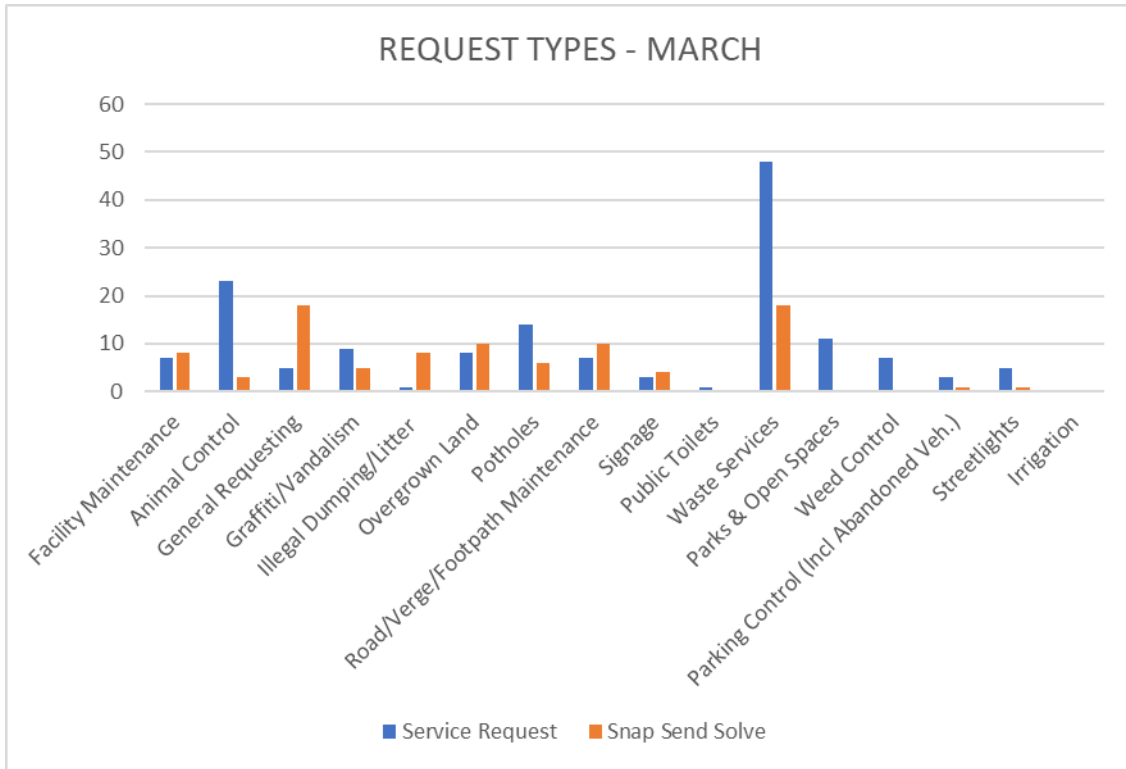
The monthly report of the Corporate Services Department highlights key developments in the Administration Services at Katherine Town Council.

### **Discussion**

#### **Customer Service Requests**

In March, the Council received a total of 152 service requests. Out of these, 81 were satisfactorily completed and 71 service requests are still in progress.

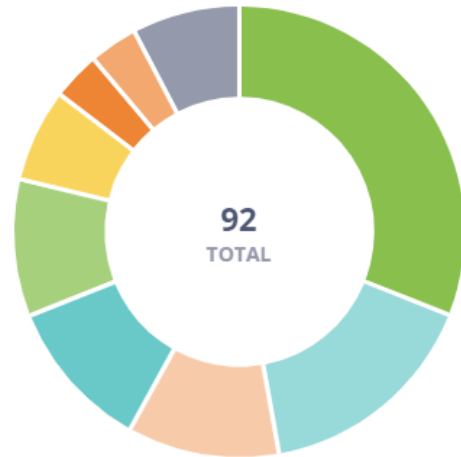
For the month of March, a total of 92 Snap Send Solve (SSS) reports were submitted. The predominant incident types reported were related to Pothole repairs, overgrown vegetation and rubbish bin replacements.





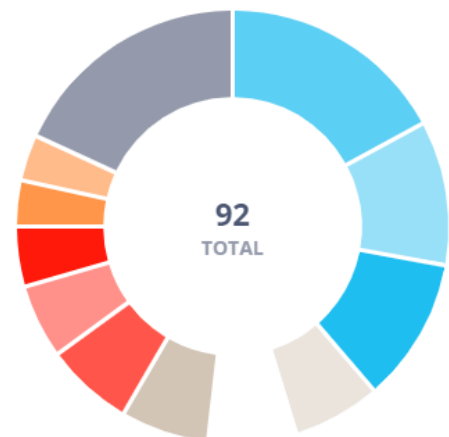
**Snap Send Solve – Reports by Category**

● Rubbish & Bins	31.52%
● Roads & Signage	16.30%
● Trees	10.87%
● Graffiti & Vandalism	9.78%
● Feedback & General Request	6.52%
● Animals & Pests	3.26%
● Parks & Council Facilities	3.26%
● Other	7.61%



**Snap Send Solve - Reports by Incident Type**

● Rubbish and Bins - General	17.39%
● Clean Up Katherine Campaign	10.87%
● Overgrown Vegetation	10.87%
● Damaged Road	6.52%
● General Request	6.52%
● Pothole	6.52%
● Request Bin Repair or Replacement	6.52%
● Vandalism - General	5.43%
● Litter	4.35%
● Animal - Domestic	3.26%
● Dumped Rubbish	3.26%
● Other	18.48%



**Snap Send Solve – Direct Messaging**

KTC continues to investigate direct messaging via the portal. This initiative will enable KTC actioning officers to respond consistently and efficiently, ensuring timely updates are provided.

**Insurance Claim Updates**

Due to staff unavailability, a comprehensive insurance claim update will be provided in the May 2024 Corporate Services Report.

**Rates Debtors**

As at 2/04/2024

Council's total rates balance sits at an amount of **\$2,296,703.13**, of which includes \$1,562,156.23 of the 2023/2024 rates levy.

With the fourth and final instalment for 2023/2024 falling due on the 31/03/2024, the entire balance is now

overdue and rate debtors are accruing daily interest. \$88,277.24 worth of interest has accrued since 1/07/2023 and is included in the above rates overdue amount.

Councils' rates debtor under legal action currently sits at a balance of \$658,273.61.

Out of the rates debtor under legal action balance, approximately \$528,609.19 in arrears including any penalties or costs has been secured by the registration of Overriding Statutory Charges (OSC) pursuant to Section 256 of the Local Government Act against 34 assessments.

Council officers continue the pursuit of approximately \$43,861.94 with the official serving of statutory notices and request for vacant possession against one (1) assessment.

\$18,071.57 of the debt is being maintained through approved Financial Hardship - Special Payment Arrangements and/or Payment Extensions.

The remaining rates debt currently under legal action in the amount of approximately \$129,664.42 including any penalties or costs, will be pursued through final demand letters and/or the registration of Overriding Statutory Charges.

\$1,708,635.19 of the remaining overdue rates balance will be pursued through informal and formal legal action if the debt is 6 months or older.

Informal overdue rates notices will be sent out, requesting payment of the overdue rates within 28 days. If payment is not received, Council officers will use all possible means to contact the owner of the assessment and make arrangements for payment for a further 7 days. If after 7 days contacting ratepayers is unsuccessful, Council's legal service will be engaged to issue a formal demand letter on behalf of Council, requesting payment within 14 days of the demand letter. The letter will advise ratepayers of the payment required and any possible future legal action.

### **Consultation Process**

There was no consultation process required for this report.

### **Policy Implications**

There are no policy implications resulting from the decision.

### **Budget and Resource Implications**

There are no budget and resource requirements.

### **Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

### **Environment Sustainability Implications**

There are no environmental sustainability implications.

### **Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.



## 14.5 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF MARCH 2024

Author: Kimberly Worrigan, Administration Officer  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the report of the Infrastructure and Environment Department for March 2024.

### **Purpose of Report**

To provide the Elected Members an update regarding the Infrastructure and Environment Department's activities and projects for the month of March 2024.

### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.3 Improve transparency around issues affecting the community.

**2. COMMUNITY AND FAMILIES - 2.1 Safe Community - Foster a safer community.**

2.1.2 Provide safe and accessible public amenities throughout Katherine.

2.1.3 Improve street lighting for safety.

**3. SPORTS AND CIVIC EVENTS - 3.3 Accessibility and Mobility - Improve the accessibility of facilities and transport infrastructure and provide alternative transport solutions.**

3.3.2 Provide and maintain footpaths and bike paths for ease of movement around town, with a shared pathway strategy.

**4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.**

4.2.1 Keep up to date with workplace health and safety training and be safety conscious when carrying out tasks.

4.2.2 Keep up to date with workplace health and safety training and be safety conscious when carrying out tasks.

**4. GROWTH AND SUSTAINABILITY - 4.3 Attract Skilled Workers - Attract and retain skilled workers.**

4.3.1 Offer Council staff training and development opportunities.

4.3.3 Provide the right conditions and right opportunities.

**7. ENVIRONMENTAL SUSTAINABILITY - 7.4 Reduce Our Footprint - Optimise Council's products, services, and operations to increase efficiencies and reduce our emissions.**

7.4.4 Investigate installing electric car chargers.

### **Municipal Plan**

**4.2 Infrastructure and Environment - Roads, Footpaths, Nature Strips and Cycleways**

4.2.1 Provide and maintain a safe network of road, cycleway and footpath infrastructure.

4.2.6 Make potholes safe and repair in accordance with the Customer Service Charter.

4.2.7 Make trip hazards safe and repair in accordance with the Customer Service Charter.

**4.3 Infrastructure and Environment - Storm Water Management**

4.3.2 Maintain all-weather access to sealed rural roads in flood prone areas and at non-permanent creek crossings through culverts and open channels.

4.3.6 Make Side Entry Pit (SEP) lids and grates safe and repair in accordance with the Customer Service Charter.

#### **4.5 Infrastructure and Environment - Weed Management**

4.5.1 Compliance with legislative requirements with the control of noxious weeds.

4.5.2 Track weed infestations.

4.5.3 Non-urgent service requests actioned when a minimum of five requests received.

#### **4.9 Infrastructure and Environment - Open Spaces**

4.9.1 Complete scheduled grounds maintenance of playgrounds, parks, gardens and reserves.

### **Background**

Katherine Town Council's (KTC) Infrastructure and Environment Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

### **Discussion**

#### **Projects Updates:**

##### Upcoming Tenders

Upcoming Projects that will be open for public tender in April include the installation of additional garrison fencing at the sportsground along Chambers Drive and the relocation of the Dog Pound to the Katherine Waste Management Facility.

##### Solar Lighting

The solar lighting project is currently 70% complete. The lumens produced are higher than anticipated, resulting in increased visibility. The project team has found that we can expand the installation spacing to 30 meters, allowing further solar lighting to be added in the vicinity of the boat ramp, skate park, and pedestrian footpaths near the CBD. More solar lights will be installed along the Riverlink Trail towards the end of April and May.

##### Lockers

The installation of the O'Shea Park Short Stay Visitor Lockers has been completed, and signage is currently in the process of being created. Collaboration with the Salvation Army has ensured that the wording on the signage is inclusive and non-offensive.

##### Aquatic Centre

The site work by land surveyors and geotechnical engineers has been completed, and the pool architects are now actively working on the full design. A grant application is currently being processed for the integration of a solar array and energy-efficient measures at the Aquatic Centre. If approved, this initiative will lead to long-term financial savings for the council through reduced facility operating expenses. Additionally, another grant application is underway for the implementation of a 'Changing Places' facility at the Aquatic Centre, providing an accessible assisted toilet and change area equipped with a hoist for individuals with disabilities and their caregivers.

##### Pavilion Defects Rectifications

Most of the minor defects have been successfully repaired at the Katherine and Big Rivers Community, Sports, and Recreation Venue. The damaged wet area on the change room floors will undergo demolition and replacement over a period of 2 months (tentatively scheduled for May and June this year). The

renovation will be carried out in increments of 2 rooms at a time to reduce the impact of these disruptions on user groups.

### **Infrastructure and Environment Updates:**

#### **Adventure Play Park Vandalism**

The Adventure Playpark has once again become a target for vandalism, with the perimeter fencing and child safe fence around the Disability Swing having been damaged multiple times in the last month.

Council staff worked quickly each time to secure the facility and remove rubbish and hazards.

#### **Municipal Update**

Regrettably, our team of only 7.5 Municipal employees is still diligently working to manage mowing tasks amidst the unexpectedly heavy wet season, vandalism incidents, general duties, and rubbish collections throughout the town. We are actively in the process of recruiting additional staff to support our operations.

#### **New Dozer at Waste Management Facility**

The Waste Management Facility has acquired a new Dozer for tip face maintenance, as the older tractor-cavator has reached the end of its usable lifespan. Four additional staff members have been trained in operating the new equipment. This will mitigate downtime at the waste facility caused by breakdowns of outdated machinery and previous staff shortages.

#### **Rural Slashing**

Regrettably, our Rural Slashing program has faced setbacks this year as our equipment has experienced multiple breakdowns. Repairs are currently in progress and, once the machinery is deemed operational, we aim to resume the program.

#### **Potable Water Project**

The potable water site at the Katherine RV Service Area is now up and running. New driveways and parking bays have been constructed. Additionally, 20 native trees have been planted, and the irrigation system has been activated to establish a natural barrier at the rear of the site. This barrier will help reduce dust and offer shade in the future. Furthermore, a concrete slab has been laid on site to support future plans for a picnic area.



### **Consultation Process**

There was no consultation process required for this report.

### **Policy Implications**

There are no policy implications resulting from the decision.





**Budget and Resource Implications**

There are no budget and resource requirements.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.





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## 15 REPORTS FROM COMMITTEES

## 16 ELECTED MEMBER ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES MARCH 2024

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Elected Member activities for March 2024.

#### **Purpose of Report**

To provide an update on the elected member activities and engagements since the last Council meeting. The elected member reporting obligation forms part of the Katherine Town Council's Annual Report to the community, outlining elected members contribution to the Town council's service delivery.

#### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.

**3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.**

3.1.1 Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days.

**6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy - Collaborate with Territory and federal governments.**

6.3.4 Membership on regional committees.

**7. ENVIRONMENTAL SUSTAINABILITY - 7.4 Reduce Our Footprint - Optimise Council's products, services, and operations to increase efficiencies and reduce our emissions.**

7.4.4 Investigate installing electric car chargers.

Deputy Mayor Denis Coburn	
Date	Activity attended
5 March	Elected Member Information Session (EMIS)

Councillor Madeleine Bower	
Date	Activity attended

Councillor Amanda Kingdon	
Date	Activity attended

Councillor Peter McDougall	
Date	Activity attended
1 March	Family Open Day - Royal Australian Air Force (RAAF) Tindal
5 March	NT Planning Commission Meeting
11 March	Elected Member Information Session (EMIS)
18 March	Launch of the NT Electronic Vehicle (EV) Chargers with Federal Minister Chris Bowen
21 March	Harmony Day – Citizenship Ceremony
22 March	Bombing of Katherine
25 March	Elected Member Information Session (EMIS)
26 March	Ordinary Meeting of Council (OMC)

Councillor Kerrie Mott	
Date	Activity attended
8 March	International Women’s Day Celebration

Councillor Jeremy Trembath requested to be removed from the elected member reporting obligation.

## 17 LATE AGENDA

## 18 GENERAL BUSINESS

## 19 CLOSURE OF MEETING TO PUBLIC

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

## 20 CONFIDENTIAL ITEMS

### 20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 26 MARCH 2024

Section Under the Act	The grounds on which part or the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(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

### 20.2 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

### 20.3 DIPL INDEPENDENT COMPLIANCE AUDITOR PILOT PROGRAM

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

## 21 RESUMPTION OF OPEN MEETING

## 22 CLOSURE OF THE MEETING

The next Ordinary Meeting of Council will be held on 28 May 2024.

