

Ordinary Meeting of Council Agenda

Tuesday 12 September 2017

Open Forum 5.30pm

Ordinary Meeting 6.00pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

Notice of Meeting of Council
Notice is hereby given in accordance with Section 59
of the Local Government Act

1. Welcome to the Country

2. Opening Prayer

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

3. Present

4. Apologies and Leave of Absence

Apologies – Mayor Fay Miller – 1 September – 8 October 2017

5. Confirmation of Previous Minutes

5.1 Minutes of the Ordinary Meeting of Council held 25 July 2017.

The Minutes from Ordinary Meeting of Council 25 July 2017 be received and recorded as true and accurate.

6. Business Arising from Previous Minutes

7. Conflict of Interest

Members Disclosure Conflict of Interest

Council declares any conflicts of interest in line with Conflict of Interest Policy. A copy of this policy can be downloaded from www.ktc.nt.gov.au or obtained by emailing records@ktc.nt.gov.au

8. Mayoral Business

9. Correspondence and Documents to be Tabled

10. Petitions

11. Questions

With Notice

Without Notice

12. Notice of Motion

Nil

13. Reports of Officers

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14. Reports from Representatives on Committees

Nil

15. Late Agenda**16. General Business****17. Confidential Items****18. Next Ordinary Council Meeting**

The ninth Ordinary Meeting of Council for 2017 will be held on Tuesday 24 October 2017.

19. Meeting Close

KATHERINE TOWN COUNCIL



REPORT

FOLDER: Local Governance / Council Meetings / General Business
MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017
REPORT TITLE: ORDINARY MEETINGS OF COUNCIL – ESTABLISHING DATES

Purpose of Report

To advise Council of the current and endorsed Ordinary Meetings of Council for the period 1 July 2017 until 30 June 2018.

Background

The Ordinary Meetings of Council were set and approved by Council at the Ordinary Meeting of Council held on the 27 June 2017 as part of the annual Municipal Plan. The meetings have been scheduled for the fourth Tuesday of each month commencing at 6.00pm. An Open Forum has also been noted which will commence at 5.30pm prior to each Ordinary Meeting of Council.

The exceptions to this rule are September 2017 and the December 2017 Ordinary Council Meetings which has been approved by Council at the Ordinary Meeting of Council held on the 27 June 2017. The September meeting is scheduled for Tuesday 12 September and the December 2017 meeting has been scheduled for Tuesday the 12 December 2017.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That pursuant to the *Local Government Act* the approved meeting dates remain as noted above.

A handwritten signature in blue ink, appearing to read 'Robert Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:

Schedule of Attachments:

Community Services Executive Manager, Mrs Sophie Henderson
2017 Local Government Election – Amendments to Ordinary Meetings of Council
Katherine Town Council's Christmas and New Year Arrangements for 2017/2018



REPORT

FOLDER: Local Government/Elections/Municipal Elections

MEETING: ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

REPORT TITLE: 2017 LOCAL GOVERNMENT ELECTION – AMENDMENTS TO ORDINARY MEETINGS OF COUNCIL

Purpose of Report

To inform Council that due to the upcoming Local Government Elections the scheduled August and September 2017 Ordinary Council Meetings will need to be moved to alternative dates in order to meet *Local Government Act* requirements.

Background

Under Katherine Town Council's Caretaker Policy the caretaker period will apply from the close of nominations on Nomination Day (3 August 2017) until the Declaration of the Results of the Election (4 September 2017), pursuant to Regulation 56 of the Northern Territory *Local Government (Electoral) Regulations*.

In order to hold an August 2017 Ordinary Council Meeting prior to the close of nominations (i.e. 3 August 2017) Council would only have two (2) working days in August to choose. However, under the *Local Government Act* Council is only required to hold an Ordinary Council Meeting at least once in each successive period of two (2) months. Therefore, the recommendation below is to cancel the scheduled August 2017 meeting altogether and ensure all major policy decisions are completed in July 2017 or await the amended September 2017 Ordinary Council Meeting.

Under the Local Government (Accounting) Regulations Part 9, Point 19 (2) the CEO must ensure that, at least once in each month, the balance of an authorised account is reconciled with income and expenditure that has been or should have been paid into, or from, the account. In order for this action to occur Council will need to convene a Corporate Services (Financial) Committee to meet and endorse income and expenditure for July 2017. This committee normally only includes the Director of Corporate & Community Services, Corporate Services Executive Manager, Accounts Receivable Officer, Accounts Payable Officer and Payroll Officer. However, the CEO will be in attendance and it would be recommended that at least one (1) Elected Member attend to ensure a transparent process and the due diligence has applied. A copy of the minutes from this meeting can then be provided at the next Ordinary Council Meeting.

Under the *Local Government Act* Chapter 6, Point 58 (3) Council is required to hold its first Ordinary Meeting of Council within fourteen (14) days after the conclusion of a general election.

KATHERINE TOWN COUNCIL

**REPORT****OFFICER RECOMMENDATION****That it be recommended to Council:**

1. That Council cancel the scheduled August 2017 Ordinary Council Meeting; and
2. Convene, on the 2 August 2017 at 3pm, a Corporate Services (Financial) Committee Meeting to ensure that the authorised account for July 2017 are reconciled with income and expenditure; and
3. Nominate at least one (1) Elected Member to attend the Corporate Services (Financial) Committee Meeting.
4. Nominate the 12 September 2016 to replace the current scheduled Ordinary Council Meetings for September 2017.

A handwritten signature in black ink, appearing to read 'Robert Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Local Governance / Media Relations / Administration

MEETING: ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

REPORT TITLE: KATHERINE TOWN COUNCIL'S CHRISTMAS AND NEW YEAR ARRANGEMENTS FOR 2017/2018

Purpose of Report

To advise the Elected Members of the Katherine Town Council's Christmas and New Year arrangements for 2017/2018.

In accordance with Council's current schedule of meeting dates it is proposed that the meeting cycle for December 2017 is as follows:

December 2017

Ordinary Council Meeting Tuesday 12 December 2017

It is proposed to close the Council offices on the following days over the Christmas period:

Civic Centre	25 December 2017 until the 2 January 2018 inclusive
Library	25 December 2017 until the 2 January 2018 inclusive
Depot & Inspectorate	25, 26 and 27 December 2017 and 1 January 2018
Visitor Information Centre	25, 26 and 27 December 2017 and 1 January 2018
Waste Management Station	25 December 2017

It is proposed that the Visitor Information Centre reduce operating hours for the following days over the Christmas period:

Visitor Information Centre	28 December 2017 until 31 December 2017 inclusive – opening hours 10.00am till 2.00pm
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OFFICER RECOMMENDATION

That it be recommended to Council:

1. It is proposed that the meeting cycle for December 2017 be as follows:

December 2017

Ordinary Council Meeting Tuesday 12 December 2017

2. That the Council offices be closed as follows:

Civic Centre	25 December 2017 until the 2 January 2018 inclusive
Library	25 December 2017 until the 2 January 2018 inclusive
Depot & Inspectorate	25, 26 and 27 December 2017 and 1 January 2018
Visitor Information Centre	25, 26 and 27 December 2017 and 1 January 2018
	28 December 2017 until 31 December 2017 inclusive – opening hours 10.00am till 2.00pm
Waste Management Station	25 December 2017

3. That the Visitor Information Centre reduce operating hours as follows:

Visitor Information Centre 28 December 2017 until 31 December 2017 inclusive –
opening hours 10.00am till 2.00pm



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Local Governance/Policy/Council Meeting Policies
MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017
REPORT TITLE: TITLE FOR CHAIR AND POLICY TO ALLOW THE CHAIR TO EXERCISE A CASTING VOTE

Purpose of Report

To meet the requirements of Section 61 (7) of the *Local Government Act*, Council must determine, by resolution passed at the first meeting of Council held after a general election; the title of the Chair and whether to allow the Chair to exercise a second, or casting vote.

Background

Section 61 (7) of the *Local Government Act* refers to the requirement to determine the title of the Chair and the establishment of a policy to allow the Chair to exercise a casting vote. A policy to allow the Chair to exercise a second, or casting, vote:

- a) May only be established by resolution of the council passed at the first meeting of the council to be held after a general election;
- b) Cannot be altered or revoked during the term of the council; and
- c) Lapses at the conclusion of the next general election.

Katherine Town Council has maintained a policy of naming the Chair the Mayor. Continuation of this practice would appear to be appropriate.

Katherine Town Council has also maintained a policy of providing a capacity for the Mayor to exercise a second, or casting, vote. Continuation of this practice would appear to be fitting. The voting structure of Council (a total of 7 members) would not generally create a situation whereby a tied vote outcome is likely to occur. However, the unavoidable absence of a member, or abstention from voting by a member as a result of a conflict of interest in a matter, could potentially produce a tied vote on a particular item. The capacity to resolve this through a casting vote (exercised by the Mayor holding a second vote) is a practical resolution to such an impasse. General convention holds that such a casting vote is used in circumstances where a vote is tied, and that this second vote maintains the status quo – however, it should be recognised that this convention is not binding and that cannot be made so. The Mayor must exercise his/her own judgement on how the final determination will be made.

KATHERINE TOWN COUNCIL



REPORT

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That the Chair be known as the Mayor as per parameters noted in the *Local Government Act*.
2. Adopt the policy as noted above in order to establish that the Mayor can exercise a second, or casting vote as noted in the *Local Government Act* and under the conditions as noted above.

A handwritten signature in black ink, appearing to read 'Robert Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Local Governance / Elections / Deputy Mayor
MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017
REPORT TITLE: APPOINTMENT OF DEPUTY MAYOR

Purpose of Report

At the Ordinary Council Meeting on the 22 March 2011 Council recommended and approved to alter the current arrangement, whereby the Deputy Mayor is appointed on a financial year basis, to a new arrangement that reflects the local government election cycle. As part of this recommendation it was deemed that all Elected Members participate in the role of Deputy Mayor. Therefore, the Deputy Mayoral role was filled in 8 month periods. This process has proven successful during the previous term and the recommendation is to continue this practice.

To appoint a Deputy Mayor for the following periods:

13 September 2017 to the 30 May 2018
1 June 2018 to the 31 January 2019
1 February 2019 to the 30 September 2019
1 October 2019 to the 30 May 2020
1 June 2020 to the 31 January 2021
1 February 2021 to the 30 September 2021

Background

Section 46 (2) of the *Local Government Act* gives Council power to appoint an Elected Member to be the Deputy Mayor for such period as the Council may specify but not exceeding the term of Council.

In the event of illness or absence of the Mayor, the Deputy Mayor shall be the Acting Mayor and the Acting Mayor may exercise the powers and functions of the Mayor.

OFFICER RECOMMENDATION

That it be recommended to Council:

That Alderman _____ is appointed as Deputy Mayor in accordance with Section 46 (2) of the *Local Government Act* for the period 13 September 2017 to the 30 May 2018.

That Alderman _____ is appointed as Deputy Mayor in accordance with Section 46 (2) of the *Local Government Act* for the period 1 June 2018 to the 31 January 2019.

That Alderman _____ is appointed as Deputy Mayor in accordance with Section 46 (2) of the *Local Government Act* for the period 1 February 2019 to the 30 September 2019.

That Alderman _____ is appointed as Deputy Mayor in accordance with Section 46 (2) of the *Local Government Act* for the period 1 October 2019 to the 30 May 2020.



REPORT

That Alderman _____ is appointed as Deputy Mayor in accordance with Section 46 (2) of the *Local Government Act* for the period 1 June 2020 to the 31 January 2021.

That Alderman _____ is appointed as Deputy Mayor in accordance with Section 46 (2) of the *Local Government Act* for the period 1 February 2021 to the 30 September 2021.

A handwritten signature in black ink, appearing to read 'Robert Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Community Relations/Committees/Council Representatives on Committees

MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017

REPORT TITLE: COUNCIL REPRESENTATIVES ON COMMITTEES

Purpose of Report

To appoint Council Representatives on Committees.

Background

Council representatives on Committees are reviewed and up-dated on an annual basis and as required.

OFFICER RECOMMENDATION

That it be recommended to Council:

That Council nominate Representatives on Committees as per the attached listing.

A handwritten signature in black ink, appearing to read 'Robert Jennings', written over the printed name and title.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:
Schedule of Attachments:

Administration Manager Sophie Henderson
List of Committees

COUNCIL REPRESENTATIVES ON COMMITTEES AS AT 1 SEPTEMBER 2017					
ADVISORY COMMITTEES	GOVERNING BODY	INTERNAL / EXTERNAL	COUNCIL REPRESENTATIVE	APPOINTED BY	MEETING
Katherine Sportsground Advisory Committee	Council	Internal Advisory		Council	Bi Monthly
Katherine Showgrounds and Multi-Purpose Centre Advisory Committee	Council	Internal Advisory		Council	Bi Monthly
Katherine Town Council – Community Grants Committee	Council	Internal Advisory		Council	As required
Audit Committee	Council	Internal Advisory		Council	As required
Administrative Review Committee	Council	Internal Advisory		Council	As required
Work Health & Safety Committee	Council	Internal Advisory		Council	Monthly
GYRACC Board of Management	Council	External		Council	As required
Katherine Region Action Group	Department of Justice	External		Council	Monthly
Community Helping Action Information Network	Smith Family	External		Council	Monthly
Emergency Management Committee	Police, Fire & Emergency Services	External		Council	Monthly
Development Consent Authority	Department of Planning & Infrastructure	External		Minister	Monthly
Katherine Accommodation Action Group	Department of Justice	External		Council	Fortnightly
Katherine Chamber of Commerce	Chamber of Commerce	External		Council	Monthly
Katherine Historical Society Committee	Historical Society	External		Council	Monthly
Big Rivers Regional Development Committee	Department of Trade Business and Innovation	External		Council	Bi Monthly



KATHERINE TOWN COUNCIL

REPORT

	External	Officer Level	Council	Monthly
Katherine Youth Interagency Committee	External		Council	Monthly
Katherine Water Advisory Committee	External		Council	Bi Monthly
Local Government Association of the Northern Territory – Executive Committee	External	Mayor Appointed until November 2018	Council	As required
Local Tourism Advisory Committee – Katherine	External		Council	Monthly
Ministers Seniors Advisory Committee	External		Minister	As required
Nitmiluk Park Board	External		Minister	Quarterly
Nitmiluk Tours Board	External		Minister	Quarterly
Northern Territory Population Reference Group	External		Minister	Quarterly
NT Weeds Committee	External		Minister	Quarterly
Regional Development Australia – NT Region	External	CEO	Minister	Quarterly
Rise Venture Katherine Committee	External			
RRR Project NT Reference Group	External		Minister	Quarterly
Savannah Way Board	External		Council	Monthly
Tourism Top End Katherine Region Group	External		Council	Monthly

KATHERINE TOWN COUNCIL



REPORT

FOLDER: Finance / Allowances / Elected Members Expenses and Allowances

MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017

REPORT TITLE: ELECTED MEMBERS - ALLOWANCES AND EXPENSES

Purpose of Report

To inform Council of the current and endorsed Elected Member Allowances and Expenses for the 2017/2018 financial year.

Background

The Elected Members Allowances and Expenses were approved by Council at the Ordinary Meeting of Council held on the 27 June 2017. Noted below is a brief outline of the current allowances. However, upon request, a copy of the guidelines relating to allowances for Council Members as approved by the Minister for Local Government can be provided.

Current Position

Allowances

The 2017/2018 position is:

Allowance Paid Monthly in Arrears

Position	2017/2018
Mayor	\$72,060 p.a.
Deputy Mayor	\$23,280 p.a.
Alderman	\$15,520 p.a.

As the above allowances fall well within the sum of the Base Allowance and Electoral Allowance listed in the Minister's Guidelines there is no recommendation to make changes. It should be noted that no specific provision has been made in 2017/18 for Member's discretionary "Professional Development Allowance" as envisaged in the Guidelines. However, \$16,000.00 has been provided for Member/s for training generally on a group basis. Funds are also available for attendance at conferences/seminars as an approved representative of Council. In addition, no specific provision has been made in the 2017/18 Budget for the "Extra Meeting Allowance" described in the Guidelines.

Attendance at Meetings/Conferences Outside the Municipality

In accordance with the Council's approved Elected Members Policies and Procedures the following conveyance and subsistence expenses have been provided for in the 2017/18 Budget.

- Travel within the Municipality as a consequence of attendance at a function or activity on the business of Council will be at the Elected Member's own expense.

- Travel outside the Municipality as a consequence of attendance at a function or activity on the business of Council will be met by Council but only if such attendances have been approved by Council.
- The conveyance component will be paid as per Australian Taxation Guidelines on a per kilometre rate if and when a Council vehicle or suitable commercial travel is unavailable.
- Actual and necessary expenses incurred by Members in attending functions or activities on Council business outside the Municipality will be reimbursed. Examples of such expenses include registration fees, accommodation and taxi fares and in accordance with Council's Travel Policy. Attendance to be approved by Council.
- That any Elected Member who is a representative on a committee will be reimbursed for attendance at committees only to the extent that their expenses are not covered by that committee. Council's purchase orders or credit cards are not to be issued for any reason except those directly relating to Council business. Representatives on committees shall seek the reimbursement of expenses directly from the committee involved and not via Council.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That pursuant to Section 71 of the *Local Government Act* the approved allowances continue to be paid in arrears to Elected Members for 2017/18.
2. That pursuant to Section 72 of the *Local Government Act* conveyance and subsistence expenses for Members attending meetings/conferences/functions be paid as follows:
 - Travel within the Municipality as a consequence of attendance at a function or activity on the business of Council will be at the Elected Member's own expense.
 - Travel outside the Municipality as a consequence of attendance at a function or activity on the business of Council will be met by Council but only if such attendances have been approved by Council.
 - The conveyance component will be paid as per Australian Taxation Guidelines on a per kilometre rate if and when a Council vehicle or suitable commercial travel is unavailable.
 - Actual and necessary expenses incurred by Members in attending functions or activities on Council business outside the Municipality will be reimbursed. Examples of such expenses include registration fees, accommodation and taxi fares and in accordance with Council's Travel Policy. Attendance to be approved by Council.
 - That any Elected Member who is a representative on a committee will be reimbursed for attendance at committees only to the extent that their expenses are not covered by that committee. Council's purchase orders or credit cards are not to be issued for any reason except those directly relating to Council business. Representatives on committees shall seek the reimbursement of expenses directly from the committee involved and not via Council.


Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:

Schedule of Attachments:

Community Services Executive Manager, Mrs Sophie Henderson

Nil



REPORT

FOLDER: Local Governance / Authorisation
MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017
REPORT TITLE: APPOINTMENT OF AUTHORISED PERSONS

Purpose of Report

To seek approval from Elected Members to appoint new authorised person/s and revoke any existing appointment/s to allow authorised officers to exercise the powers under the *Local Government Act*, Katherine Town Council's By Laws and other relevant Acts.

Background

In accordance with Part 9.6, Division 1 of the *Local Government Act* which states:

112 Appointment of authorised persons

- 1) A council may appoint a person (other than a member of the council) as an authorised person.
- 2) An appointment may be subject to limitations and conditions specified in the instrument of appointment.
- 3) The council may, by notice to the authorised person;
 - a) add to, or vary, the limitations and conditions of appointment; or
 - b) revoke appointment.

113 Powers of authorised persons

An authorised person is, subject to limitations and conditions of appointment, authorised to exercise the powers conferred on an authorised person by or under this Act.

114 Identity cards for authorised persons

- 1) The council must issue each authorised person with an identity card:
 - a) containing the person's name and photograph of the person; and
 - b) stating that the person is an authorised person.
- 2) The authorised person must, at the reasonable request of a person produce the identity card for inspection.
- 3) A person must, on ceasing to be an authorised person, return the identity card to the council.

Fault element: This is an offence of strict liability.

Maximum penalty: 20 penalty units.

It is recommended that the following person/s be confirmed as an authorised person/s:

To Exercise the Powers of authorised person under the Local Government Act		Person										
		Robert Jennings	Claire Johansson	David Moore	Sophie Henderson	Andrew Wilson	Karmen Thomas	Steven Jackson	Scott Mannion	Colleen Kerr	Philip Beane	
To Exercise the Powers under other relevant Acts as appropriate to the role		Person										
		Robert Jennings	Claire Johansson	David Moore	Sophie Henderson	Andrew Wilson	Karmen Thomas	Steven Jackson	Scott Mannion	Colleen Kerr	Philip Beane	
To Exercise the Powers under the Katherine Town Council By Laws		Person										
		Robert Jennings	Claire Johansson	David Moore	Sophie Henderson	Andrew Wilson	Karmen Thomas	Steven Jackson	Scott Mannion	Colleen Kerr	Philip Beane	
10	Requirements for execution of works	X	X	X	X	X				X		
19	Power of arrest or removal	X	X	X		X	X	X				
21	Fixed penalties	X	X	X	X	X	X	X	X		X	
42	Interpretation	X	X	X	X	X	X	X	X	X	X	
64	Seizure &c. of animals	X	X	X		X	X	X				
86	Signs, hoardings and advertising	X	X	X		X	X	X				
87	Handbills	X	X	X		X	X	X				
93	Camping or sleeping in public space	X	X	X		X	X	X	X		X	
94	Shopping trolleys	X	X	X		X	X	X	X		X	
96	Removal of persons from reserve or mall	X	X	X		X	X	X				
100	Control of vehicular traffic, &c., in malls	X	X	X		X	X	X	X		X	

102	Dress and conduct at public swimming pools, &c.	X	X	X	X	X	X	X	X	X	X	
103	Removal of persons from swimming pools, &c.	X	X	X	X	X	X	X	X	X	X	
107	Obligations of stallholders associations	X	X	X								
109	Obligations of stallholders	X	X	X		X	X	X				
120	Powers of librarians	X	X		X					X		

It should be noted that there is no longer a requirement to Gazette authorised persons.

A copy of the KTC By Laws 1 May 2016 can be found at:

<http://www.ktc.nt.gov.au/Your-Council/Legislation/By-Laws>

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That pursuant to Part 9.6, Division 1 of the *Local Government Act* that Council appoints:

To Exercise the Powers of authorised person under the Local Government Act		Person									
		Robert Jennings	Claire Johansson	David Moore	Sophie Henderson	Andrew Wilson	Karmen Thomas	Steven Jackson	Scott Mannion	Colleen Kerr	Philip Beane
To Exercise the Powers under other relevant Acts as appropriate to the role		Person									
		Robert Jennings	Claire Johansson	David Moore	Sophie Henderson	Andrew Wilson	Karmen Thomas	Steven Jackson	Scott Mannion	Colleen Kerr	Philip Beane
To Exercise the Powers under the Katherine Town Council By Laws		Person									
		Robert Jennings	Claire Johansson	David Moore	Sophie Henderson	Andrew Wilson	Karmen Thomas	Steven Jackson	Scott Mannion	Colleen Kerr	Philip Beane
10	Requirements for execution of works	X	X	X	X	X				X	
19	Power of arrest or removal	X	X	X		X	X	X			
21	Fixed penalties	X	X	X	X	X	X	X	X		X
42	Interpretation	X	X	X	X	X	X	X	X	X	X
64	Seizure, &c., of animals	X	X	X		X	X	X			
86	Signs, hoardings and advertising	X	X	X		X	X	X			
87	Handbills	X	X	X		X	X	X			
93	Camping or sleeping in public space	X	X	X		X	X	X	X		X
94	Shopping trolleys	X	X	X		X	X	X	X		X

96	Removal of persons from reserve or mall	X	X	X		X	X	X				
100	Control of vehicular traffic, &c., in malls	X	X	X		X	X	X	X		X	
102	Dress and conduct at public swimming pools, &c.	X	X	X	X	X	X	X	X	X	X	
103	Removal of persons from swimming pools, &c.	X	X	X	X	X	X	X	X	X	X	
107	Obligations of stallholders associations	X	X	X								
109	Obligations of stallholders	X	X	X		X	X	X				
120	Powers of librarians	X	X		X					X		

As an authorised person/s for the purpose of exercising the powers under the *Local Government Act* and the Katherine Town Council's By Laws in accordance with the *Local Government Act*.

2. That pursuant to Part 9.6, Division 1 of the *Local Government Act* that Council revokes all previous appointment/s.



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Local Governance / Council Meetings / Chief Executive Officer Report

MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017

REPORT TITLE: MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR JULY AND AUGUST 2017

PURPOSE OF THE REPORT

To present the Report of the Chief Executive Officer for the months of July and August 2017.

COMMENTS

The following projects and services were progressed through July and August 2017:

Council Elections

As a result of the Local Government election period, the caretaker period was in place through much of August 2017. *The Local Government Act requirements have necessitated an early Ordinary Meeting of Council in September 2017.*

Hot Springs Update

The construction of the stone gabion walls was completed in August 2017, whilst the work on the concrete paths and the slope landscaping was well underway. Larger landscaping plantings that were to go through the fabric on the slope have now been rescheduled to after the wet season for environmental reasons. The focus of the project is still on the hill side of the project, with the upper level works still being designed and consulted.

Signing of the Airport Lease By The Department of Defence

The CEO was to head up to Darwin to push the process forward, but we have received word that the signing is imminent.

Railway Terrace Project

There has been some progress on the different elements associated with this project:

- Works on the foundation of the cenotaph have started with the aDW&S providing able support to the RSL.
- The Arts Trail process that may result in a cultural trail leading to the Katherine Visitor Information Centre has proceeded into consultation stage.
- A meeting regarding the Railway Precinct near the existing station has identified two options for moving the project forward.
- A Main Street Forum is being planned for September 2017, which will include consultation on the overall 'CBD' area.

Memorandum of Understanding (Mou) with Tourism Top End

A meeting is planned with Tourism Top End to go through the draft MOU sent by Council for the ongoing partnership between the parties to be strengthened.



REPORT

Master Plan Updates

The Katherine Master Plan was presented to the Community Helping Action Information Network (CHAIN) group by the Mayor and CEO at the Katherine Club. The plan was met with considerable appreciation and positive response.

Street Lights Update

Council are still gathering data and physically inspecting sites throughout the township to determine where more streetlights are required.

Other Open Forum Updates

Disabled parking between Post Office and Giles Street Auto Toilets were to be installed by the end of August 2017.

An application has been submitted for a Demolition Permit for Ryan Park Toilets.

Edith Farms Community - Kerbside Collection Proposal

Through Community feedback, the issue of kerbside collection services to the Edith Farms area has once again been raised.

In the late 2000's Katherine Town Council conducted consultation with the residents of the area to gauge interest in being included in the kerbside collection contract. At the time the consensus was against the proposal.

With the lapse in time since this community consultation and as a result of the economic, social and environmental changes, Council has been asked to consider revisiting community consultation into the provision of kerbside collection services for the Edith Farms area.

Visitor Information Centre

The following media release was placed on the VIC Facebook page and will be forwarded to the Katherine Times shortly.

"Katherine Visitor Information Centre breaks all-time sales record in July

Tourism in Katherine has continued to grow with latest figures showing an increase in spend within our region. July sales figures reached \$302,907 with a conversion rate increase of 35% from last year's record which is credit to the hard working staff employed at the VIC.

Dr David Beirman Ph.D has recently published an article highlighting the value of a visitor information centre australia.etbtravelnews.global and the below snippet is a great reflection of the culture and personnel in the Katherine Visitor Information Centre:

"For a visitor information centre to be a real success, much depends on the quality of the people working behind the counter and interacting with visitors. People who are knowledgeable and passionate about their destination can readily communicate that to visitors and this inspires them in turn to extend their stay and recommend the destination to their friends and family. They also give destinations a personality which web sites cannot yet achieve. The secret of a good visitor information centre is that it becomes the traveller's first experience of that destination."

In addition to a fantastic month, we are pleased to announce that the statistics of the 2016/2017 financial year report has well exceeded target.

Our Sales Target was \$1,021,675. The Team at the Visitor Information Centre reached \$1,135,723.

The Visitor number target was 122,855, our visitor Centre alone reached 141,391.



REPORT

The long term focus for Katherine's Tourism is to see an increase in conversion of visitor numbers into sales as well as extending the average length of stay within the town. There are several projects happening at the Visitor Information Centre in order to help achieve our goals. These include:

- updating the functionality of our website to become more user friendly and thus increase sales
- developing in-house digital marketing for Katherine to improve our brand
- updating the visitor centre to enhance our customer experience.

Audit Committee

The interim audit report was provided on 22 June 2017 stating there were no significant issues noted during the audit. The final Audit Visit will be 18 – 20 September 2017. The delivery of the final audit report is expected to be to hand by 11 October 2017.

Staff Statistics – JULY (All figures are for 2017-2018 Financial Year.)

Sick Leave Summary (excluding Maternity Leave)					
2017	Number of Permanent Employees	Total Hours Used	Total Days Lost	Total days lost per person YTD	Special Notes
Executive					
Sick/Family leave hours used	3	0.00	0.00	0.00	
Asset Management					
Sick/Family leave hours used	2	15.20	2.00	1.00	
Community Services					
Sick/Family leave hours used	4	48.20	6.34	1.06	
Community Services - Visitor Information Centre					
Sick/Family leave hours used	5	19.60	2.58	0.52	
Community Services - Library					
Sick/Family leave hours used	6	17.50	2.30	0.38	
Corporate Services					
Sick/Family leave hours used	6	15.20	2.00	0.50	
Works & Services					
Sick/Family leave hours used	5	35.5	4.67	0.30	
Sick/Family leave hours used	11	24.70	3.25	0.30	

KATHERINE TOWN COUNCIL



REPORT

Sick/Family leave hours used	1	16.20	2.13	2.13	
Waste Management					
Sick/Family leave hours used	3	0.00	0.00	0.00	
TOTALS	46	192.10	25.28	0.55	

Staff Statistics – AUGUST (All figures are for 2017-2018 Financial Year.)

Sick Leave Summary (excluding Maternity Leave)					
2017	Number of Permanent Employees	Total Hours Used	Total Days Lost	Total days lost per person YTD	Special Notes
Executive					
Sick/Family leave hours used	3	0.00	0.00	0.00	
Asset Management					
Sick/Family leave hours used	2	6.10	0.8	1.40	
Community Services					
Sick/Family leave hours used	4	15.20	2.0	1.39	
Community Services - Visitor Information Centre					
Sick/Family leave hours used	5	6.0	1.0	0.67	
Community Services - Library					
Sick/Family leave hours used	6	121.70	19.7	3.05	
Corporate Services					
Sick/Family leave hours used	6	15.20	2.0	1.00	
Works & Services					
Sick/Family leave hours used	5	61.41	5.7	2.55	
Sick/Family leave hours used	11	30.40	4.8	0.65	
Sick/Family leave hours used	1	45.60	6.0	8.13	
Waste Management					
Sick/Family leave hours used	3	10.00	1.5	1.15	
TOTALS	46	311.61	43.5	20.00	



KATHERINE TOWN COUNCIL

REPORT

Service Requests Received

Council received 70 service requests for the month of July 2017.

Environment		Buildings/Facilities	Roads/Traffic/Parking	Inspectorate	Other Requests	
New Wheelie Bins	Waste Management Transfer Station	1	Licence/Permits – Road Events	Abandoned Vehicle	Equipment Hire – Collars, Cages etc.	
Other Bins	Civic Centre		Carparks	Animal – Fowl	Street Lighting	
Domestic Rubbish Collection	Public Toilets	1	Road Opening/Closing (Telstra, Aurora etc.)	Animal at Large	Cemetery Burial Records	
Litter	Showgrounds		Road Opening/Closing – Footpath/Driveways	Animal Cruelty	Risk Management – Accidents – General	
Hazardous Waste Disposal	Katherine East Community Centre		Street Signs	Animals – Lost and Found	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals	Airport	1	Street – Road Cleaning	Animal Attack	Disabled Parking Permits	
Street and Other Lighting	Visitor Information Centre		Permit to Work Within NT Government Road Reserve	Animal Menace	Plaques and Headstones	
Sprinklers and Watering	Parks	2	Driveways	Animal Nuisance	Ombudsman Complaints	
General	BMX	1	Road Maintenance	Miscellaneous	Community – Festival or Events	
Waste Disposal – Asbestos – Other	Lindsey Street Complex		Footpaths	Parking Control	Alcohol Permit	
Weeds	Sportsground		Line Marking/Pavement Management	Unauthorised Camping	Planning and Development	
Trees & Vegetation	General		Traffic Management	Overgrown/Unkempt Land	Planning and Development	
Tenders/Quotations	Swimming Pool		Planning and Development	Dog Licence	Sign Request	
Bores and Water Readings	Playgrounds and Equipment	1	Oversize Permits	After Hours Callout	Miscellaneous Requests	
Waste Management Facilities	Skate Park		Bike Paths	Public Health Risk Activities	Tenders/Quotations	
	Hot Springs		Drains	Dangerous Animals	Licence or Permits – Mobile food van	
Total	25 Total	6	Total	8 Total	27 Total	4

KATHERINE TOWN COUNCIL

REPORT

Service Requests Completed

Council completed 43 service requests for the month July 2017. 27 requests are awaiting resolution, 12 of which are animal related complaints, i.e. barking, roaming etc. The uncompleted rate can be directly attributed to staffing shortages during the month.

Environment	Buildings/Facilities	Roads/Traffic/Parking	Inspectorate	Other Requests
New Wheelie Bins	Waste Management Transfer Station	Licence/Permits – Road Events	Abandoned Vehicle	Equipment Hire – Collars, Cages Etc
Other Bins	16 Civic Centre	Carparks	Animal – Fowl	Street Lighting
Domestic Rubbish Collection	1 Public Toilets	Road Opening/Closing (Telstra, Aurora etc)	Animal at Large	4 Cemetery Burial Records
Litter	1 Showgrounds	Road Opening/Closing – Footpath/Driveways	1 Animal Cruelty	Risk Management – Accidents – General
Hazardous Waste Disposal	Katherine East Community Centre	Street Signs	Animals – Lost and Found	1 General Requests – Complaints
Mowing of Verges-Nature Strips-Ovals	1 Airport	Street – Road Cleaning	Animal Attack	3 Disabled Parking Permits
Street and Other Lighting	1 Visitor Information Centre	Permit to Work Within NT Government Road Reserve	Animal Menace	3 Plaques and Headstones
Sprinklers and Watering	Parks	Driveways	1 Animal Nuisance	4 Ombudsman Complaints
General	BMX	Road Maintenance	Miscellaneous	Community – Festival or Events
Waste Disposal – Asbestos – Other	Lindsey Complex	Footpaths	2 Parking Control	Alcohol Permit
Weeds	Sportsground	Line Marking/Pavement Management	Unauthorised Camping	Planning and Development
Trees & Vegetation	3 General	Traffic Management	Overgrown/Unkempt Land	Planning and Development
Tenders/Quotations	Swimming Pool	Planning and Development	Dog Licence	Sign Request
Bores and Water Readings	Playgrounds and Equipment	4 Oversize Permits	After Hours Callout	Miscellaneous Requests
Waste Management Facilities	Skate Park	Bike Paths	Public Health Risk Activities	Tenders/Quotations
	Hot Springs	Drains	Dangerous Animals	Licence or Permits – Mobile food van
Total	23 Total	3 Total	8 Total	15 Total
				2

KATHERINE TOWN COUNCIL

REPORT**Service Requests Received**

Council received 84 service requests for the month of August 2017.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
New Wheelie Bins	12	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	1	Equipment Hire – Collars, Cages etc.	–
Other Bins	1	Civic Centre	1	Carparks		Animal – Fowl		Street Lighting	3
Domestic Rubbish Collection	4	Public Toilets	2	Road Opening/Closing (Telstra, Aurora etc.)		Animal at Large	12	Cemetery Burial Records	1
Litter	1	Showgrounds		Road Opening/Closing – Footpath/Driveways		Animal Cruelty	1	Risk Management – Accidents – General	–
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs		Animals – Lost and Found	6	General Requests – Complaints	–
Mowing of Verges-Nature Strips-Ovals		Airport	1	Street – Road Cleaning	2	Animal Attack	2	Disabled Parking Permits	
Street and Other Lighting		Visitor Information Centre		Permit to Work Within NT Government Road Reserve		Animal Menace	3	Plaques and Headstones	
Sprinklers and Watering		Parks	1	Driveways		Animal Nuisance	15	Ombudsman Complaints	
General		BMX		Road Maintenance	4	Miscellaneous		Community – Festival or Events	
Waste Disposal – Asbestos – Other	1	Lindsey Complex		Footpaths	1	Parking Control	1	Alcohol Permit	
Weeds		Sportsground	2	Line Marking/Pavement Management	1	Unauthorised Camping		Planning and Development	
Trees & Vegetation		General		Traffic Management		Overgrown/Unkempt Land		Planning and Development	
Tenders/Quotations		Swimming Pool		Planning and Development		Dog Licence		Sign Request	1
Bores and Water Readings		Playgrounds and Equipment		Oversize Permits		After Hours Callout	1	Miscellaneous Requests	
Waste Management Facilities		Skate Park		Bike Paths	1	Public Health Risk Activities		Tenders/Quotations	
		Hot Springs		Drains	2	Dangerous Animals		Licence or Permits – Mobile food van	
Total	19	Total	7	Total	11	Total	42	Total	5



REPORT

Service Requests Completed

Council completed 60 service requests for the month August 2017. 24 requests are awaiting resolution, the majority of which are Ranger related activities. The uncompleted rate can be directly attributed to staffing shortages during the month.

Environment	Buildings/Facilities	Roads/Traffic/Parking	Inspectorate	Other Requests
New Wheelie Bins	Waste Management Transfer Station	Licence/Permits – Road Events	Abandoned Vehicle	Equipment Hire – Collars, Cages Etc
Other Bins	1 Civic Centre	1 Carparks	Animal – Fowl	Street Lighting
Domestic Rubbish Collection	4 Public Toilets	1 Road Opening/Closing (Telstra, Aurora etc)	Animal at Large	Cemetery Burial Records
Litter	Showgrounds	2 Road Opening/Closing – Footpath/Driveways	Animal Cruelty	Risk Management – Accidents – General
Hazardous Waste Disposal	Katherine East Community Centre	Street Signs	Animals – Lost and Found	General Requests – Complaints
Mowing of Verges-Nature Strips-Ovals	Airport	Street – Road Cleaning	1 Animal Attack	Disabled Parking Permits
Street and Other Lighting	Visitor Information Centre	Permit to Work Within NT Government Road Reserve	Animal Menace	Plaques and Headstones
Sprinklers and Watering	Parks	Driveways	Animal Nuisance	Ombudsman Complaints
General	BMX	Road Maintenance	Miscellaneous	Community – Festival or Events
Waste Disposal – Asbestos – Other	1 Lindsey Complex	Footpaths	Parking Control	Alcohol Permit
Weeds	Sportsground	1 Line Marking/Pavement Management	Unauthorised Camping	Planning and Development
Trees & Vegetation	General	Traffic Management	Overgrown/Unkempt Land	Planning and Development
Tenders/Quotations	Swimming Pool	Planning and Development	Dog Licence	Sign Request
Bores and Water Readings	Playgrounds and Equipment	Oversize Permits	After Hours Callout	Miscellaneous Requests
Waste Management Facilities	Skate Park	Bike Paths	1 Public Health Risk Activities	Tenders/Quotations
	Hot Springs	Drains	1 Dangerous Animals	Licence or Permits – Mobile food van
Total	18 Total	6 Total	8 Total	24 Total
				4

REPORT

Complaints Received

Council received zero (0)* complaints for the month of July-August 2017.

Administration	July-Aug	YTD
Elected Members	0	0
VIC	0	0
Management	0	0
Library	0	0
Rangers	1	1
Works	0	0

* Statistics compiled over the calendar year.

Complaints Completed

Council completed zero (0)* complaints for the month of July-August 2017.

Administration	July-Aug	YTD
Elected Members	1	1
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	0
Works	0	0

* Statistics compiled over the calendar year.

OFFICER RECOMMENDATION

That it be recommended to Council:

That the Chief Executive Officer Report for the months of July and August 2017 be received and noted.



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:
 Schedule of Attachments:

Nil
 Nil



REPORT

FOLDER: Local Governance / Council Meetings / Corporate and Community Services

MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTMEBER 2017

REPORT TITLE: CORPORATE AND COMMUNITY SERVICES REPORT FOR THE MONTHS OF JULY AND AUGUST 2017

Purpose of Report

To present the Report for Corporate and Community Services for the months of July and August 2017.

LIBRARY – JULY 2017

Programs & Events

Program	Date & Time
Broadband for Seniors Computer Training	Tuesday & Thursday
Wriggle & Rhyme	Tuesday, 9.30 to 10.00 am Thursday, 10.30 to 11.00am
Story Time	Wednesday, 10.30 to 11.30 am
School Holiday Program	27 June – 13 July 2017

Event	Date	Type of Event/Activity
NAIDOC Story Time	Wednesday, 5 July 2017	Traditional story telling
Movie Afternoon	Friday, 28 July 2017	Monster Trucks

Displays

Happy Birthday J.K Rowling	4 – 31 July 2017
Circus Time	4 – 31 July 2017

Analysis / Comments

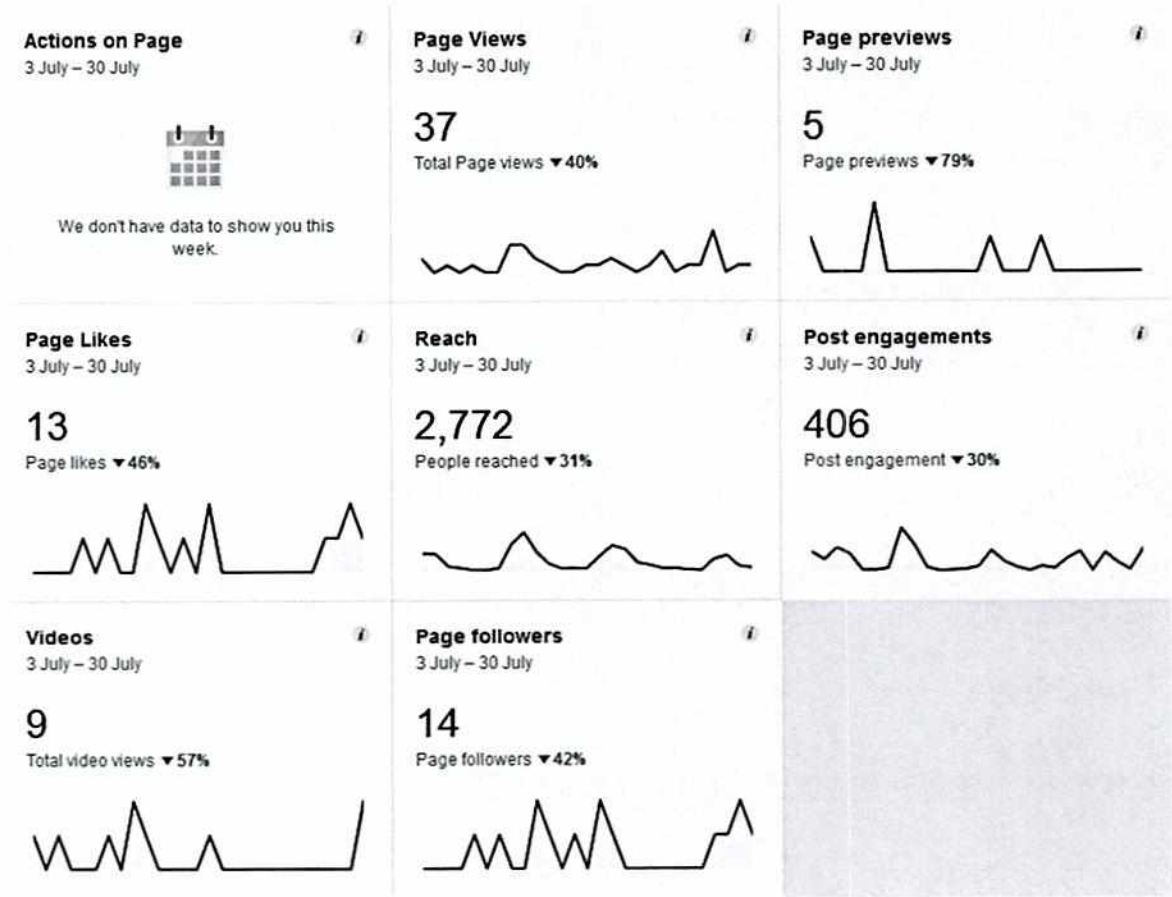
School Holiday Program commenced on the 27 June 2013 and continued through to the 13 July 2017. Twice a year the Library holds this program. The age group is 5-12 year olds and runs three (3) sessions a week for three (3) weeks from 10am till 12 noon.

Movie Afternoon – This month's movie was Monster Trucks. Children quickly settled in with their bean bags and pillows. Recorded numbers were 12.

NAIDOC week came to the Library for a special Story Time session on 5 July 2017. Organisers of this event put together a storytelling, craft and information session for the children, this followed by a morning tea. Recorded numbers were 60.

Facebook

KATHERINE PUBLIC LIBRARY – FACEBOOK STATISTICS– JULY 2017



LIBRARY – AUGUST 2017

Programs & Events

Program	Date & Time
Broadband for Seniors Computer Training	Tuesday & Thursday
Wriggle & Rhyme	Tuesday, 9.30 to 10.00 am Thursday, 10.30 to 11.00am
Story Time	Wednesday, 10.30 to 11.30 am

Event	Date	Type of Event/Activity
Seniors Month	11 & 17 August 2017	Readings from 4 local authors
Movie Afternoon	Friday, 25 August 2017	Jumanji
Special Fathers Day Wriggle & Rhyme	Thursday, 31 August 2017	Sing-a-long with live music.

Displays

Travel and Adventure	1 – 31 August 2017
Travel – Childrens Area	1 – 31 August 2017
Dr Seuss	1 – 31 August 2017
Frillies Fiction and Non Fiction of the Month	1 – 31 August 2017

Analysis / Comments

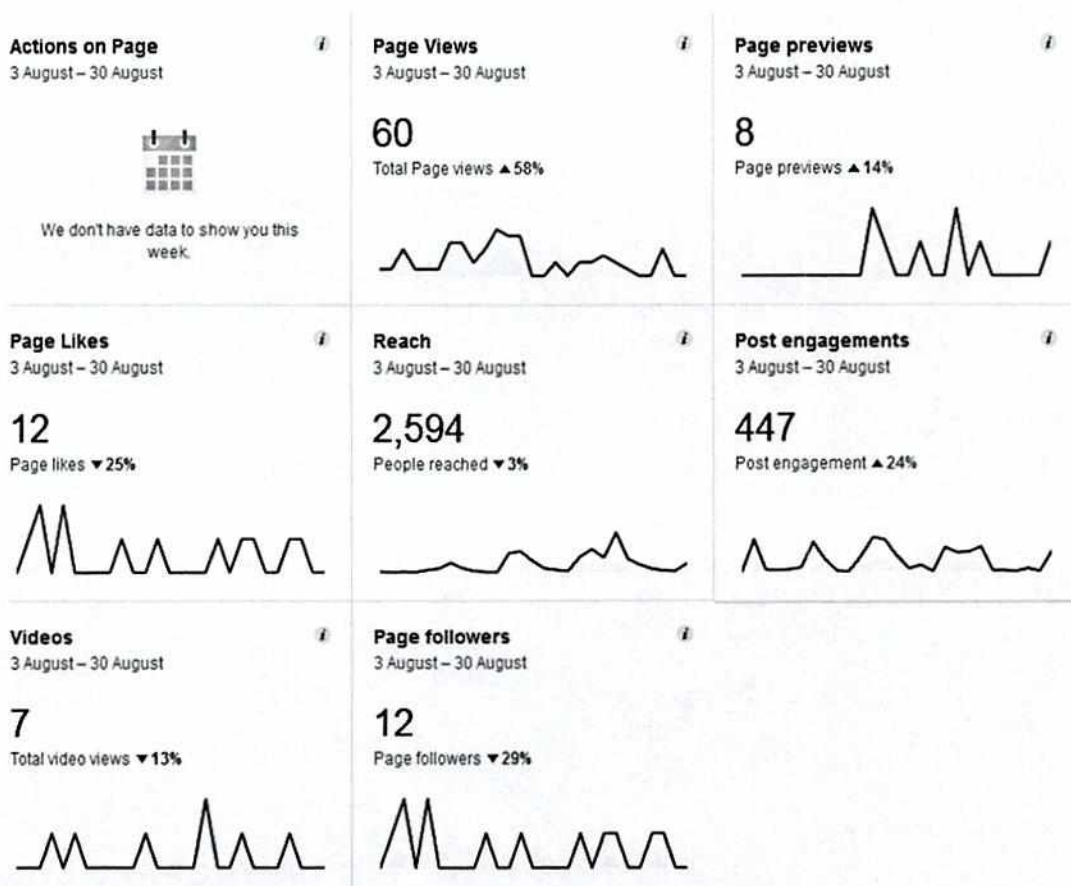
Seniors Month at the library this year saw four (4) local authors take time out of their busy lives to sit and read from their published books. This was held over a two (2) week period, the first being 11 August with 12 people attending and then 17 August with 18 people attending.

Movie Afternoon – This month's movie was Jumanji. Children quickly settled in with their bean bags and pillows. Recorded numbers were 15.

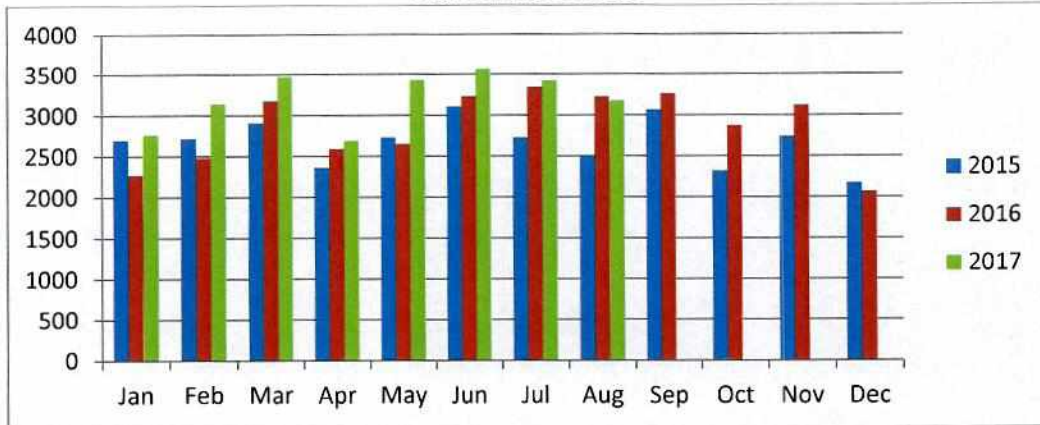
A special Father's Day Wiggle & Rhyme held on 31 August, seen local singing Duo entertain parents, careers and bubs. Music filled the library with songs and dance.

Facebook

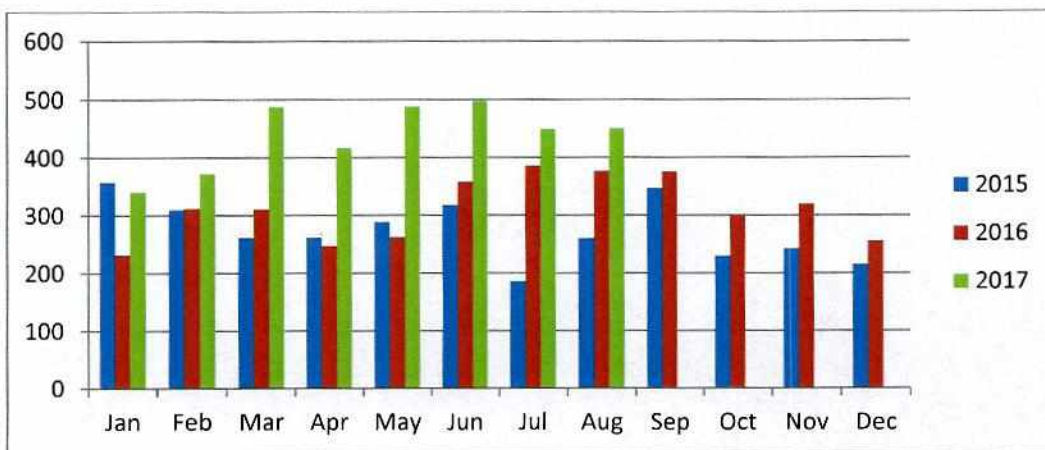
KATHERINE PUBLIC LIBRARY – FACEBOOK STATISTICS– AUGUST 2017



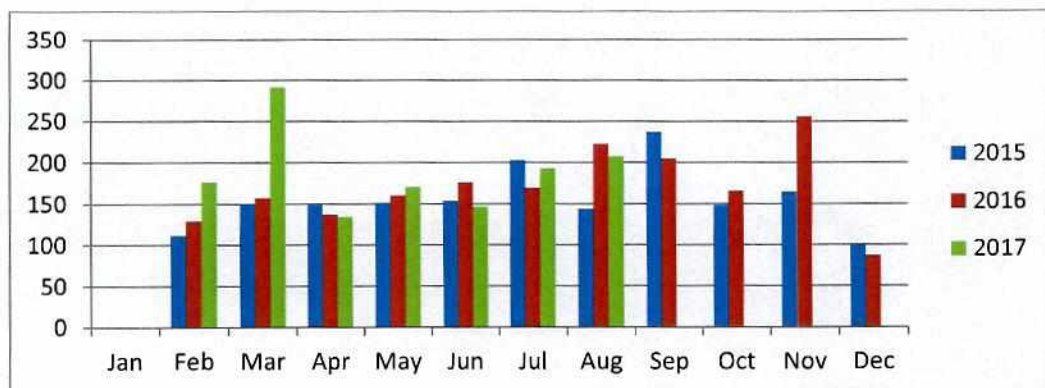
Patron Numbers



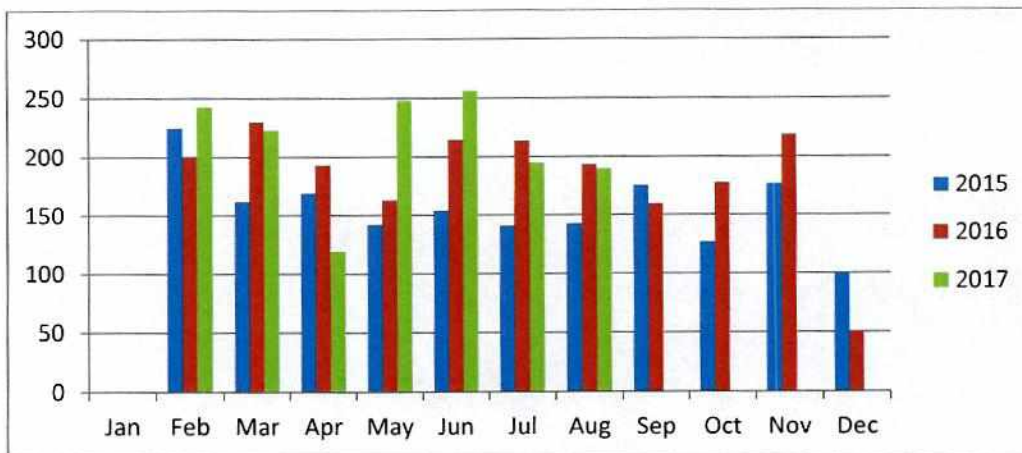
Computer Usage



Story Time



Wriggle and Rhyme



VISITOR INFORMATION CENTRE

Feedback – July 2017

- 60 of the 26,724 visitors (0.25%) completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.
- 8 Super Deed Nominations' were received
- Improvements
 - **Reducing customer service wait time.** This is a work in progress and will roll over in the next dry season.
 - **Using our outdoor facilities** – Updates to the garden continue. (See attached Katherine Visitor Information Centre – Garden Redevelopment Concepts)
 - **Increase our conversion rate** – July was an all-time breaking record for the Visitor Centre – showing a positive change and trend in increased conversion rates. (see attached article written by the Katherine Times)
- Most useful information in July – What there is to do in Katherine and information on the Savannah Way and Kakadu.

Analysis/Comment

- Total sales figure for July 2017 was \$302,907 an increase of \$26,073 or a 9.4% increase on July 2016. Visitor numbers for July 2017 were 25,496, a decrease of 7,615 or a decrease of 22.9% on July 2016.
- An average sale per visitor for July 2017 was \$11.88 per visitor, compared to last year's average of \$8.36 per visitor.
- Sales conversion rate increase of 42.1% per visitor in July 2017 compared to July 2016.

Note: We will continue to provide exceptional customer service and focus on selling the experiences that Katherine has to offer. Our aim is to see a dramatic increase in visitor

spend within Katherine and continue to increase our conversion rate month to month and overall, annually.

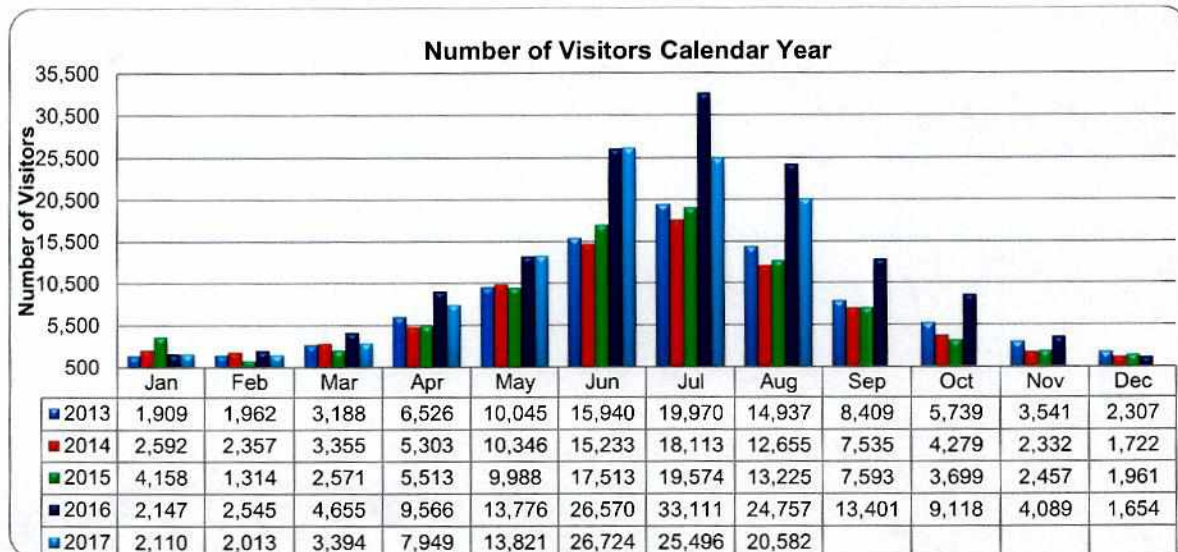
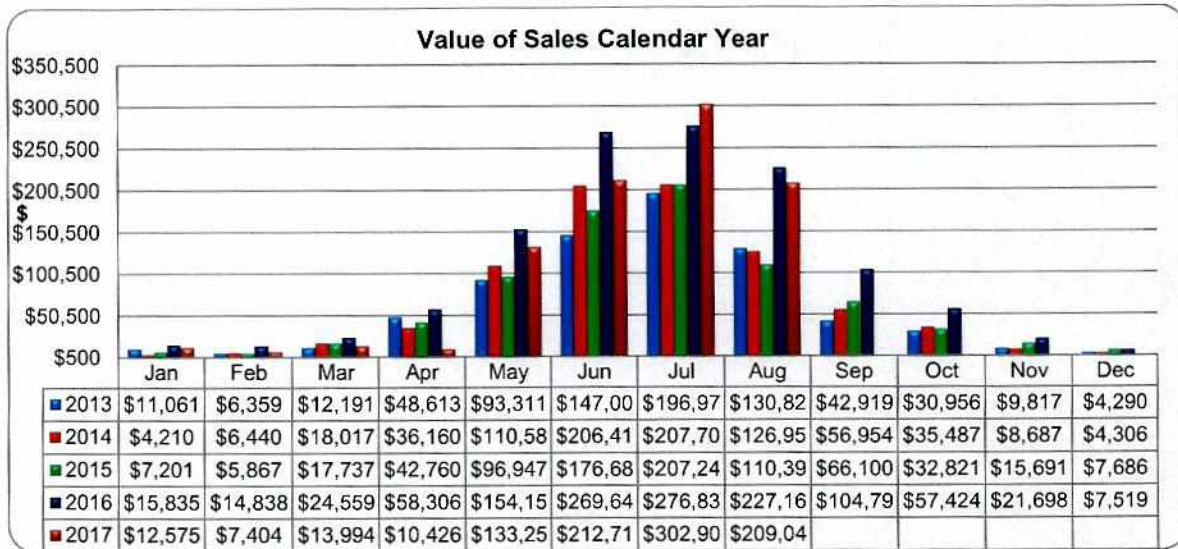
Feedback – August 2017

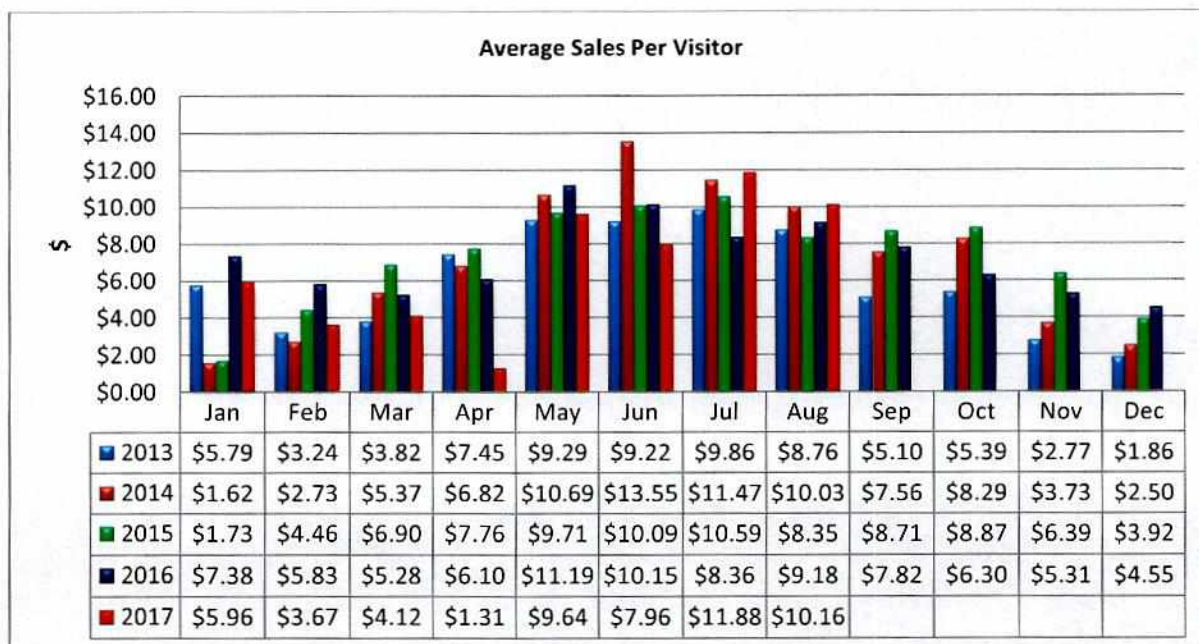
- 52 of the 20,582 visitors (0.19) completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent. (see attached some great reviews on Google and Trip Advisor)
- 4 Super Deed Nominations' were received
- Improvements
 - **Reducing customer service wait time.** This is a work in progress and will roll over in the next dry season.
 - **Using our outdoor facilities** – The Black Russian cafe has moved into the VIC garden. Updates to the garden have started.
 - **Increase our conversion rate** – Visitor Centre continued to see a positive change and trend in increased conversion rates throughout August.
 - **Website and rebrand** – The *visitkatherine.com.au* website is about to roll over the new design in the next couple weeks. The Visitor Centre has decided to keep our brand consistent with the rest of the Northern Territory, using the brand guidelines of Tourism NT. This will help Katherine be easily recognised not only nationally but internationally as well.
- Most useful information in July – What there is to do in Katherine and information on the Savannah Way and Kakadu.

Analysis/Comment

- Total sales figure for August 2017 was \$209,042 an decrease of \$18,122 or a 7.9% decrease on August 2016. Visitor numbers for August 2017 were 20,582 a decrease of 4,175 or a decrease of 16.8 % on August 2016.
- An average sale per visitor for August 2017 was \$10.16 per visitor, compared to last year's average of \$9.18 per visitor.
- Sales conversion rate increase of 10.7% per visitor in August 2017 compared to August 2016.

(See attached – Katherine Visitor Information Centre – Reviews – July / August 2017)





COMMUNITY SERVICES - EVENTS - JULY

- Katherine Town Council played in integral part in the staging of the 2017 Territory Fireworks and Signature Event. As the head contractor for the event, along with artistic support from Godinymayin Yijards Rivers Arts and Culture Centre the event attracted over 2000 people to the Katherine Showgrounds on Saturday 1 July 2017 to celebrate 39 years of Self Government.

COMMUNITY SERVICES - EVENTS - AUGUST

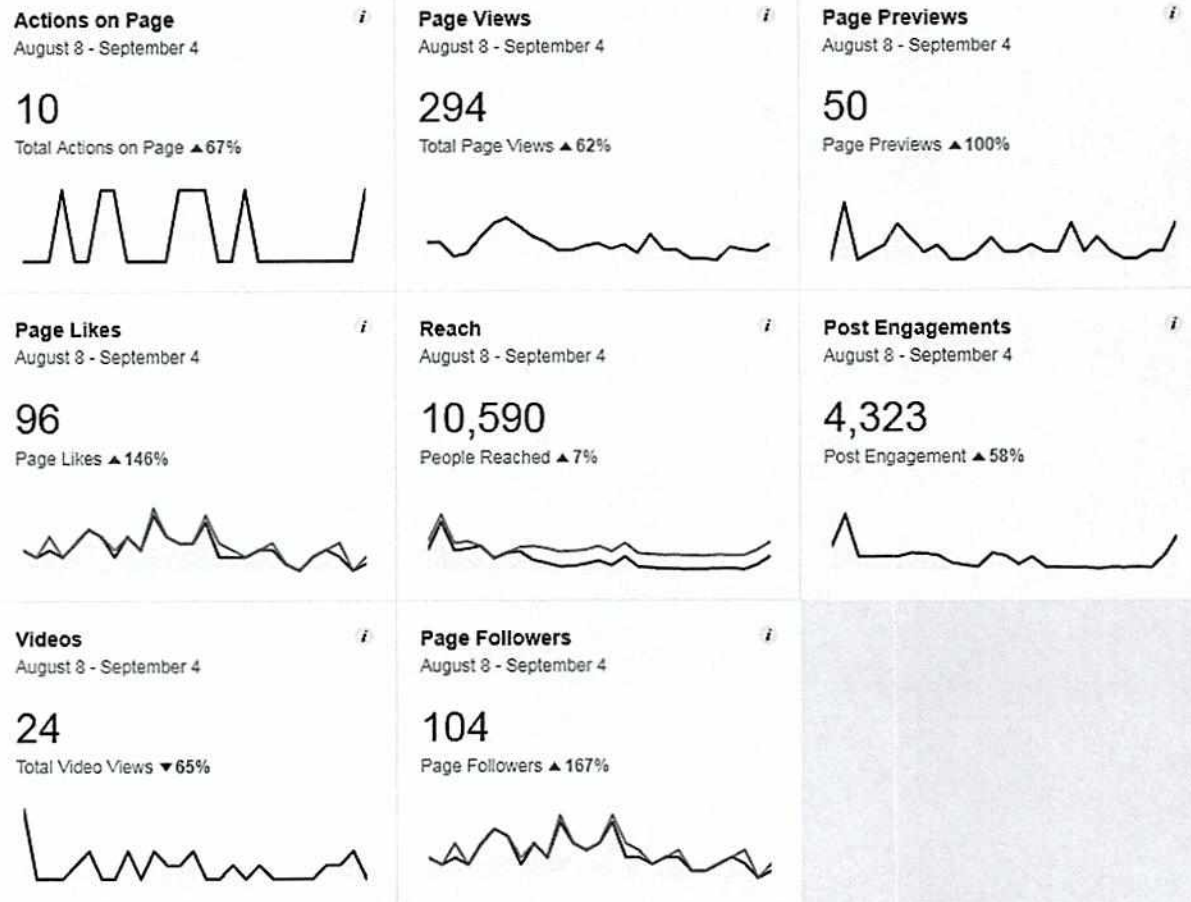
- Katherine Town Council was proud to be the major sponsor of the 'Troppo' by CIRCA event held at Godinymayin Yijards Rivers Arts & Culture Centre on Sunday 13 August 2017. This event marked the end of the Festivals of the Dry program with an estimated 800 people attending this free, family event.

KATHERINE TOWN COUNCIL– FACEBOOK STATISTICS– AUGUST 2017

Results from Aug 09, 2017 - Sep 05, 2017

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



OFFICER RECOMMENDATION

That it be recommended to Council:

That the Corporate and Community Services report for the months of July and August 2017 be received and noted.



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:
Schedule of Attachments:

Acting Director Corporate & Community Services, Rosemary Jennings
Katherine Visitor Information Centre – Garden Redevelopment Concepts
Katherine Visitor Information Centre – Reviews – July / August 2017

KATHERINE VISITOR INFORMATION CENTRE – REVIEWS – JULY / AUGUST 2017

Google July/August

**Julie MALYON**

12 reviews

★★★★★ a month ago

Fantastic, friendly service Alan and Shanae.

It's wonderful to see staff so happy and helpful in their working environment. Nothing was too much trouble and we left confident in our bookings and information for our stay at Katherine and Kakadu.

THANK YOU!!!

**Di Johnstone**

1 review

★★★★★ 2 months ago

The elderly man that volunteers was great help and very nice

Helpful?

**Greg Noble**

1 review

★★★★★ 2 months ago

Lots of information and helpful staff.

**Yvonne Andrews**

12 reviews · 1 photo

★★★★★ a month ago

I was served by a very knowledgeable young man. Who spent time giving me all the info available for the areas we intend to visit.

Helpful?

**Philippe De Carvalho**

Local Guide · 63 reviews · 5 photos

★★★★★ 2 months ago ·

Many informations. Free wifi. Toilet. Many place. Good people work there.

Helpful?

**Fred Whitford**

Local Guide · 6 reviews · 80 photos

★★★★★ a month ago

Very helpful and friendly staff, local knowledge and speedy service

Helpful?

Trip Advisor July/August 2017

1 - 10 of 129 reviews



OnSusannaA...
Australia
43 20



Reviewed 2 weeks ago via mobile

So helpful

Most helpful person on the front desk! Booked our entry to Kakadu so we didn't have to stop once we got into the park. Great coffee and ambiance at the kiosk, as well!



Trevan
Terrigal,
Australia
35 15



Reviewed 4 weeks ago

Helpful information

The Katherine Visitors Centre is a busy place but full of information. Staff were very helpful booking out Nitmiluk trip for us and gave us a tip to have a look at the Katherine Hot Springs. Very glad we did as they were terrific.



Rhonda C
Ocean Grove,
Australia
29 32



Reviewed 28 July 2017

Helpful staff

Busy place but helpful staff! We went back a couple of times and they couldn't do enough to help you so thank you!



Shayster23
Melbourne
57 14



Reviewed 24 July 2017 via mobile

Very helpful

Go here for info on Katherine and surrounds as well as Kakadu. The woman we spoke to was very informative knowledgeable and helpful. Has free wifi that works well according to my daughter. Brochures on other holiday destinations also available.



Lynette S
Launceston,
Australia
9 1



Reviewed 21 July 2017

Very good information and even better coffee

Helpful staff and interesting displays and information. Fantastic views from the outdoor area. Souvenirs available



Stevejomac
Sydney,
Australia
1000



Reviewed 20 July 2017

A wealth of information

The staff were very helpful with heaps of information on local attractions and on things further on for our trip north. There's loads of parking, free wifi and clean restrooms.

KATHERINE VISITOR INFORMATION CENTRE – REVIEWS – JULY / AUGUST 2017



evansbrooke12
Mirissa, Sri Lanka
15 2

★★★★★ Reviewed 17 July 2017

Really helpful staff (Denis)! Free wifi and maps

Great place to get some info on the area, use the bathroom, snag some wifi. Dennis was super helpful in suggesting a possible itinerary for our time in the area. Thanks!

Thank evansbrooke12



leonardh37
Ballarat, Australia
0

★★★★☆ Reviewed 13 July 2017

Katherine NT

Katherine Gorge is a sight to be seen and boat cruise well worth the effort. However the large colonies of fruit bats very disturbing. smell terrible also be careful as their droppings are numerous, even walking on the paths one is a target.

Thank leonardh37



tamara22blue
Brisbane
19 0

★★★★★ Reviewed 11 July 2017 via mobile

Great!

Great info. about the area here, friendly and helpful staff. Area maps, brochures etc. Toilets for visitor centre patrons.

Thank tamara22blue



Skaney57
sydney, Australia
1500 653

★★★★☆ Reviewed 7 July 2017

Peak Hour for Tourists

A really well set up Visitor Centre with clean facilities , lots of maps and other information available to see or grab. On our visit the 5 staff members all had a line of at least 5 waiting to bend their ears !! Busy place full of Grey Nomads !!
Show less

Ask Skaney57 about Katherine Visitor Information Centre

Thank Skaney57

This review is the subjective opinion of a TripAdvisor member and not of TripAdvisor LLC



REPORT

FOLDER: Local Governance / Council Meetings / Works & Services Reports
MEETING: ORDINARY MEETING OF COUNCIL – 26 SEPTEMBER 2017
REPORT TITLE: WORKS & SERVICES DIVISION REPORT FOR THE MONTH OF JULY & AUGUST 2017

Purpose of Report

To inform Elected Members of tasks, activities and projects undertaken by the Works & Services Division, during the month of July and August 2017.

Major works

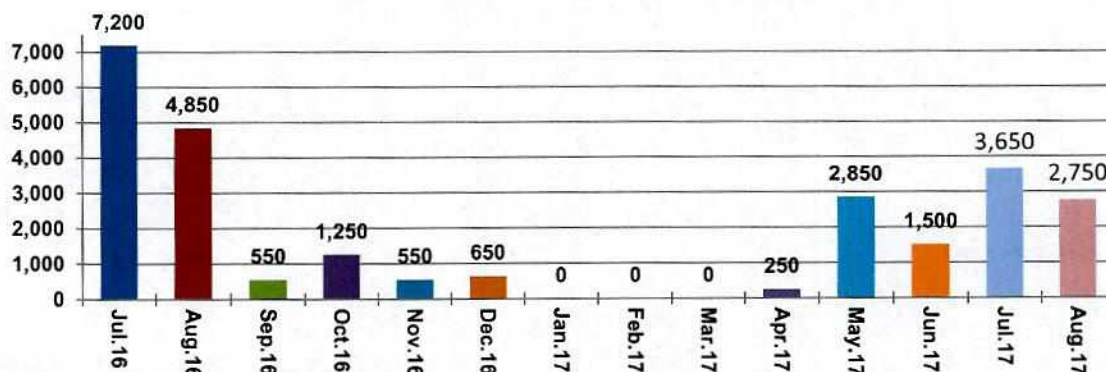
- Council contractor Power Projects continued the retrofitting of Street Light Luminaires as per Tender T16/17 with an anticipated completion date for the installs being end of June 2017.
- The redevelopment project of the Hot Springs continues with numerous contractors engaged in the Rock Wall construction and concreting.
- Council contractor Reep constructed a concrete slab in preparation for the installation of the new storage shed at the Lindsay Street Complex.
- Council contractor Katherine Plastering and Tiling constructed a concrete slab on Railway Terrace as part of the new RSL Cenotaph. This construction is being projected managed by Council staff and is funded from a Community Benefit Grant.
- Council contractor Andy Hams enclosed shed at the Sportsground funded by Rise Venture Projects.

Facilities

Parks & Open Areas

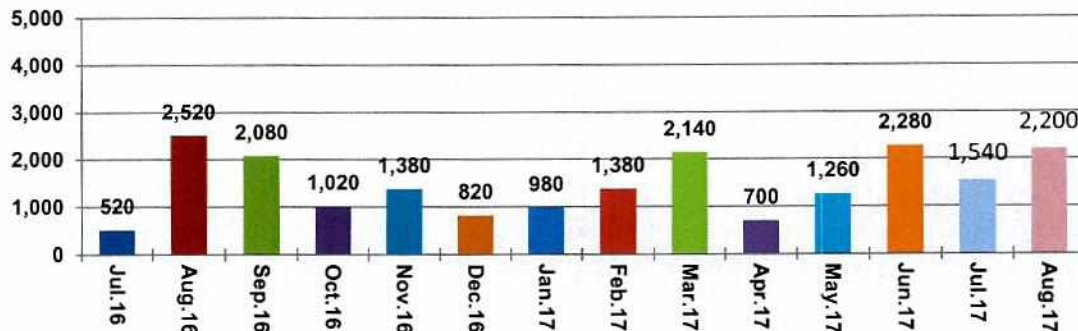
- Council contractor All Regions Electrical installed new solar lights on Lindsay Street Complex.
- Council Staff replaced 128 broken, damaged and vandalised sprinkler components throughout the larger urban area; the total cost of these repairs and installations to date (2017/18 financial year) is \$6,400.00.

Monthly Sprinkler Replacement (\$)



- The Urban Litter Collection statistics are based on weights recorded over the weighbridge located at the Waste Management Facility and include refuse from areas throughout the broader urban area; Katherine Terrace is not included in these statistics. The total amount of litter collected by Council staff to date (2017/18 financial year) is 3,740kgs.

Monthly Urban Litter Collection (kg)



Buildings

- Council contractor Duncan Electrical installed new power points and water meter at the Visitor Information Centre.
- Council contractor Top End Backhoe excavated the Visitor Information Centre gardens in preparation for the Black Russian Café.
- Council contractor All Regions Electrical installed new solar lights at the Civic Centre.

Katherine Showgrounds

- Council contractor Fletcher's Plumbing installed a new water meter and sump pump cattle at the Showgrounds.
- Council contractor Astral Plumbing conducted repairs to the damaged main bore and town water tap and replaced toilet seats at the Showgrounds.
- Council contractor Duncan Electrical conducted electrical checks at the Showgrounds.

Katherine Sportsgrounds

- Council contractor Cav's Mowing removed two (2) overhanging tree limbs at Bore 2 and a termite damaged tree near the Netball courses.
- Council contractor McIntyre Irrigation conducted repairs to Bore 2.
- Council contractor Kelly's Spraying conducted Pest Control spraying to Bore 4 at the BMX Track area.
- Council contractor Astral Plumbing replaced toilet seats at the Sportsground.

Katherine Memorial Cemetery

- There was one (1) burial during the month of July 2017 and four (4) burials during the month of August 2017.

Katherine Civil Airport

- Daily serviceability inspections were carried out by Council staff and contractor, RHADS Security, no issues were found.
- Council contractor Arafura Street Sweeping carried out a monthly sweeping of the RPT and GA Aprons during the month of July and August 2017.
- Council Contractor Drennen Builders inspected and carried out testing for asbestos at Katherine Airport Buildings. Testing has come back as no asbestos found.
- A copy of the Transport Security Program was submitted to Department of Transport.

Waste Management Transfer Station

- Council Contractor Rowlands Quarries supplied and delivered 2500t of clean fill to the Waste Management Facility used for the coverage of exposed waste and asbestos burial.
- Council dry hired a wheeled loader from Hat Creek Civil while repairs were being made to KTC waste handler.

Binjari

- Council hook bins are placed at Top and Bottom Camps (alternate weeks) and emptied on an as required basis; 2,100kg of litter was collected during the month of July and August 2017.
- Doggie Day was held on July with poor results.

Road Reserves

Road Pavements

- Council contractor Arafura Site & Street Sweeping carried out the scheduled sweeping and kerbside spraying for the month of July and August 2017.
- Depot staff carried out road patching at various locations around town.
- Council contractor Hat Creek Civil carried out grade water roll shoulder repairs at Helena, Bray and Kingston Roads.
- Council contractor Power Projects replaced a damaged street and light pole on Bogart Drive, Katherine South. This pole was damaged by a vehicle that has been identified and further enquiries are underway.
- Tender 17/04 for the widening and left turn lane installation at the Rockhole Community on Florina Road was awarded to Downes Graderways Pty Ltd for commencement in late September (\$117,570 excluding GST)

Personnel & Services

Community Events

- Council staff and contractors carried out various tasks in preparedness for public hires/events held throughout several Council owned facilities during the month of July and August 2017.

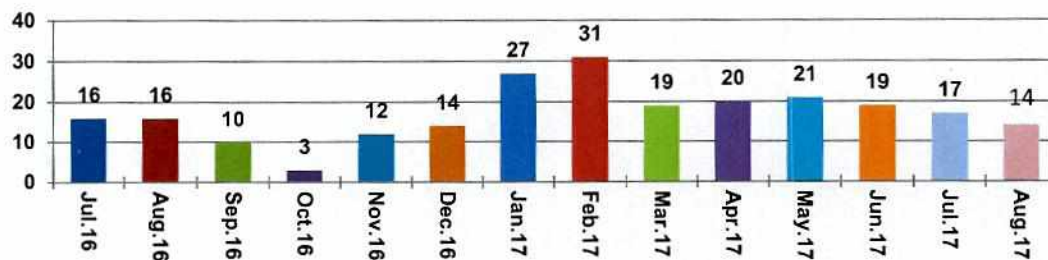
Building Activities within the Municipality

- Council considered the following number of planning applications during the month of July and August 2017:
 - 7 x Development Application
 - 1 x Clearing of Native Vegetation Application
 - 1 x Subdivision Application

Inspectorate Services

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of July 2017.
- Pound Statistics for the month of July and August 2017 are as follows:
 - 16 dogs returned to their owners.
 - 5 dogs purchased by new owners.
 - 5 dogs were carried over.

Monthly Impoundment of Dogs



OFFICER RECOMMENDATION

That it be recommended to Council:

- That the report of the Works & Services Division for the month of July and August 2017 be received and noted.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:

Schedule of Attachments:

Acting Director Works & Services, David Moore

Attachment A: Rangers Hourly Breakdown of Tasks – July

Attachment B: Rangers Hourly Breakdown of Tasks – August 2017

TASK		ANIMAL CONTROL RANGER	RANGER IRRIGATION	NOTES
DAY TO DAY DUTIES:	GENERAL OFFICE DUTIES / ERRANDS / TRAVEL / SMOKO		40.6	
MEETINGS / TRAINING:	INTERNAL / EXTERNAL		10	
INSPECTIONS:	VACANT LOTS / NATURE STRIPS / FACILITY HIRES / ASSET INSPECTIONS		10	
PARK PATROLS:	ILLEGAL CAMPING / LITTER / PERSONAL BELONGINGS		9	
PARKING PATROLS:			9	
ANIMAL CONTROL:	PATROLS / INVESTIGATION / CAPTURE / IMPOUND / RELEASE / CLEANING / OTHER		55	
VEHICLE PREPARATION:			10	
ABANDONED VEHICLES:	IMPOUND / RELEASE / DISPOSE		0	
LEAVE:	ANNUAL / SICK / PUBLIC HOLIDAY / OTHER		16	
IRRIGATION:				
NUMBER OF INFRINGEMENTS LETTERS / NOTICES TO COMPLY ISSUED VEHICLES IMPOUNDED				
INFRINGEMENTS:	PARKING ILLEGAL CAMPING LITTER ANIMAL CONTROL		1	1 x Illegal Parking
LETTERS / NOTICES:	VACANT LOTS / ANIMAL CONTROL ETC.		3	2 x Menacing 1 x Unregistered
IMPOUNDED:	ABANDONED VEHICLE/S		3	3 x Notice to Comply

TASK		ANIMAL CONTROL RANGER	RANGER IRRIGATION	NOTES
DAY TO DAY DUTIES:	GENERAL OFFICE DUTIES / ERRANDS / TRAVEL / SMOKO		20	
MEETINGS / TRAINING:	INTERNAL / EXTERNAL		10	
INSPECTIONS:	VACANT LOTS / NATURE STRIPS / FACILITY HIRES / ASSET INSPECTIONS		10	
PARK PATROLS:	ILLEGAL CAMPING / LITTER / PERSONAL BELONGINGS		9	
PARKING PATROLS:			9	
ANIMAL CONTROL:	PATROLS / INVESTIGATION / CAPTURE / IMPOUND / RELEASE / CLEANING / OTHER		50	
VEHICLE PREPARATION:			10	
ABANDONED VEHICLES:	IMPOUND / RELEASE / DISPOSE		1	
LEAVE:	ANNUAL / SICK / PUBLIC HOLIDAY / OTHER		16	
IRRIGATION:			39.8	
NUMBER OF INFRINGEMENTS LETTERS / NOTICES TO COMPLY ISSUED VEHICLES IMPOUNDED				
INFRINGEMENTS:	PARKING ILLEGAL CAMPING LITTER ANIMAL CONTROL		2	1 x Dog at Large 1 x Menacing
LETTERS / NOTICES:	VACANT LOTS / ANIMAL CONTROL ETC.		1	1 x Notice to Comply
IMPOUNDED:	ABANDONED VEHICLE/S	1		



REPORT

FOLDER: Local Governance / Council Meetings / Financial Report
MEETING: ORDINARY COUNCIL MEETING – 12 SEPTEMBER 2017
REPORT TITLE: CORPORATE SERVICES (FINANCIAL) MINUTES HELD ON 8 AUGUST 2017

Purpose of Report

To receive and note the minutes of the Corporate Services (Financial) Committee meeting held on the 8 August 2017.

Background

Under the Local Government (Accounting) Regulations Part 9, Point 19 (2) the CEO must ensure that, at least once in each month, the balance of an authorised account is reconciled with income and expenditure that has been or should have been paid into, or from, the account. In order for this action to occur, whilst in caretaker mode, Council convened a Corporate Services (Financial) Committee to meet and endorse income and expenditure for July 2017.

This committee normally only includes the Director of Corporate & Community Services, Corporate Services Executive Manager, Accounts Receivable Officer, Accounts Payable Officer and Payroll Officer. For the August 2017 meeting both the CEO and Mayor were in attendance. A copy of the minutes from this meeting is attached.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Council receives notes and endorses the minutes of the Corporate Services (Financial) Committee meeting held on the 8 August 2017.

A handwritten signature in black ink, appearing to read 'Robert Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Corporate Services (Financial) Committee Meeting Minutes as at 8 August 2017



Corporate Services (Financial) Committee Meeting Minutes

**Tuesday 8 August 2017
10.00 AM**

Council Chambers, Civic Centre,
Stuart Highway, Katherine

To be Confirmed

**MINUTES OF THE CORPORATE SERVICES (FINANCIAL) COMMITTEE
MEETING KATHERINE TOWN COUNCIL HELD AT THE KATHERINE
CIVIC CENTRE TUESDAY 8 AUGUST 2017**

1. **Present** Mayor Fay Miller

In attendance Mr Robert Jennings – Chief Executive Officer
Mr David Moore – Acting Director Works & Services
Sophie Henderson – Community Services Executive
Manager
Ms Sue Crammond – Executive Assistant
(Minute Taker)

2. **Apologies and Leave of Absence**

Apologies: Claire Johansson – Director of Corporate & Community
Services
Alice Anastacio – Corporate Services Executive Manager

3. **Reports from Officers**

3.1 **MONTHLY FINANCE REPORT FOR THE MONTH OF JULY 2017**

File: Local Governance / Council Meetings / Finance Report

MOVED: Miller / Henderson

Mayor Miller asked for an explanation of the “Weighbridge Debtors” 120 Days. The CSEM responded that the figure was a mix of small and large debtors. That the majority were from interstate and the debts were highly unlikely to be recovered and therefore, they would be part of the year end write off.

The CEO committed to provide further information around the Debtors.

Mayor Miller asked for an explanation of “Sundry Debtors” 90 days, June 17. The Finance Fixed Asset Manager (FFAM) was invited to attend to provide an explanation.

The FFAM stated the credit was due to a debtor double paying against an invoice.

That it be recommended to Council:

That Council endorse the Financial Report for the month of July 2017.

CARRIED: 4 / 0

4. **Meeting Close** at 10.20 am

Fay Miller
MAYOR OF KATHERINE



REPORT

FOLDER: Local Government/Elections/Municipal Elections
MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017
REPORT TITLE: CORPORATE FINANCIAL MEETING FOR AUGUST 2017

Purpose of Report

To inform Council that due to the Local Government Elections the scheduled September 2017 Ordinary Council Meetings was placed on 12 September 2017. The timing of this meeting did not allow sufficient time for compilation of the Financial Report for the month of August. Therefore, a Corporate Services (Financial) Committee meeting will need to be convened on 26 September, 2017.

Background

Under the Local Government (Accounting) Regulations Part 9, Point 19 (2) the CEO must ensure that, at least once in each month, the balance of an authorised account is reconciled with income and expenditure that has been or should have been paid into, or from, the account. In order for this action to occur Council will need to convene a Corporate Services (Financial) Committee to meet and endorse income and expenditure for August 2017. This committee normally only includes the Director of Corporate & Community Services, Corporate Services Executive Manager, Accounts Receivable Officer, Accounts Payable Officer and Payroll Officer. However, the CEO will be in attendance and it would be recommended that at least one (1) Elected Member attend to ensure a transparent process and the due diligence has applied. A copy of the minutes from this meeting can then be provided at the next Ordinary Council Meeting.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Council convene on the 26 September 2017 at 5.30pm, a Corporate Services (Financial) Committee Meeting to ensure that the authorised account for August 2017 are reconciled with income and expenditure; and
2. Nominate at least one (1) Elected Member to attend the Corporate Services (Financial) Committee Meeting.


Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Property Management / Disposal / Asset Disposal and Auctions
MEETING: ORDINARY MEETING OF COUNCIL– 12 SEPTEMBER 2017
REPORT TITLE: DISPOSAL OF OBSOLETE PROPERTY

Purpose of Report

To dispose of Katherine Town Council unused and outdated minor assets.

Background

In accordance with Local Government requirements approval is sought to dispose of the items listed below.

Analysis

Katherine Town Council currently has a number of items which are either obsolete, no longer function or are excess to Council requirements.

It is proposed to dispose of the following items through a public tender process.

NUMBER OF ITEMS	ITEM DESCRIPTION
6	Computer Systems – Katherine Public Library

NB: All data will be removed from devices prior to their disposal.

In accordance with Council's Minor & Attractive Items Policy the following items will be removed from the Minor & Attractive Items Register:

NUMBER OF ITEMS	ITEM DESCRIPTION
2	IPads

OFFICER RECOMMENDATION

That it be recommended to Council:

That the Mayor and Chief Executive Officer be authorised to dispose of the obsolete items as listed above.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Government Relations / Meetings / Local Government Association of the Northern Territory (LGANT)

MEETING: ORDINARY MEETING OF COUNCIL – 12 SEPTEMBER 2017

REPORT TITLE: LGANT NOMINATIONS TO REPRESENT ON COMMITTEES

Purpose of Report

To ascertain interest and availability of Elected Members to nominate for positions on the Local Government Association of the Northern Territory (LGANT) Committees.

Report

LGANT are calling for nominations to the following advisory committees and councils:

- Animal Welfare Advisory Committee
- Heritage Council
- Ministerial Advisory Committee on Multicultural Affairs

All Councils have been asked to consider interest and, if appropriate, to nominate up to a maximum of two Elected Members to go forward to election. Only one Elected Member from each Council is entitled to be appointed.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Determine if a nomination is to be made; and
2. Endorses any such nomination through a formal resolution.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Attachments: 2017/2018 LGANT Nominations to Committees

Sue Crammond

From: Elaine McLeod <Elaine.McLeod@lgant.asn.au>
Sent: Monday, 4 September 2017 11:16 AM
To: Adrian Dixon; Andrew Brown; Andrew Turner; Banambi Wunungmurra; Barb Shaw; Brian Pedwell; Damien Ryan; Fay Miller; James Marrawal; Lord Mayor; Lynette De Santis; Maree Bredhauer; Peter Clee; Roxanne Kenny ; Tony Jack; Adam Seiler; Brendan Dowd; Brian Hylands; Cathy Winsley; CEO Coomalie; CEO VDRC; CEO West Daly; Diane Hood (diane.hood@centraldesert.nt.gov.au); Jeff MacLeod; John Japp; Kaylene Conrick; Marion Scrymgour; Mark Sidey; Michael Berto; michael.freeman@councilbiz.nt.gov.au; Rex Mooney; Ricki Bruhn; Robert Jennings; Steve Moore
Cc: Alison Signor (ASignor@astc.nt.gov.au); Amanda Haigh; Debbie Branson; Jan Hunter; Kesara Scrymgour; Maina Brown; Rebecca Purser; Sally Vasey; Sue Crammond; Caroline Hocking; Casey Anderson (casey.anderson@vicdaly.nt.gov.au); Clare Newland; Ineke Wallis; Kerrie Small; Rita Duncan
Subject: Call for Nominations to Committees
Attachments: Template nomination form.docx; Procedures for LGANT Representatives on Committees.pdf

Good morning

This is a call for nominations to the following committees:

- **Animal Welfare Advisory Committee**
- **Heritage Council**
- **Ministerial Advisory Council on Multicultural Affairs**

Animal Welfare Advisory Committee

LGANT is looking for **one member and one observer** to this committee. These positions are open to elected members and officers.

The functions of the Advisory Committee include:

- advising the Minister about animal welfare legislation and other matters relevant to animal welfare
- investigating and reporting on matters relevant to the animal welfare referred to it by the Minister
- participating in the development of codes of practice and the review of adopted codes of practice
- providing advice to bodies, organisations or the general community on programs for the improvement of community awareness about animal welfare
- any other functions prescribed by the regulations.

The Advisory Committee must hold at least two meetings each year.

The Advisory Committee must submit an annual report to the Minister on or before 30 September each year in relation to the financial year ending on the preceding 30 June.

More information can be found at the following link:

<https://dpiir.nt.gov.au/primary-industry/committees-and-boards/animal-welfare-advisory-committee>

Heritage Council

LGANT is looking for **one member** to this committee. This position is open to elected members.

The functions of the Heritage Council are set out in the Heritage Act.

It meets at least four times a year.

The Act requires that the Council produce an annual report every year.

More information can be found at the following link:

<https://dte.nt.gov.au/nt-heritage-council/heritage-council-members>

Ministerial Advisory Council on Multicultural Affairs

LGANT is looking for **one observer** to this committee. This position is open to elected members.

The council is responsible for:

- advising the Minister on matters of interest including emerging issues facing the multicultural community
- exploring and discussing how service providers can meet community needs
- directing tasks to working groups as determined to address specific issues.

More information can be found at the following link:

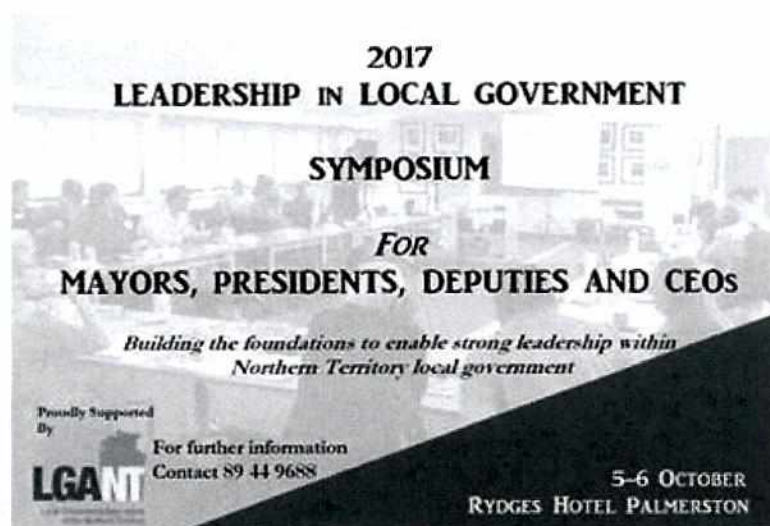
<https://nt.gov.au/community/multicultural-communities/advisory-council-on-multicultural-affairs>

These positions will be Ministerial appointment.

Can you please send your nominations to me by **Friday 6 October 2017** for inclusion in the Executive agenda for the meeting on 17 October 2017.

Kind regards

Elaine McLeod
Executive Assistant to CEO
Local Government Association of the Northern Territory
PO Box 2017, Parap, NT 0804
21 Parap Road, Parap, NT 0820
Ph: (08) 8944 9680; Fax: (08) 8941 2665
Email: elaine.mcleod@lgant.asn.au



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LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

NOMINATION FORM

<INSERT COMMITTEE NAME>

COUNCIL NAME:

1. Agreement to be nominated

I, _____ (*full name*) _____ agree to be nominated as a member of the

<INSERT COMMITTEE NAME>.

Signature:

Dated this _____ day of _____ 201 .

2. Council Confirmation of Nomination

I, _____ the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the **<INSERT COMMITTEE NAME>** at a meeting held on ____ / ____ /201 .

Signature:

Dated this _____ day of _____ 201 .

3. Nominee Information

The following information is required to enable the Executive to make an informed decision. A current curriculum vitae can be submitted in lieu of section 3 of the nomination form.

3.1 What is your current council position? _____

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

3.3 How long have you been involved in local government? _____

3.4 What experience do you have that is relevant to this committee?

3.5 Apart from your current position what other roles have you had in the local government sector?

4. You agree to supply the Executive with a report on the committee meetings you attend?

I agree I Disagree

5. Have you read and agree to the Outside Committee procedures

Yes

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY



PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

LGANT representatives on committees are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year.

The Association also requires the minutes of each meeting attended to be emailed to the CEO's Personal Assistant, elaine.mcleod@lgant.asn.au.

Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

The Association will supply information to nominees of committees, including their Terms of Reference.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

The Association may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports or misses meetings without just cause. It would then be up to the committee to decide whether or not the representative remains on that committee if the representative is without LGANT endorsement.