

# **AGENDA**

## **Ordinary Meeting of Council**

**Tuesday 22 September 2020**  
**Ordinary Meeting 6.00pm**

Council Chambers, Civic Centre,  
Stuart Highway, Katherine

The CEO of Katherine Town Council hereby provides notice of the  
Ordinary Meeting of Council, in accordance with  
Section 59 of the Local Government Act

- ELECTED MEMBERS** :
- Mayor Fay Miller
  - Deputy Mayor Peter Gazey
  - Alderman Elisabeth Clark
  - Alderman Toni Tapp-Coutts
  - Alderman John Zelle
  - Alderman Jon Raynor
  - Alderman Matthew Hurley

- OFFICERS** :
- Mr Ian Bodill – Chief Executive Officer (CEO)
  - Mrs Claire Johansson –Chief Operations Officer (COO)
  - Ms Rosemary Jennings – Executive Manager Community Services (XCS)
  - Brendan Pearce – Executive Manager Infrastructure and Environment (XIE)
  - Mr Jherry Matahelumual – Executive Assistant (Minutes Taker)

**WEBCASTING DISCLAIMER**

The Katherine Town Council is live webcasting the Open Section of Ordinary Council Meetings. Audio-visual recording equipment has been configured to avoid coverage of the public gallery area and the Katherine Town Council will use its best endeavours to ensure images in this area are not webcast. However, the Katherine Town Council expressly provides no assurances to this effect and in the event your image is webcast, you will by remaining in the public gallery area be taken to have given the Katherine Town Council a non-exclusive licence to copy and broadcast your image worldwide for no reward.

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**ORDER OF BUSINESS****1. ACKNOWLEDGEMENT OF COUNTRY**

I am honoured to be on the ancestral lands of Katherine's Aboriginal peoples. I acknowledge the First Australians as the traditional custodians of the continent, whose cultures are among the oldest living cultures in human history. I pay respect to the Elders of the community and extend my recognition to their descendants' past, present and emerging.

**2. OPENING PRAYER**

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

**3. MEETING DECLARED OPEN****4. APOLOGIES AND LEAVE OF ABSENCE**

4.1 Apologies

4.2 Leave of Absence

**5. 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.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. CONFIRMATION OF PREVIOUS MINUTES**

6.1 Minutes of the Ordinary Meeting of Council  
held on 25 August 2020 \_\_\_\_\_

1-17

**7. BUSINESS ARISING FROM PREVIOUS MINUTES****8. MAYORAL BUSINESS****9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED****10. PETITIONS****11. PUBLIC QUESTION TIME**

**12. NOTICE OF MOTION**

Nil

**13. REPORTS OF OFFICERS**

13.1	Monthly Report of the Chief Executive Officer for the Month of August 2020_____	<u>18-29</u>
13.2	Monthly Financial Report August 2020_____	<u>30-39</u>
13.3	Budget Adjustment_____	<u>40-42</u>
13.4	Seniors Month Acquittal 2019/2020_____	<u>43-47</u>
13.5	Roads to Recovery Acquittal 2019/2020_____	<u>48-54</u>
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13.9	Katherine Town Council Leasing Policy_____	<u>76-91</u>
13.10	NT Liquor Act – Permit to Consume Alcohol Katherine Rugby League Club Inc._____	<u>92-96</u>
13.11	Public Order and Safety Report_____	<u>97-99</u>
13.12	Infrastructure & Environment Services Report for the Month of August 2020_____	<u>100-105</u>
13.13	Project Update – August 2020_____	<u>106-124</u>
13.14	EPA Interim Return, March – June 2020	<u>125-133</u>
13.15	Airport Sublease Renewals_____	<u>134-148</u>
13.16	Katherine Town Council's Christmas and New Year Arrangements for 2020/2021_____	<u>149-150</u>

**14. REPORTS FROM REPRESENTATIVES ON COMMITTEES**

14.1	Minutes of Audit and Risk Management Committee_____	<u>151-155</u>
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**15. ELECTED MEMBERS ACTIVITIES****16. LATE AGENDA****17. GENERAL BUSINESS****18. CLOSURE OF MEETING TO PUBLIC**

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to



consider the Confidential Items of the Agenda

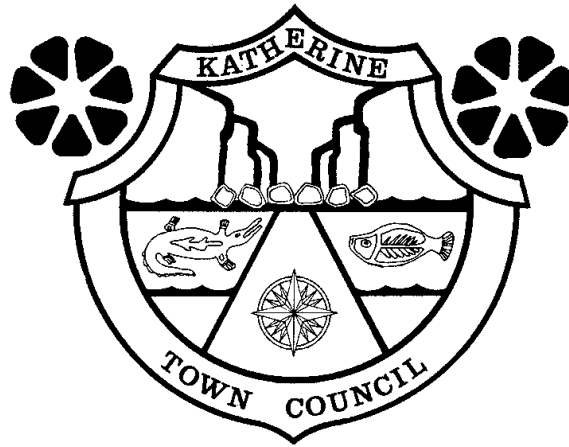
**19. CONFIDENTIAL ITEMS**  
Nil

**20. RESUMPTION OF OPEN MEETING**  
Nil

**21. NEXT ORDINARY MEETING OF COUNCIL**

That the Ordinary Meeting of Council for 2020 will be held on Tuesday 27 October 2020.

**22. CLOSURE OF MEETING**



# **MINUTES**

## **Ordinary Meeting of Council**

**Tuesday 25 August 2020**  
**At 6.00 PM**

*Council Chambers, Civic Centre,  
Stuart Highway, Katherine*

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**MINUTES OF THE ORDINARY MEETING  
KATHERINE TOWN COUNCIL  
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE  
ON TUESDAY, 25 AUGUST 2020 AT 6:00PM**

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**PRESENT**

**ELECTED MEMBERS**

- : - Mayor Fay Miller  
- Deputy Mayor Peter Gazey  
- Alderman Elisabeth Clark  
- Alderman Matthew Hurley  
- Alderman Jon Raynor  
- Alderman Toni Tapp Coutts

**OFFICERS**

- : - Mr Ian Bodill, Chief Executive Officer (CEO)  
- Ms Rosemary Jennings, Executive Manager  
Community Services (XCS)  
- Mr Brendan Pearce, Executive Manager  
Infrastructure and Environment  
- Mr Arsalan Malik, Project Manager  
- Ms Taylor Revitt, Communication and  
Engagement Officer  
- Mr Jherry Matahelumual – Executive Assistant  
(Minutes Taker)

**VISITORS**

- : - Three (3) members of Katherine Community

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## Order of Business

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## 1 ACKNOWLEDGMENT OF COUNTRY

I am honoured to be on the ancestral lands of Katherine's Aboriginal peoples. I acknowledge the First Australians as the traditional custodians of the continent, whose cultures are among the oldest living cultures in human history. I pay respect to the Elders of the community and extend my recognition to their descendants' past, present and emerging.

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN AT 6.01 PM

## 4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies  
- Alderman John Zelle

4.2 Leave of Absence  
Nil

## 5 CONFLICT OF INTEREST

Nil

## 6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 28 July 2020

File	: Local Governance / Council Meetings / Confirmation of Previous Minutes
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Clark

That the Minutes of the Ordinary Meeting of Council on 28 July 2020 be confirmed as true and accurate.

**CARRIED 6 / 0**

## 7 BUSINESS ARISING FROM PREVIOUS MINUTES

- Nil

## 8 MAYORAL BUSINESS TO BE CONSIDERED

File: Local Governance / Council Meetings / Mayoral Business to be considered.

Mayoral Business: Mayor had engaged in many events during the period 29 July 2020 to 25 August 2020 and mentioned the following items below:

- Meeting with resident x 5
- ABC Radio Interview – Mikaela Simpson re Knotts Crossing Cemetery
- Meeting with Minister for Health, Minister Fyles re GP services
- Performance Review for CEO
- Showgrounds Advisory Committee Meeting
- ABC Grassroots interview
- Annual Seniors Morning Tea – Seniors Month – Museum
- Meeting with Netball & Basketball NT – ZOOM
- Meeting with Colleen Wakefield re Cancer Council Fundraising Dinner
- KPCCG Meeting – Katherine PFAS Community Consultation Group
- Official Opening of Katherine Hot Springs
- Katherine Outback Experience
- Elected Members Information Session x 2
- Meeting with Kalano Working Committee - CEO Bill Headley x 2
- Meeting with Mr Gulfan Afero, Indonesian Consul to the NT
- Meeting with Alf Leonardi, NT Education Department
- Meeting with Assistant Commissioner Narelle Beer & Commander Janelle Tonkin
- Celebrating 150 Years of Policing in the Northern Territory – GYRACC
- ABC Radio Hobart interview re Katherine Tourism Potential
- Big Rivers Regional Reconstruction Committee meeting
- Visit to Kings Farm, Fox Road – overview
- Visit to Kings Farm, Fox Road – record promotional interview
- Opening of St Joseph’s Catholica College Emmaus Centre
- Commemorative Service for the 75th Anniversary of Victory in the Pacific
- Meeting with Merriel Lawrie & Katrina Lucas re relocation of train locomotive
- Meeting with Helene George re GYRACC
- Meeting with Commander Janelle Tonkin and Sargent Daniel Shean

- Meeting with Colin Abbott – Katherine Chamber of Commerce
- Commemorative Service for Veteran’s Day
- ABC radio interview – Jo Lavery – re GP’s in Katherine
- Project Committee Meeting – Katherine Sportsground Pavilion & Carpark
- Interview with NT Independent Journalist Roxanne Fitzgerald – re GP’s
- Big Rivers Region Destination Management Plan – Project Control Group
- CBD Revitalisation Project Meeting x 3
- Meeting with Department of Chief Minister
- Ordinary Council meeting for August

## **9 CORRESPONDENCE AND DOCUMENTS TABLED**

- Nil

## **10 PETITIONS**

NIL

## **11 PUBLIC QUESTION TIME**

- Greg Palmer of Katherine Star Cinema introduced his business to the Council in the hope that it will benefit Katherine Community and also that it will provide job opportunities.
- Mayor Miller responded that Katherine Town Council will be very pleased to help promote any Katherine Cinema events and asked Greg to contact the Council should he wish to do so.

## **12 NOTICES OF MOTION**

Nil

## **13 REPORT OF OFFICERS**

### **13.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF JULY 2020**

Purpose	: To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the Month of July 2020
File	: Local Governance / Ordinary Meeting of Council /Reports to Council/ Chief Executive Officer
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Clark



That it be recommended to Council to:

1. Formally receive and note the Chief Executive Officer Report for the Month of July 2020

**CARRIED 6 / 0**

### 13.2 MONTHLY FINANCIAL REPORT – JULY 2020

Purpose : To receive and note the monthly financial report prepared by the Corporate Services Team.

File : Local Governance / Council Meetings / Reports to Council/Financial Report

Moved : Alderman Hurley

Seconded : Deputy Mayor Gazey

That it be recommended to Council to:

1. Endorse the Financial Report for the month of July 2020

**CARRIED 6 / 0**

### 13.3 LIBRARY ACQUITALL 2019/2020

Purpose : To formally acquit the 2019/2020 Department of Tourism, Sport and Culture Grant for the provision of services to Katherine Town Council Library, for the amount of \$367,184 exclusive of GST, which included the Big River Library Co-ordinator Grant of \$120,000

File : Local Governance/Council Meetings/Reports to Council/Acquittals

Moved : Alderman Tapp Coutts

Seconded : Deputy Mayor Gazey

That it be recommended to Council to:

1. Receive and note the acquittal for the 2019/2020 Department of Tourism, Sport and Culture grant to the Katherine Town Council Library and to forward the acquittal to Department of Tourism, Sport and Culture.

**CARRIED 6 / 0**

### 13.4 MOSQUITO PROGRAM ACQUITALL 2019/2020

Purpose : To formally acquit the 2019/2020 Department of Health grant for funding for the monitoring of the NT Mosquito Program for the amount of \$20,426 exclusive of GST

File : Local Governance / Council Meeting / Reports to Council / Acquittals

Moved : Alderman Tapp Coutts

Seconded : Alderman Clark

That it be recommended to Council to:

1. Receive and note the acquittal for the 2019/2020 Department of Health grant to the Katherine Town Council and to forward the acquittal to Department of Health

**CARRIED 6 / 0**

### 13.5 MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT JULY 2020

Purpose	: To present the Report for the Community Services department for the month of July 2020.
File	: Local Governance / Council Meeting / Reports to Council / Community Services
Moved	: Alderman Clark
Seconded	: Alderman Hurley

That it be recommended to Council to:

1. Receive and note the Community Services report for the month of July 2020

**CARRIED 6 / 0**

### 13.6 SAVE THE CHILDREN LEASE – LOT 353, KATHERINE

Purpose	: To execute a five (5) year plus five (5) year leases to Save the Children for Lot 353, 11 Shepherd Street, Katherine
File	: Local Governance / Council Meeting / Reports to Council / Legal Documents/Lease
Moved	: Alderman Hurley
Seconded	: Alderman Clark

That it be recommended to Council to:

1. Authorise the Mayor and Chief Executive Officer to execute a five (5) year plus five (5) year lease with Save the Children for Lot 353 – 11 Shepherd Street and affix the Common Seal as required.

**CARRIED 6 / 0**

### 13.7 SCHOOL HOLIDAY PROGRAM GRANT FUNDING (EVENTS) – REGIONAL FLEXIBLE GRANT AGREEMENT

Purpose	: To approve the acceptance of the regional Flexible Grant Agreement provided by the Department of the Chief Minister for the purpose of funding two (2) events for the School Holiday Program for the October 2020 school holiday period.
File	: Local Governance / Council Meeting / Report to Council /Community Services
Moved	: Alderman Tapp-Coutts
Seconded	: Deputy Mayor Gazey

That it be recommended to Council to:

1. Accept the grant funding offer of \$2,843.24 (GST exclusive) from the Department of the Chief Minister for the staging of events as part of the October 2020 School Holiday Program.

2. Authorise the Mayor and CEO to affix the common seal and sign the Agreement.

**CARRIED 6 / 0**

### 13.8 SCHOOL HOLIDAY PROGRAM FUNDING AGREEMENT – MARKETING 2020/2021

Purpose	: To approve the acceptance of the Regional Flexible Grant Agreement provided by the Department of the Chief Minister for the purpose of funding the development of the advertising/marketing for the School Holiday Program for the 2020/2021 Financial Year.
File	: Local Governance / Council Meeting / Report to Council /Community Services
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Clark

That it be recommended to Council to:

1. Accept the grant funding offer of \$10,409.85 (GST exclusive) from the Department of the Chief Minister for the School Holiday Program marketing for the 2020/21 Financial Year.
2. Authorise the Mayor and CEO to affix the Common Seal and sign the agreement.

**CARRIED 6 / 0**

### 13.9 PUBLIC ORDER AND SAFETY REPORT

Purpose	: To present the Public Order and Safety Report for the month of July 2020
File	: Local Governance / Ordinary Council Meeting / Reports to Council /Community Services
Moved	: Alderman Clark
Seconded	: Deputy Mayor Gazey

That it be recommended to Council to:

1. Receive and note the Public Order and Safety Report for the month of July 2020

**CARRIED 6 / 0**

### 13.10 INFRASTRUCTURE AND ENVIRONMENT SERVICES REPORT FOR THE MONTH OF JULY 2020

Purpose	: To inform Elected Members of tasks, activities and projects undertaken by the infrastructure and Environment Services, during the month of July 2020
File	: Local Governance / Ordinary Council Meeting / Reports to Council /Infrastructure and Environment
Moved	: Deputy Mayor Gazey
Seconded	: Alderman Tapp Coutts
That it be recommended to Council to:	
1. Receive and note the report of the Infrastructure & Environment Services for the month of July 2020	
<b>CARRIED 6 / 0</b>	

### 13.11 PROJECT UPDATE – JULY 2020

Purpose	: To inform the Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of July 2020.
File	: Local Governance / Ordinary Council Meeting / Reports to Council /Infrastructure and Environment
Moved	: Alderman Clark
Seconded	: Deputy Mayor Gazey
That it be recommended to Council to:	
1. Receive and note the project update for the month of July 2020	
<b>CARRIED 6 / 0</b>	

### 13.12 AIRPORT SUBLEASE RENEWALS

Purpose	: To seek Council approval to authorise the Mayor and Chief Executive Officer (CEO) to affix the common seal and sign the Sub-Lease Renewals for the Katherine Civil Airport.
File	: Local Governance / Ordinary Council Meeting / Reports to Council /Infrastructure and Environment
Moved	: Alderman Clark
Seconded	: Deputy Mayor Gazey
That it be recommended to Council to:	
1. Authorise the Mayor and Chief Executive Officer to affix the Common Seal and sign off the sub-lease renewals for the NT Friendship and Support – Warehouse Space Rental and Territory Rent a Car (Thrifty) – Terminal Building Space Rental.	
<b>CARRIED 6 / 0</b>	

## 14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

### 14.1 SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE MINUTES

Purpose	: To present the minutes of meeting of the Showgrounds Advisory Committee
File	: Local Governance / Ordinary Council Meeting / Reports to Council / Infrastructure and Environment
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Clark
That it be recommended to Council to:	
1. Receive and note the minutes of the Showgrounds and Multi-Purpose Advisory Committee Meeting held 4 August 2020.	
<b>CARRIED 6 / 0</b>	

## 15. ELECTED MEMBERS ACTIVITIES

### 15.1 Deputy Mayor Peter Gazey

File	: Local Government / Council Meetings / Elected Members Activities
Activities	: Deputy Mayor Peter Gazey had engaged in activities from 29 July to 25 August 2020 including: <ul style="list-style-type: none"> <li>▪ Ordinary Meeting of Council</li> <li>▪ 1 x EMIS</li> <li>▪ Long Tan Memorial</li> <li>▪ Meeting with Niceforo Group and RAAF Base Officers</li> <li>▪ Sportsgrounds Advisory Committee Meeting</li> <li>▪ Opening of Exhibition at GYRACC</li> <li>▪ DCA Meeting</li> <li>▪ Wheelchair Tour at the Hot Springs</li> <li>▪ Community Grants Meeting</li> <li>▪ The Historical Society Meeting</li> </ul>

### 15.2 Alderman Elisabeth Clark's Activities

File	: Local Government / Council Meetings / Elected Members Activities
Activities	: Alderman Elisabeth Clark engaged in activities from 29 July to 25 August 2020 as follows: <ul style="list-style-type: none"> <li>▪ Meeting with Brendon on Showground's fence</li> <li>▪ Emungalan Bridge meeting with residents</li> <li>▪ New Haven morning tea for Cancer fundraiser</li> <li>▪ Meeting with Dr Felicity Lewis</li> <li>▪ Confidential Special Meeting</li> <li>▪ Preview artists and curators - Godinymayin</li> <li>▪ Doggy Day</li> <li>▪ EMIS x 1</li> <li>▪ Community consultation</li> <li>▪ My Darwin platform meeting</li> </ul>

- Meeting with Shawn Collins re plants
- Invite to Selena Uibo - thank you at golf club
- Ordinary Meeting of Council

### 15.3 Alderman Jon Raynor's Activities

- File : Local Government / Council Meetings / Elected Members Activities
- Activities : Alderman Jon Raynor had engaged in activities from 29 August to 25 August 2020 including:
- EMIS x2
  - Ordinary Meeting of Council
  - Community grants meeting
  - Lend lease TDL Information meeting
  - CEO performance review
  - Senior citizens morning tea

### 15.4 Alderman Toni Tapp-Coutts' Activities

- File : Local Government / Council Meetings / Elected Members Activities
- Activities : Alderman Toni Tapp-Coutts had engaged in activities from 29 July to 25 August 2020 as follows:
- 1 x Ordinary Council Meeting
  - 1 x Official Opening Hot Springs
  - 1 x Citizenship Ceremony
  - 1 x Wayfaring Signage meeting
  - 1 x ICPA Lunch
  - 1 x Minister Uibo Thankyou to Responders
  - 1 x Celebrating 150 Years of NT Policing
  - 1 x Sportsground Advisory Meeting
  - 1 x Showgrounds Advisory Meeting
  - 2 x Senior's Month events
  - 3 x GYRACC Board/Planning Meetings
  - 1 x TEHS Community engagement Meeting
  - 1 x GYRACC Ngukurr Art Exhibition Launch
  - 2 x EMIS

### 15.5 Alderman John Zelle's Activities

File	:	Local Government / Council Meetings / Elected Members Activities
Activities	:	<p>Alderman John Zelle had engaged in activities from 29 July to 25 August 2020 including:</p> <ul style="list-style-type: none"> <li>▪ Sportsgrounds Advisory Committee Meeting</li> <li>▪ 2 x EMIS</li> <li>▪ Development Consent Authority Meeting</li> </ul>

## 14.6 Alderman Matthew Hurley's Activities

- File : Local Government / Council Meetings / Elected Members Activities
- Activities : Alderman Hurley had engaged in activities from 29 July to 25 August 2020 including:
- 1 x EMIS
  - Ordinary meeting of Council

### Motion

A motion was raised to move late agenda items as listed below:

1. Community Grants – Acceptance of Successful Grant Applications
2. DP20-0147 Power Water Sewerage Easement

Moved : Alderman Tapp Coutts

Seconded: Alderman Clark

**CARRIED 6/0**

## 16. LATE AGENDA ITEMS

### 16.1 Community Grants – Acceptance on Successful Grants Applications

Purpose	:	To accept the recommendations of the Community Grants Assessment Committee and award the Community Grants for 2020/2021 year
File	:	Local Governance /Ordinary Meeting of Council/Reports to Council/Community Services
Moved	:	Alderman Clark
Seconded	:	Deputy Mayor Gazey

That it be recommended to Council to:

1. Approve the awarding of the following grants as per the recommendations of the Community Grants Assessment Committee Minutes of Thursday 20 August 2020 on receipt of necessary paperwork and confirmation of any previous grants being acquitted.

#### Community Group (Up to \$2,000)

Organisation	Project	Amount
Katherine Museum	Signage Revitalisation	\$2000.00
Katherine Anglican Church	Projector Upgrade	\$2,000.00
Katherine Camels Cricket	Club Capital Purchases	\$1,498.00
Katherine Swimming Club	PA System & radios	\$2,000.00
Katherine Dirt Kart Club	Perimeter Fencing	\$1,999.80
Katherine Rotary Club	Katherine Rotary Computer Club Establishment	\$2,000.00
Team Health	Katherine Wellbeing Mural	\$2,000.00

Save the Children	Patriotic Pennant - Gifted New Flags to Rocky Ridge	\$700.00
BMX Club	Freezer & PA System	\$1,367.00
Katherine Senior Citizens Association	Communication & Wall Hangings	\$1600
Network Tindal	Self-Care at Tindal	\$500
Top End Rehoming Group	Community De-sexing Program	\$2,000.00
	<b>TOTAL</b>	<b>\$19,665</b>
<b>Major Event (Maximum \$5,000)</b>		
<b>Organisation</b>	<b>Event</b>	<b>Amount</b>
Katherine Off-Road Motorsports Club	2020 NT Motorcross Titles	\$5,000.00
Cancer Council	Dinner Under the Stars	\$5,000.00
Katherine Senior Citizens Association	Seniors Christmas Lunch	\$2,000.00
Katherine Museum	High Tea in the Gallery	\$5,000.00
	<b>TOTAL</b>	<b>\$17,000</b>
<b>CARRIED 6 / 0</b>		

## 16.2 DP20-0147 POWER WATER SEWERAGE EASEMENT

Purpose	: To seek Council approval to authorise the Mayor and CEO to affix the common seal and sign the Request to Issue Certificate as to Title Lot 509, Katherine (Form 104) pertaining to this report. This is in relation to DP20-0147 Lot 509, Katherine, 20 Katherine Terrace, Town of Katherine, Town Square T20-03-Katherine CBD Revitalisation
File	: Local Governance /Ordinary Meeting of Council/Reports to Council/Infrastructure & Environment
Moved	: Alderman Zelley
Seconded	: Alderman Clark
That it be recommended to Council to:	
1. Authorise the Mayor and CEO to affix the common seal and sign the Agreement on form 104, Request to Issue Certificate as to Title Lot 509, Katherine	
<b>CARRIED 6 / 0</b>	

## 17 GENERAL BUSINESS

- Mayor Miller requested more information on works that are happening at the Cemetery with specific emphasis on holes that appeared to be tree-planting activities.
- XIE Pearce advised that irrigation works were currently occurring In relation to the outside area, he will seek further information from Shawn and inform the Elected Members.
- Mayor Miller informed that council's agenda be made available on Wednesday, a week prior to the Ordinary Meeting of Council.



- Mayor Miller requested the list of Elected Members attendances on Council committees such as Showgrounds and Multi-purpose Advisory Committee, Sportsground Advisory Committee, Chamber of Commerce, RISE to confirm if the Elected Members still do make the commitment to attend.
- Alderman Hurley requested that all Elected Members be invited to all committee' meetings
- Mayor Miller requested that the dried grass around the civic centre and showgrounds area be slashed.
- Mayor Miller informed that the next Community Forum will take place at the Rockmans shop on Saturday, 5<sup>th</sup> September 2020 between 9 a.m and 1 p.m. and noted that all elected members and senior staff would be in attendance.
- Mayor Miller paid respect to Fay Cox, long term Katherine Community Member who passed away at the age of 91 years old. She had contributed a lot to the Katherine Community especially her active roles with the Show Society and Cancer Council. Her funeral will be conducted at the cemetery on Thursday, 27 August at 10 a.m followed by a meeting at the Museum. Mayor Miller also delivered flowers to the family of Fay Cox on behalf of the Elected Members and staff of Katherine Town Council.
- Mayor Miller extended her sincere appreciation to Dr Jim Scattini and Mrs Marie Scattini for their generous support of purchasing palliative care beds for the people of the Katherine Community.
- Alderman Tapp Coutts queried whether any works had been done regarding the removal of the dead trees along Giles Street.
- Alderman Tapp Coutts questioned whether KTC was able to provide additional chairs and tables at the bottom and upper areas of low-level park and at the Hot Springs area especially near the Turtle Shade.
- Alderman Tapp Coutts queried when the fence that protects the grass at the Hot Springs will be removed? XIE Pearce advised that we are still waiting for the grass to grow to a sufficient height.
- Alderman Raynor requested that council provides highlights of items of the Council agenda, in the Newsletter after the Ordinary Meeting of Council. He also requested that we provide items that will be discussed during the meeting to the general public in advance notice prior to the meeting.
- Alderman Raynor requested more information in relation to the Big Rivers Region Destination Management Plan – Project Control Group attended by the Mayor. Mayor responded that that was the final meeting and it involved TourismNT, DIPL and DCM. The group was asked by the Minister for Tourism to develop a long-term plan for Big Rivers Region. The draft of the paper will be presented to us in the middle of September and it will go to public consultation.
- Alderman Clark queried the Relocation Project of the Katherine Locomotive. EA Matahelumual mentioned that a follow up meeting between the KTC and National Trust Katherine Branch was conducted to identify the exact location for the train. National Trust Katherine Branch will contact Pine Creek if they can secure the railway sleepers. The only challenge is to get the funds from the North Australia Railway Association to confirm the availability of the funds.
- Deputy Mayor requested that the list of Council's committees to be sent out to all Elected Members to get confirmation of their commitment to attend or be part of the committee.

## 18 CLOSURE OF MEETING TO PUBLIC

Nil

## 19 CONFIDENTIAL ITEMS

Nil

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**19 RESUMPTION OF OPEN MEETING**  
Nil

**20 NEXT ORDINARY MEETING OF COUNCIL**

That the next ordinary meeting of Council will be held on Tuesday 22 September 2020

**21 CLOSURE OF MEETING**

That meeting closed at 7.50pm

Fay Miller  
**MAYOR OF KATHERINE**

**OFFICER TITLE ABBREVIATIONS**

<b>CEO</b>	:	Chief Executive Officer
<b>A/CEO</b>	:	Acting Chief Executive Officer
<b>COO</b>	:	Chief Operating Officer
<b>XCS</b>	:	Executive Manager Community Services
<b>XIE</b>	:	Executive Manager Infrastructure and Environment
<b>MCERS</b>	:	Manager Compliance Environment & Regulatory Services
<b>MIE</b>	:	Manager Infrastructure & Environment
<b>PM</b>	:	Project Manager
<b>MCFAS</b>	:	Manager Customer Finance Administration Services
<b>MVIC</b>	:	Manager Visitor Information Centre
<b>CO</b>	:	Communications Officer
<b>EA</b>	:	Executive Assistant
<b>CLO</b>	:	Community Liaison Officer
<b>SO</b>	:	Sustainability Officer
<b>GO</b>	:	Governance Officer

# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.1
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER
MEETING	:	ORDINARY COUNCIL MEETING – (22/09/2020)
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF AUGUST 2020
AUTHOR	:	JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO
ATTACHMENT/S	:	<ol style="list-style-type: none"> <li>1. STAFF STATISTICS FOR THE MONTH OF AUGUST 2020</li> <li>2. ELECTED MEMEBERS REQUESTS' UPDATE</li> <li>3. SERVICES REQUESTS AND COMPLETED REQUESTS – AUGUST 2020</li> <li>4. OUTSTANDING COUNCIL'S RESOLUTIONS</li> </ol>

### PURPOSE OF REPORT

To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of August 2020.

### COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 21 August until 14 September 2020:

#### **Meeting with CEO and Executive Staff of West Arnhem Regional Council, 24 August 2020**

CEO Ian Bodill met with Daniel Findley, CEO of West Arnhem Regional Council (WARC) and his executive team to the Katherine Town Council on Monday, 24 August 2020. Claire Johansson and EA Jherry Matahelumual attended the meeting as well. Daniel was accompanied by his team, Brooke Darmanin Executive Manager, Office of the CEO and Chris Kelly, Chief Operating Officer of the WARC.

Items discussed were ranger services, aboriginal community corporations and constitutional review arrangements. WARC looks forward to strengthening its cooperation with KTC in many areas and is keen to exchange or share information on significant issues such as collaborative work in preparing and updating new Local Government Act plans. Daniel also extended an invitation to Ian to reciprocate the visit to WARC.

#### **Meeting with Linda Fazldeen – Director Community Development DefenceNT re unmarked grave of CPL Prentiss, 1 September 2020.**

This meeting followed a meeting with Defence Aboriginal Liaison Officer Karl Boeck on the 26<sup>th</sup> August where discussions occurred regarding the same person.

Mayor Fay Miller, CEO Ian Bodill, Brendan Pearce and Jherry Matahelumual met Karl Boeck, Warrant Officer, Regional Indigenous Liaison Officer of the NT on Wednesday, 26 August 2020. Karl sought KTC's advice in relation to placing a headstone for WWI Aboriginal Soldier, CPL Frederick Prentice (Prentiss) who is laid to rest at the Katherine Cemetery.

Karl mentioned that CPL Prentice's grave is unmarked and it was essential to identify the grave in order to acknowledge and honour his service as WWI soldier. Later in the week, KTC also met with Linda Fazldeen, Director of Defence and Veterans Engagement, Department of Industry, Tourism and Trade who requested our assistance to identify the gravesite. The Mayor and members of the executive team took Linda to the cemetery and were able to identify the location of the gravesite based on the information provided on burial records.

KTC will assist further and work towards placing a headstone on the grave of CPL Prentiss. It is expected that this may take place on Armistice Day in 2021.

**Katherine GP Services briefing from NT PHN, 26 August, followed by a meeting with Angela Brannelly, Manager, Katherine Hospital re GP Service in Katherine, 26 August 2020**

These meetings discussed various options and scenarios which have been highlighted in the media and which are still being discussed with specific stakeholders

**Katherine Community Food Hub, 9 September 2020**

The mayor and CEO met with Paul Wyatt and Simon Mckee representing Food Hub. Paul and Simon gave an outline of their experiences to date and mentioned that they are looking for a storage (warehouse) facility in Katherine.

**Monthly KTC and Katherine Police Station Meeting, 10 September 2020**

This meeting occurred with Commander Janelle Tonkin, Superintendent Daniel Shean, Mayor Miller and CEO Ian Bodill.

**OTHER UPDATES**


Other attachments include:

- Staff Statistics for the Month of August 2020
- Follow up action from Elected Members' requests from each General Business of the Ordinary Meeting of Council
- Service requests that were received and completed in the month of August 2020
- Outstanding Council's Resolutions for the period of January 2020 to August 2020.

**OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Formally receive and note the Chief Executive Officer Report for the Month of August 2020.



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



**Staff Statistics – August** (2020-2021 Financial Year.)

<b>2020</b>	<b>Number of Permanent Employee</b>	<b>Total Hours Used</b>	<b>Total Days Lost</b>	<b>Total days lost per person</b>
Executive	2	0	0	0
Corporate Services	3	119.9	15.78	5.26
Community Services – Civic Centre	10	39	5.13	0.51
Community Services – Visitor Information Centre	6	0	0	0
Community Services – Library	5	12.5	1.64	0.33
Infrastructure & Environment – Civic Centre	3	2.6	0.34	0.11
Infrastructure & Environment – Depot	14	339	44.61	3.19
Major Capital Projects	2	41	5.39	2.70
Waste Management	6	133.7	17.59	2.93
Regulatory Services	2	0	0	0
<b>TOTAL</b>	<b>53</b>	<b>678.7</b>	<b>90.49</b>	<b>15.03</b>

## Outstanding Queries from Mayor and Elected Members

The purpose of this section is to provide updates to the Council in relation to important matters that have been raised during the Ordinary meeting of Council. Attached is the list of actions/responses towards Council for the period of March – August 2020.

REQUESTS FROM ELECTED MEMBERS  
AT THE ORDINARY/SPECIAL MEETINGS OF COUNCIL  
(MARCH – AUGUST 2020)

Requestor/Initiator	Items	Responsible Officer	Action	Status	Date of Meeting
Her Worship Mayor Miller	In relation to agreement that has been reached by Shine Lawyers. It is proposed that Council send a letter to managing partner of Shine Lawyers and request that the Council to be provided with a copy of Shine Lawyer's retaining agreement.  Council provides a copy of the written advice provided by the Council to Shine Lawyers in relation to liability.  Council provides a copy of instruction to Shine Lawyers from the Katherine Town Council.	CEO	A Letter from KTC requesting clarity was sent to Shine Lawyers on 14 April 2020.  A Meeting with Shine Lawyers was conducted on 24 April 2020. Representatives from Shine Lawyers are: 1. Tristan Gaven, Senior Associate. 2. Joshua Aylward, Practice Leader for Class Action  PFAS Report was presented before the council on 28 April 2020. Group Member Registration Form, Katherine PFAS Class Action was sent on 5th May 2020 with the list of KTC properties.	Completed	24-Mar-20
	Further to a meeting with Dr Felicity Lewis, it is recommended that meeting's paperwork to be available on Wednesday, a week prior to the Ordinary Meeting of Council.	EA	EA advised all parties involved in creation of OMC's agenda to action Mayor's request.	Completed	25-Aug-20
	Provide list of Elected Members attendances on Council committees such as Showgrounds and Multi-purpose Advisory Committee, Sportsground Advisory Committee, Chamber of Commerce, RISE to confirm if the Elected Members still do make the commitment to attend.	EA	EA forwarded list of representatives on committees to Elected Members and advised was provided to update the list during EMIS.	Completed	25-Aug-20
Deputy Mayor Gazey	Further discussion with Menzies School of Research in relation to ADU's and suitable location for the installation of the machine	CEO	EA has acknowledged the email and requested a meeting with CEO and Deputy Mayor Gazey. Menzies School of Research Representative informed that the matter will be further discussed after the completion of the grant.	In progress	28-Apr-20
	Follow up on the process of renaming Dog Park in Lockheed Reserve in honour of Andrew Wilson (deceased KTC long term staff member)	CEO	Manager Grounds & Maintenance is preparing for the survey EA to prepare for all relevant documents for application.	In progress	28-Apr-20
	Follow up on planting Cottonwood in the Dog Park in Lockheed Reserve ASAP	CEO	Relevant Officer is working on this. This is an ongoing project	The tree is being watered and nurtured by Alison Jacks until ready to be planted in the park.	28-Apr
	List of Council's committees to be sent out to all Elected Members to get confirmation of their commitment to attend or be part of the committee	EA	List of Representatives on Committees was forwarded onto Elected Members and feedback was received	Completed	25-Aug
Alderman Raynor	To follow up on Master Plan of Airport	CEO	The relevant officer is working on this matter.	Included in next year's budget. An amount has been included and Brendan has been tasked to deal with	25-Aug-20
Alderman Tapp Coutts	To follow up and progress relocation of Katherine Locomotive Project	EA	KTC has been in closed communication with DIPL, National Trust NT & Katherine and Friends of North Railway Association. A meeting was conducted on the 14 of May to organise the new timeline of the project.	In progress A further on-site meeting was held on 18/08. The FNRA will attempt to track down the funds for the project and report back.	28-Apr-20
	To progress Single Use of Plastic Policy	XCS	Community Consultation guidelines has been drafted.	In progress	28-Apr-20
	To upgrade the microphone in Chamber	AM		In progress. It is understood that new batteries will be purchased and that the existing speakers are still in good condition	28-Apr-20
Alderman Matthew Hurley	Alderman Hurley requested that all Elected Members to be invited in all Council committees' meetings	EA	Elected Members have been invited to Audit and Risk Management Committee and Advisory Committees.	Completed	25-Aug-20

### Service Requests Received

Council received service 169 requests for the month of August 2020.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheelie Bins	23	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	5	Equipment Hire – Collars, Cages etc	1
Other Bins	2	Civic Centre		Carparks		Animal – Other	8	Streetlight Maintenance (Streetlights)	2
Domestic Rubbish Collection	1	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	23	Burial Records	
Litter		Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	4	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs		Animals – Lost and Found	8	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals	1	Airport	1	Street – Road Cleaning		Animal Attack & Menace	8	Miscellaneous Requests	3
Streetlight Maintenance (Other Lighting)		Visitor Information Centre		Permit to Work Within NT Government Road Reserve				Plaques and Headstones	
Sprinklers and Watering	6	Parks & Cenotaph	5	Driveways				Ombudsman Complaints	
General	2	BMX		Road Maintenance	4	Dwelling and Vacant Lots Inspection	5	Community – Festival or Events	1
Weeds		Lindsey Street Complex		Footpaths	3	Parking Control	8	Alcohol Permit	
Trees & Vegetation	6	Sportsground	9	Line Marking/Pavement Management		Unauthorised Camping	1	Planning and Development	
Bores and Water Readings		General		Traffic Management		Overgrown/ Unkempt Land	1	Vandalism	
Waste Management Facilities		Swimming Pool		Planning and Development		Dog Licence		Signs Requests	2
Illegal Dumping	9	Playgrounds and Equipment		Laneways		After Hours Callout		Finance – Direct Debit requests and Cancellations	7
Waste Charges – New Services and Removal		Skate Park		Road Access		Public Health Risk Activities		Cemetery Maintenance	
		Hot Springs		Drains	3	Dangerous Animals	2	Festival or Events	1
		Scout Hall						Request for Letter of Support	5
<b>Total</b>	<b>50</b>	<b>Total</b>	<b>16</b>	<b>Total</b>	<b>10</b>	<b>Total</b>	<b>71</b>	<b>Total</b>	<b>22</b>



### Service Requests Completed

Council completed 133 requests for the month of August 2020 and 36 are awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheeler Bins	23	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	4	Equipment Hire – Collars, Cages Etc	
Other Bins	2	Civic Centre		Carparks		Animal – Other	4	Streetlight Maintenance (Streetlights)	2
Domestic Rubbish Collection	1	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	16	Burial Records	
Litter		Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	4	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs		Animals – Lost and Found	8	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals	1	Airport	1	Street – Road Cleaning		Animal Attack & Menace	4	Request for Letter of Support	5
Streetlight Maintenance (Other Lighting)		Visitor Information Centre		Permit to Work Within NT Government Road Reserve				Plaques and Headstones	
Sprinklers and Watering	6	Parks & Cenotaph	4	Driveways				Ombudsman Complaints	
General		BMX		Road Maintenance	2	Dwelling and Vacant Lots Inspection	2	Community – Festival or Events	
Weeds		Lindsey Street Complex		Footpaths		Parking Control	8	Alcohol Permit	
Trees & Vegetation	3	Sportsground	7	Line Marking/Pavement Management		Unauthorised Camping	1	Festival or Events	1
Bores and Water Readings		General	2	Traffic Management		Overgrown/ Unkempt Land		Planning and Development	
Waste Management Facilities		Swimming Pool		Planning and Development		Dog Licence		Signs Requests	1
Illegal Dumping	9	Playgrounds and Equipment		Laneways		After Hours Callout		Miscellaneous Requests	1
Waste Charges – New Services and Removal		Skate Park		Road Access		Public Health Risk Activities		Vandalism	
		Hot Springs	3	Drains		Dangerous Animals		Finance – Direct Debit Request and Cancellations	7
		Scout Hall						Cemetery Maintenance	
<b>Total</b>	<b>45</b>	<b>Total</b>	<b>14</b>	<b>Total</b>	<b>6</b>	<b>Total</b>	<b>51</b>	<b>Total</b>	<b>17</b>



**Ordinary Meeting of Council – 22 September 2020**  
**Outstanding Council Resolutions**  
**(January – July 2020)**  
**and**  
**Resolutions of the Council Meeting in August 2020**

MINUTE NUMBER/ FOLDER	MEETING DATE	TITLE	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
<b>RESOLUTIONS</b>						
1.	28/01/2020	Disposal of Assets CPU's - Expression of Interest Process	<p>THAT Council endorses the disposal of listed Computer Processing Unit's (CPU's) via an Expression of Interest (EOI) process to Katherine Community Members, Non-for-profit organisations, recreational committees, if no EOI is submitted, Council will proceed with entire destruction of each CPU</p>	Casey Anderson	Community Services	<p>IN PROGRESS Sent a request for a quote with Emerge IT Solution for the wiping of CPU.</p> <p>EOI Katherine Times Ad scheduled for Wednesday 2 September – EOI closes 16 September 2020.</p> <p>IN PROGRESS</p>
2.	25/02/2020	Adoption of the NT Government Subdivision Guidelines	<p>THAT Council adopts the NT Subdivision Development Guidelines, with the following qualification:</p> <ul style="list-style-type: none"> <li>a) An Exception Study be undertaken, to inform what additions need to be made to Schedule 14 – Schedule of Variations, to reflect KTC's unique design intent, needs and circumstances.</li> <li>b) This Exception Study be presented to Council within four weeks for approval</li> </ul>	Peter Schubert	Infrastructure and Environment Services	IN PROGRESS
3.	25/02/2020	Disposal of Obsolete Property – Major and Minor Plant Equipment	THAT Council disposes of the listed plant and equipment as required by the Local Government Accounting (Financial Regulations) and Katherine Town Council's Disposal of Asset Policy Council.	Anthony Brandon	Infrastructure and Environment	COMPLETED Items have been disposed of.
4.	28/04/2020	Naming of the Dog Park in Lockheed Reserve	THAT Council provides delegation to the CEO to commence implementation of the procedural requirements to ensure that the dog park on Lockheed Reserve is named after deceased staff member Andrew Wilson and that the planting of the cottonwood tree be completed as soon as possible.	Ian Bodill	Office of CEO	IN PROGRESS This is an ongoing process for up to 1 year

26	5.	26/05/2020	Overdue Debtors Report – April 2020	<p>THAT Council reviews overall outstanding debtors with the view to forward &gt;90 days to Debt Collection Agency.</p> <p>THAT Council reviews infringement notices for &gt;90 days to clear long standing debts.</p>	Donna Jones	Finance	<p><b>IN PROGRESS</b> All debtors are under review until 31<sup>st</sup> July 2020 due to COVID-19. Up to this date any outstanding greater than 90 days will be forwarded to Debt Collection Agency.</p>
6.	23/06/2020	Notice of Motion: Band of Single Use Plastics on Council Facilities	<p>THAT Elected Members request that the Ban of Single Use Plastics Policy be implemented on the 1<sup>st</sup> of January 2021 and the Council commence a community education program to ensure full consultation with users of the Council facilities leading to this date</p>	Rosemary Jennings	Community Services	<p><b>IN PROGRESS</b> Initial consultation as commenced in conjunction with advisory groups. Formal workshops scheduled for late August/early September to work through the Council provided toolkit and commencement of user self-audits.</p>	
7.	23/06/2020	Notice of Motion: Conduct a Signs Audit and Replacement Program	<p>THAT Council conducts a signs audit and replacement program as a priority and a budget be established for replacement and renewal of town signs as soon as possible</p>	Brendan Pearce	Infrastructure and Environment	<p><b>IN PROGRESS</b> Community Support Officer is currently working on the Depot and Airport Sign.</p> <p>A staff of MIE has commenced a signs audit. Initial focus was on parking signs in First Street.</p> <p>Staff have been allocated streets on their daily duties to review and they are still collecting data to be able to conduct a works program suitable to the budget</p> <p>Facility signs have been put on hold until a Style Guide has been developed</p>	



8.	23/06/2020	Notice of Motion: Wayfinding Signage	THAT Council considers it a priority to install the Wayfinding Signage urgently and acquit the budget/grant to finalise this project	Brendan Pearce	Infrastructure and Environment	IN PROGRESS Meeting with Elected Members to finalise design on 28 July 2020. Final structural drawings and sign mapping in progress.	27
9.	28/07/2020	Knotts Crossing Cemetery	THAT Katherine Town Council as the landowners of Knotts Crossing Cemetery commence the process to have the Knotts Crossing Cemetery identified properly and an application submitted to the NT Heritage Council for listing as a Heritage Site.	Brendan Pearce	Infrastructure & Environment	IN PROGRESS Have identified the site and currently installing the fence. Once the fence is erected the GPS coordinates will be captured as they are needed for the heritage site application	
10.	28/07/2020	MyDarwin Platform – NT Local Government Offer	THAT Council accepts the offer by the City of Darwin to “white label” the MyDarwin platform for the use by Katherine Town Council at a future time.  THAT Council sends a letter from the Mayor to the Lord Mayor of Darwin, Mr Kon Vatskalis and CEO, Mr Scott Waters to thank them for their generosity in making the platform available for the Northern Territory Local Government Sector.	Rosemary Jennings	Community Services	COMPLETED Letter of Acceptance and Thanks send to Lord Mayor and CEO. Officers to progress through customisation process and associated costings.	
11.	28/07/2020	T20-05-Morris Road Drainage Upgrade	THAT Council Discontinues T20-05 – Morris Road Drainage Upgrade project at this time and that alternative design solutions to address drainage and pavement issues are further investigated.	Arsalan Malik	Infrastructure & Environment	IN PROGRESS	
12.	25/08/2020	Monthly Report of the Chief Executive Officer for the Month of July 2020	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of July 2020	Jherry Matahelumual	Office of the CEO	COMPLETED Received and noted by Council	
13.	25/08/2020	Monthly Financial Report, July 2020	THAT Council endorses the Financial Report for the month of July 2020	Donna Jones	Corporate Services	COMPLETED Endorsed by Council	

14.	25/08/2020	Library Acquittal 2019/2020	THAT Council receives and notes the acquittal for the 2019/2020 Department of Tourism, Sport and Culture grant to the Katherine Town Council Library and to forward the acquittal to Department of Tourism, Sport and Culture	Donna Jones	Corporate Services	COMPLETED	28
15.	25/08/2020	Mosquito Program Acquittal 2019/2020	THAT Council receives and notes the acquittal for the 2019/2020 Department of Health grant to the Katherine Town Council and to forward the acquittal to Department of Health	Donna Jones	Corporate Services	COMPLETED	
16.	25/08/2020	Monthly Report of the Community Services Department, July 2020	THAT Council receives and notes the Community Services report for the month of July 2020	Rosemary Jennings	Community Services	COMPLETED Received and noted by Council	
17.	25/08/2020	Save the Children Lease – Lot 353, Katherine	THAT Council authorises the Mayor and Chief Executive Officer to execute a five (5) year plus five (5) year lease with Save the Children for Lot 353 – 11 Shepherd Street and affix the Common Seal as required.	Rosemary Jennings	Community Services	COMPLETED	
18.	25/08/2020	School Holiday Program Grant Funding (Events), Regional Flexible Grant Agreement	THAT Council accepts the grant funding offer of \$2,843.24 (GST exclusive) from the Department of the Chief Minister for the staging of events as part of the October 2020 School Holiday Program	Rosemary Jennings	Community Services	COMPLETED The agreement has been signed by the Mayor and CEO and common was affixed on 26 August 2020.	
19.	25/08/2020	School Holiday Program Funding Agreement – Marketing 2020/21	THAT Council authorises the Mayor and CEO to affix the common seal and sign the Agreement THAT Council accepts the grant funding offer of \$10,409.85 (GST Inclusive) from the Department of the Chief Minister for the School Holiday Program marketing for the 2020/21 Financial Year.	Rosemary Jennings	Community Services	COMPLETED The agreement has been signed by the Mayor and CEO and common was affixed on 26 August 2020.	
20.	25/08/2020	Public Order and Safety Report	THAT Council authorises the Mayor and CEO to affix the common seal and sign the agreement THAT Council receives and notes the Public Order and Safety Report for the month of July 2020	Rosemary Jennings	Community Services	COMPLETED Received and noted by Council	
21.	25/08/2020	Project Update – July 2020	THAT Council receives and notes the project update for the month of July 2020	Arsalan Malik	Infrastructure and Environment	COMPLETED Received and noted by Council	



22.	25/08/2020	Airport Subleases Renewals	THAT Council authorises the Mayor and the Chief Executive Officer to affix Common Seal and sign of the sub-lease renewals for NT Friendship and Support – Warehouse Space Rental and Territory Rent a Car (Thrifty) – Terminal Building Space Rental	Peter Schubert	Infrastructure and Environment	COMPLETED Subleases renewals have been signed by Mayor and CEO on the 26 August 2020 and Common Seal has been affixed
23.	25/08/2020	Showgrounds and Multi-purpose Centre Advisory Committee Minutes	THAT Council receives and note the minutes of the Showgrounds and Multi-Purpose Advisory Committee Meeting	Holly Mutton	Infrastructure and Environment	COMPLETED Received and noted by Council
24.	Late Agenda 25/08/2020	Community Grants, Acceptance of Successful Grant Applications	THAT Council approves the awarding of the following grants as per the recommendations of the Community Grants Assessment Committee Minutes of Thursday 20 August 2020 on receipt of necessary paperwork and confirmation of any previous grants being acquitted.	Rebecca Mewburn	Community Services	COMPLETED Approved grants recipients have been informed via email and via post. Awaiting the recipients to accept and sign the funding agreement
25.	Late Agenda 25/08/2020	DP-20-0147 Power Water Sewerage Easement	THAT Council authorises the Mayor and CEO to affix the common seal and sign the Agreement on Form, 104, request to Issue Certificate as to Title Lot 509, Katherine	Janette Crowhurst	Infrastructure and Environment	COMPLETED Agreement was signed by Mayor and CEO on 26 August 2020 and common was affixed.  Form 104 has been forwarded to Power Water on 27 August 2020.

# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.2
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	:	ORDINARY COUNCIL MEETING – 22nd September 2020
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – August 2020
AUTHOR	:	DONNA JONES – FINANCE MANAGER
ATTACHMENT/S	:	1. FINANCIAL REPORT EXECUTIVE SUMMARY 2. STATEMENT OF BUDGET COMPARISON 3. CASH AND INVESTMENT REPORT

### PURPOSE OF REPORT

To receive and note the monthly financial report prepared by the Corporate Services Team.

### BACKGROUND

The Local Government (Accounting) Regulations 18 states:

- (1) *The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:*
  - (a) *the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month;*
  - (b) *the forecast income and expenditure for the whole of the financial year.*
- (2) *The report must include:*
  - (a) *details of all cash and investments held by the council (including money held in trust);*
  - (b) *a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and*
  - (c) *other information required by the council.*
- (3) *If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.*

### OFFICER RECOMMENDATION

**That it be recommended to Council to:**

1. Endorse the Financial Report for the month of August 2020.

Ian Bodill  
CHIEF EXECUTIVE OFFICER

# Budget Variance

## Katherine Town Council For the month ended 31 August 2020

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>								
Operating grants	140,876	-	140,876	0.0%	453,213	2,089,101	(1,635,888)	-78.3%
Other Revenue	63,625	34,500	29,125	84.4%	61,886	72,246	(10,360)	-14.3%
Rates	(40,411)	-	(40,411)	0.0%	8,757,904	8,806,535	(48,631)	-0.6%
Statutory charges	6,842	1,500	5,342	356.2%	17,261	46,353	(29,092)	-62.8%
User Charges	112,825	61,400	51,425	83.8%	168,603	123,289	45,314	36.8%
<b>Total Income</b>	<b>283,758</b>	<b>97,400</b>	<b>186,358</b>	<b>191.3%</b>	<b>9,458,867</b>	<b>11,137,524</b>	<b>(1,678,657)</b>	<b>-15.1%</b>
<b>Gross Profit</b>	<b>283,758</b>	<b>97,400</b>	<b>186,358</b>	<b>191.0%</b>	<b>9,458,867</b>	<b>11,137,524</b>	<b>(1,678,657)</b>	<b>-15.0%</b>
<b>Plus Other Income</b>								
Operating Grants and Subsidies	40,000	-	40,000	0.0%	40,000	-	40,000	0.0%
<b>Total Other Income</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	<b>0.0%</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	<b>0.0%</b>
<b>Less Operating Expenses</b>								
Elected Members	15,718	20,677	(4,959)	-24.0%	35,410	41,354	(5,944)	-14.4%
Employee Costs	361,315	439,147	(77,832)	-17.7%	676,642	878,293	(201,651)	-23.0%
Materials and Services	468,163	751,044	(282,881)	-37.7%	733,890	2,643,484	(1,909,594)	-72.2%
Other Expenses	-	71,650	(71,650)	-100.0%	-	143,300	(143,300)	-100.0%
<b>Total Operating Expenses</b>	<b>845,197</b>	<b>1,282,518</b>	<b>(437,321)</b>	<b>-34.1%</b>	<b>1,445,942</b>	<b>3,706,431</b>	<b>(2,260,489)</b>	<b>-61.0%</b>
<b>Operating Profit</b>	<b>(521,439)</b>	<b>(1,185,118)</b>	<b>663,679</b>	<b>56.0%</b>	<b>8,052,925</b>	<b>7,431,093</b>	<b>621,832</b>	<b>8.0%</b>
<b>Non-operating Income</b>								



# Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
C CBD Transfer from restricted capital reserves to grant capital budget	-	-	-	0.0%	2,871,928	2,824,176	47,752	1.7%
C Grant for oval - Dept Tourism, Sport and Culture	-	-	-	0.0%	133,668	133,668	-	0.0%
C Showgrounds Transfer from restricted capital reserves to capital grant budget	-	-	-	0.0%	1,200,266	1,200,266	-	0.0%
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget	-	-	-	0.0%	4,258,491	4,258,491	-	0.0%
Grants Commonwealth Capital - Other	-	-	-	0.0%	2,089,101	-	2,089,101	0.0%
Grants Commonwealth Capital - Roads to Recovery	-	-	-	0.0%	261,794	261,794	-	0.0%
O SCALE GRANT	-	-	-	0.0%	609,834	-	609,834	0.0%
<b>Total Non-operating Income</b>	-	-	-	<b>0.0%</b>	<b>11,425,083</b>	<b>8,678,395</b>	<b>2,746,688</b>	<b>31.6%</b>
<b>Non-operating Expenses</b>								
O SCALE funding	79,646	-	79,646	0.0%	135,732	609,834	(474,102)	-77.7%
O Tyre fire remediation works at the showgrounds	1,825	-	1,825	0.0%	1,825	-	1,825	0.0%
O Waste facility site investigations	-	7,351	(7,351)	-100.0%	-	44,690	(44,690)	-100.0%
<b>Capital Works</b>								
C Bins for Waste Management Facility	-	-	-	0.0%	24,550	24,550	-	0.0%
C Building Upgrades	-	-	-	0.0%	-	100,000	(100,000)	-100.0%
C CBD WIP Grant Capital	789,960	-	789,960	0.0%	1,090,200	3,116,311	(2,026,111)	-65.0%
C Emungalan Bridge	-	700,000	(700,000)	-100.0%	-	2,261,795	(2,261,795)	-100.0%
C Footpaths Capital WIP	-	-	-	0.0%	-	80,270	(80,270)	-100.0%
C Furniture, Equipment and Computers	-	-	-	0.0%	-	37,500	(37,500)	-100.0%
C Hot Springs WIP Grant	-	-	-	0.0%	(468,570)	-	(468,570)	0.0%
C Jeremy the Junk Man	-	-	-	0.0%	-	45,144	(45,144)	-100.0%
C Knotts Crossing Cemetery Fence	1,739	-	1,739	0.0%	1,739	-	1,739	0.0%

# Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
C Netball Courts Upgrade	-	-	-	0.0%	-	30,000	(30,000)	-100.0%
C Nursery	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Oval WIP Grant and Reserves	2,850	-	2,850	0.0%	2,850	400,688	(397,838)	-99.3%
C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA Performance Management Agreement	-	-	-	0.0%	-	195,727	(195,727)	-100.0%
C PE Water quality and monitoring equipment - sampling and testing at the Waste Management Facility	2,876	-	2,876	0.0%	2,876	20	2,856	14278.4%
C Play park shade structure WIP	1,275	-	1,275	0.0%	1,275	261,009	(259,734)	-99.5%
C Pool cleaner for aquatic centre	-	-	-	0.0%	12,653	-	12,653	0.0%
C Pool shade structure and upgrades WIP Capital	800	-	800	0.0%	1,760	-	1,760	0.0%
C Road reseal works	-	-	-	0.0%	2,150	-	2,150	0.0%
C Roads	-	-	-	0.0%	-	968,828	(968,828)	-100.0%
C Roads WIP Capital	61,504	-	61,504	0.0%	-	-	-	0.0%
C Showgrounds Fencing Upgrade / Replacement	-	-	-	0.0%	-	23,072	(23,072)	-100.0%
C Showgrounds Gates	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Showgrounds WIP Capital	367,889	-	367,889	0.0%	582,236	1,116,727	(534,491)	-47.9%
C Signage - Airport and Township	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Sportsgrounds Pavillion WIP Grant Capital	168	-	168	0.0%	24,563	4,537,522	(4,512,959)	-99.5%
C Street Lighting Upgrades / New	-	-	-	0.0%	-	100,000	(100,000)	-100.0%
C Turtle shade structure	-	-	-	0.0%	29,500	48,200	(18,700)	-38.8%
C Turtle WIP Grant	4,046	-	4,046	0.0%	89,465	94,105	(4,640)	-4.9%
C Wayfinder Signage	-	-	-	0.0%	-	75,564	(75,564)	-100.0%
C WWII Historical Walk Signage	-	-	-	0.0%	-	10,000	(10,000)	-100.0%
Grant Expenses	-	-	-	0.0%	(2,114)	-	(2,114)	0.0%
NT Financial Assistance Grant Roads - Other	-	(79,566)	79,566	100.0%	-	(390,689)	390,689	100.0%

# Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
RMC - Air Quality Monitoring	-	3,700	(3,700)	-100.0%	-	7,400	(7,400)	-100.0%
<b>Total Capital Works</b>	<b>1,233,105</b>	<b>624,134</b>	<b>608,971</b>	<b>97.6%</b>	<b>1,395,133</b>	<b>13,203,743</b>	<b>(11,808,610)</b>	<b>-89.4%</b>
<b>Total Non-operating Expenses</b>	<b>1,314,576</b>	<b>631,485</b>	<b>683,091</b>	<b>108.2%</b>	<b>1,532,690</b>	<b>13,858,267</b>	<b>(12,325,577)</b>	<b>-88.9%</b>
<b>Net Profit</b>	<b>(1,836,015)</b>	<b>(1,816,603)</b>	<b>(19,412)</b>	<b>-1.0%</b>	<b>17,945,319</b>	<b>2,251,221</b>	<b>15,694,098</b>	<b>697.0%</b>

# CASH AND INVESTMENTS

31 August 2020

## GENERAL FUND

### Commonwealth Bank

Balance as per bank statement, 31 August  
 Plus net outstanding deposits/(withdrawals)  
 Adjusted cash at bank balance, 31 August 2020

\$	
	2,958,380
-	626,039
	<u>2,332,340</u>

## INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	FINANCIAL INSTITUTION %
AMP	1,032,718	0.40	on call	on call		
AMP	2,113,434	1.65	18-May-20	16-Nov-20		
AMP	1,070,669	1.30	9-Jun-20	7-Sep-20		
AMP	1,100,332	0.40	on call	on call		
AMP	3,506,605	1.65	20-May-20	18-Nov-20	8,823,758	36.53%
Commonwealth Bank	575,843	0.50	on call	on call		
Commonwealth Bank	1,519,436	0.50	on call	on call		
Commonwealth Bank	3,509,925	0.50	on call	on call	5,605,204	23.21%
National Bank	3,792,163	0.85	17-Jun-20	17-Nov-20		
National Bank	2,471,814	0.83	23-Jun-20	21-Sep-20	6,263,977	25.93%
Westpac Bank	895,346	1.03	9-Jun-20	7-Sep-20		
Westpac Bank	2,565,713	0.80	9-Aug-20	14-Dec-20	3,461,059	14.33%
<b>Total Investments</b>					<u>24,153,998</u>	100.00%
<b>Total Funds</b>					<u>26,486,338</u>	

## Internally Restricted Funds

	\$
WMF Renewal Reserve	6,462,862
Capital & WMF Renewal Reserve	4,987,647
Contingency reserve	1,000,000
Municipal election reserve	100,000
Emungalan Road Bridge	700,000
Council motion reserve	600,515
Provision for Employees	650,581
Provision for Employee Entitlements and Other Liabilities	637,210
	<u>15,138,815</u>

## Capital Works in Progress

	11,347,523
	<u><b>\$ 26,486,338</b></u>






## Financial Report Executive Summary

The following is a summary of the key issues and developments year to date.

 On track
  Monitoring
  Items to note

### Summary

-  The overall operating result to date has remained constant. Budget to forecast will continue to be monitored.
-  Cash Position- continues to be monitored with Projects progress payments being made monthly. Investments to mature in line with completion of each project if not earlier.
-  Rates levied, with Territory Housing, Department of Defence and NT Pension Concession Rebate invoices issued for bulk payment of 2020/2021 rates

The table below shows the amount of debtors outstanding for the current and previous month.

### Debtors Analysis

The table below shows the amount of debtors outstanding for the current and previous month. Debtors have shown an overall decrease with rate installments for 1st quarter reducing the Rate Debtors. Sundry Debtors has increased by \$292k with Tourism NT invoice due for payment this month. All other categories have remained constant.

	<b>Jul-20</b>	<b>Aug-20</b>
Rates debtors	9,595,003	9,222,304
Sundry debtors	137,550	429,709
Weighbridge debtors	88,125	91,710
Infringement - Animal	29,103	29,888
Infringement - Parking	12,760	12,675
Infringement - Litter/Camping	1,367	1,367
<b>Total outstanding</b>	<b>9,863,908</b>	<b>9,787,653</b>

### Rates Debtors Analysis

2020/2021 Rates were levied in 29th July totalling \$8,611,350, with \$373k being recouped in August. First installment of rates is due on the 30th September, which will see a further reduction in this amount by the end next month.



### Sundry Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of August 2020.

	<b>Jul-20</b>	<b>Aug-20</b>
Current	8,316	303,478
Over 30 days	2,142	1,895
Over 60 days	6,836	1,753
Over 90 days	120,257	122,584
<b>Total</b>	<b>137,551</b>	<b>429,709</b>

Tourism NT Voucher scheme and NT Pension Concessions invoices have both been raised this month to recoup costs which has resulted in a \$288k increase to current debtors. These are due for payment in September. We continue to chase up two large business invoices that are outstanding for >90 days

### Weighbridge Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of August 2020.

	<b>Jul-20</b>	<b>Aug-20</b>
Current	42,061	45,120
Over 30 days	22,930	18,320
Over 60 days	7,100	7,410
Over 90 days	16,033	20,860
<b>Total</b>	<b>88,124</b>	<b>91,710</b>

Weighbridge Debtors balances has remained constant this month . Outstanding invoices greater than 90 days will be followed up this month with letter to refer to Debt Collection Agency if not paid by 30th September.

**DEBTORS REPORT**  
**31 August 2020**

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	TOTAL \$
Sundry	\$ 303,478	\$ 1,895	\$ 1,753	\$ 122,584	\$ 429,709
Weighbridge	\$ 45,120	\$ 18,320	\$ 7,410	\$ 20,860	\$ 91,710
<b>Total</b>	<b>\$ 348,598</b>	<b>\$ 20,214</b>	<b>\$ 9,163</b>	<b>\$ 143,444</b>	<b>\$ 521,420</b>
<b>Infringements</b>	<b>Current \$</b>	<b>30+ days \$</b>	<b>60+ days \$</b>	<b>90+ days \$</b>	<b>TOTAL \$</b>
Animal	\$ 800.00	\$ 135.00	\$ -	\$ 28,953	\$ 29,888
Parking	\$ 135.00	\$ 260.00	\$ 670.00	\$ 11,610	\$ 12,675
Litter	\$ -	\$ -	\$ -	\$ 884	\$ 884
Camping	\$ -	\$ -	\$ -	\$ 483	\$ 483
<b>Total</b>					<b>\$ 43,930.03</b>
<b>Rates</b>	<b>Current \$</b>	<b>Arrears incl interest &amp; legal fees</b>		<b>TOTAL \$</b>	
	\$ 8,238,651.28	\$ 983,652.99	\$ 9,222,304.27		
<b>Grand Total</b>				<b>\$ 9,787,654.05</b>	

## KATHERINE TOWN COUNCIL



## REPORT

NO : 13.3

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF OPERATIONS OFFICER

MEETING : ORDINARY COUNCIL MEETING – (22/09/2020)

REPORT TITLE : BUDGET ADJUSTMENT

AUTHOR : CLAIRE JOHANSSON – CHIEF OPERATIONS OFFICER

ATTACHMENT/S : NIL

**Purpose of Report**

The purpose of this report is to obtain approval of Council to amend the 2020/2021 Katherine Town Council budget.

**Background**

In accordance with section 128 (2) of the Local Government Act 2014 a Council may, after adopting its budget for a particular financial year, adopt an amendment to its budget. Approval is therefore sought for the following budget amendments.

**Details**

The amendments reflect the financial status of capital projects in progress.

Account	Total
<b>Income</b>	
C CBD Transfer from restricted capital reserves to grant capital budget (486-G CBD)	\$2,796,365.07
C Grant for oval - Dept Tourism, Sport and Culture (486-G OVAL)	\$133,668.39
C Showgrounds Transfer from restricted capital reserves to capital grant budget (486-G SHOW)	\$1,200,265.97
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget (486-G SPOR)	\$4,258,491.16
<b>Total Income</b>	<b>\$8,388,790.59</b>
<hr/>	
<b>Gross Profit</b>	<b>\$8,388,790.59</b>
<hr/>	
<b>Other Income</b>	
Grants Commonwealth Operating - FAG Bridges (430)	\$2,993,085.45
<b>Total Other Income</b>	<b>\$2,993,085.45</b>
<hr/>	
<b>Less Operating Expenses</b>	
C Airport Master Plan (699AIRMP)	\$50,000.00
C CBD WIP Grant Capital (699-CBD)	\$2,824,176.00
C Emungalan Bridge (699-EMUNG)	\$3,761,795.00
C Jeremy the Junk Man (699-JUNK)	\$45,144.00
C Oval WIP Grant and Reserves (699-OVAL)	\$400,688.40

C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA Performance Management Agreement (699-AIRQ)	\$195,727.14
C Play park shade structure WIP (699-PLAY)	\$261,008.92
C Showgrounds WIP Capital (699-SHOW)	\$1,200,265.97
C Sportsgrounds Pavillon WIP Grant Capital (699-SPOR)	\$4,258,491.16
C Turtle shade structure (699-TURTS)	\$2,000.00
C Turtle WIP Grant (699-TURT)	\$94,105.00
C Wayfinder Signage (699-WAYF)	\$75,564.00
O SCALE funding (196-SCALE)	\$609,834.00
O Tyre fire remediation works at the showgrounds (699-TYRE)	\$250,000.00
O Waste facility site investigations (699-WASTE)	\$250,000.00
RMC - Air Quality Monitoring	\$44,400.00
<b>Total Operating Expenses</b>	<b>\$14,323,199.59</b>
<hr/>	
<b>Total Expenses</b>	<b>\$14,323,199.59</b>
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<b>Net Profit</b>	<b>-\$2,941,323.55</b>

### **OFFICER RECOMMENDATION**

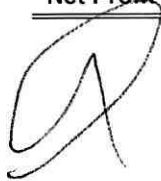
#### **That it be recommended to Council to:**

Accept each of the following items for a revised (and amended) budget:

<b>Account</b>	<b>Total</b>
<b>Income</b>	
C CBD Transfer from restricted capital reserves to grant capital budget (486-G CBD)	\$2,796,365.07
C Grant for oval - Dept Tourism, Sport and Culture (486-G OVAL)	\$133,668.39
C Showgrounds Transfer from restricted capital reserves to capital grant budget (486-G SHOW)	\$1,200,265.97
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget (486-G SPOR)	\$4,258,491.16
<b>Total Income</b>	<b>\$8,388,790.59</b>
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<b>Gross Profit</b>	<b>\$8,388,790.59</b>
<hr/>	
<b>Other Income</b>	
Grants Commonwealth Operating - FAG Bridges (430)	\$2,993,085.45
<b>Total Other Income</b>	<b>\$2,993,085.45</b>
<hr/>	
<b>Less Operating Expenses</b>	
C Airport Master Plan (699AIRMP)	\$50,000.00
C CBD WIP Grant Capital (699-CBD)	\$2,824,176.00
C Emungalan Bridge (699-EMUNG)	\$3,761,795.00
C Jeremy the Junk Man (699-JUNK)	\$45,144.00
C Oval WIP Grant and Reserves (699-OVAL)	\$400,688.40
C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA Performance Management Agreement (699-AIRQ)	\$195,727.14



C Play park shade structure WIP (699-PLAY)	\$261,008.92
C Showgrounds WIP Capital (699-SHOW)	\$1,200,265.97
C Sportsgrounds Pavillon WIP Grant Capital (699-SPOR)	\$4,258,491.16
C Turtle shade structure (699-TURTS)	\$2,000.00
C Turtle WIP Grant (699-TURT)	\$94,105.00
C Wayfinder Signage (699-WAYF)	\$75,564.00
O SCALE funding (196-SCALE)	\$609,834.00
O Tyre fire remediation works at the showgrounds (699-TYRE)	\$250,000.00
O Waste facility site investigations (699-WASTE)	\$250,000.00
RMC - Air Quality Monitoring	\$44,400.00
<b>Total Operating Expenses</b>	<b>\$14,323,199.59</b>
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<b>Total Expenses</b>	<b>\$14,323,199.59</b>
<hr/>	
<b>Net Profit</b>	<b>-\$2,941,323.55</b>
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Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.4

**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ACQUITTALS

**MEETING** : ORDINARY COUNCIL MEETING – 22<sup>nd</sup> SEPTEMBER 2020

**REPORT TITLE** : SENIORS MONTH ACQUITTAL 2019/2020

**AUTHOR** : DONNA JONES – FINANCE MANAGER

**ATTACHMENT/S** : 1. FINANCIAL ACQUITTAL STATEMENT  
2. PAYMENT LISTING

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**PURPOSE OF REPORT**

To formally acquit the 2019/2020 Department of Territory Families Grant for the provision of services to Katherine Town Council, for the amount of \$1,000 exclusive of GST.

**BACKGROUND**

Each year the Katherine Town Council is provided with a grant from Department of Territory Families to assist with the operational expense of providing Seniors Morning Tea to our community members. For the 2019/2020 financial year, this funding totalled \$1,000 exclusive of GST.

We held a carried forward balance of \$207 from 2018/2019 year.

**Analysis**

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$662. With the balance on previous years carried forward the 2019/2020 Seniors Month we had a deficiency of \$455.

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

Receive and note the acquittal for the 2019/2020 Department of Territory Families grant to the Katherine Town Council and to forward the acquittal to Department of Territory Families.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



# 2020 Seniors Month

## Grant Acquittal Form

Details	
Name of Organisation:	Katherine Town Council
Contact Number:	08 8972 5500
Email Address:	<a href="mailto:records@ktc.nt.gov.au">records@ktc.nt.gov.au</a>
Name of Event/Activity:	Seniors Month Welcome Morning Tea

Part A – Outcomes				
1) How many people in total attended your event?		50		
2) What ages (approximately) were those in attendance?				
0-40	40-50	50-60	60+	
1		4	45	
3) How many were <u>NOT</u> members of your organisation?				
46				
4) How many were interstate seniors?				
Nil that we were made aware of.				

**Describe how the event/activity met the intended outcome? Include results of the event, including what was successful, any issues encountered and possible planning for future activities.**

Seniors community were welcomed for a social interaction with each other and the Council's Elected Members and some senior staff.

The event this year was held at the Katherine Museum to assist with the Covid 19 restrictions with social distancing.

The event was well received by all who attended and the outdoor area at the museum received some positive feedback.

With the restrictions in place for Covid 19 social gatherings we were required this year to relocate our venue from the Civic Centre to the Museum. This saw the added increase of costs for the hire of venue and need to have all food externally catered for.

**Anything else you would like to tell us about your event or Seniors Month?**

To assist future events we would like to see an increase in funding to promote the event and to continue to use the Katherine Museum to hold the morning tea in 2021.

## Part B - Expenses

Detail the income and expenditure for your event, including different sources of funding.

<b>Description/Item</b> (e.g. venue hire, equipment hire, catering)	<b>Seniors Month Grant</b> (how much from your grant)	<b>Your funds or in kind</b> (volunteer/staff time, fundraising)	<b>Other Source</b> (other grants)
Catering	\$1,161.55		
Hire Costs – Katherine Museum		\$331.82	
Staff Wages		\$170.00	
<b>TOTAL</b>	<b>\$ 1,161.55 (ex GST)</b>	<b>\$ 501.82</b>	<b>\$</b>

Please explain any variations to the proposed budget included in your application.

With changes to venue and planning due to Covid 19 we had to relocate to external hire venue due to social distancing requirements. This increased the overall cost of the event including catering as we were not able to complete any inhouse catering this year.

We held a balance from previous year that covered the additional costs

## Part C - Authorisation

I certify, as an authorised representative of the organisation, that the information given in this evaluation is true and correct.

Signature		Date	
Name		Position	

**Submission****Post**

Office of Senior Territorians  
Territory Families  
PO Box 37037, Winnellie NT 0821  
08 8999 3862

**Email**

[tf.ost@nt.gov.au](mailto:tf.ost@nt.gov.au)

**Hand Delivery**

Floor 6, Darwin Plaza  
41 Smith Street Mall, Darwin NT 0801  
Phone on Arrival - Ext: 93861 (Olivia)

Upload via the Grants NT portal; <https://grantsnt.nt.gov.au/welcome>



**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.5

**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ACQUITTALS

**MEETING** : ORDINARY COUNCIL MEETING – 22<sup>nd</sup> SEPTEMBER 2020

**REPORT TITLE** : ROADS TO RECOVERY ACQUITTAL 2019/2020

**AUTHOR** : DONNA JONES – FINANCE MANAGER

**ATTACHMENT/S** : 1. FINANCIAL ACQUITTAL STATEMENT

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**PURPOSE OF REPORT**

To formally acquit the 2019/2020 Department of Infrastructure, Transport, Cities and Regional Development Grant for the provision of services to Katherine Town Council Roads to Recovery Program, for the amount of \$288,649 exclusive of GST.

**BACKGROUND**

Each year the Katherine Town Council is provided with a grant from Department of Infrastructure, Transport, Cities and Regional Development to assist with the renewal expense of Roads. For the 2019/2020 financial year, this funding totalled \$288,649 exclusive of GST.

**Analysis**

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$14,442.

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

Receive and note the acquittal for the 2019/2020 Department of Infrastructure, Transport, Cities and Regional Development grant to the Katherine Town Council and to forward the acquittal to the Department of Infrastructure, Transport, Cities and Regional Development.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**





## NATIONAL LAND TRANSPORT ACT 2014, PART 8

### PART 1 - CHIEF EXECUTIVE OFFICER'S FINANCIAL STATEMENT AND AUDITOR'S REPORT

Chief Executive Officer's financial statement  
 (see subclause 6.2(a) of the funding conditions)

The following financial statement is a true statement of the receipts and expenditure of the Roads to Recovery payments received by Katherine Town Council under Part 8 of the *National Land Transport ACT 2014* in the financial year 2019-20.

[1]	[2]	[3]	[4]	[5]
Amount brought forward from previous financial year \$	Amount received in report year \$	Total amount available for expenditure in report year \$	Amount expended in report year \$	Amount carried forward to next financial year \$
		[1]+[2]		[3]-[4]
0	288,649	288,649	303,091	-14,442

The own source expenditure on roads for Katherine Town Council in 2019-20 was: \$1,039,424

(signature of Chief Executive Officer/General Manager)

15/9 / 2020

Ian Bodill

(name of Chief Executive Officer/General Manager)

#### Auditor's report

(Conditions cl.6.2(b))

In my opinion:

- (i) the financial statement above is based on proper accounts and records;  
 and



**Australian Government**

**Department of Infrastructure, Transport,  
Cities and Regional Development**

- (ii) the financial statement above is in agreement with proper accounts and records; and
- (iii) the amount reported as expended during the year was used solely for expenditure on the maintenance and/or construction of roads; and
- (iv) the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement above as the funding recipient's own source expenditure on roads during the year is based on, and in agreement with proper accounts and records.

I am an "appropriate auditor" as defined in section 4 of the *National Land Transport ACT 2014*.

..... (signature of auditor)

..... / / 2020

..... (name of auditor)

..... (name of auditor's company)

Note: Under s.4 of the Act, "appropriate auditor" means:

- (a) in relation to a funding recipient whose accounts are required by law to be audited by the Auditor-General of a State — the Auditor-General of the State; or
- (b) in relation to a person or body whose accounts are required by law to be audited by the Auditor-General of the Commonwealth — the Auditor-General of the Commonwealth; or
- (c) in relation to any other funding recipient — a person (other than an officer or employee of the person or body) who is:
  - (i) registered as a company auditor or a public accountant under a law in force in a State; or
  - (ii) a member of the Institute of Chartered Accountants in Australia or of the Australian Society of Accountants.



## PART 2 - STATEMENT OF ACCOUNTABILITY BY CHIEF EXECUTIVE OFFICER

(see subclauses 6.3(a), (c) and (d) of the funding conditions)

I, Ian Bodill, Chief Executive Officer or General Manager, of  
Katherine Town Council, hereby certify, in accordance with the conditions  
determined under section 90 of the *National Land Transport ACT 2014* (the Funding Conditions),  
that:

- (a) Roads to Recovery funds received by Katherine Town Council during the year 2019-20 which have been spent on the construction and/or maintenance of roads;
- (b) Katherine Town Council has fulfilled the signage and other public information conditions in Part 3 of the Funding Conditions; and
- (c) during the financial year Katherine Town Council has otherwise fulfilled all of the Funding Conditions.

  
..... (signature of Chief Executive Officer/General Manager)

15/9/2020  
.....



Australian Government

Department of Infrastructure, Transport,  
Cities and Regional Development

**PART 3 – STATEMENT ON EXPENDITURE MAINTENANCE BY CHIEF EXECUTIVE OFFICER**

(see subclause 6.3(b) of the funding conditions)

I, Ian Bodill, Chief Executive Officer/General Manager, of  
Katherine Town Council, state that, in accordance with the funding  
conditions determined under section 90 of the *National Land Transport ACT 2014* :

- 1(a) expenditure on the construction and/or maintenance of roads by Katherine Town Council using its own sources funds in the year to which this report refers was \$1,039,424.
- 1(b) the reference amount for Katherine Town Council is \$381,590.

The following information need only be provided if the expenditure shown in 1(a) is less than the reference amount as shown in 1(b) above:

- 2(a) expenditure on the construction and/or maintenance of roads by Katherine Town Council using its own sources funds for the year prior to the year to which this report refers was \$0.
- 2(b) the average of expenditure on the construction and/or maintenance of roads by Katherine Town Council using its own source funds for the year to which this report refers and the previous year was \$519,712.

The following information need only be provided if the expenditure shown in 1(a) is less than the reference amount as shown in 1(b) above:

- 3(a) expenditure on the construction and/or maintenance of roads by Katherine Town Council using its own sources funds in the year two years before the year to which this report refers was \$0.
- 3(b) the average of expenditure on the construction and/or maintenance of roads by Katherine Town Council using its own source funds for the year to which this report refers and the previous two years was \$346,475.

(signature of Chief Executive Officer/General Manager)

5/9/2020





## PART 4

### STATEMENT OF EXPECTATIONS RELATING TO ROAD SAFETY

The following projects completed year ending 30 June xxxx have been formally evaluated as per the work schedule:

Work Schedule Id  Project Name

Comments

Work Schedule Id  Project Name

Comments

Work Schedule Id  Project Name

Comments

Work Schedule Id  Project Name

Comments

### STATEMENT OF OUTCOMES BY CHIEF EXECUTIVE OFFICER

(see subclause 6.3(e) of the funding conditions)

Katherine Town Council has achieved the following outcomes under the Roads to Recovery Program in 2019-20:





Annual Road Reseal program completed with council contribution to complete all roads in review that had been assigned as community concerns.

**Key outcomes**

Outcome	Estimated % of Roads to Recovery Expenditure (all projects)
1. Road Safety	100
2. Regional economic development	0
3. Achievement of asset maintenance strategy	0
4. Improved access for heavy vehicles	0
5. Promotion of tourism	0
6. Improvements of school bus routes	0
7. Access to remote communities	0
8. Access to intermodal facilities	0
9. Traffic management	0
10. Improved recreational opportunities	0
11. Amenity of nearby residents	0
12. Equity of access (remote areas)	0
13. Other	0
<b>TOTAL</b>	<b>100</b>

6/7 / 2020

(signature of Chief Executive Officer/General Manager)

**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.6

**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ACQUITTALS

**MEETING** : ORDINARY COUNCIL MEETING – 22<sup>nd</sup> SEPTEMBER 2020

**REPORT TITLE** : BIG RIVERS WASTE MANAGEMENT ACQUITTAL 2019/2020

**AUTHOR** : DONNA JONES – FINANCE MANAGER

**ATTACHMENT/S** : 1. FINANCIAL ACQUITTAL STATEMENT  
2. PAYMENT LISTING

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**PURPOSE OF REPORT**

To formally acquit the 2019/2020 Department of Local Government, Housing and Community Development Grant for the provision of services to Big Rivers Waste Management, for the amount of \$120,000 exclusive of GST.

**BACKGROUND**

Each year the Katherine Town Council is provided with a grant from Department of Local Government, Housing and Community Development to assist with the operational expenses of the Big Rivers Waste Management project. For the 2019/2020 financial year, this funding totalled \$120,000 exclusive of GST.

**Analysis**

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$21,086.

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

Receive and note the acquittal for the 2019/2020 Department of Local Government, Housing and Community Development grant to the Katherine Town Council and to forward the acquittal to Department of Local Government, Housing and Community Development.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



DEPARTMENT OF HEALTH  
DEPARTMENT OF CHILDREN AND FAMILIES

## Financial Acquittal Statement

### Grant Details

Organisation	Katherine Town Council
Grant Title	Big Rivers Waste Waste Management Program

### Reporting period

From	1/07/2019
To	30/06/2020

MYOB SCOA Ref	Account	Comments	Amount \$ (ex GST)
<b>4-0000</b>	<b>Income</b>		
<b>4-1000</b>	<b>Grants</b>		
4-1010	Grants (C'W) Operating-Recurrent		\$ -
4-1020	Grants (C'W) Operating-Non-Recurrent		\$ -
4-1030	Grants (C'W) - Capital		\$ -
4-1040	Grants (NT) Operating - Recurrent		\$ -
4-1050	Grants (NT) Operating - Nonrecurrent		\$ 120,000
4-1060	Grants (NT) - Capital		\$ -
4-1070	Grants (Local) Operating - Recurrent		\$ -
4-1080	Grants (Local) Operating - Non-Recurrent		\$ -
4-1090	Grants (Local) Capital		\$ -
4-1100	Grants - Other		\$ -
4-2000	Fundraising		\$ -
4-3000	Fundraising - Contributions		\$ -
4-4000	Trading/Operating Activities		\$ -
<b>4-5000</b>	<b>Other Income</b>		
4-5010	Interest - Restricted		\$ -
4-5020	Interest - Unrestricted		\$ -
4-5030	Rental income		\$ -
4-5035	Recoupments		\$ -
4-5040	Dividends Received		\$ -
4-5050	Other/Sundry Income		\$ -
4-5060	Gain on sale of non-current assets		\$ -
4-9999	Income - Not SCOA Defined		\$ -
<b>Total Income</b>			<b>\$ 120,000</b>

<b>5-0000</b>	<b>Cost of Goods Sold</b>		
5-0000	Cost of Goods Sold		\$ -
<b>Total Cost of Goods Sold</b>			<b>\$ -</b>

<b>6-0000</b>	<b>Expenses</b>		
6-0010	Accounting Fees		\$ -
6-0020	Advertising & Promotion		\$ -
6-0025	Agency Temp Staff		\$ -
6-0030	Amortisation Expense		\$ -
6-0040	Assets Purchased <\$5,000		\$ -
6-0050	Audit Fees		\$ -
6-0060	Auspecting Fees		\$ -
6-0070	Bank Charges		\$ -
6-0080	Bad Debts		\$ -
6-0090	Business Planning, Reporting and Evaluation Costs		\$ -
6-0100	Cleaning & Pest Control		\$ -
6-0110	Client Support Services		\$ -
6-0210	Client Support Consumables		\$ -



6-0220	Computer Expenses	\$	-
6-0230	Consultancy Fees	\$	13,900
6-0240	Credit Card Fees	\$	40
6-0250	Depreciation - Building	\$	-
6-0260	Depreciation - Motor Vehicle	\$	-
6-0270	Depreciation - Plant & Equipment	\$	-
6-0280	Depreciation - Rental Properties	\$	-
6-0290	Depreciation - Rental Properties Furniture & Fittings	\$	-
6-0300	Donations Paid	\$	-
6-0310	Employment Support and Supervision Costs	\$	-
6-0315	Entertainment Costs	\$	-
6-0320	Equipment Hire/Lease	\$	-
6-0330	Fees & Permits	\$	-
6-0395	Health & Safety	\$	112
6-0400	Insurance - General	\$	-
6-0410	Insurance - Public Liability	\$	-
6-0420	Insurance - Professional Indemnity	\$	-
6-0430	Insurance - Rental Properties	\$	-
6-0440	Insurance - Volunteers	\$	-
6-0445	Interest Paid	\$	-
6-0450	Legal Fees	\$	-
6-0460	Loss on Sale of Assets	\$	-
6-0470	Management Fees	\$	-
6-0480	Meeting Expenses	\$	-
6-0490	Membership Fees Paid	\$	-
6-0500	Motor Vehicle Expenses	\$	4,800
6-0510	Postage, Freight and Courier	\$	-
6-0520	Printing & Stationery	\$	-
6-0530	Property Management Fees	\$	-
6-0540	Publications and Information Resources	\$	-
6-0550	Rates & Taxes	\$	-
6-0560	Rates - Rental Properties	\$	-
6-0570	Rent	\$	-
6-0580	Rent - Rental Properties	\$	-
6-0590	Repairs & Maintenance	\$	-
6-0595	Repairs & Maintenance - Rental Properties	\$	-
6-0650	Security Expenses	\$	-
6-0611	S&W Salaries & Wages	\$	117,273
6-0660	Staff Amenities	\$	-
6-0670	Sundry Expenses	\$	-
6-0680	Telephone & Fax Charges & Internet	\$	2,084
6-0690	Tenancy and Property Supplies and Services	\$	-
6-0700	Training & Development (Staff)	-\$	70
6-0710	Travel & Accommodation	\$	2,947
6-0720	Utilities	\$	-
6-0730	Volunteer Costs	\$	-
6-0740	Write off Expenses	\$	-
6-9999	Expense - Not SCOA Defined	\$	-
<b>Total Expenses</b>		<b>\$</b>	<b>141,086</b>

**Balance (Income less Cost of Goods Sold less Expenses)** **-\$ 21,086**

#### DECLARATION

I certify that this statement is an accurate representation of Service income and expenditure, and that the Funding was expended for the purposes for which it was provided and in accordance with the Service Agreement.

I understand that giving false or misleading information is a serious offence.

Name	Donna Jones
Position in Organisation	Finance Manager
Date	12 September 2020

Account Transactions
Katherine Town Council
For the period 1 July 2019 to 30 June 2020

Departments is W Big Rivers Waste Coordinator.

Account Type contains Expense

Table with columns: Date, Source, Description, Reference, Debit, Credit, Running Balance, Account Code, Departments, Projects. Contains financial data for 'EG - On Cost P' and 'EG - On Cost P' categories, listing transactions from 27 Aug 2019 to 19 May 2020.















Date	Description	Account	Amount	Balance	Account	Amount	Balance	
03 Sep 2019	Payable Invoice	Telstra Corporation Limited - Waste Coordinator Telephone and Internet	37.14	0.00	W Big Rivers Waste Coordinator	37.14	0.00	
03 Sep 2019	Payable Invoice	Telstra Corporation Limited - Waste Coordinator Telephone and Internet	31.82	0.00	W Big Rivers Waste Coordinator	68.96	0.00	
01 Oct 2019	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator 2019/2020	31.42	0.00	W Big Rivers Waste Coordinator	100.38	0.00	
01 Oct 2019	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator 2019/2020	13.64	0.00	W Big Rivers Waste Coordinator	114.02	0.00	
01 Nov 2019	Payable Invoice	October 2019	13.64	0.00	W Big Rivers Waste Coordinator	127.66	0.00	
01 Nov 2019	Payable Invoice	Telstra Corporation Limited - Waste Coordinator Telephone Oct 2019	39.23	0.00	W Big Rivers Waste Coordinator	166.89	0.00	
01 Nov 2019	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator 2019/2020	31.82	0.00	W Big Rivers Waste Coordinator	198.71	0.00	
03 Dec 2019	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator 2019/2020	13.64	0.00	W Big Rivers Waste Coordinator	212.35	0.00	
01 Jan 2020	Payable Invoice	Telstra Corporation Limited - Waste Coordinator Telephone Jan 2020	31.82	0.00	W Big Rivers Waste Coordinator	244.17	0.00	
09 Jan 2020	Payable Invoice	Telstra Corporation Limited - Waste Coordinator Telephone Dec 2019	31.82	0.00	W Big Rivers Waste Coordinator	276.00	0.00	
01 Feb 2020	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator 2019/2020	13.64	0.00	W Big Rivers Waste Coordinator	289.64	0.00	
01 Mar 2020	Payable Invoice	Telstra Corporation Limited - Waste Coordinator telephone	31.82	0.00	W Big Rivers Waste Coordinator	321.46	0.00	
01 Mar 2020	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator 2019/2020	13.64	0.00	W Big Rivers Waste Coordinator	335.10	0.00	
01 Apr 2020	Payable Invoice	March 2020	31.82	0.00	W Big Rivers Waste Coordinator	366.92	0.00	
01 Apr 2020	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator March 2020	13.64	0.00	W Big Rivers Waste Coordinator	380.56	0.00	
21 Apr 2020	Payable Invoice	Telstra Corporation Limited - Waste Coordinator telephone	31.82	0.00	W Big Rivers Waste Coordinator	412.38	0.00	
01 May 2020	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator April 2020	13.64	0.00	W Big Rivers Waste Coordinator	426.02	0.00	
01 Jun 2020	Payable Invoice	Telstra Corporation Limited - Waste Coordinator telephone	31.82	0.00	W Big Rivers Waste Coordinator	457.84	0.00	
03 Jun 2020	Payable Invoice	Private Satellite Pty Ltd - Satellite phone waste management coordinator - May 2020	13.64	0.00	W Big Rivers Waste Coordinator	471.48	0.00	
30 Jun 2020	Manual Journal	May 2020	31.82	0.00	W Big Rivers Waste Coordinator	503.30	0.00	
30 Jun 2020	Manual Journal	Accrued Expense 19.20 - Accrued Expense 19.20	52.67	0.00	W Big Rivers Waste Coordinator	555.97	0.00	
30 Jun 2020	Manual Journal	Accrued Expense 19.20 - Accrued Expense 19.20	352.88	167.02	W Big Rivers Waste Coordinator	908.85	167.02	
<b>Plant Hire - Internal - Owned plant costed as plant</b>								
31 Aug 2019	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	1,340.50	0.00	
30 Sep 2019	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	2,681.00	0.00	
30 Sep 2019	Payable Invoice	Admin Vehicle - Oct-19	1,087.28	0.00	W Big Rivers Waste Coordinator	3,768.28	0.00	
30 Sep 2019	Payable Invoice	Wright Express Australia Pty Ltd - June Motor Cards for Puma	252.69	0.00	W Big Rivers Waste Coordinator	4,020.97	0.00	
30 Sep 2019	Payable Invoice	Wright Express Australia Pty Ltd - June Motor Cards for Puma	84.11	0.00	W Big Rivers Waste Coordinator	4,105.08	0.00	
30 Sep 2019	Payable Invoice	Wright Express Australia Pty Ltd - September Motor Cards for Puma	135.58	0.00	W Big Rivers Waste Coordinator	4,240.66	0.00	
30 Sep 2019	Payable Invoice	Wright Express Australia Pty Ltd - September Motor Cards for Puma	85.17	0.00	W Big Rivers Waste Coordinator	4,325.83	0.00	
04 Dec 2019	Payable Invoice	Wright Express Australia Pty Ltd - October Motor Cards for Puma	194.19	0.00	W Big Rivers Waste Coordinator	4,520.02	0.00	
01 Jan 2020	Payable Invoice	Wright Express Australia Pty Ltd - October Motor Cards for Puma	62	0.00	W Big Rivers Waste Coordinator	4,582.02	0.00	
29 Feb 2020	Payable Invoice	Wright Express Australia Pty Ltd - February 2020 Motor Cards for Puma	2.27	0.00	W Big Rivers Waste Coordinator	4,584.29	0.00	
31 Mar 2020	Payable Invoice	Wright Express Australia Pty Ltd - February 2020 Motor Cards for Puma	81.85	0.00	W Big Rivers Waste Coordinator	4,666.14	0.00	
31 Mar 2020	Payable Invoice	Wright Express Australia Pty Ltd - March 2020 Motor Cards for Puma	1,024.32	0.00	W Big Rivers Waste Coordinator	5,690.46	0.00	
01 Apr 2020	Payable Invoice	Wright Express Australia Pty Ltd - March 2020 Motor Cards for Puma	266.50	0.00	W Big Rivers Waste Coordinator	5,956.96	0.00	
30 Apr 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card APRIL 2020 - Waste Co-Ordinator	2.50	0.00	W Big Rivers Waste Coordinator	5,959.46	0.00	
30 Apr 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card APRIL 2020 - Waste Co-Ordinator	2.50	0.00	W Big Rivers Waste Coordinator	5,961.96	0.00	
30 Jun 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card JUNE 2020 - Waste Co-Ordinator	67	0.00	W Big Rivers Waste Coordinator	6,028.96	0.00	
30 Jun 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card JUNE 2020 - Waste Co-Ordinator	63.25	0.00	W Big Rivers Waste Coordinator	6,092.21	0.00	
30 Jun 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Charges JUNE 2020 - Waste Co-Ordinator	1,742.37	0.00	W Big Rivers Waste Coordinator	7,834.58	0.00	
<b>Plant Hire Overhead - Fuel and Oil</b>								
23 Jun 2019	Payable Invoice	Kalamang Service Station - Fuel for CC28BL	50.18	0.00	W Big Rivers Waste Coordinator	50.18	0.00	
23 Jun 2019	Payable Invoice	Kalamang Service Station - Fuel for CC28BL	1,717.60	0.00	W Big Rivers Waste Coordinator	1,767.78	0.00	
31 Jul 2019	Payable Invoice	Wright Express Australia Pty Ltd - June Motor Cards for Puma	252.69	0.00	W Big Rivers Waste Coordinator	2,020.47	0.00	
01 Aug 2019	Payable Invoice	Wright Express Australia Pty Ltd - June Motor Cards for Puma	84.11	0.00	W Big Rivers Waste Coordinator	2,104.58	0.00	
30 Sep 2019	Payable Invoice	Wright Express Australia Pty Ltd - September Motor Cards for Puma	135.58	0.00	W Big Rivers Waste Coordinator	2,240.16	0.00	
30 Sep 2019	Payable Invoice	Wright Express Australia Pty Ltd - September Motor Cards for Puma	85.17	0.00	W Big Rivers Waste Coordinator	2,325.33	0.00	
04 Dec 2019	Payable Invoice	Wright Express Australia Pty Ltd - October Motor Cards for Puma	194.19	0.00	W Big Rivers Waste Coordinator	2,519.52	0.00	
01 Jan 2020	Payable Invoice	Wright Express Australia Pty Ltd - October Motor Cards for Puma	62	0.00	W Big Rivers Waste Coordinator	2,581.52	0.00	
29 Feb 2020	Payable Invoice	Wright Express Australia Pty Ltd - February 2020 Motor Cards for Puma	2.27	0.00	W Big Rivers Waste Coordinator	2,583.79	0.00	
31 Mar 2020	Payable Invoice	Wright Express Australia Pty Ltd - February 2020 Motor Cards for Puma	81.85	0.00	W Big Rivers Waste Coordinator	2,665.64	0.00	
31 Mar 2020	Payable Invoice	Wright Express Australia Pty Ltd - March 2020 Motor Cards for Puma	1,024.32	0.00	W Big Rivers Waste Coordinator	3,689.96	0.00	
01 Apr 2020	Payable Invoice	Wright Express Australia Pty Ltd - March 2020 Motor Cards for Puma	266.50	0.00	W Big Rivers Waste Coordinator	3,956.46	0.00	
30 Apr 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card APRIL 2020 - Waste Co-Ordinator	2.50	0.00	W Big Rivers Waste Coordinator	3,958.96	0.00	
30 Apr 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card APRIL 2020 - Waste Co-Ordinator	2.50	0.00	W Big Rivers Waste Coordinator	3,961.46	0.00	
30 Jun 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card JUNE 2020 - Waste Co-Ordinator	67	0.00	W Big Rivers Waste Coordinator	4,028.46	0.00	
30 Jun 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Card JUNE 2020 - Waste Co-Ordinator	63.25	0.00	W Big Rivers Waste Coordinator	4,091.71	0.00	
30 Jun 2020	Payable Invoice	Wright Express Australia Pty Ltd - Fuel Charges JUNE 2020 - Waste Co-Ordinator	1,742.37	0.00	W Big Rivers Waste Coordinator	5,834.08	0.00	
<b>Plant Hire Overhead - Internal Plant Recoveries</b>								
31 Aug 2019	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	1,340.50	0.00	
30 Sep 2019	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	2,681.00	0.00	
30 Oct 2019	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	4,021.50	0.00	
30 Nov 2019	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	5,362.00	0.00	
31 Dec 2019	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	6,702.50	0.00	
29 Feb 2020	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	8,043.00	0.00	
31 Mar 2020	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	9,383.50	0.00	
30 Apr 2020	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	10,724.00	0.00	
30 Jun 2020	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	12,064.50	0.00	
30 Jun 2020	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	13,405.00	0.00	
30 Jun 2020	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	14,745.50	0.00	
30 Jun 2020	Payable Invoice	Internal Plant Hire - Mitsubishi Triton - Waste Coordinator	1,340.50	0.00	W Big Rivers Waste Coordinator	16,086.00	0.00	
<b>Plant Hire Overhead - Registration and Insurance</b>								
07 May 2020	Payable Invoice	Motor Vehicle Registry - Rego Number is CC28BL	168.00	0.00	W Big Rivers Waste Coordinator	168.00	0.00	
07 May 2020	Payable Invoice	Motor Vehicle Registry - Insurance Number is CC28BL	910.69	0.00	W Big Rivers Waste Coordinator	1,078.69	0.00	
07 May 2020	Payable Invoice	Motor Vehicle Rego - Rego Admin Number is CC28BL	13.00	0.00	W Big Rivers Waste Coordinator	1,091.69	0.00	
07 May 2020	Payable Invoice	Motor Vehicle Rego - Rego Admin Number is CC28BL	711.09	0.00	W Big Rivers Waste Coordinator	1,802.78	0.00	
<b>Plant Hire Overhead - Repairs and Maintenance</b>								
03 Oct 2019	Payable Invoice	JW Auto Repairs - 30.000km service for Mitsubishi Triton ute	340.37	0.00	W Big Rivers Waste Coordinator	340.37	0.00	
05 Nov 2019	Payable Invoice	Tynowor Katherine - Wheel Alignment	86.30	0.00	W Big Rivers Waste Coordinator	426.67	0.00	
18 Mar 2020	Payable Invoice	RU Rollors - Mitsubishi Triton, 70,000km service	405.33	0.00	W Big Rivers Waste Coordinator	831.97	0.00	
<b>Total</b>								
			271,822.21	127,241.16				144,581.05

Add:

Report pay difference	1,963.43	
Superannuation	9494.63	
Tax paid	26528	37,986.06
		181,884.11
Less:		
Oncost recovered	(10,198.03)	42971.03
Payroll oncost	53,169.06	138,913.08
Less:		
4xCouncil Contributions		40000
Net Expenditures		<u>98,913.06</u>
Revenue		
2018-19		-1,40000
2019-20		-1,00000
		<u>-2,40000</u>
Brought Forwards		<u>(141,086.92)</u>



**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.7

**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ACQUITTALS

**MEETING** : ORDINARY COUNCIL MEETING – 22<sup>nd</sup> SEPTEMBER 2020

**REPORT TITLE** : BINJARI ACQUITTAL 2019/2020

**AUTHOR** : DONNA JONES – FINANCE MANAGER

**ATTACHMENT/S** : 1. FINANCIAL ACQUITTAL STATEMENT  
2. PAYMENT LISTING

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**PURPOSE OF REPORT**

To formally acquit the 2019/2020 Department of Local Government, Housing and Community Development Grant for the provision of services to Binjari Community, for the amount of \$139,100 exclusive of GST.

**BACKGROUND**

Each year the Katherine Town Council is provided with a grant from Department of Local Government, Housing and Community Development to assist with the operational expenses of providing services to the Binjari Community. For the 2019/2020 financial year, this funding totalled \$139,100 exclusive of GST.

**Analysis**

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$17,234.

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

Receive and note the acquittal for the 2019/2020 Department of Local Government, Housing and Community Development grant to the Katherine Town Council and to forward the acquittal to Department of Local Government, Housing and Community Development.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

### Katherine Town Council

#### 2019-2020 ACQUITTAL OF LOCAL GOVERNMENT GRANT

Department of Local Government, Housing and Community Development

File number: RESV2000005

**Purpose of Grant:** To provide local government services to the Binjari community in 2019-2020

#### INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 June 2020

Grant	\$139,100
Other income	<u>                    </u>
Total income	<u>\$139,100</u>
<b>Expenditure</b> (Specify accounts and attach copies of ledger entries)	
<b>An 'administration fee' is not to be apportioned to the grant for acquittal purposes.</b>	
	<u>\$156,334</u>
Total Expenditure	<u>\$156,334</u>
Surplus/(Deficit)	<u>-\$17,234</u>

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Donna Jones 12/09/2020

 Laid before the Council at a meeting held on 22/09/2020 **Copy of minutes attached.**

CEO or CFO ..... 14/09/2020

#### DEPARTMENTAL USE ONLY

Grant amount correct: YES/NO

Expenditure conforms to purpose: YES/NO

Minutes checked: YES/NO

Balance of funds to be acquitted \$ / /

Date next acquittal due / /

ACQUITTAL ACCEPTED YES/NO

Prepared by

Comments

Donna Hadfield – Manager Grants Program

/ / --

**Binjari Community**  
**Statement of Income & Expenditure**  
**July 2019 - May 2020**

	<b>Actual</b>
<b><u>Income</u></b>	
Operating Income - Grants	139,100
Total Income	<u>139,100</u>
<b><u>Expenditure</u></b>	
Contractual Services	97,358
Depreciation - Buildings	
Depreciation Expense - Improvements	
Essential Services - Electricity	1,987
Management Fees	46,496
Plant	1,175
Wages - MWU	9,318.00
	<u>156,334</u>
<b>Surplus/(Deficit)*</b>	<u><u>- 17,234</u></u>

Depreciation Buildings and Improvements not yet completed

**Account Transactions**  
 Katherine Town Council  
 For the period 1 July 2019 to 12 June 2020

Projects is HCA - Binjari Community.

Date	Description	DR	CR	Running total	Total inc GST
18 Jun 2020	Manual Journal	150.80	0.00	150.80	150.80
18 Jun 2020	Binjari Wages for 2019 2020 - Binjari Wages 2019 2020 Depot	113.10	0.00	263.90	113.10
18 Jun 2020	Manual Journal	350.48	0.00	614.38	350.48
18 Jun 2020	Binjari Wages for 2019 2020 - Binjari Wages 2019 2020 Depot	294.06	0.00	908.44	294.06
10 Sep 2019	Manual Journal	38.60	0.00	947.04	38.60
24 Sep 2019	Manual Journal	19.33	0.00	966.43	19.33
08 Oct 2019	Manual Journal	19.33	0.00	985.76	19.33
22 Oct 2019	Manual Journal	127.59	0.00	1,113.35	127.59
03 Dec 2019	Manual Journal	19.33	0.00	1,132.68	19.33
17 Dec 2019	Manual Journal	19.33	0.00	1,152.01	19.33
31 Dec 2019	Manual Journal	19.33	0.00	1,171.34	19.33
14 Jan 2020	Manual Journal	19.33	0.00	1,190.67	19.33
28 Jan 2020	Manual Journal	36.01	0.00	1,226.68	36.01
25 Feb 2020	Manual Journal	36.77	0.00	1,263.45	36.77
07 Apr 2020	Manual Journal	34.87	0.00	1,300.32	34.87
21 Apr 2020	Manual Journal	34.87	0.00	1,335.19	34.87
05 May 2020	Manual Journal	18.68	0.00	1,353.87	18.68
02 Jun 2020	Manual Journal	37.36	0.00	1,391.23	37.36
16 Jun 2020	Manual Journal	36.09	0.00	1,427.32	36.09
30 Jun 2020	Manual Journal	30.93	0.00	1,458.25	30.93
10 Sep 2019	Payroll Expense	77.32	0.00	1,535.57	77.32
10 Sep 2019	Manual Journal	0.00	77.32	1,458.25	(77.32)
10 Sep 2019	Manual Journal	77.32	0.00	1,535.57	77.32
24 Sep 2019	Manual Journal	0.00	38.66	1,496.91	(38.66)
24 Sep 2019	Manual Journal	38.66	0.00	1,535.57	38.66
08 Oct 2019	Manual Journal	38.66	0.00	1,574.23	38.66
08 Oct 2019	Payroll Expense	38.66	0.00	1,612.89	38.66
08 Oct 2019	Manual Journal	0.00	38.66	1,574.23	(38.66)
22 Oct 2019	Manual Journal	255.17	0.00	1,829.40	255.17
22 Oct 2019	Manual Journal	255.17	0.00	2,084.57	255.17
22 Oct 2019	Manual Journal	0.00	255.17	1,829.40	(255.17)
03 Dec 2019	Manual Journal	38.66	0.00	1,868.06	38.66
03 Dec 2019	Payroll Expense	38.66	0.00	1,906.72	38.66
03 Dec 2019	Manual Journal	0.00	38.66	1,868.06	(38.66)
03 Dec 2019	Manual Journal	0.00	38.66	1,906.72	38.66
17 Dec 2019	Manual Journal	38.66	0.00	1,945.38	38.66
17 Dec 2019	Manual Journal	38.66	0.00	1,984.04	38.66
17 Dec 2019	Manual Journal	38.66	0.00	2,022.70	38.66
17 Dec 2019	Manual Journal	38.66	0.00	2,061.36	38.66
17 Dec 2019	Payroll Expense	38.66	0.00	2,100.02	38.66
17 Dec 2019	Manual Journal	0.00	38.66	2,061.36	(38.66)
31 Dec 2019	Manual Journal	38.66	0.00	2,099.70	38.66
31 Dec 2019	Manual Journal	0.00	38.66	2,061.36	(38.66)
31 Dec 2019	Manual Journal	38.66	0.00	2,100.02	38.66
14 Jan 2020	Manual Journal	38.66	0.00	2,138.68	38.66
14 Jan 2020	Manual Journal	0.00	38.66	2,100.02	(38.66)
28 Jan 2020	Manual Journal	76.01	0.00	2,176.03	76.01
28 Jan 2020	Manual Journal	0.00	76.01	2,100.02	(76.01)
28 Jan 2020	Manual Journal	76.01	0.00	2,176.03	76.01
28 Jan 2020	Payroll Expense	76.01	0.00	2,252.04	76.01
28 Jan 2020	Manual Journal	0.00	76.01	2,176.03	(76.01)
25 Feb 2020	Manual Journal	73.53	0.00	2,325.57	73.53
25 Feb 2020	Manual Journal	0.00	73.53	2,252.04	(73.53)
25 Feb 2020	Manual Journal	73.53	0.00	2,325.57	73.53
07 Apr 2020	Manual Journal	69.74	0.00	2,395.31	69.74
07 Apr 2020	Manual Journal	0.00	69.74	2,325.57	(69.74)
07 Apr 2020	Manual Journal	69.74	0.00	2,395.31	69.74
07 Apr 2020	Payroll Expense	69.74	0.00	2,465.05	69.74
07 Apr 2020	Manual Journal	0.00	69.74	2,395.31	(69.74)
21 Apr 2020	Manual Journal	0.00	60.74	2,454.31	(60.74)
21 Apr 2020	Manual Journal	60.74	0.00	2,515.05	60.74



21 Apr 2020	Payroll Expense	Earnings	69.74	0.00	2,203.32	69.74	
21 Apr 2020	Manual Journal	Reverse posting of original payroll journal - Reversal of original payroll journal	69.74	0.00	2,273.06	69.74	
05 May 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	37.35	2,255.71	(37.35)	
05 May 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	37.35	0.00	2,273.06	37.35	
05 May 2020	Payroll Expense	Earnings	37.35	0.00	2,310.41	37.35	
02 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	74.71	0.00	2,385.12	74.71	
02 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	74.71	2,310.41	(74.71)	
02 Jun 2020	Payroll Expense	Earnings	74.71	0.00	2,385.12	74.71	
16 Jun 2020	Payroll Expense	Earnings	72.18	0.00	2,457.30	72.18	
16 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	72.18	2,385.12	(72.18)	
16 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	72.18	0.00	2,457.30	72.18	
16 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	72.18	0.00	2,457.30	72.18	
18 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	3,015.48	0.00	5,472.78	3,015.48	
18 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	3,478.80	0.00	8,951.58	3,478.80	
30 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	81.86	8,869.72	(81.86)	
30 Jun 2020	Payroll Expense	Earnings	0.00	81.86	8,951.58	81.86	
30 Jun 2020	Manual Journal	Accrued Salary and Wages 19-20 - Accrued Salary and Wages	303.80	0.00	9,256.38	303.80	
30 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	61.86	0.00	9,318.24	61.86	
<b>TOTAL WAGES</b>			<b>10,417.81</b>	<b>1,099.57</b>	<b>9,318.24</b>	<b>9,318.24</b>	<b>Operational</b>

15-Jul-2019	Payable Invoice	Brijari Community Aboriginal Corporation - EMV Bob Service July 19 - June 20 August 2019	1,984.07	0.00	1,984.07	2,182.48	Contractual
15-Jul-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Garbage collection July 2019 - June 20 August 2019	2,822.92	0.00	4,807.00	3,105.22	Contractual
15-Jul-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Weed control July 19 - June 20 August 2019	346.93	0.00	5,143.93	370.62	Contractual
15-Jul-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Fire break slashing incl road verge slashing July 19 - June 20 August 2019	346.83	0.00	5,452.76	338.71	Contractual
15-Jul-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Mowing June 19- July 20 August 2019	1,899.83	0.00	7,352.59	2,089.81	Contractual
08-Aug-2019	Payable Invoice	Transpacific Cleanaway Pty Ltd - July 2019 Garbage Collection	2,822.91	0.00	10,275.50	3,215.20	Contractual
14-Aug-2019	Payable Invoice	Brijari Community Aboriginal Corporation - EMV Bob Service July 19 - June 20	1,984.07	0.00	12,259.57	2,182.48	Contractual
14-Aug-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Garbage collection July 2019 - June 20	2,822.93	0.00	15,082.50	3,105.22	Contractual
14-Aug-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Mowing June 19- July 20	1,899.83	0.00	16,982.33	2,089.81	Contractual
14-Aug-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Weed control July 19 - June 20	346.93	0.00	17,319.26	370.62	Contractual
14-Aug-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Fire break slashing incl road verge slashing July 19- June 20	346.83	0.00	17,666.08	338.71	Contractual
01-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Mowing July 19- June 20 (July 2019)	1,899.81	0.00	19,527.90	2,089.79	Contractual
01-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - EMV Bob Service July 19 - June 20 (July 2019)	1,984.12	0.00	21,512.02	2,182.53	Contractual
01-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Garbage collection July 2019 - June 20 (July 2019)	2,822.92	0.00	24,334.94	3,105.21	Contractual
01-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Fire break slashing incl road verge slashing July 19 - June 20 (July 2019)	346.82	0.00	24,643.76	339.70	Contractual
01-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Weed control July 19 - June 20 (July 2019)	346.92	0.00	24,980.68	370.61	Contractual
16-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Garbage collection July 2019 - June 20 (October 2019)	2,822.92	0.00	27,803.60	3,105.21	Contractual
16-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Fire break slashing incl road verge slashing July 19 - June 20 (October 2019)	346.83	0.00	28,112.43	339.71	Contractual
16-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Weed control July 19 - June 20 (October 2019)	346.92	0.00	28,449.35	370.61	Contractual
16-Sep-2019	Payable Invoice	Brijari Community Aboriginal Corporation - Mowing June 19- July 20 (October 2019)	1,899.83	0.00	30,346.18	2,089.81	Contractual

16 Sep 2019	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service July 19 - June 20 (October 2019)	1,984.08	0.00	32,335.27	2,182.50	Contractual
18 Oct 2019	Payable Invoice	Katherine Vet Care - Vet Services	1,890.00	0.00	34,103.27	2,048.00	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing June 19 - July 20	1,869.80	0.00	36,003.07	2,089.78	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection July 2019 - June 20	2,822.90	0.00	38,815.97	3,105.19	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Fire break slashing incl road verge slashing July	308.80	0.00	39,224.77	339.68	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control July 19 - June 20	338.80	0.00	39,563.57	370.59	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service July 19 - June 20	1,984.18	0.00	41,547.65	2,182.60	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Fire break slashing incl road verge slashing July	308.80	0.00	41,856.45	339.68	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control July 19 - June 20	338.80	0.00	42,195.25	370.59	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing June 19 - July 20	1,869.80	0.00	44,065.05	2,089.78	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service July 19 - June 20	1,984.18	0.00	46,075.53	2,182.60	Contractual
18 Dec 2019	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection July 2019 - June 20	2,822.90	0.00	48,898.43	3,105.19	Contractual
01 Jan 2020	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service July 19 - June 20 (January)	1,984.10	0.00	50,882.53	2,182.51	Contractual
01 Jan 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing June 19 - July 20 (January)	1,869.80	0.00	52,752.33	2,089.78	Contractual
01 Jan 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Fire break slashing incl road verge slashing July	308.80	0.00	53,061.13	339.68	Contractual
01 Jan 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control July 19 - June 20 (January)	338.80	0.00	53,428.03	370.59	Contractual
01 Jan 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection July 2019 - June 20 (January)	2,822.98	0.00	56,251.01	3,105.28	Contractual
01 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection July 2019 - June 20	2,822.90	0.00	59,073.91	3,105.19	Contractual
01 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing June 19 - July 20	1,869.80	0.00	60,873.71	2,089.78	Contractual
01 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Fire break slashing incl road verge slashing July 19 - June 20 February 2020	308.80	0.00	61,282.51	339.48	Contractual
01 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service July 19 - June 20	1,984.40	0.00	63,266.71	2,182.84	Contractual
01 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control July 19 - June 20	338.88	0.00	63,605.59	370.57	Contractual
14 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service March 2020	1,984.10	0.00	65,587.69	2,182.51	Contractual
14 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing March 2020	1,869.80	0.00	67,487.49	2,089.78	Contractual
14 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Fire break slashing incl road verge slashing March	308.80	0.00	67,796.29	339.68	Contractual
14 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control March 2020	338.80	0.00	68,135.19	370.59	Contractual
14 Feb 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection March 2020	2,822.90	0.00	70,958.09	3,105.19	Contractual
18 Mar 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing June 19 - July 20 April 2020	1,869.84	0.00	72,827.93	2,089.82	Contractual
18 Mar 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection July 2019 - June 20 April 2020	2,822.92	0.00	75,678.85	3,105.21	Contractual
18 Mar 2020	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service July 19 - June 20 April 2020	1,984.08	0.00	77,662.93	2,182.49	Contractual
18 Mar 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Fire break slashing incl road verge slashing July 19 - June 20 April 2020	308.83	0.00	77,971.76	339.71	Contractual
18 Mar 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control July 19 - June 20 April 2020	338.82	0.00	78,308.68	370.81	Contractual
01 May 2020	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service May 2020	1,984.10	0.00	80,292.78	2,182.51	Contractual
01 May 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Fire break slashing incl road verge slashing May	308.80	0.00	80,601.58	339.68	Contractual
01 May 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing May 2020	1,869.80	0.00	82,501.38	2,089.79	Contractual
01 May 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control May 2020	338.88	0.00	82,838.36	370.88	Contractual
01 May 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection May 2020	2,822.90	0.00	85,661.26	3,105.19	Contractual
14 Jun 2020	Payable Invoice	Brijani Community Aboriginal Corporation - EMW Bob Service - June 20	1,984.07	0.00	87,645.33	2,182.48	Contractual
14 Jun 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Mowing - June 20	1,869.89	0.00	89,545.22	2,089.88	Contractual
14 Jun 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Weed control - June 20	338.81	0.00	89,882.13	370.80	Contractual
14 Jun 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Garbage collection - June 2020	2,822.91	0.00	92,705.04	3,105.20	Contractual
14 Jun 2020	Payable Invoice	Brijani Community Aboriginal Corporation - Fire Break Slashing incl Road Verge Slashing -	308.80	0.00	93,013.84	339.69	Contractual
28 Jun 2020	Payable Invoice	Katherine Vet Care - Brijani Doggy Day June 2020	1,869.00	0.00	94,873.84	2,048.00	Contractual
28 Aug 2019	Payable Invoice	Power Water - Electricity account 15/05/2019 - 30/06/2019	342.75	0.00	95,216.59	377.02	Contractual
18 Jun 2020	Manual Journal	Brijani Costs 2019 2020 - Anefura Street sweeping 2019 2020	2,142.20	0.00	97,358.79	2,142.20	Contractual
		<b>TOTAL CONTRACTUAL</b>	<b>97,358.78</b>	<b>0.00</b>	<b>97,358.79</b>	<b>108,880.41</b>	
14 Feb 2020	Payable Invoice	Power Water - Victoria Highway Electricity 13/11/2018-12/02/2020	622.75	0.00	622.75	685.03	Essential
01 Mar 2020	Payable Invoice	Power Water - Victoria Highway Electricity 18/09/2019 - 12/11/2019	326.74	0.00	949.49	389.41	Essential



15 May 2020	Payable Invoice	Power Water - Binjai Bore - Electricity - 13/02/2020 - 12/05/2020	355.04	0.00	1,304.53	360.54	Essential
01 Jul 2019	Payable Invoice	All Regions Electrical - Binjai Community Street Lights	682.50	0.00	1,987.03	750.75	Essential
<b>TOTAL ESSENTIAL</b>			<b>1,037.54</b>	<b>0.00</b>	<b>1,087.03</b>	<b>2,115.73</b>	
18 Jun 2020	Manual Journal	Management Fees for Binjai 2019 2020 - Management Fees for Binjai 2019 2020	40,495.99	0.00	40,495.89	40,495.89	Management
			<b>40,495.99</b>	<b>0.00</b>	<b>40,495.89</b>	<b>40,495.89</b>	
31 Oct 2019	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2 SICAB Manual	43.62	0.00	43.62	43.62	Operational Plant
31 Dec 2019	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2 SICAB Manual	43.62	0.00	87.24	43.62	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2 SICAB Manual	43.62	0.00	130.86	43.62	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility April	110.18	0.00	241.04	110.18	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility May	110.18	0.00	351.22	110.18	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility Feb Hire	110.18	0.00	461.40	110.18	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility June Hire	110.21	0.00	571.61	110.21	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility March Hire	110.18	0.00	681.78	110.18	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility July Hire	110.18	0.00	791.97	110.18	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility August Hire	110.18	0.00	902.15	110.18	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility November Hire	110.18	0.00	1,012.33	110.18	Operational Plant
18 Jun 2020	Payable Invoice	Internal Plant Hire - Hook Truck Waste Facility Sept Hire	110.18	0.00	1,122.51	110.18	Operational Plant
30 Jun 2020	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2 SICAB Manual	52.81	0.00	1,175.32	52.81	Operational Plant
<b>TOTAL OPERATIONAL</b>			<b>1,175.32</b>	<b>0.00</b>	<b>1,175.32</b>	<b>1,175.32</b>	

**2018/2019 year expenses**

Transpac Clearaway Pty Ltd - Rebut of attached invoices numbers from 01/07/2018 to 01/07/2019 (13 months) for rubbish collection that was no longer services. As per discussions with Joel at Clearaway Katherine the service was cancelled as of 1st July 2018 but we continued to receive invoices.

07 Nov 2019	Receivable Invoice		0.00	33,321.18	(33,321.18)	(36,653.28)	
01 Jul 2019	Manual Journal	Reversal of Accrued Expense - Binjai Community - Contractual Services	0.00	4,795.83	(2,593.93)	(4,795.83)	
11 Jul 2019	Payable Invoice	Top End Rural - Fittings and Pipes	428.64	0.00	428.60	466.50	
01 Jul 2019	Payable Invoice	Katherine Vet Care - Binjai Camp Dog day - vet care	1,175.00	0.00	2,201.60	1,952.50	
01 Jul 2019	Payable Invoice	Transpac Clearaway Pty Ltd - June 2019 Garbage Collection	2,338.33	0.00	4,540.23	2,572.16	

# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.8
FOLDER	:	LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – 22/09/2020
REPORT TITLE	:	MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT AUGUST - 2020
AUTHOR	:	ROSEMARY JENNINGS, EXECUTIVE MANAGER COMMUNITY SERVICES
ATTACHMENT/S	:	NIL

### **PURPOSE OF REPORT**

To present the Report for the Community Services department for the month of August 2020.

### **COMMUNITY SERVICES**

#### ***School Holiday Program***

The Katherine Town Council Community Services team once again provided design and marketing support to the upcoming September/October 2020 Katherine School Holiday Program. Katherine Town Council Community Services staff have worked closely with the School Holiday Committee to develop and print the event calendar and associated digital marketing for the event through the month of August in preparation. This successful program is made possible through funding from the Northern Territory Government's Department of the Chief Minister.

### **KATHERINE PUBLIC LIBRARY**

#### ***Overview***

The month of August has seen all aspects of the library continue as normal with a steady stream of patrons utilizing our services.

Border passes continue to be an area that staff are assisting patrons with including the navigation of websites for those that have limited literacy and computer skills.

I have been working to clear the library of years of old clutter with a look towards developing the it into a modern user-friendly space. Staff and I have begun looking closely at our collection and have found that Katherine Public Library is not meeting the standards that meet ALIA guidelines.

Looking forward staff will be removing dated, worn and damaged items and making way for a diverse collection that represents modern society.

#### ***Programs***

Seniors Digital Literacy has covered the following lessons:

- \* All about data
- \* Using the internet
- \* Managing storage
- \* General questions and queries – phones, iPads and laptops



Our weekly children's programs continue to run and are enthusiastically received by both the children and parents. When developing these educational programs, we look at incorporating the values of the EYLF – Early Years Learning Framework.

### Learning Outcomes For Children Birth To 5 Years

Outcome 1: Children have a strong sense of identity

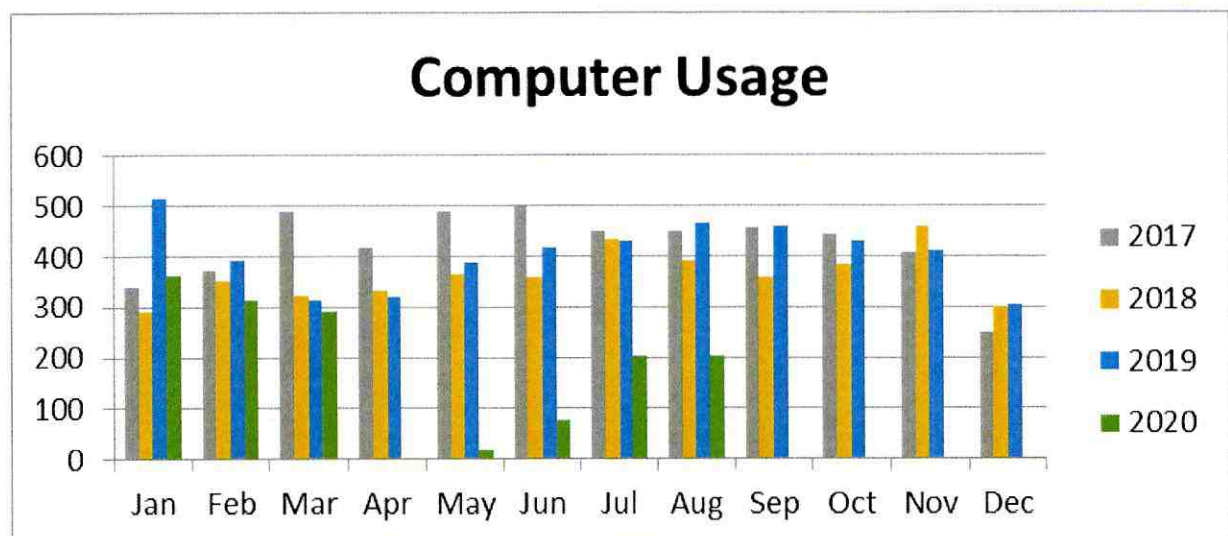
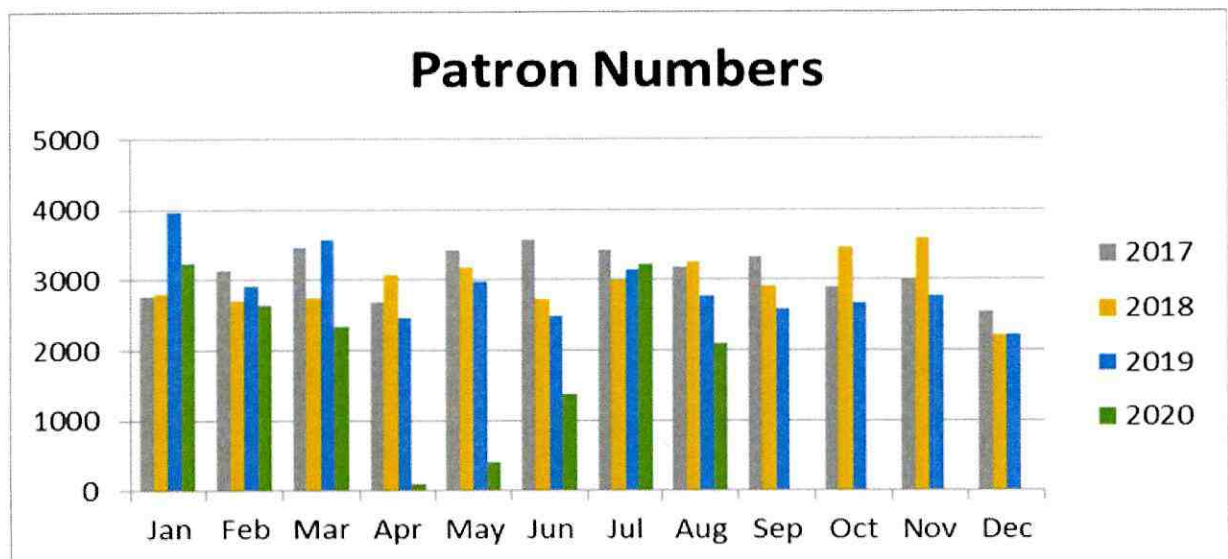
Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicator

Story Time has been all about Dinosaurs for the month of August



## **KATHERINE VISITOR INFORMATION CENTRE**

The Territory Tourism Voucher scheme, to encourage Territorians to explore the NT, continued in August 2020. Tourism NT has released more voucher for those who were on waitlists on day-to-day basis.

Next to locals who are redeeming vouchers the Centre has noticed an increase in interstate traveller. Particularly South Australians and Queenslanders travelling to the NT after opening the borders mid-July.

With increasing visitors, the Centre continues to carefully watch our commitment to the COVID-19 safety plan. In August, acrylic protection screens were installed around the front desk for a COVID-secure workplace.

To strengthen relationships with local tourism operators and familiarise with their products, our newly started team at the Katherine Visitor Information Centre has participated in 15 famils since July.

We have continued to run our marketing campaign on social media and google to "Redeem your Northern Territory tourism voucher and book your Top End Adventure today. Explore. Connect. Experience. your backyard."

Our TV advertising is placed with Channel 9 to target Darwin and Imparja to target rural areas. Due to our rising presence on social media with its building relationship, Influencer Abbey Holmes visited Katherine again with Henry Kidman. For a free of charge experience, they promoted the visit on various social media channels and KVIC receives photo and video material to use for marketing purposes.

A reminder that everyone can support our channels if they use our official tourism hashtag #visitkatherine

### **Analysis/Comment**

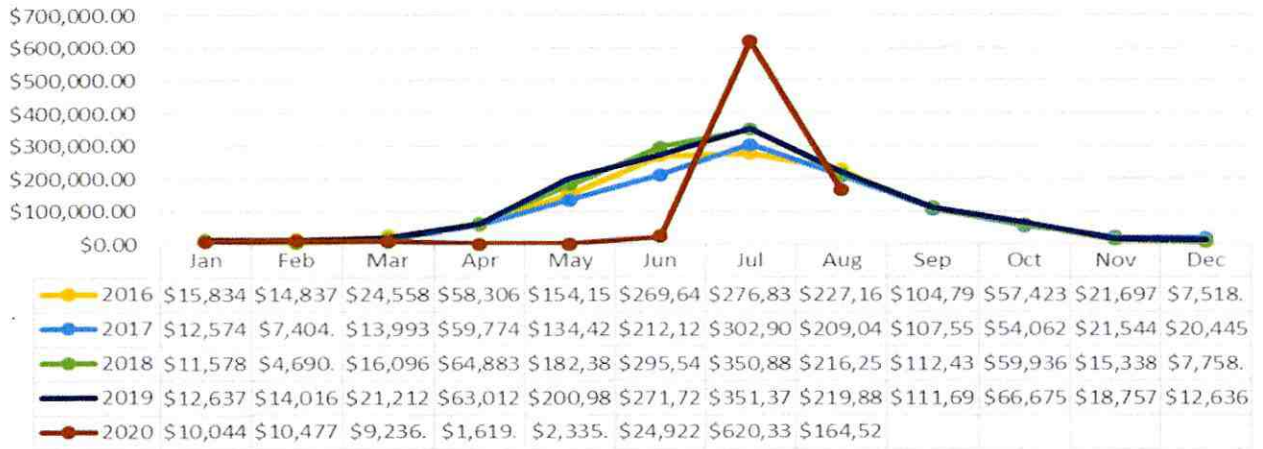
Total sales for August 2020 were **\$164,529.00**, a decrease of 25.2% on August 2019. Online bookings were \$26,371.90, a \$119,301.45 total was recorded at the VIC front counter and additional \$18,855.65 were spent on Tourism Voucher.

The visitor number total for August 2020, recorded on both door counters and online, was 7335, a decrease of 57.6% on August 2019. 131 of the 7335 visitors booked online and 7204 visitors walked in the VIC.

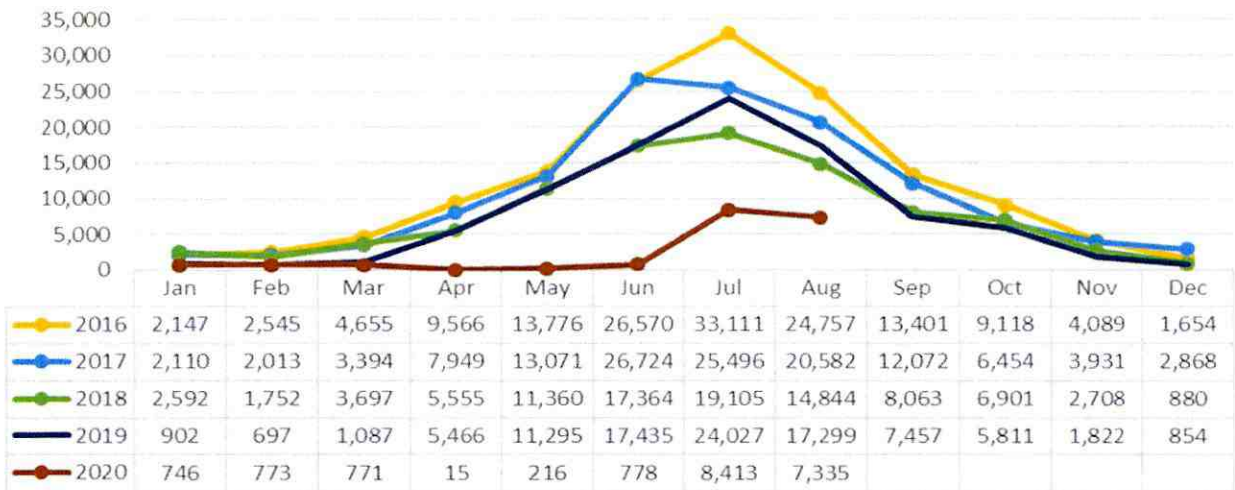
An average sale per visitor for August 2020 was \$22.43, compared to last year's average of \$12.71 per visitor. An 76.48% increase per visitor.

Due to the support of the tourism voucher scheme, currently the KVIC sales for Q1 in financial year 2020-2021 increased by 14.9%, from \$682,953.28 to \$784,861.39. This is an in-progress total with the month of September still to be included in the Q1 Report.

### Value of Sales - Calendar Year



### Number of Visitors - Calendar Year



### Average Sales Per Visitor






**OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Receive and note the Community Services report for the month of August 2020.

A handwritten signature in black ink, appearing to be 'Ian Bodill', written in a cursive style.

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.9

**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/COMMUNITY SERVICES

**MEETING** : ORDINARY COUNCIL MEETING – (22/09/2020)

**REPORT TITLE** : KATHERINE TOWN COUNCIL LEASING POLICY

**AUTHOR** : ROSEMARY JENNINGS, EXECUTIVE MANAGER – COMMUNITY SERVICES

**ATTACHMENT/S** : 1. KATHERINE TOWN COUNCIL LEASING POLICY

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**PURPOSE OF REPORT**

To provide a copy of the Katherine Town Council's Leasing Policy to Elected Members for their information and adoption.

**BACKGROUND**

Previously, Katherine Town Council has had limited/no direction in regard to the function of Leasing Council property and no previous policy exists.

In order to appropriately facilitate this activity, Council Officers have developed the Council Leasing Policy.

The Policy provides clarity on Council's approach to the allocation of land for use by third parties and provides for a fair and transparent process. The policy also outlines Council's approach to apply rental subsidies for organisations who meet the criteria for Not-For-Profit.

**OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Receive, note and adopt attached Leasing Policy.

A handwritten signature in black ink, appearing to be 'Ian Bodill', written over a large, faint, circular watermark or stamp.

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



# LEASING POLICY

DRAFT – 14 SEPTEMBER 2020



**TITLE:** LEASING POLICY

**ADOPTED BY:** DRAFT

**RESPONSIBILITY:** CHIEF EXECUTIVE OFFICER

**NEXT REVIEW DATE:** 22/09/2021

<b>Version</b>	<b>Reviewed By</b>	<b>Adoption Date</b>	<b>History</b>
1	R Jennings	NIL	DRAFT



## Title

### 1. INTRODUCTION

- 1.1 Katherine Town Council owns a large portfolio of land and building some of which have been identified for use by external parties for the purpose of leasing by both community groups and business. Council requires a consistent approach to how this is undertaken and to what end special arrangements are entered into with regard to setting of rents and charges.

### 2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 23/09/2020. It replaces all other policies, if any, relating to the Leasing of Council land (whether written or not).

### 3. PURPOSE

- 3.1 This policy outlines the key elements of Council's management of leases and provides Council with a framework to support the equitable, efficient and effective management of Council owned and managed land and buildings

### 4. SCOPE

- 4.1 This policy applies to Council land and deals with the Leasing of Land. This policy does not cover Licences of occasional or short-term use or non-exclusive use that have separate charges as set out in Fees & Charges.

### 4. DEFINITIONS

(more definitions should be added as the Policy required. The definitions should be in alphabetical order).

Term	Definition
Act	<i>Local Government Act 2008</i>
Public Land	Any land (including a public reserve) vested in or under the control of the Council. However, public land does not include: <ul style="list-style-type: none"> <li>a. A road; or</li> <li>b. Land to which the Crown Lands Act applies</li> </ul>



	(includes land that Council controls but which is owned by the Government)
Crown Land	All lands of the Territory including a estate in fee simple that is registered in the name of the Territory, but does not include reserved or dedicated lands
Commercial	An individual or group undertaking business operations with the specific aim of making a profit
Not-For-Profit	Incorporate groups operating exclusively for charitable, civil or social purposes and does not share or allocate it funds or profits to owners, shareholders or executives.

## 5. TERMS OF POLICY

### 5.2 Leases

The Katherine Town Council Leasing Policy enables Council to

- Encourage optimal use of public land and buildings to cater for a range of user groups
- Obtain a contribution from users for the costs of providing the facilities
- Recognises the social, cultural and recreational benefits of services and activities organised and provided by groups and to subsidise these groups where Council agrees it is appropriate.
- Facilitate the economic development and encourage and support investment and employment opportunities where Council agrees it is appropriate.
- Determine the most appropriate occupancy arrangements.
- Fulfil the requirements of Territory government and Council policies in relation to activities on publicly owned land.
- Ensure all user groups support Council's non-discriminatory practices and policies.
- Clearly communicate Council's intentions in relation to management of Council's land and buildings.

### 5.3 Land Use

Leases must be consistent with the core objectives of the category of land, for a use prescribed by the Planning Act 1999 Act, Regulations or Planning Scheme.

Leases and licences for more than 5 years (or for a first term and option period/s which total more than 5 years) must be determined by tender, except if the lessee is a non-profit organisation.

Leases of community land cannot be longer than 12 years (including the period of any options to renew) as per Part 1 S5(3)(a) of the Planning Act 1999 excluding the lease of part of a building.

#### 5.4 Public Exhibition

If a Council proposes to grant a lease on community land, the proposal must be notified and exhibited in the manner prescribed by Council's Community Consultation Policy. This includes:

- a. give public notice of the proposal, and
- b. exhibit notice of the proposal on the land to which the proposal relates, and
- c. give notice of the proposal to such persons as appear to it to own or occupy the land adjoining the community land, and
- d. give notice of the proposal to any other person, appearing to the Council to be the owner or occupier of land in the vicinity of the community land, if in the opinion of the Council the land the subject of the proposal is likely to form the primary focus of the person's enjoyment of community land.

A notice of the proposal must include:

- information sufficient to identify the community land concerned
- the purpose for which the land will be used under the proposed lease
- the term of the proposed lease (including particulars of any options for renewal)
- the name of the person to whom it is proposed to grant the lease (if known)
- a statement that submissions in writing may be made to the Council concerning the proposal within a period, not less than 28 days, specified in the notice.

##### 5.4.1 Submissions/Objections

For a term of 5 years or less, details of all submissions must be included in a report to the Council to enable the proposal to be reconsidered, having regard to the content of each submission.

For a term great than 5 years, if a person makes a submission by way of objection to the proposal, details of all submissions must be included in a report to the Council to enable the proposal to be reconsidered.

#### 5.5 Types of Agreements

##### 5.5.1 Agreement to Lease

An Agreement to Lease is a legally binding contract used to commit to the terms of a lease to be granted at some future time, subject to certain conditions occurring.

##### 5.5.2 Lease

A lease enables exclusive use over a particular piece of land or building for a specified term, use and controls the rights and obligations of both parties to the occupancy.

A lease is considered the best form of agreement if longer-term security of tenure is an important factor to the user of the land – such as where commercial arrangements are proposed and major financial outlay is required.

### 5.6 Leasing

Leasing of land and buildings in control and management of Council will be undertaken in full consultation with major stakeholders including community representatives and in accordance with the relevant legislation and policy.

The purpose of the lease must be compatible with the permitted use noted within the zoning under the NT Planning Scheme.

Council may enter into leases which provide for the exclusive access to a facility by a private individual or group on its merits. Council officers will encourage users of the facility to provide access to other community user groups and the general public.

Leases will only be considered in exceptional circumstances that could include the following situations:

- The proposed use of the facility has the potential to provide the best value to the community.
- The lease will return a market rental to Council.
- The lessee will significantly upgrade the facility at their expense where it would otherwise have remained in the same condition, and
- Community consultation has been undertaken, and
- The lease is awarded through a contestable process.

### 5.7 Rental Value

For a leased property, Council seeks to recover rent at market value although in some cases a rental subsidy may be applied.

Market rental assessments will be obtained for all Council's Public land and buildings, by suitably qualified real estate agent and will be updated on an annual basis. In certain circumstances a rental assessment may be required from an independent suitably qualified valuer. The market rental value is the amount of annual rent achieved if the accommodation had been let in a competitive market.

If the assessed market value is not agreed upon, the applicant is entitled to obtain their own independent valuation by a suitably qualified valuer. If a significant difference in value applies, the valuer will be required to meet with Council staff to determine a resolution on the market value.

Where it is clear a proposed lessee has an ability to pay a market rental or fee, the rental/fee payable shall be the market rate as determined by the assessment.

#### 5.7.1 Provision of Rental Subsidies – Community Group Not-For-Profit

Council recognises that some Community Groups Not-For-Profit do not have the ability to pay market-level fees for occupation of premises and in such circumstances, that an application for subsidy of the rental is to be applied for. Evidence of registration as Not-funded, not -for Profit and annual financial statements are to be submitted to Council.

The extent of the rental subsidy will be determined according to Council's objectives and



using the established criteria which forms part of this policy and is shown in Attachment 1. The level of subsidisation will vary.

Subsidised rentals will be subject to a review in the event that applicable criteria elements (as per Attachment 1) have changed or is no longer defined as Not for Profit. Accordingly, the recipient will be required to annually submit copies of audited financial statements.

In extraordinary circumstances if the Community groups have provided evidence of financial or special hardship, a minimum fee may be recommended by Council Officers on a case by case basis.

Council seeks to ensure that the cost to Council for the provision of rental subsidies is transparent. As Council is offering an annual subsidy this should be noted as an "in-kind donation" in Council's aggregate record of donations to the community. All subsidies made under the policy, are made as "in-kind donations" in the form of the use of the facility for a lesser amount in return for the services that they offer to the community as well as the maintenance responsibilities that they may undertake on the property.

In the event that the proposed lessee is not satisfied with the level of rental subsidy determined, the process will be reviewed by a panel which will consist of Executive Manager Community Services, Administration Manager and Chief Operating Officer. If considered appropriate, an independent member, internal or external to Council will be invited to participate in the review process.

Council Staff will outline how the process was applied and the Community lessee will have the opportunity to state their situation. The basic purpose of the Review Panel is to ensure that the procedure is applied fairly and accurately. It is important that the integrity of the system be maintained.

Such matters relating to application of subsidy will be subject to a report to the Council giving all relevant facts and information provided by the applicant and a recommendation for resolution.

#### 5.7.2 Provision of Rental Subsidies – Commercial

From time to time, Council may wish to negotiate reduced rentals for Commercial leases in situations whereby:

- Significant capital contribution is made by the lessee to upgrade the building
- The lessee is providing a service which in the opinion of Council is of benefit to the community
- The building is in a prominent position and leaving it empty would undermine the economic vibrancy of an area
- To leave the building empty would invite anti-social behaviour and may result in the building being vandalised

In these cases, the arrangement will be reported to Council in a manner which preserves the



commercial interests of both parties.

### 5.7.3 Rental Review

Annual lease fees will be subject to an annual review in all cases, either by the Consumer Price Index rate at the time of the review or a fixed percentage, or as specified in the individual agreement

Leases extending beyond a five-year term will have a market rental assessment review applied 6 months prior to the anniversary of the commencement date of the fifth year. The new rental will be negotiated in accordance with the terms of the agreement and this policy.

### 5.7.4 GST

All lessees must pay GST at a level determined by the Federal Government on rent. GST is payable in addition to the rent calculated, unless otherwise stated.

## 5.8 Maintenance, Improvements and Presentation

Responsibilities in relation to maintenance, improvements and facility presentation will be fully detailed in formal agreements. The following general rules will apply:

- Unless otherwise determined, Council is responsible for the external structural integrity of Council buildings. A lessee, however, is responsible for maintaining the external building in its existing condition and this may include painting, graffiti removal, etc. The responsibilities will be detailed in the agreement.
- Unless otherwise determined, the lessee of the facility will be responsible for the internal maintenance of the facility.
- Where a lessee voluntarily undertakes extensions or improvements to the exterior of a facility (e.g. pergola, sunshade), they are responsible for the maintenance and presentation of those improvements. No alterations or modifications or beautifications are to be undertaken without Council consent and planning approval, if applicable.

Preparation of the Development Applications is the responsibility of the lessee, but Council will be required to sign the Development Application as the landowner.

Council granting owners consent to the application does not imply or guarantee development consent, as an assessment of the proposal will need to be made under the Planning Act 1999

Facility fit out improvements undertaken by lessee will remain the property of the lessee. Structural modifications, additions and improvements undertaken with the consent of Council will remain the property of Council as owner of the facility.

## 5.9 Outgoings

Responsibilities in relation to outgoings will be fully documented within the lease and in general the following process will apply. The Lessee will be responsible for all outgoings as they apply to the facility.

The outgoings include, but are not limited to the following:

- Telephone and internet
- Commercial waste, sanitary, sewerage and cleaning charges,
- Insurance premiums (not building insurance),
- Fire protection,
- Charges for gas, electricity, oil and water separately metered and consumed in or on the premises, and
- All other charges and impositions by any public utility or authority for the supply of any service separately metered or supplied to the premises.

This is not an exclusive list and there may be other outgoings that relate to specific buildings and/or uses.

The full list of responsibilities will be documented in the agreement.

Council officers acknowledge the need for community groups to raise funds for the ongoing costs of running the organisation.

#### *5.10 Renewal of Agreements*

Where a current lease or other formal agreement exists, it will be honoured until its expiry. This will apply to cases only where the legislation and conditions within the existing agreement permits.

Council recognises that many user groups and organisations have a strong historical affiliation with the facilities which they use and have contributed in cash and kind to their development. However, past contributions of cash or in kind by user groups and organisations to a facility do not convey permanent or preferential access to that facility.

While Council supports the continued occupation of those facilities and land by those groups and organisations, it will encourage shared multi-use basis where it does not currently occur.

A review of usage and management options for the facility and Council land in control and management will be undertaken within the last 6 months of the agreement period. It will take into account existing usage, the potential for the facility and land to be used on a multi-user basis and any changing community needs.

The level of rent paid will also be reviewed and determined in accordance with the process noted within this policy.

#### *5.11 Expired Agreements*

Within the six months prior to the expiry date of the agreement, the lessee/licensor will be required to provide written notification to Council outlining their position and interest to enter into a new agreement.

If notification is not received within the nominated timeframe, Council will deem that the agreement will be terminated.

Council officers will notify the lessor of the notification requirement, seven (7) months prior to the expiry date.

#### *5.12 Approval and Execution of Leases*

All new leases will require formal Council resolution. Any new lease must be executed by the lessee within 120 days (unless agreed by Council) from the date of the Council resolution approving the lease or licence.

#### *5.13 Provision of Information*

Lessees of Council land and buildings will be required to provide Council with their annual report including financials. Information provision requirements will be detailed in the agreement. Council will provide guidance and advice on the collection of this information.

#### *5.14 Compliance*

Lessees of Council Public land and buildings are expected to comply with the terms of the lease. If a lessee breaches an agreement, Council officers may serve a Notice of Breach of Agreement requiring rectification of the breach or payment of compensation of the breach.

If a lessee does not comply with a Notice to remedy a breach or to pay compensation of if the lessee continues to commit breaches of the agreement, the agreement can be terminated. Council officers are to make a report to the Chief Executive Officer to obtain approval before a lease is terminated due to the lessee's default.

#### *5.15 Costs for preparation of documents*

The cost of complying with statutory requirements for advertising of the lease is to be met by the applicant.

All new agreements and those requiring renewal will attract a document preparation fee on a cost recovery basis including reasonable Council administration costs.

Council has the discretion to engage a legal representative to prepare the required documentation. Accordingly, the lessee shall be responsible for the payment of the 'reasonable' costs of Council or its legal representative in relation to the preparation of the lease. Prior to engaging legal representation, a quote shall be obtained and provided to the proposed lessee/licensee.



## 6 REFERENCES

Related Policies	Katherine Town Council Community Consultation Policy
Related Legislation / Publications	Local Government Act 2008 Crown Lands Act 1992 Planning Act 1999 Planning Regulations 2000 NT Planning Scheme
Relevant Forms	Matrix Criteria for Determining Level of Rental Subsidy for Not-For-Profits

## 7 POLICY VERSION AND REVISION INFORMATION

Policy Authorised by:	Chief Executive Officer
Policy Maintained by:	Executive Manager – Community Services
Review date:	<i>22 September 2021</i>
Original Issue:	
Current Version:	Version 1 - DRAFT



**MATRIX CRITERIA FOR DETERMINING LEVEL OF RENTAL SUBSIDY FOR LEASES FOR NOT FOR PROFIT ORGANISATIONS**

<b>Criteria</b>	<b>Each Answer is worth 4 points</b>	<b>Each Answer is worth 3 points</b>	<b>Each Answer is worth 2 points</b>	<b>Each Answer is worth 1 point</b>
<b>Organisational Status &amp; Structure</b>	The organisation is locally based, stand alone and not-for-profit. It has a voluntary management committee, comprised mainly of local area representatives.	The organisation is a locally based, has a regional focus, is stand alone and not-for-profit. It has a voluntary management committee, comprised partly of local area representatives.	The organisation is locally based service outlet or project that is part of a larger not-for profit organisation, it has a voluntary advisory committee, comprised partly of local area representatives.	The organisation is a locally based service, outlet or project that is part of a larger not-for-profit organisation. There is limited or no local area representation non the advisory committee or similar.
<b>Capacity to undertake range of administrative and management responsibilities</b>	Dependent on assistance from volunteers for all administrative and management functions.	Paid staff undertakes some of the administrative and management functions and volunteers assist with the other tasks.	Staff undertake majority of administrative and management functions with additional assistance provided by umbrella organisations.	Umbrella organisation carries out majority of administrative and management functions.
<b>Extend of Service provided by the organisation</b>	The broader community is a beneficiary of services established by the organisation.	Service is significantly used by number of specific sections of the local community.	While the organisation provides a direct service to only a small number in the local community, it forms a part of a larger service provision.	Service is only used by a small number of the local community.

<b>Extent of Accessibility of facility to Community</b>	Facilities are accessible to many in the local community (manage by Council).	Facilities are generally accessible to the local community (managed by Council).	Facilities have limited accessibility to others in the local community (any fees charged for use come to Council)	Facilities not accessible to others in the local community or limited access with funds (if charged) going to lessee.
<b>Numbers/ type of services providers</b>	A unique service (only one of its kind)	One of a number of providers of a community service.	One of a number of providers meeting a less critical community need ( in terms of Council's identified targets) or meeting an identified recreation need.	Providers meets social or recreational needs only.
<b>Social and Community benefit</b>	Service is unique and specific and meets high level of need, or service meets identified social/community needs, with most -service users form low socio-economic or disadvantaged backgrounds.	Service meets identified social/community needs, with service users from a range of socio-economic backgrounds.	Service meets a broad social / community need.	Service is valued by community but it is not focused on meeting an identified social/community need.
<b>Ability to charge Fees and Raise Income</b>	Limited or no ability to raise revenue/	Some ability to raise revenue and charge fees which may be varied to reflect ability of clients to pay.	Has ability to charge fees and raise revenue.	Operate on a profit basis.

<b>Access to other sources of funding</b>	No access to other sources of funding.	Limited access to other sources of funding (no more than 5% total)	Access to other sources of funding – Federal, Territory and/or Local funding which provides between 5-30% of total funding.	Access to other sources of funding – Federal, Territory and/or Local funding which provides more than 30% funding.
<b>Do they provide direct competition to commercial ventures</b>	No. Main activity is not a commercial activity.	While business is not a commercial activity, some aspects of the business are in direct competition with other organisations or businesses.	While they are in direct competition with commercial providers, they provide added or differentiated service to users.	In direct competition with commercial providers.
<b>Does this service impact on Council's need to provide similar services as per current Operation Plans</b>	Without this service provision Council would be required to provide additional services.	Lack of service would have some impact on Council's provision.		
<b>Reactive and ongoing maintenance</b>	Takes responsibility for internal and external reactive maintenance as detailed in the agreement including full cleaning of the facility.	Take responsibility for almost all the internal and external reactive maintenance as detailed in the agreement including majority of cleaning of the facility.	Take responsibility for some of the internal and external reactive maintenance as detailed in the agreement including minor cleaning of the facility.	Does not take responsibility for the internal and external reactive maintenance including no cleaning of the facility.

#### Calculating the Subsidy

Category	Category A	Category B	Category C	Category D
Points of Range	34-44	23-33	12-22	11
Range of Subsidy	77-100% subsidy	52-76% subsidy	27-51% subsidy	No subsidy

The level of subsidy is based on the number of points. Subsidy will be based on the following equation:

Market Rental = assessed per square metre value x actual value square metres of the building

$\frac{\text{Score}}{44} \times 100\% = \% \text{ Subsidy}$

44

Assessed rental = Market Rental X % Subsidy



# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.10
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/COMMUNITY SERVICES
MEETING	:	ORDINARY MEETING OF COUNCIL – 22 SEPTEMBER 2020
REPORT TITLE	:	NT LIQUOR ACT – PERMIT TO CONSUME ALCOHOL – KATHERINE RUGBY LEAGUE CLUB INC
AUTHOR	:	CASEY ANDERSON – ADMINISTRATION MANAGER
ATTACHMENT/S	:	<ol style="list-style-type: none"> <li>1. APPLICATION RECEIVED – KATHERINE RUGBY LEAGUE CLUB INC – LICENSE TO CONSUME PERMIT</li> <li>2. DRAFT GOVERNMENT GAZETTE – NOTICE OF PERMISSION FOR THE CONSUMPTION OF LIQUOR IN PUBLIC PLACE</li> </ol>

### PURPOSE OF REPORT

To seek Council endorsement to authorise the Chief Executive Officer to publish a notice in the Northern Territory Government Gazette under section 200 of the *Liquor Act 2019* (No. 29 of 2019), to grant permission for members of the Katherine Rugby League Club Inc and their guests and invitees for the consumption of liquor during the hours listed in Table 1 within the Katherine Sportsground (Lot 3217).

### BACKGROUND

On 1 October 2019, changes to the Liquor Act came into place which saw responsibility of permits to consume alcohol transfer from Licencing NT to the landowners as per the Liquor Act 2019, Division 6, Section 200:

- (1) The owner or occupier of a public place listed in section 171(1) may give permission for the consumption of liquor on or in all or a part of that place.
- (2) The permission may be given generally to the public or to specific persons, bodies or groups, with or without conditions.
- (3) The permission of a local council must be given by *Gazette* notice.

As a major landowner, Katherine Town Council would now be responsible for administering this process across all Council owned land including parks, gardens and reserves. A requirement as part of the approval process includes permission by *Gazette* notice.

### KATHERINE RUGBY LEAGUE CLUB INC APPLICATION

On 21 August 2020, Council received an application for consumption of alcohol from the Secretary/Treasurer of the Katherine Rugby League Club Inc, Ms Annette Scheffe, (see attached). The application to consume liquor in a public place, identifies the date and time they wish to exercise their permit (outlined in Table 1 to provide further clarity for the *Gazette* notice). The Katherine Rugby League Club Inc also has a standing user hire agreement in place.

**TABLE 1**

DATE	REASON	LOCATION	TIME
SATURDAY 10/10/2020	U14/U16 PRESENTATIONS	SPORTSGROUND	18.30pm – 22.30pm

**OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Authorise the Chief Executive Officer to publish a notice in the Northern Territory Government Gazette under section 200 of the *Liquor Act 2019* (No. 29 of 2019), to grant permission for members of the Katherine Rugby League Club Inc and their guests and invitees for the consumption of liquor during the dates and times listed in Table 1 within the enclosed area of the Katherine Sportsgrounds (Lot 3217)



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

**Government Gazette**

Northern Territory of Australia

*Liquor Act 2019***Notice of permission for the consumption of liquor in a public place**

Katherine Town Council, under section 200 of the *Liquor Act 2019* (No. 29 of 2019), gives permission for members of the Katherine Rugby League Club Inc and their guests and invitees for the consumption of liquor as detailed in the below dates and times within the enclosed area of Katherine Sportsground at Lot 3217 Katherine 0850 shown on the site map set out in the Schedule.

- Saturday 10 October 2020 between the hours of 6.30pm and 10.30pm.

Dated: 26 August 2020

Ian Bodill  
Chief Executive Officer  
Katherine Town Council

**Schedule**



# APPLICATION TO CONSUME LIQUOR IN A PUBLIC PLACE



KATHERINE TOWN COUNCIL  
24 Stuart Highway, Katherine  
records@kic.nt.gov.au  
Ph: 08 8972 5500  
Fax: 08 8971 0305  
ABN: 4733 6884 865

## PERSONAL DETAILS:

Title(Mr/Miss/Mrs) Ms

Given Name/s: Annette

Surname: Schefe

Residential Address: 57 Callistemon Drive, Katherine NT 0850

Phone:

Mobile: 0447418710

Work Phone: 0889723555

Email: annette.schefe@bigpond.com

Date of Birth: 20/07/1965

## USER GROUP DETAILS:

Given Name/s: Annette

Surname: Schefe

User Group Name: Katherine Rugby League Club Inc.

Address: Stuart Highway, Katherine NT 0850

Phone:

Mobile: 0447418710

Work Phone:

Email:

## EVENT DETAILS:

Event Name: U14s/U16s Presentation

Contact Person: Annette Schefe

Contact Number: 0447418710

Dates: 10/10/2020

Times: 6.30pm-late

Council Facility: Katherine Sports Oval

Facility Address: Stuart Highway, Katherine NT 0850

Do you have a Katherine Town Council Facility Hire Agreement Form?

Yes



No



If you would like to apply for multiple events, please attach a calendar of dates request.

**GLASS CONTAINERS OF ALL DESCRIPTIONS ARE NOT PERMITTED AT ANY OF COUNCIL'S FACILITIES.**

## SIGNATURE OF APPLICANT

Signed:

*A Schefe*

Position: Secretary/Treasurer

Date: 21/8/2020



**OFFICE USE ONLY:**

**APPROVAL OF OWNER OCCUPIER**

Being the Lawful owner/occupier of the above mentioned venue, the Katherine Town Council, pursuant to the NT Liquor Act 2019, Division 5, Section 200; grants express permission to the Applicant and bona fide guests to consume liquor on the basis set out in the application above.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Ordinary Meeting of Council Date: \_\_\_\_\_

Application Approved? \_\_\_\_\_

Yes

No

Application Fee is \$150, have you attached a copy of payment receipt: \_\_\_\_\_

Yes

No

Gazette Notice Document ID: \_\_\_\_\_



# KATHERINE TOWN COUNCIL



## REPORT

<b>NO</b>	:	13.11
<b>FOLDER</b>	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING /REPORTS TO COUNCIL /COMMUNITY SERVICES
<b>MEETING</b>	:	ORDINARY COUNCIL MEETING – (22/09/2020)
<b>REPORT TITLE</b>	:	PUBLIC ORDER AND SAFETY REPORT
<b>AUTHOR</b>	:	ROSEMARY JENNINGS, EXECUTIVE MANAGER – COMMUNITY SERVICES
<b>ATTACHMENT/S</b>	:	NIL

### PURPOSE OF REPORT

To present the Public Order and Safety Report for the month of August 2020.

### BACKGROUND

The 2020/21 municipal plan describes the activities and outcomes for the Council's Public Order and Safety functions. Progress against these outcomes is provided in the table below:

Regulatory Services		
Service Program Description:	Provide effective management of public order and safety within the municipality compatible with a congenial living environment	
Responsibility	Major Activities	Key Performance Indicators Target Completed
Pound management	Ensure health and safety of animals within the pound including cleaning, feeding and vet checks for animals	Seven days per week daily feeding and cleaning duties undertaken
Partnership and Interagency collaboration	Support and partner with other agencies to support public order and safety	Rangers have continued their collaborations with NT Police and Department of Housing.
	Dog Rehoming	Rangers have continued their support and collaboration with external agencies such as Top End Rehoming Group (TERG) and PAWS.
Animal management and control	Dog registration audit	As on 1 July 2020 dog registrations became due. The audit of dog registrations is in progress with Rangers conducting a rolling audit of the township.
	By Law Review	A review of the By-Laws and procedures to manage dangerous dogs is still in progress.
	Respond to dog attacks and enforce By-Laws	There were three (3) known instances of dog attacks during

		August 2020. Council has acted within the By-Laws to address all those dog attacks directly reported to Council.
Traffic control	Controlled parking	<ol style="list-style-type: none"> <li>1. Rangers are in the process of auditing all regulatory signs throughout the Municipality in conjunction with a wider Council Signs Audit.</li> <li>2. Rangers are continuing to monitor compliance with parking restrictions with particularly focus on Disabled carparking throughout the CBD.</li> </ol>
Community Education	Carry out doggy day education activities	<p>Annual Doggy Day conducted on 22 July 2020.</p> <p>Rangers are currently in discussion with relevant community groups/organisation in regard to expanding animal ownership education and health programs.</p>

## Animal Statistic in the month of August 2020

<b>Dogs</b>		<b>Cats</b>	
Return to Owner	2	Re-homed	0
Euthanised	3	Euthanised	3
Re-Homed - private	4		
Rehomed – rehoming group	0		
Still in the Pound	2		
Trial failed and returned	0		
<b>Total</b>	<b>11</b>	<b>Total</b>	<b>3</b>

## Jobs attended in the month of August 2020

<b>Animal</b>		<b>Parking</b>		<b>Inspection</b>	
At large	29	Controlled	38	Bore reading	1
Barking	6	Illegal	8	Camping	0
Attack	5	Abandoned	2	Goods stored	2
Nuisance	0	Timed	2	Illegal dumping - domestic	8
Pound Cleaning	34	Impound / Release	1	Vacant lot / over hanging	6
Impound/Release				Dwellings	0
Rehoming activities	6			Token box	3
Other animals	13				
<b>Total</b>	<b>93</b>	<b>Total</b>	<b>51</b>	<b>Total</b>	<b>20</b>

<b>Mosquito Monitoring</b>			
Service Program Description:	Manage and undertake mosquito monitoring within the Katherine township through trapping and collection of data for the Department of Health's Medical Entomology Unit.		
<b>Responsibility</b>	<b>Major Activities</b>	<b>Key Indicators Completed</b>	<b>Performance Target</b>
Carry out routine mosquito trapping activities in accordance with the Department of Health direction	Supply fortnightly samples	100% completed	
	Data collection and reporting	100% completed*	

\*Finalised report data (as provided by Department of Health) unavailable a time of Agenda compilation.

<b>Airfield Monitoring</b>			
Service Program Description:	Provide effective monitoring of public order and safety of the airfield.		
<b>Responsibility</b>	<b>Major Activities</b>	<b>Key Indicators Completed</b>	<b>Performance Target</b>
Monitor airfield for FOD	Daily airfield reporting and monitoring	100% completed	

### **OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Receive and note the Public Order and Safety Report for the month of August 2020.

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**





# REPORT

<b>NO</b>	<b>:</b>	<b>13.12</b>
<b>FOLDER</b>	<b>:</b>	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING MEETING/REPORTS TO COUNCIL/INFRASTRUCTURE &amp; ENVIRONMENT</b>
<b>MEETING</b>	<b>:</b>	<b>ORDINARY COUNCIL MEETING – 22 SEPTEMBER 2020</b>
<b>REPORT TITLE</b>	<b>:</b>	<b>INFRASTRUCTURE &amp; ENVIRONMENT SERVICES REPORT FOR THE MONTH OF AUGUST 2020</b>
<b>AUTHOR</b>	<b>:</b>	<b>BRENDAN PEARCE – EXECUTIVE MANAGER INFRASTRUCTURE AND ENVIRONMENT</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>NIL</b>

## PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Services, during the month of August 2020.

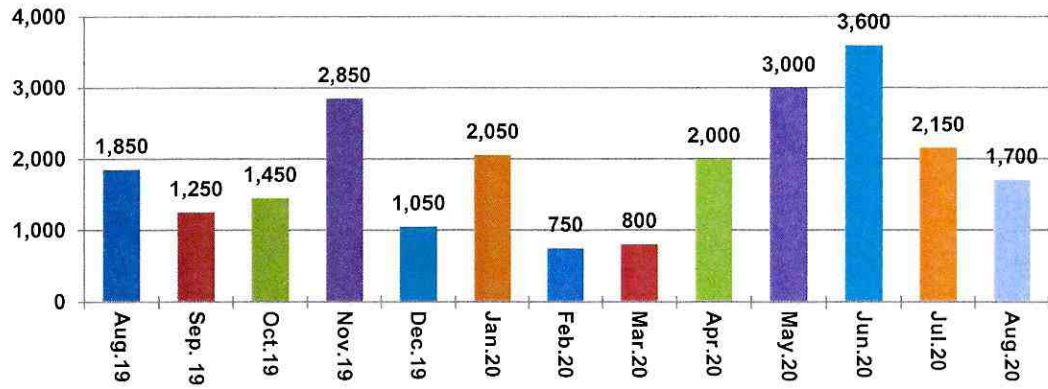
## BACKGROUND

### Facilities

#### **Parks & Open Areas**

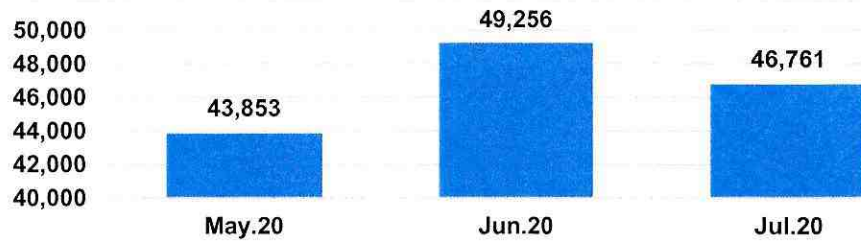
- Council staff continued with irrigation and landscaping upgrades to the Hot Springs which includes daily maintenance and repairs due to vandalism including the Turtle.
- Mowing, whipper snipping of all parks and surrounds in the CBD.
- Clean up of illegal dumping on Novis Quarry Road, Bicentennial Road and Riverbank Drive.
- Council staff picked up broken glass on O'Shea Terrace.
- Council staff pruned several trees on Cassia Court.
- Removal several deceased wallabies within the Municipality.
- Council staff prepared the Cenotaph area for events.
- Council staff removed dumped furniture and fridges from the Southside.
- Council staff fixed irrigation at Binjari football oval and surrounds.
- Council staff completed installing the fence at Knotts Crossing Cemetery.
- Council staff removed two dangerous trees on Martin Terrace .
- Council staff repaired the cluster sign on Victoria Highway which was damaged by the wind.
- Council staff fitted a new Black Spot signage in accordance with funding requirements for the First Street pedestrian crossing.
- Council staff assisted with the trenching for the electrical at the Sabu Sing - Stockmen's Pioneer Memorial.
- Contractor installed the rope climb at Myrtle the Turtle.
- Council staff carried out minor irrigation repairs at various parks throughout the township including the Giles Street open areas, Lindsay St Complex, Ryan Park, Maluka Park, O'Shea Memorial Park and Casuarina Park.
- Council staff replaced 34 broken, damaged and vandalised sprinkler components throughout the larger urban area. The total cost of these repairs and installations to date (2020/21 financial year) is \$3850.00

### Monthly Sprinkler Replacement (\$)



### Monthly Water Usage (Kilolitres)

*No data collected for August*



KTC staff installing irrigation at the Hot Springs



Mayor Fay Miller inspecting the new fence at Knotts Crossing Cemetery



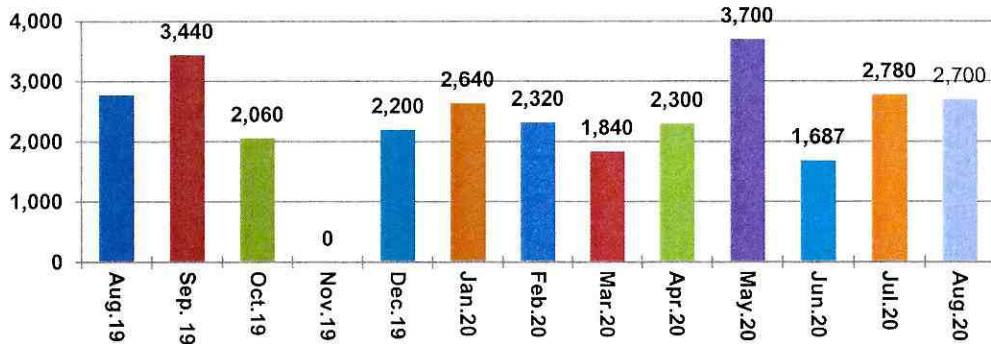
Knotts Crossing Cemetery Fence



**Urban Litter**

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.

**Monthly Urban Litter Collection (kg)**

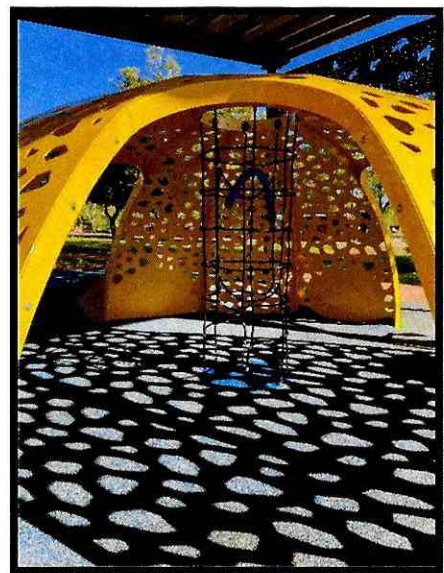


**Katherine Sportsgrounds**

- Council staff carried out repairs to lines and irrigation feeding to the new bore.
- Fertilizing of ovals to nourish them after water being switched off for scheduled works.
- Improvements to ablution blocks be compliant with Covid-19 requirements.
- Mowing and whipper snipping of all ovals and surrounds.
- Contractor installed additional irrigation to the BMX grounds and also placed cracker dust for dust suppression between the tracks.
- Repairs to Bore 2.
- Council staff did an extra clean at the tennis courts as it was stained again from vandals at night.
- Fix vandalism in men’s side of Netball toilets, 4 toilet systems smashed.
- Council staff fixed vandalism to Sportsground grandstand seats.
- Council staff carried out repairs after break-in at Softball canteen (offenders caught by council staff and police).
- Investigated reports of a large leak at Turf Club. Found that the sprinklers had been left running for extended periods.
- Remove Bore 2 at Sportsgrounds. Contractor repaired wiring and replaced the bore and carried out testing.
- Fertilize all ovals.



KTC staff digging a trench at the Sabu Sing – Stockmen’s Pioneer Memorial



The rope climb installed at Myrtle



### Katherine Showgrounds

- Council staff investigated and isolated a water leak.
- Pruning of several trees that were considered potentially hazardous.
- Prepared the grounds for an upcoming hire.
- Council staff filled in sunken holes at the Showgrounds and some animal diggings in lawned areas.
- Manual watering of polo ground for upcoming hire.
- Improvements to ablution blocks to be compliant with Covid-19 requirements.
- Repairs and carried out on Buntine Pavilion in preparation for a hire.
- Contractor installed fire extinguishers to the Buntine Pavilion.

### CBD and Facilities

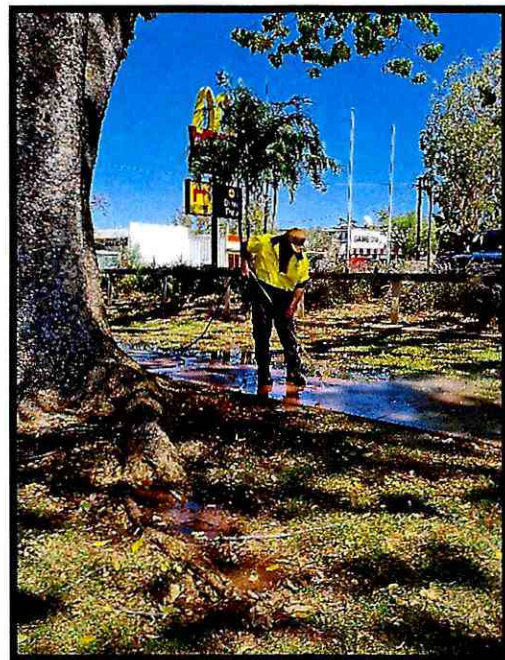
- Fix potholes near Courthouse in the CBD.
- Prepare Lindsay Street Complex for an upcoming hire.
- Council staff removed 3 truckloads of material from the Library. Some of which was rubbish with other items put into storage.
- Council staff pressure cleaned footpaths and buildings from graffiti. Removed stain from bins in front of Dollars and Sense Taxi Rank, Centre Care and the Airport.
- Council staff prepared surface at Civic Centre for new pebblecrete to be installed.
- Council staff took over mowing at airport as Rise are not operating at the moment due to Covid 19.
- Council staff cleaned out the Depot chemical shed of old poisons made new chemical data sheets to be compliant
- Remove dangerous tree branch at Visitor Information Centre.



KTC staff preparing the surface for pebblecrete at the Civic Centre



KTC staff carrying out routine mowing of the Civic Centre grounds



KTC staff cleaning a footpath in the CBD



### **Building Maintenance**

- Maintenance work and painting of the roof at Ryan Park toilets completed.
- Improvements to ablution blocks be compliant with Covid-19 requirements.



Ryan Park toilets before



Ryan Park toilets completed

### **Katherine Memorial Cemetery**

- There were four (4) burials during the month of August 2020.
- Council staff continue to undertake general maintenance of the cemetery ground.

### **Road Reserves**

#### **Road Pavements**

- Council Contractor carried out scheduled sweeping and kerbside spraying for the month of August 2020.
- Council staff carried out pothole repairs on Zimin Drive, Florina Road and Allmich Road.
- Council staff carried out pothole repairs at a number of locations within the township.
- Council staff carried out car park maintenance and line marking in the CBD.

### **Personnel & Services**

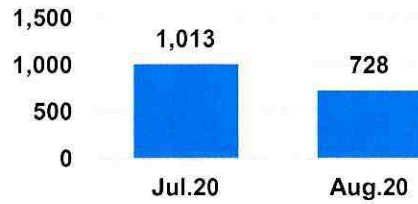
#### **Building Activities within the Municipality**

- Council considered the following number of planning applications during the month of August 2020:
  - Zero (0) applications

### **Waste Transfer Station**

- A new facility sign has been designed and drafted and staff are now awaiting a quote for its manufacture and delivery. The sign has been designed to display all of the information as required by the NT EPA.
- As scheduled maintenance of the Waste Transfer Station - the below works have taken place:
  - Removal of half of the bailed Drum Muster
  - Degassing of 38 fridges





### Monthly Accepted Waste (Tonne)



### Monthly Energy Production – Civic Centre

#### Monthly Energy Production Civic Centre (MWh)

The weekly and monthly data from the bank of solar panels on the Civic Centre Roof indicates that the combined panels are producing in excess of 150 kWh's of electricity per day.

Katherine Civic Centre								
Month 20-21	Kilowatt-hours Produced 	Kilowatt-hours Consumed 	Kilowatt-hours Net Energy Imported 	Produced Wh	Consumed Wh	Net Energy	Carbon Offset Tons	Equivalent to Number of Trees 
July	3281.84	7349.14	3804.63	63589	110550	-46961	2.27	58
August	4977.24	10160.59	6710.73	163662	151770	11892	3.56	92
<b>20-21 TOTAL</b>	<b>8259.08</b>	<b>17509.73</b>	<b>10515.36</b>	<b>227251</b>	<b>262320</b>	<b>-35069</b>	<b>5.83</b>	<b>150</b>

### OFFICER RECOMMENDATION

That it be recommended to Council to:

- Receive and note the report of the Infrastructure & Environment Services for the month of August 2020.

  
Ian Bodill  
CHIEF EXECUTIVE OFFICER

**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.13

**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ INFRASTRUCTURE & ENVIRONMENT

**MEETING** : ORDINARY COUNCIL MEETING – (22/09/2020)

**REPORT TITLE** : AUGUST 2020 – PROJECT UPDATE

**AUTHOR** : ARSALAN MALIK – PROJECT MANAGER

**ATTACHMENT/S** : 1. PROJECT UPDATE – AUGUST 2020

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**PURPOSE OF REPORT**

To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of August 2020.

**BACKGROUND**

Katherine Town Council's projects team is currently involved with a number of projects within and throughout the Katherine Town Council area.

This report provides an update of the current status as at August 2020 and being the final report of the financial year includes several projects that have been completed during the past twelve months.

The attachment provides information such as key dates, designs, brief scope of works, and updated graphs of the progress.

The projects are funded through a range of grant funding programs and own source revenue.

**OFFICER RECOMMENDATION**

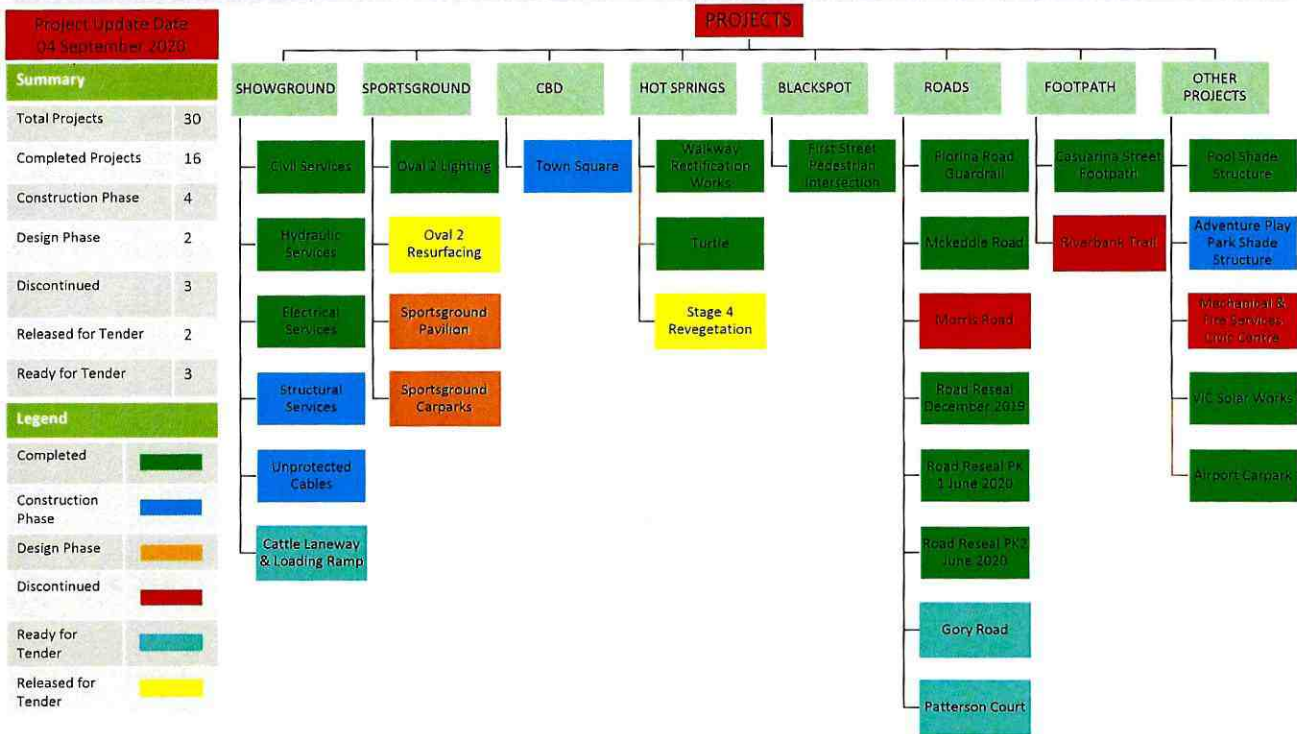
**That it be recommended to Council to:**

1. Receive and note the project update for the month of August 2020.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



# MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS



# KATHERINE SHOWGROUND – STRUCTURAL SERVICES



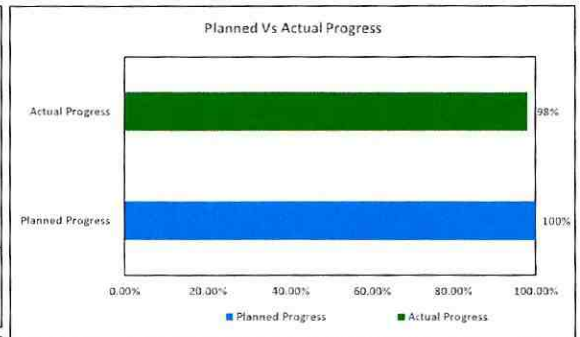
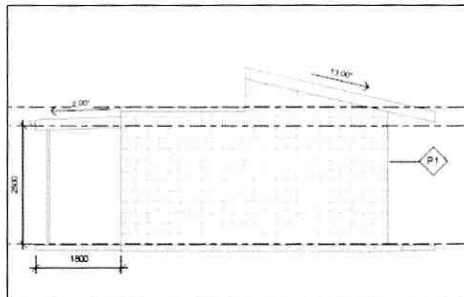
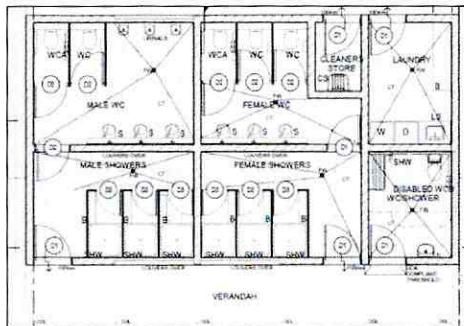
**CONTRACTOR: KATHERINE CONSTRUCTIONS**

**CONSULTANT: ASHFORD ARCHITECTS**

**PROJECT BRIEF SCOPE**

The scope of works included in structural services includes

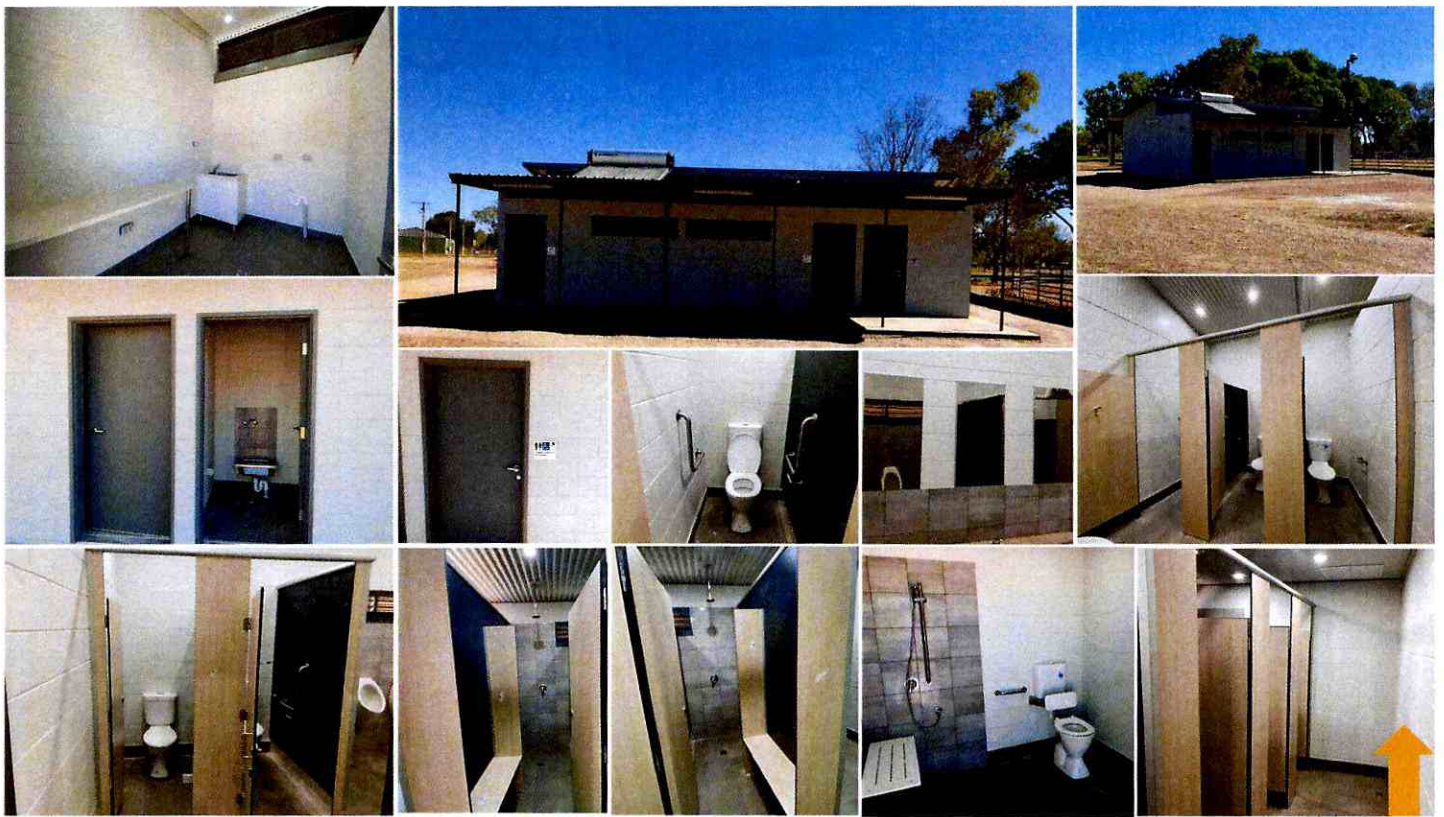
- Repair refurbish existing Camp Draft and Rodeo arena fencing
- Minor refurbishment only of the existing announcers commentary box and painting
- Construction of Amenities block type 1. The type 1 Amenities block includes the following
  - 3 x Male and 3 x Female Showers
  - 2 x Male WC and 3 x Urinals
  - 3 x Female WC
  - 1 x Disabled WCD and Shower
  - 1 x Cleaners store room
  - 1 x laundry Room



**KEY DATES**

Drawings and Design Complete	10 December 2019
KTC Release for Tender	29 November 2019
Tender Closing Date	16 December 2019
Contract Award Date	16 January 2020
Construction Work Start	30 March 2020
Duration of Works	16 Weeks
Completion Date	20 July 2020







# KATHERINE SHOWGROUND – UNPROTECTED CABLES



**CONTRACTOR: ALL REGIONS ELECTRICAL**

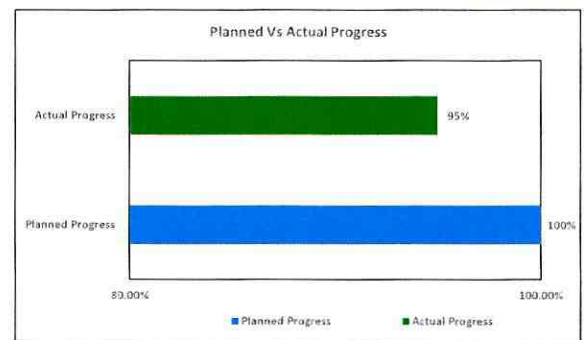
**CONSULTANT:**

## PROJECT BRIEF SCOPE

While working on Katherine Showground Electrical works the contractor found some unprotected cables which were non compliant. The issue was raised and KTC sought quotation to bring all the unprotected cable to standard.

The Scope of works includes

- Trench 235m of underground mains cables 1000mm deep using Hydro-excavation.
- Removal of all existing cables from ground during excavation process (cable not to be re-used).
- Supply and Install 4 x RCD switchboard as per Australian Standards states: AS3001 2.2.7.5 Protection Against Earth Leakage Current. Sample pictures attached



## KEY DATES

Drawings and Design Complete	Not Required
KTC Release for Quotation	30 April 2020
Quotation Closing Date	07 May 2020
Contract Award Date	12 May 2020
Construction Work Start	01 June 2020
Duration of Works	6 Weeks
Completion Date	13 July 2020





# KATHERINE SHOWGROUND – CATTLE LANEWAY & LOADING RAMP



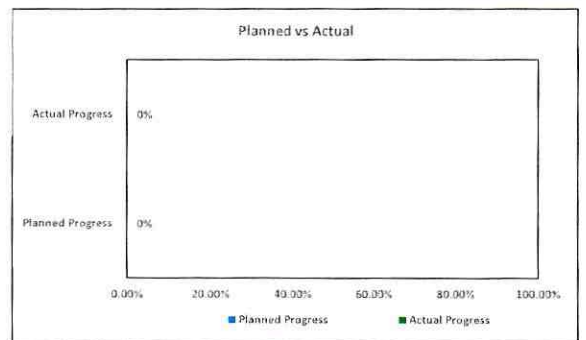
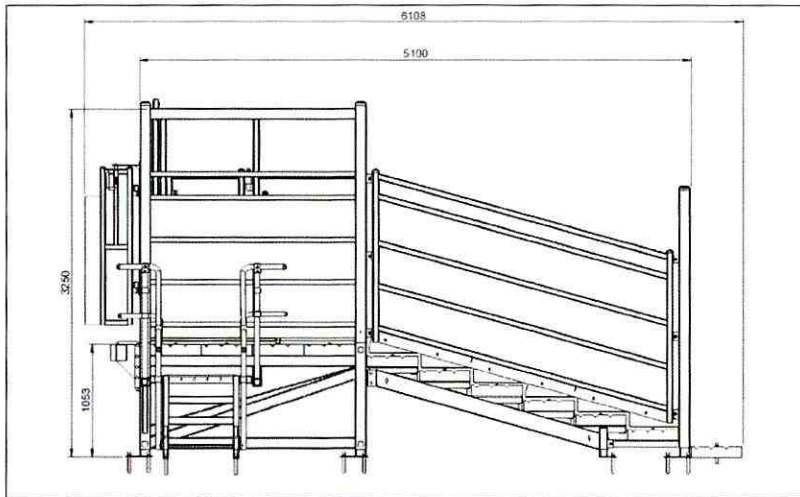
**CONTRACTOR: TBD**

**CONSULTANT: CAT CONTRACTORS P/L**

## PROJECT BRIEF SCOPE

The scope of work includes

- Designing of proposed Cattle laneway from new loading ramp (near Loop Road) to existing cattle holding yard at Rodeo arena
- Designing of proposed single deck Loading ramp at the loop road



## KEY DATES

Drawings and Design Complete	10 July 2020
KTC Release for Tender	TBD
Tender Closing Date	TBD
Contract Award Date	TBD
Construction Work Start	TBD
Duration of Works	TBD
Completion Date	TBD





# KATHERINE SPORTSGROUND – PAVILION



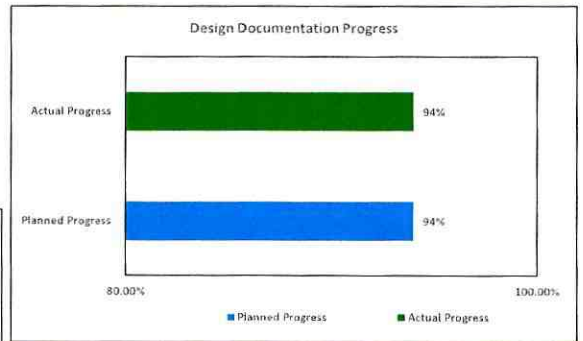
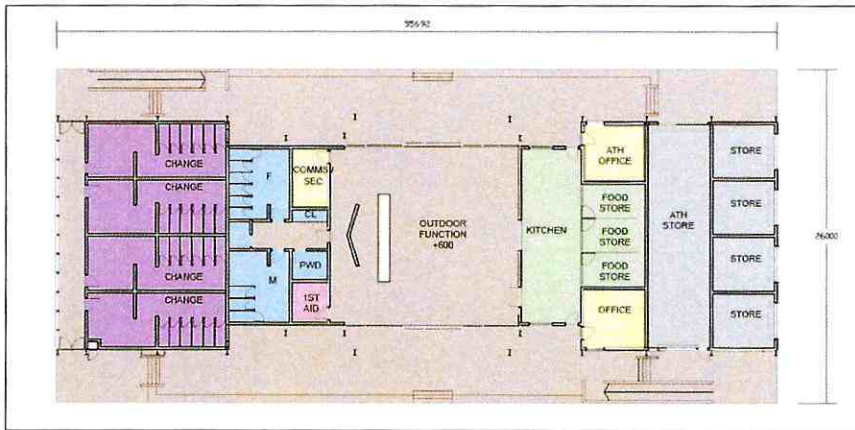
DESIGN PHASE

CONSULTANT: HAMES SHARLEY

### PROJECT BRIEF SCOPE

The scope of works included

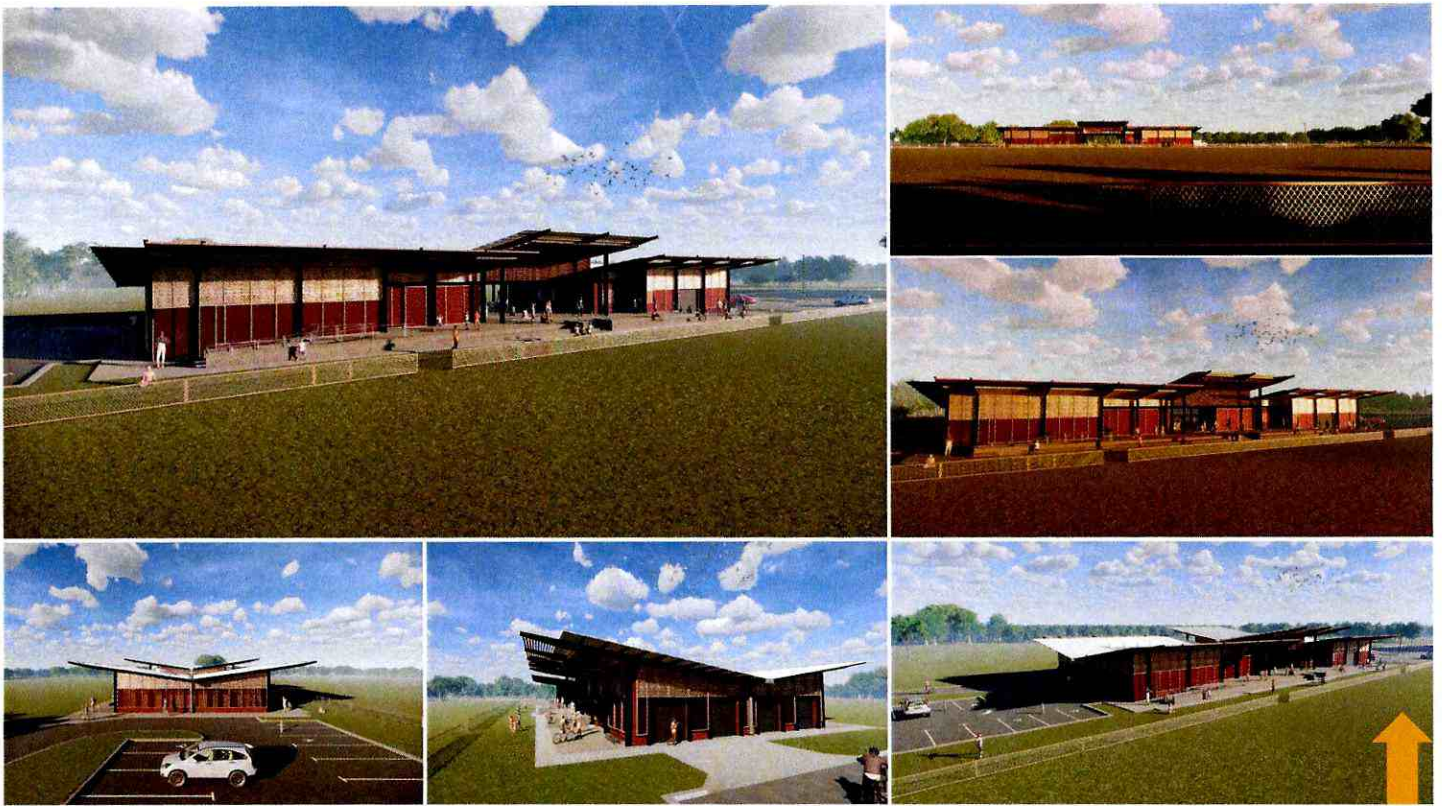
- Demolition of existing building
- Main Building works, including hardscape to its perimeter, shading awning and landscaping works
- Main building includes 4 x Change rooms, Male & Female Toilets, Outdoor Function Space, Kitchen, Offices, Store rooms, First Aid Room, Comms Room and Cleaners Room
- Upgradation to Electrical and Hydraulic works
- New landscaping works around the building



### KEY DATES

Drawings and Design Complete	10 September 2020
KTC Release for Tender	TBD
Tender Closing Date	TBD
Contract Award Date	TBD
Construction Work Start	TBD
Duration of Works	TBD
Completion Date	TBD







# KATHERINE SPORTSGROUND – CAR PARKS

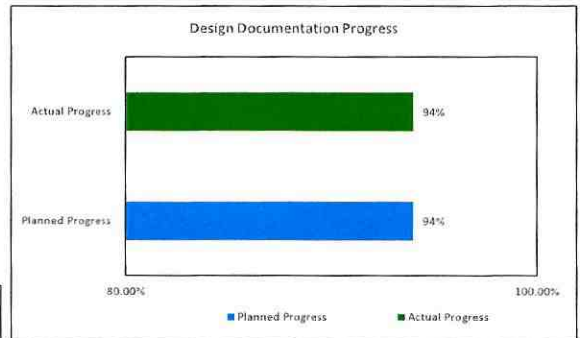
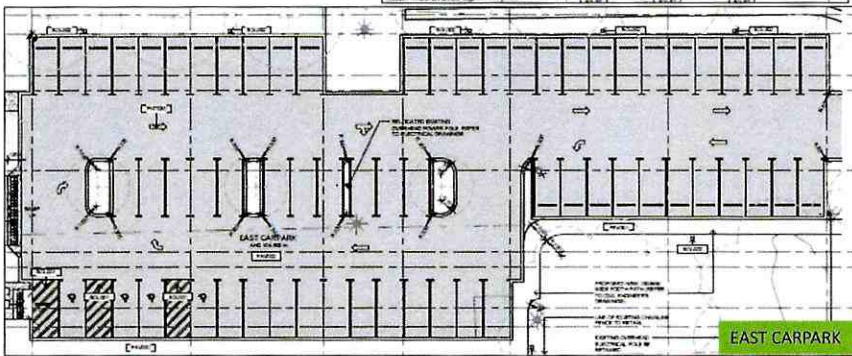
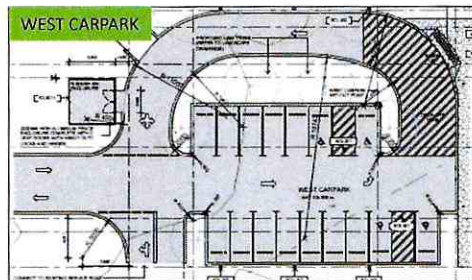


**CONTRACTOR: TBD**

**CONSULTANT: HAMES SHARLEY**

**PROJECT BRIEF SCOPE**

- The scope of works included new bollards, fencing, kerbing, drainage and lighting for
- East Carpark: New paved carpark with 65 new lines marked parking bays (including 4 x disabled bays)
  - West Carpark: New paved "Drop Off" area with 16 new line marked parking bays (Including 4 x disabled bays and 5 x Parent's parking)



**KEY DATES**

Drawings and Design Complete	10 September 2020
KTC Release for Tender	TBD
Tender Closing Date	TBD
Contract Award Date	TBD
Construction Work Start	TBD
Duration of Works	TBD
Completion Date	TBD





# KATHERINE SPORTSGROUND – OVAL 2 RESURFACING



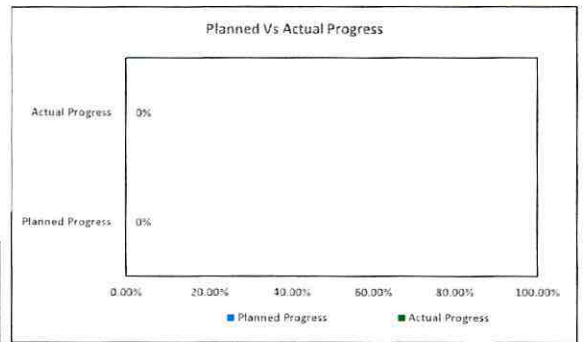
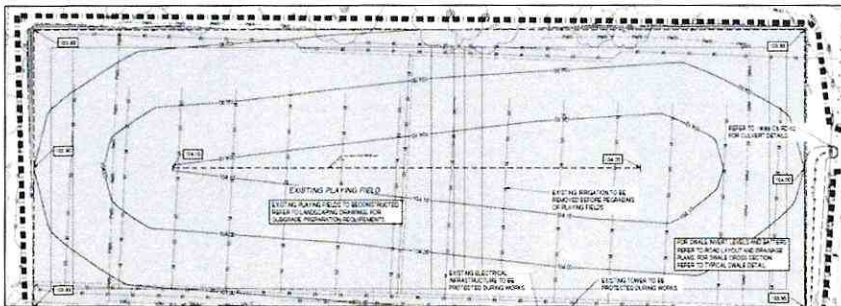
**CONTRACTOR: TBD**

**CONSULTANT: HAMES SHARLEY**

**PROJECT BRIEF SCOPE**

The scope of works includes

- Strip down existing grass & topsoil, ripping subgrade minimum 75mm (including the removal of the existing below grade irrigation lines) to reshape according to design - note that Oval 2 is approximately 17,300m<sup>2</sup>
- Final trim of subgrade and incorporate gypsum
- Installation of irrigation system to be connected to the existing irrigation point
- Line markings to the playing field as per plans
- Re-installation of the existing goal posts to suit new line markings



**KEY DATES**

Drawings and Design Complete	July 2020
KTC Release for Tender	11 August 2020
Tender Closing Date	31 August 2020
Contract Award Date	Mid September
Construction Work Start	28 September 2020
Duration of Works	4 Weeks
Completion Date	28 October 2020



# KATHERINE CBD REVITALISATION – TOWN SQUARE



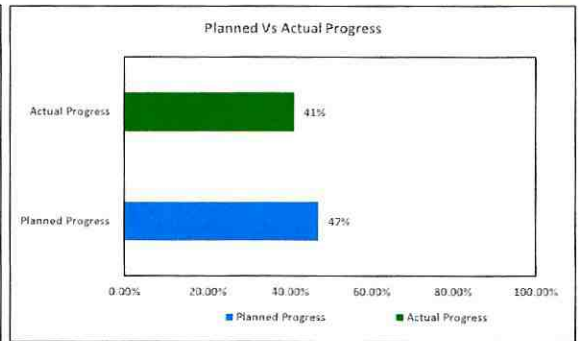
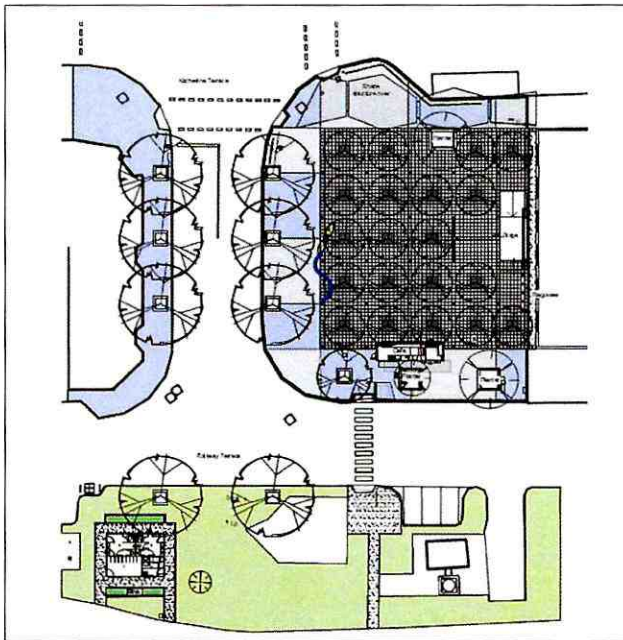
**CONTRACTOR: KATHERINE CONSTRUCTIONS**

**CONSULTANT: ASHFORD ARCHITECTS**

**PROJECT BRIEF SCOPE**

The principal objectives of the project are to:

- Revitalise the Katherine CBD so as to provide it with a beautiful, inviting and functional street presence for locals and visitors
- Establish Katherine as one of the best township CBDs in Australia
- Encompass the elements of social/ cultural embodiment, economic prosperity and environmental viability



**KEY DATES**

Drawings and Design Complete	17 May 2020
KTC Release for Tender	18 May 2020
Tender Closing Date	22 June 2020
Contract Award Date	02 July 2020
Construction Work Start	Mid July 2020
Duration of Works	16 Weeks
Completion Date	Early December 2020











# KATHERINE HOT SPRINGS – STAGE 4 REVEGETATION



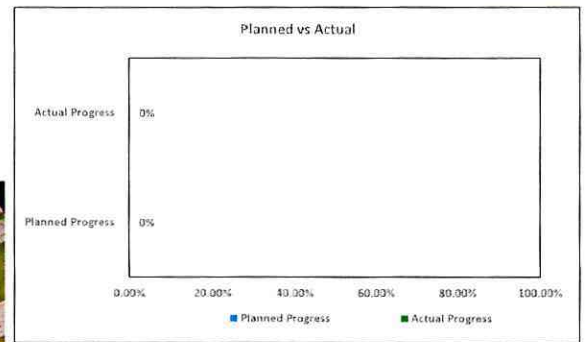
**CONTRACTOR: TBD**

**CONSULTANT: URBAN PLACE DESIGN**

**PROJECT BRIEF SCOPE**

The principal objectives of the project are to:

- Demolition of any existing work that contributes to soil erosion
- Landscaping, rehabilitation and erosion control measures
- Upgrades to storm water drainage
- New concrete path for maintenance vehicle, new footpath and paved areas along with new boundary walls, retaining wall, fencing and gates



**KEY DATES**

Drawings and Design Complete	20 July 2020
KTC Release for Tender	18 August 2020
Tender Closing Date	07 September 2020
Contract Award Date	Within 14 Days of Tender Award
Construction Work Start	Within 14 Days of Tender Award
Duration of Works	4 Weeks
Completion Date	Late October 2020





# ROADS – GORY ROAD



**CONTRACTOR:**

**CONSULTANT: PRITCHARD FRANCIS**

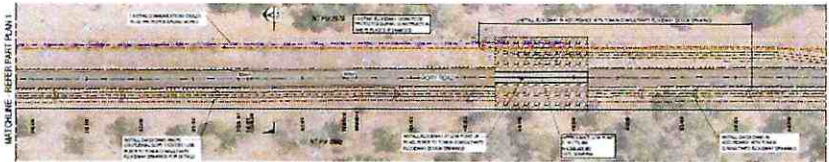
**PROJECT BRIEF SCOPE**

The scope of works for the project is

- Construction of approx. 750m of road with single/single seal
- Install new floodway in accordance with Engineering floodway drawings
- Install check dams in accordance with Engineering floodway drawings
- Install table drain along the road as per specifications
- Construction of Cul-de-sac with 2% cross fall



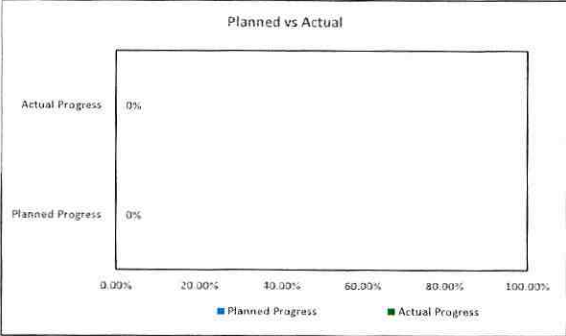
GORY ROAD LAYOUT PLAN - PART PLAN 1



GORY ROAD LAYOUT PLAN - PART PLAN 2



GORY ROAD LAYOUT PLAN - PART PLAN 3



**KEY DATES**

Drawings and Design Complete	10 June 2020
KTC Release for Tender	TBD
Tender Closing Date	TBD
Contract Award Date	TBD
Construction Work Start	TBD
Duration of Works	TBD
Completion Date	TBD





# ROADS – PATTERSON COURT



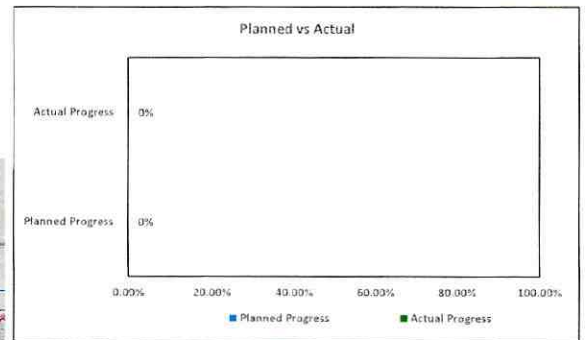
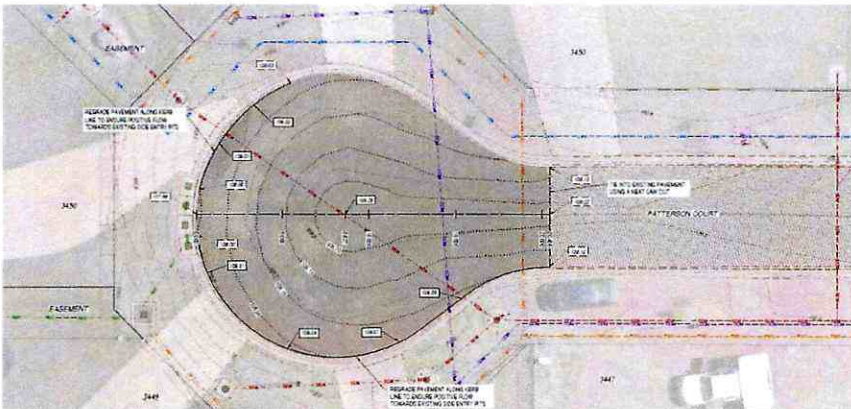
**CONTRACTOR:**

**CONSULTANT: PRITCHARD FRANCIS**

**PROJECT BRIEF SCOPE**

The scope of works for the project is

- Construction of road with C320 single/single seal as per plans
- Regrade pavement along kerb line to ensure positive flow towards existing side entry pits



**KEY DATES**

Drawings and Design Complete	10 June 2020
KTC Release for Tender	TBD
Tender Closing Date	TBD
Contract Award Date	TBD
Construction Work Start	TBD
Duration of Works	TBD
Completion Date	TBD



# OTHER PROJECTS – ADVENTURE PLAY PARK SHADE STRUCTURE

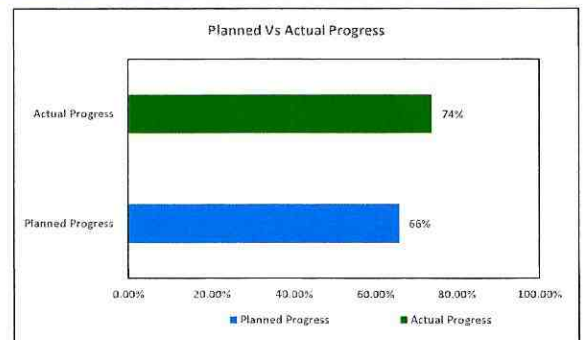
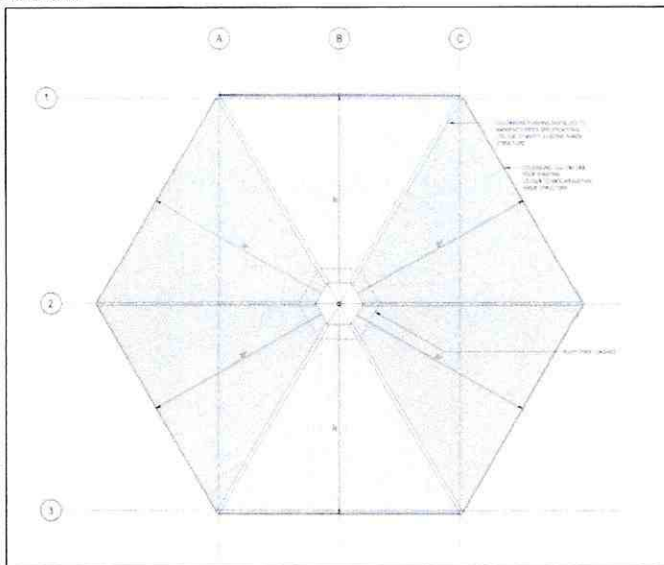
**CONTRACTOR: KATHERINE CONSTRUCTIONS**

**CONSULTANT: IRWINCONSULT (WSP)**



**PROJECT BRIEF SCOPE**

The scope of works for the project includes supply, fabricate and installation of Katherine Adventure Play Park hard shade structure.



**KEY DATES**

Drawings and Design Complete	23 April 2020
KTC Release for Tender	09 May 2020
Tender Closing Date	25 May 2020
Contract Award Date	05 June 2020
Construction Work Start	21 July 2020
Duration of Works	12 Weeks
Completion Date	23 October 2020









**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.14

**FOLDER** : LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / SUSTAINABILITY OFFICER

**MEETING** : ORDINARY COUNCIL MEETING – (22/09/2020)

**REPORT TITLE** : EPA INTERIM RETURN - MAR-JUN 2020

**AUTHOR** : Peter Schubert – Sustainability Officer

**ATTACHMENT/S** : 1. EPL INTERIM RETURN - MAR-JUN 2020  
2. LANDFILL DATA - MAR-JUN 2020  
3. LISTED WASTE HANDLED - MAR-JUN, 2020

**PURPOSE OF REPORT**

To endorse Council's Environmental Protection Authority (EPA) Interim Return for the period covering March to June 2020.

**BACKGROUND**

Katherine Town Council's (KTC) Waste Management Facility's (WMF) Environmental Protection Licence (EPL) requires mandatory reporting of waste streams on an annual basis. In previous years, this reporting was in line with the anniversary of when the EPL was originally granted and covered the period from March to the following February. With the new EPL which began this year, reporting has been changed to align with the Financial Year, July to June. This adjustment requires Council are to complete an additional, partial Return covering the interim period from March to June of this year.

KTC's EPA Interim Return and Attachments for the period March to June 2020, are attached. Council's endorsement and permission for the Mayor and CEO to attach the common seal and sign the Return is being sought.

**OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Note the EPA Interim Return for the period March to June 2020.
2. Endorse the Mayor and CEO to apply the common seal to and sign the Return.

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

## ANNUAL RETURN

Information on this form is required in accordance with the conditions of your licence or approval issued under part 5 of the *Waste Management and Pollution Control Act* or part 7 of the *Water Act*.

Failure to provide the information requested on this form and/or the provision of false or misleading information is an offence under the legislation and you may be liable to heavy penalties.

<b>LICENCE/APPROVAL NO.</b>	EPL 298
<b>REPORTING PERIOD</b>	March 2020 - June 2020

### Section 1. Licence/Approval Holder Details

Please check your business details and contact details including 24 hour emergency response in NT EPA online and/or on page one of your licence.

Are these details correct?

Yes      Go to Section 2

No      Please correct your details by updating in NT EPA Online or complete the table below.

Licence holder	
Legal Entity Name:	Katherine Town Council
ABN:	47836889865
Registered Business Address:	24 Stuart Hwy, Katherine NT
Postal Address:	PO Box 1071, Katherine NT 0851
Contact Person:	Peter Schubert
Position Title:	Sustainability Officer
Contact Details:	
b/h:	08 8972 5500
mobile:	
email:	peter.schubert@ktc.nt.gov.au
Location of premises	
Address:	40 Novis Quarry Road, Cossack NT
24 hour emergency response	
Position Title:	Council Duty Officer
phone:	
mobile:	0427 625 855

## Section 2. Statement of Compliance

Were all conditions of the licence/approval complied with during the reporting period?

Yes Proceed to Section 4.

No Complete details below (add more rows if required)

Details of Non-compliance				
Condition number	Date of non-compliance (dd/mm/yy)	Was NT EPA notified? (Yes / No)	If yes, date NT EPA notified (dd/mm/yy)	If yes, how was NT EPA notified?
		If no, complete Section 3		
48 (+following) Water Monitoring	Throughout Reporting Period	No		
52 Signage of Monitoring Points	Throughout Reporting Period	No		



### Section 3. Report of Non-compliance

Please supply the following details for each non-compliance not reported to the NT EPA identified in Section 2. Use a separate page for each non-compliance.

The date and time of the non-compliance.
Throughout this reporting period.
When the non-compliance was detected and by whom.
The non-compliance only became evident after the EPL was approved. This formalised the shift to monthly monitoring and back-dated the start of the EPL to March.
The actual and potential causes and contributing factors to the non-compliance.
<p>48) Water monitoring was not carried out during this reporting period.</p> <p>52) Monitoring bores were not sign-posted.</p> <p>During the reporting period, KTC were in the process of negotiating the new EPL with the NTEPA.</p> <p>Back-dating the start of the EPL and shifting to monthly sampling have retrospectively made KTC non-compliant.</p>
The risk of environmental harm arising from the non-compliance.
Nil
The action(s) that have or will be undertaken to mitigate any environmental harm arising from the non-compliance.
KTC had arranged for the Big Rivers Region Waste Coordinator to undertake water sampling and to consult in the preparation of the Monitoring Report. This was to begin in July 2020.
Corrective actions that have or will be undertaken to ensure the non-compliance does not reoccur.
<p>The Big Rivers Region Waste Coordinator will trial the water sampling to see if the monthly regime can be achieved. The contingency if it cannot is to engaged a trained consultant.</p> <p>All signage at the WMF is being reviewed and is expected to be updated by end of 2020.</p>
If no action was taken, why no action was taken.
<p>KTC were in the process of negotiating the new EPL with the NTEPA.</p> <p>KTC had purchased their own water sampling and testing equipment and set this up in a secure location on site for water sampling contractors to use.</p> <p>KTC had engaged the Big Rivers Region Waste Coordinator to undertake water sampling and to consult in the preparation of the Monitoring Report from July 2020.</p>

## Section 4. Signature and Certification

This declaration must only be signed by a person(s) with the legal authority to sign it. The ways in which the application may be signed, and the people who may sign the application, are set out in the categories below.			
If the licence holder is:	Tick	The application must be signed and certified by one of the following:	
An individual	<input type="checkbox"/>	The individual.	
A partnership	<input type="checkbox"/>	A partner.	
A company	<input checked="" type="checkbox"/>	The common seal being affixed in accordance with the <i>Corporations Act</i> , or	
	<input type="checkbox"/>	Two directors, or	
	<input type="checkbox"/>	A director and a company secretary, or	
	<input type="checkbox"/>	If a proprietary company that has a sole director who is also the sole company secretary – by that director.	
A public authority	<input type="checkbox"/>	The Chief Executive Officer (CEO) of the public authority, or	
	<input type="checkbox"/>	By a person delegated to sign on the public authority's behalf in accordance with its legislation (Please note: a copy of the relevant instrument of delegation must be attached to this application).	
<b>I/We hereby declare that the information provided in this Annual Return and accompanying documents is to the best of my/our knowledge, true and correct.</b>			
Signature		Signature	
Name (printed)	Fay Miller	Name (printed)	Ian Bodill
Position	Mayor	Position	CEO
Date		Date	
Seal (if signing under seal):			



**Attachment A – Total Wastes Handled (including Listed Wastes)**

<b>Landfilled Waste</b>			
Method	Description of waste / source	Quantity	Unit
1	Animal Remains (Listed Waste)	1.35	tonne
1	Asbestos (Listed Waste)	6.51	tonne
1	Commercial & Industrial Waste	1,429.68	tonne
1	Municipal Solid Waste (Domestic, Kerbside)	1,938.18	tonne

	Total	3,375.72	tonne
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<b>Recycled Waste</b>			
Method	Type of waste	Quantity	Unit
1	Batteries (Listed Waste)	5.12	tonne
1	Gas Bottles & Fire Extinguishers	0.18	tonne
1	Green Waste	203.78	tonne
1	Inert Waste (Virgin Excavated Material, Concrete, Bricks)	316.86	tonne
1	Scrap Metal (Ferrous) & Whitegoods	85.52	tonne
1	Timber & Pallets	54.18	tonne
1	Tyres (Listed Waste)	14.09	tonne
1	Waste Oil (Listed Waste)	1.02	tonne

	Total	680.75	tonne
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	Total	4,056.47	tonne
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## Environment Protection Licence Annual Reporting Listed Waste Handlers

<b>Licence Number:</b>	EPL298	<b>Licence Holder:</b>	Katherine Town Council
<b>Reporting Period START:</b>	1/03/2020		
<b>Reporting Period END:</b>	30/06/2020		

Listed Waste	Tonnes	Kilolitres
Acidic solutions or acids in solid form	0.00	
Animal effluent and residues	1.35	
Antimony, antimony compounds		
Arsenic, arsenic compounds		
Asbestos	6.51	
Barium compounds other than barium sulphate		
Basic solutions or bases in solid form		
Beryllium, beryllium compounds		
Boron compounds		
Cadmium, cadmium compounds		
Ceramic-based fibres with physio-chemical characteristics similar to those of asbestos		
Chlorates		
Chromium compounds that are hexavalent or trivalent		
Clinical and related wastes		
Cobalt compounds		
Containers that are contaminated with residues of a listed waste		
Copper compounds		
Cyanides (inorganic)		
Cyanides (organic)		
Encapsulated, chemically fixed, solidified or polymerised wastes		
Ethers		
Filter cake		
Fire debris and fire washwaters		
Fly ash		

**LISTED WASTE HANDLED continued**

<b>Listed Waste</b>	<b>Tonnes</b>	<b>Kilolitres</b>
Grease trap waste		
Halogenated organic solvents		
Highly odorous organic chemicals (including mercaptans and acrylates)		
Inorganic fluorine compounds excluding calcium fluoride		
Inorganic sulfides		
Isocyanate compounds		
Lead, lead compounds	5.12	
Mercury, mercury compounds		
Metal carbonyls		
Nickel compounds		
Non-toxic salts		
Organic phosphorus compounds		
Organic solvents excluding halogenated solvents		
Organohalogen compounds that are not otherwise specified in this Schedule		
Percholates		
Phenols, phenol compounds including chlorophenols		
Phosphorus compounds other than mineral phosphates		
Polychlorinated dibenzo-furan (any cogener)		
Polychlorinated dibenzoo-p-dioxin (any cogener)		
Residue from industrial waste treatment or disposal operations		
Selenium, selenium compounds		
Sewerage sludge and residues including nightsoil and septic tank sludge		
Soils contaminated with a listed waste		
Surface active agents (surfactants) that contain principally organic constituents and that may contain metals and inorganic materials		
Tannery wastes (including leather dust, ash sludges and flours)		
Tellurium, tellurium compounds		
Thalium, thallium compounds		
Triethylamine catalysts for setting foundry sands		
Tyres	13.49	
Vanadium compounds		
Waste chemical substances arising from research and development or teaching activities, including those substances which are not identified and/or are new and the effects of which on human health and/or the environment are not known		

**LISTED WASTE HANDLED continued**

<b>Listed Waste</b>	<b>Tonnes</b>	<b>Kilolitres</b>
Wastes containing peroxides other than hydrogen peroxide		
Waste containing cyanides from heat treatment and tempering operations		
Waste from the manufacture, formulation and use of wood preserving chemicals		
Waste from the production, formulation and use of biocides and phytopharmaceuticals		
Waste from the production, formulation and use of inks, dyes, pigments, paints, lacquers and varnish		
Waste from the production, formulation and use of organic solvents		
Waste from the production, formulation and use of photographic chemicals and processing materials		
Waste from the production, formulation and use of resins, latex, plasticisers, glues and adhesives		
Waste from the production and preparation of pharmaceutical products		
Waste mineral oils unfit for their original intended use	1.02	
Waste mixtures, or waste emulsions, of oil and water or hydrocarbon and water		
Waste pharmaceuticals, waste drugs and waste medicines		
Waste resulting from surface treatment of metals and plastics		
Waste tarry residues arising from refining, distillation and any pyrolytic treatment		
Waste substances and articles containing or contaminated with polychlorinated biphenyls (PCBs), polychlorinated naphthalenes (PCNs), polychlorinated terphenyls (PCTs) and/or polybrominated biphenyls (PBBS)		
Waste of an explosive nature not subject to the <i>Dangerous Goods Act</i>		
Wool scouring waste		
Zinc compounds		

**AUTHORISATION**

<b>Name:</b> (BLOCK LETTERS)	IAN BODILL	<b>Position:</b> (BLOCK LETTERS)	CEO
<b>Signature:</b>		<b>Date:</b>	



**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.15

**FOLDER** : LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / INFRASTRUCTURE & ENVIRONMENT

**MEETING** : ORDINARY COUNCIL MEETING – (22/09/2020)

**REPORT TITLE** : AIRPORT SUB-LEASES

**AUTHOR** : PETER SCHUBERT, SUSTAINABILITY OFFICER

**ATTACHMENT(S)** : 1. NOTICE OF RENEWAL OF SUBLEASE,  
BETTISON SUPERFUND  
2. SUBLEASE,  
CAPITEQ P/L (AIRNORTH)

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**PURPOSE OF REPORT**

To seek Council's approval for the Mayor and Chief Executive Officer (CEO) to affix the Common Seal and sign the various Sub-Leases and Renewals for the Katherine Civil Airport.

**BACKGROUND**

Katherine Town Council (KTC) holds the head lease for the Katherine Civil Airport (KCA). In 2019 KTC rectified several sub-leases that had fallen out of currency.

Please find attached:

- a sub-lease with Capiteq (Airnorth), that has now been signed by the tenant, for spaces within the Terminal building and airside.
- a renewal for a sub-lease with Bettison Superfund, for the site of the transportable located next to the Terminal building.

Council is now requested to approve the Mayor and CEO to sign and affix the Common Seal on these documents.

**OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Approve the Mayor and Chief Executive Officer to affix the Common Seal and sign the sub-lease with Capiteq (Airnorth) and the sub-lease renewal with Bettison Superfund.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

Land Title Act  
REGISTRAR-GENERAL'S DIRECTIONS



NORTHERN TERRITORY OF AUSTRALIA

Commissioner of Territory Revenue use only  
(Note 1)

<b>R</b>	<b>L</b>	<b>No:</b>
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**IMPORTANT NOTICE**  
Please Note Privacy Statement Overleaf

**NOTICE OF EXTENSION OR RENEWAL  
OF LEASE OR SUBLEASE**

The owner and tenant of the lease or sublease give notice of the renewal or extension of the term of the lease or sublease in accordance with the details set out below. (Note 2)  
(Note 3)

LEASE OR SUBLEASE BEING RENEWED OR EXTENDED	Number: 901924	Extended until: 30 <sup>th</sup> June, 2021	(Note 4)
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Register	Volume	Folio	Location	Lot Description	Plan	Unit	
CUFT	825	360	NT Portion	3259	LTO 86/070		(Note 5)

OTHER CONSIDERATION	Not applicable	GST AMOUNT	Not applicable	(Note 6)
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OWNER (Name Only)	Katherine Town Council	(Note 7)
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TENANT (Name Only)	Konrad Bettison - <i>BETTISON SUPER FUNDS</i>	(Note 8)
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CONSENT OF MORTGAGEE	Not applicable	(Note 9)
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<p><b>SIGNED BY:</b></p> <p>Signature * .....</p> <p>Name <u>Christina Fay Miller</u></p> <p>Position <u>Mayor</u></p> <p>Signature * .....</p> <p>Name <u>Ian Bodill</u></p> <p>Position <u>Chief Executive Officer</u></p> <p><b>SIGNED ON:</b></p> <p>Date .....</p>	<p>The Common Seal of the KATHERINE TOWN COUNCIL affixed in the presence of</p>	<p><b>SIGNED BY:</b> <span style="float: right;">Tenant</span></p> <p>Signature * <i>[Signature]</i></p> <p>Name <u>KONRAD TITIMUS BETTISON</u></p> <p><b>SIGNED ON:</b></p> <p>Date <u>24/8/20</u></p> <p><b>IN THE PRESENCE OF:</b> <span style="float: right;">Witness</span></p> <p>Signature * <i>[Signature]</i></p> <p>Name <u>MARK ODGARD</u> <span style="float: right;">s/gov 3401</span></p> <p>Qualification <u>COMMISSIONER OF OMBUS</u></p> <p><u>CI- NT POLICE OMC</u></p> <p>Address/Phone <u>8922 1300</u></p>
---	---	---

(Note 10)



## CONSENT OF INTEREST HOLDERS

Instrument type: .....

Instrument type: .....

Instrument No: .....

Instrument No: .....

Name of Parties: Renewal .....

Name of Parties: .....

I the registered proprietor of the interest shown above consent to the registration of this instrument.

I the registered proprietor of the interest shown above consent to the registration of this instrument.

Signed: [Signature] .....

Signed: .....

(Date): 27/08/20 .....

(Date): .....

In the presence of: MARK EDGWARD s/c 3401 .....

In the presence of: .....

Name of Qualified Witness: Commissioner of Oaths .....

Name of Qualified Witness: .....

Address or Telephone No.: CL- NT POLICE PMC .....

Address or Telephone No.: .....

8922 1300

### COVENANTS

It is hereby covenanted by and between the owner of the lease and the tenant as follows:

- To comply with the provisions contained in Memorandum of Common Provisions recorded in the Register as LTO No.
- The conditions and covenants implied by Sections 117 & 119 *Law of Property Act* shall/shall not apply. (delete one)
- To comply with the provisions annexed to this sub-lease:
- General User Conditions
  - Tenancy Schedule for Konrad Bettison
  - Katherine Town Council Fees & Charges Booklet, as annually amended.

### SCHEDULE OF NOTES

1. A Notice of Extension or Renewal of Lease/Sub-Lease signed on or after 1 July 2007 is required to be stamped by the Commissioner of Territory Revenue where there is valuable consideration other than rent under the lease.
2. This form may be lodged in triplicate. The original must be typed or completed in ink or biro. The duplicate and triplicate may be a copy of the original but the signatures of all parties and their witnesses must be original and signed in ink or biro. Alterations to information entered on the form should be crossed out (not erased or obliterated by painting over) and initialled by the parties.
3. If there is insufficient space in any panel use the space above or an annexure sheet (Form 95).
4. The number of the lease/sublease to be amended (or varied) and, if the term is to be extended, the date extended to must be entered here. The duplicate and triplicate lease does not need to be produced for notation.
5. Volume and Folio references must be given together with complete parcel description. If a certificate as to title has been issued it must be produced.
6. Insert the amount of other consideration. If no consideration is paid or payable insert the words "Nil" or "Not applicable".
7. Insert full name. Address is not required.
8. Insert full name. Address is not required.
9. Quote instrument type and number and attach consents (or sign above).
10. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act*, the *Justices Act*, the *Local Court Act* or the *Registration Act*, a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act*, a Notary Public and any other person approved by the Registrar-General.

A witness to an instrument executed by an individual must first:

- take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
- have the individual execute the document in the presence of the witness;
- not be a party to the instrument; and
- if witnessing more than one signature, state that you have witnessed more than one signature. (ie I have witnessed the two signatures appearing above).

After signing, witnesses must legibly write, type or stamp, their names **AND** contact address **OR** telephone number below their signature.

For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the Land Title Act and the Registrar-General's Directions.

Note:

For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the Law of Property Act, Section 48.

For a corporation, the tenant needs to execute in accordance with the Corporations Act, so either two directors or a director and the company secretary need to sign, and include their full name and position. NO additional witness is required.

### PRIVACY STATEMENT – LAND REGISTER FORMS

The Registrar-General's Office is authorised by the *Land Title Act* to collect the information on this form for the establishment and maintenance of the Land Register, which is made available for search by any person, anywhere, including through the Internet, upon payment of a fee. The information is regularly provided to other NT Government agencies, the Australian Valuation Office, local governments, the Australian Bureau of Statistics, the Australian Taxation Office or other Commonwealth Agencies as required or authorised by law, and some private sector organisations for conveyancing, local government, valuation, statistical, administrative and other purposes. The NT Government also uses the information to prepare and sell or licence property sales reports to commercial organisations concerned with the development, sale or marketing of property.

Failure to provide the information in full or in part may prevent your application or transaction being completed.

Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.



Land Title Act  
REGISTRAR-GENERAL'S DIRECTIONS



NORTHERN TERRITORY OF AUSTRALIA

Commissioner of Territory Revenue use only

U	L	No:
S	L	No:

**IMPORTANT NOTICE**  
Please Note Privacy Statement Overleaf

(NOTE 1)

**SUBLEASE**

The owner of the lease subleases to the tenant the estate and interest in the land described and the tenant accepts this sublease of the land for the term and at the rent stipulated and subject to the covenants and conditions contained below or on the back of this document and acknowledges the amount payable or other consideration for the lease. (Note 2) (Note 3)

ESTATE AND INTEREST	Lease being subleased: Number: 901924	(Note 4)
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Register	Volume	Folio	Location	Lot Description	Plan	Unit
CUFT	825	360	NT Portion	3259	LTO 86/070	

(Note 5)

INTEREST BEING SUBLEASED	The area as described in the attached Tenancy Schedule for Airnorth and marked with shading on the appended diagrams, being Tenancy #30, as well as storage on the RPT Apron and use of, and storage in, the Baggage Handling Area of the Terminal Building.	(Note 6)
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MARKET RENT UNDER THE SUB-LEASE	Pursuant to the attached Lease Conditions contained in the Tenancy Schedule for Airnorth	GST AMOUNT	Pursuant to the attached Lease Conditions contained in the Tenancy Schedule for Airnorth	(Note 7)
OTHER CONSIDERATION	Not applicable	GST AMOUNT	Not applicable	

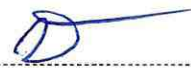
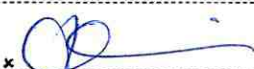
OWNER OF THE LEASE	Katherine Town Council	(Note 8)
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TENANT	Name: Capiteq Pty Ltd (ACN: 008 137 559 ) Address: PO Box 39548, Winnellie NT 0821	(Note 9)
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TENANCY	Not applicable	(Note 10)
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TERM OF SUBLEASE	Commencing:	Expiring:	Right of Renewal:	(Note 11)
	1st November, 2019	30th April, 2021	1 x 18 Month Period	

CONSENTS	Not applicable	(Note 12)
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<b>SIGNED BY:</b> * Name _____ Position <u>Mayor</u> * Name _____ Position <u>Chief Executive Officer</u> ON: Date _____	The Common Seal of the KATHERINE TOWN COUNCIL affixed in the presence of	<b>SIGNED BY:</b> Signature *  Name <u>DANIEL BOWDEN</u> Position <u>Director</u> Signature *  Name <u>Joanne Francis</u> Position <u>Director / Co. Secretary</u> SIGNED ON: Date <u>10th August 2020</u>	(Note 13)
--	--	--	-----------

Registered on ..... At .....

## CONSENT OF INTEREST HOLDERS

Instrument type: ..... Instrument No: ..... Name of Parties: ..... I the registered proprietor of the interest shown above consent to the registration of this instrument. Signed: ..... (Date): ..... In the presence of: ..... Name of Qualified Witness: ..... Address or Telephone No.: .....	Instrument type: ..... Instrument No: ..... Name of Parties: ..... I the registered proprietor of the interest shown above consent to the registration of this instrument. Signed: ..... (Date): ..... In the presence of: ..... Name of Qualified Witness: ..... Address or Telephone No.: .....
---	---

### COVENANTS

It is hereby covenanted by and between the owner of lease and the tenant as follows:

- To comply with the provisions contained in Memorandum of Common Provisions recorded in the Register as LTO No.  
 The conditions and covenants implied by Sections 117 & 119 *Law of Property Act* shall/shall not apply. (delete one)  
 To comply with the provisions annexed to this lease:
  - General User Conditions
  - Tenancy Schedule for Airmoth
  - Katherine Town Council Fees & Charges Booklet, as annually amended.

### SCHEDULE OF NOTES

1. A sub-lease signed on or after 1 July 2007 is required to be stamped by the Commissioner of Territory Revenue where there is valuable consideration other than rent under the lease.
2. This form may be lodged in triplicate and may be adapted for an underlease. The original must be typed or completed in ink or biro. The duplicate and triplicate may be copies of the original but the signatures of all parties and their witnesses must be in ink or biro on all copies. If the words "owners" and "tenant" are considered inappropriate other words (lessor/lessee) may be used. Alterations to information entered on the form should be crossed out (not erased or obliterated by painting over) and initialled by the parties.
3. If there is insufficient space in any panel use the space above or an annexure sheet (Form 95).
4. Insert the number of the Lease being sub-leased or under-leased.
5. Volume and Folio references must be given together with a description of the location and lot number, unit number and unit plan number if applicable. If a certificate as to title has been issued it must be produced.
6. Insert whole of the land or if part of a lot the instrument of lease must also include a sketch plan identifying the part of the lot drawn to a standard to the Registrar-General's satisfaction, if required by the Registrar-General, a plan of survey identifying the part of the lot; or if required by the *Planning Act*, consent under Part 5 of the *Planning Act*.
7. Pursuant to Section 66 (1)(c) of the *Land Title Act* state whether the rent under the sub-lease is market rent, or nil or nominal rent. Market rent means any rent that is not nominal. A sub-lease for other consideration must show the imprint of the Commissioner of Territory Revenue. For the GST amount, if the sub-lease is subject to the margin scheme and the GST amount is unknown insert "margin scheme" in the box provided. Show the words "Nil" or "Not applicable" if not subject to rent or other consideration.
8. Insert full name of the owner of the lease (namely the tenant under the head lease and not the proprietor of the land). Address is not required.
9. Insert full name of the tenant and an address for the service of notices. The address can be a postal address.
10. If two or more tenants, state whether as joint tenants or tenants in common. If tenants in common, specify shares. If no tenancy is stated, the Registrar-General must register the co-owners as tenants in common pursuant to Section 57(2) of the *Land Title Act*.
11. Details of dates of commencement and expiry must be shown. If there is a right of renewal, show "Yes" (if not) "No".
12. Consents by mortgagee should be provided. A lease or amendment of a lease executed after registration of a mortgage of a lot is valid against the mortgagee only if the mortgagee consents to the lease or amendment before its registration. A lease which has not been consented to by a prior mortgagee will not be protected in the event of the mortgagee exercising the power of sale.
13. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act*, the *Justices Act*, the *Local Court Act* or the *Registration Act*, a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act*, a Notary Public and any other person approved by the Registrar-General.

A witness to an instrument executed by an individual must first:

- take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
- have the individual execute the document in the presence of the witness;
- not be a party to the instrument; and
- if witnessing more than one signature, clearly state that he/she has witnessed more than one signature. (ie I have witnessed the two signatures appearing above).

After signing, witnesses must legibly write, type or stamp, their names and contact address or telephone number below their signature.

- For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the *Land Title Act* and the Registrar-General's Directions.

**Note:**

- For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the *Law of Property Act*, Section 48.
- For a **CORPORATION**, the tenant needs to execute in accordance with the *Corporations Act*, so **EITHER** two directors **OR** a director and the company secretary need to sign, and include their full name and position. NO additional witness is required.

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### PRIVACY STATEMENT – LAND REGISTER FORMS

The Registrar-General's Office is authorised by the *Land Title Act* to collect the information on this form for the establishment and maintenance of the Land Register, which is made available for search by any person, anywhere, including through the Internet, upon payment of a fee. The information is regularly provided to other NT Government agencies, the Australian Valuation Office, local governments, the Australian Bureau of Statistics, the Australian Taxation Office or other Commonwealth Agencies as required or authorised by law, and some private sector organisations for conveyancing, local government, valuation, statistical, administrative and other purposes. The NT Government also uses the information to prepare and sell or licence property sales reports to commercial organisations concerned with the development, sale or marketing of property.

Failure to provide the information in full or in part may prevent your application or transaction being completed.

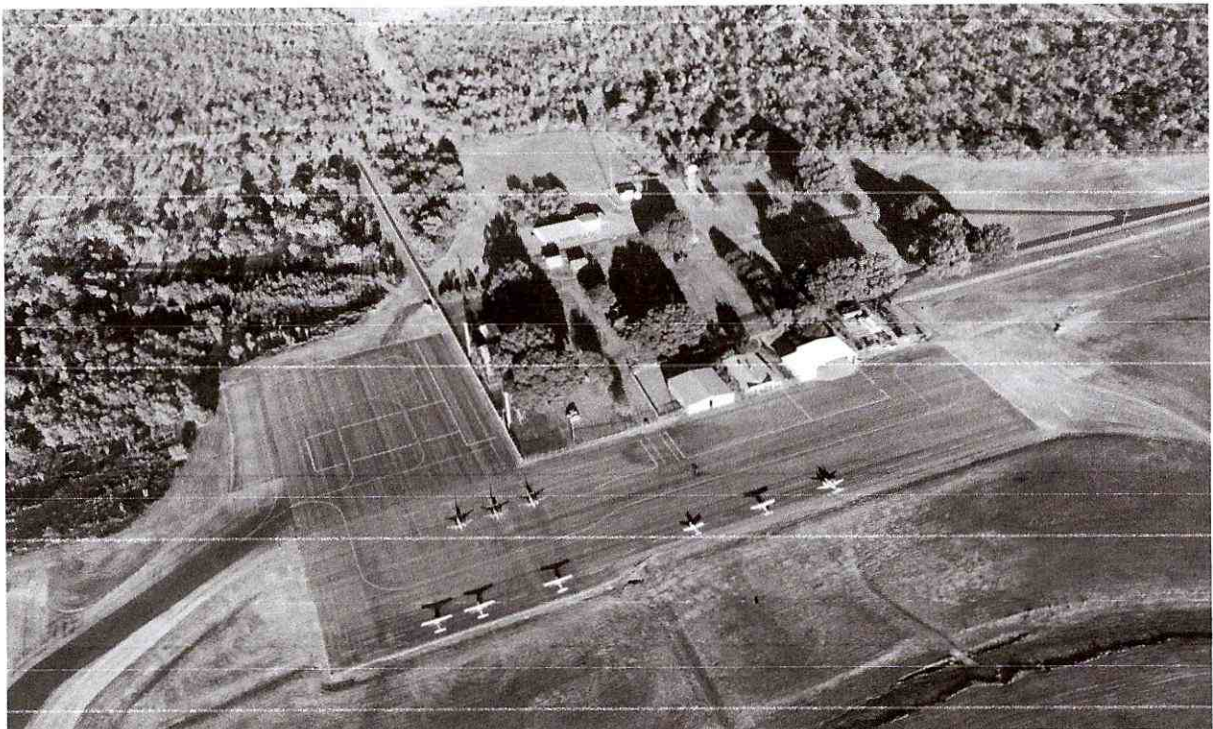
Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.





KATHERINE  
TOWN COUNCIL

*Katherine  
Civil Airport  
Tenancy Schedule  
FOR  
Airnorth*



Date of Issue: January, 2019

*J*



**Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services**

A small, handwritten mark or signature in blue ink, located in the bottom right corner of the page. It appears to be a stylized letter or symbol.

## Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services

### 1. Parties

#### 1.1. Airport Manager (KTC)

- (a) Katherine Civil Airport (KCA) is the civil section of the RAAF Base Tindal and sits on Commonwealth owned, Department of Defence (DoD) land. Katherine Town Council (KTC) are the sole holder of the head lease for the KCA.
- (b) KTC are responsible for all management issues at KCA and all arrangements regarding use of KCA rest solely with KTC.
  - (i) You are not to communicate or enter into any arrangements, regarding the use of KCA, directly with DoD.
- (c) KTC have appointed an Airport Manager.
  - (i) KTC contact details are:
    - Phone: 08 8972 5500
    - Email: records@KTC.nt.gov.au
    - Post: PO Box 1071, Katherine, NT 0851
  - (ii) You are not to communicate or enter into any arrangements, regarding the use of KCA, with any other employee or elected official of KTC.

#### 1.2. Tenant (You, Your)

- (a) This Schedule sets out the special conditions applicable for the following tenant:

Business Name: Capiteq Pty Limited (trading as Airnorth)  
 Phone: (08) 8920 4000  
 Email: admin@airnorth.com.au  
 Post: PO Box 39548, Winnellie NT 0821

- (b) The Sub-lease applies to all the owners and the staff of the business, whether, permanent, temporary or voluntary, including pilots, drivers, maintenance crew, office staff, agents, or any other person acting on behalf of the business/owners.

### 2. Terms of sub-lease

#### 2.1. Construction of the Tenancy Sub-lease

- (a) As a tenant, Your sub-lease includes:
  - the signed sub-lease forms,
  - these General User Conditions,
  - Your Tenancy Schedule, and
  - KTC's current Fees and Charges Booklet.

#### 2.2. Period of Sub-lease

- (a) Your sub-lease will begin from the date the Form 32 is signed and sealed by KTC and Your continued use of KCA. Despite You not signing the sub-lease or renewal/extension, by using or continuing to use any of the spaces, facilities or services at KCA, You indicate Your acceptance of the sub-lease, the General User Conditions and Your Tenancy Schedule, and agree to be bound by all of them.
- (b) This sub-lease will run from the date it is signed by KTC, until 30 April, 2021.
  - (i) This sub-lease provides You with the capability to extend the contract for a further period of eighteen (18) months.
- (c) At the end of each financial year, KTC will review Your sub-lease with You:
  - (i) Either party can seek to negotiate continuance, amendments or additions.
  - (ii) Rent, fees and charges will be:
    - reviewed and may be amended.

### Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services

- increased in line with the CPI for the Darwin/Katherine Region.

#### 2.3. Not to Assign, Sub-Let or Mortgage

- (a) You are not to share in any way (eg assign, transfer, demise, sublet, rent, set over, part with, dispose of, sell or take out a loan or mortgage over) any part of KCA ascribed to Your tenancy or You will be deemed to be in breach of Your sub-lease conditions (refer to General User Conditions #7).

#### 2.4. Not to Alter

- (a) You are not to allow, or make, or cause to be made, any alterations or additions, whether temporary or permanent, to any part of KCA, without the signed, written consent of KTC or You will be deemed to be in breach of Your sub-lease conditions (refer to General User Conditions #7).
- (b) Any request to re-fit or decorate, whether on a temporary or permanent basis, any part of KCA must be:
- in writing
  - signed, by You, Your authorised staff, Your solicitors, or other agents acting on Your behalf
  - directed to KTC
  - served by being delivered personally or sent by registered mail.

#### 2.5. Permit Inspection by KTC

- (a) You are to permit KTC to inspect and view the condition of the space sub-leased to You, without prior warning and without any restriction or You will be deemed to be in breach of Your sub-lease conditions (refer to General User Conditions #7).

#### 2.6. Special Conditions of Use

- (a) KTC agree to the following variations or additional conditions and arrangements to Your use of KCA:
- Nil

#### 2.7. Early Termination of Sub-lease

- (a) KTC will allow early termination of Your sub-lease.
- (b) You are to contact KTC to negotiate:
- the timing of the end of Your sub-lease
  - payment of outstanding rent, fees and charges
  - removal, sale or disposal of any of Your assets,
  - repair of any damage or modifications to KCA (sites, buildings or other facilities).

#### 2.8. Return of Premises

- (a) If Your sub-lease ends or You or KTC terminate the sub-lease early, You are to vacate KCA and either:
- at Your expense, remove all assets, restore any modifications you have made to the airport facilities, remove all rubbish, and leave the airport spaces in good order, or
  - negotiate settlement for the assets not removed, modifications not restored, and rubbish left behind, with KTC.

### 3. Airport Spaces, Facilities & Services

#### 3.1. Currency of Rents, Fees and Charges

- (a) All rents, fees and charges are set out in the 'KTC Fees and Charges' booklet. The rents, fees and charges listed in this document are indicative and current as at 2019/20. You will be charged at the prevailing rate applicable.



## Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services

### 3.2. Aircraft Parking Space

- (a) There are Nil permanent aircraft parking spaces sub-leased to You. If You require additional permanent parking (longer than seven days) for Your aircraft, You are to liaise with KTC to make arrangements.
  - (ii) The aircraft parking spaces are generic (You can park in any of them).
  - (iii) The Permanent Aircraft Parking fee is \$177.68 per month, or part thereof.
  - (iv) An additional fee of \$5.69 per 1,000kg, per day or part thereof, will be charged for aircraft rated at over 5,700kg.
  - (iv) Permanent Aircraft Parking fees are administered by KTC. Invoices are to be paid within 30 calendar days of date of issue, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).

### 3.3. Airside Storage

- (b) You are granted permission to store Air-Stairs on the RPT Apron, only under the following conditions, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).
  - (ii) The airside storage space fee is \$50 per item stored per month or part thereof. Invoices are to be paid within 30 calendar days of date of issue, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).
  - (ii) You must store the Air-Stairs securely and only in the area marked on the Apron for this purpose. This is a shared space and must not store anything else in this space.
  - (iii) You are required to maintain and keep the space in good order.

### 3.4. Ground Handling Services

- (a) You are to contact KTC if You require any ground handling services.

### 3.5. Security Access

- (a) You are to contact KTC to arrange security/air-side access passes.

### 3.6. Terminal Space

#### 3.6.1. Baggage Handling Area

- (a) You are granted permission to access and use the Baggage Handling Area.
  - (i) This area is marked on the diagram in Annex A, Fig 3.
  - (ii) The fee to use the baggage handling area is \$50 per month or part thereof. Invoices are to be paid within 30 calendar days of date of issue, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).
  - (iii) You are required to maintain and leave the baggage handling area in good order, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).
- (b) You are granted permission to store a motorised Tug-&-Barrow in the Baggage Handling Area, only under the following conditions, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).
  - (i) The Tug-&-Barrow are treated together as one item.
  - (ii) The fee to store items in the baggage handling area is in addition to the fee to use the baggage handling area.
  - (iii) The fee to store items in the baggage handling area is \$50 per item per month or part thereof. Invoices are to be paid within 30 calendar days of date of issue, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).
  - (iv) You must store the items securely and in such a way as to not impede the use of this area by other KCA Users.

**Schedule for Ayrnorth to Use Katherine Civil Airport, Facilities and Services**

- (v) You are not to store any dangerous items in the Baggage Handling Area, including fuel for the Tug.
- (vi) You are required to maintain and keep the baggage handling area in good order.

**3.6.2. Office Space**

- (a) An area is sub-leased to You for use as an office and storage space:
  - (i) This area is marked on the diagram in Annex A, as #30. This area is approximately (2 x 2)m .4m<sup>2</sup>.
  - (ii) The fee to use this space for an office and storage is \$20 per m<sup>2</sup> per month or part thereof. This amounts to \$.80 per month. Invoices are to be paid within 30 calendar days of date of issue, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).
  - (iii) You are to organise the cleaning and maintenance of this space, at Your expense.
  - (iv) You are not to store any dangerous items in this space, including fuel for the Tug.
  - (v) This space is not be used for any other purpose, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7).

**3.7. Utilities**

- (a) Electricity Charges.
  - (i) Where you use the Terminal building, or any other area that is not separately metered, you will be required to contribute to electricity costs for lights, airconditioning and fans, as well as cleaning equipment, phone charging and other incidental usage.
  - (ii) The nominal electricy charge is \$4 per month. Invoices for metered and nominal electricity charges are to be paid within 30 calendar days of date of issue, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7). This charge will be listed in KTC's Fees and Charges booklet. If you are charged for this fee, it will be listed on your itemised bill.
- (b) Water and Sewerage Charges.
  - (i) There is no metering for water and sewerage. All Tenants will be required to contribute to the costs of supplying water and maintaining sewerage services.
  - (ii) This charge is \$1 per month. Invoices are to be paid within 30 calendar days of date of issue, or You will be deemed to be in breach of Your sub-lease (refer to General User Conditions #7). This charge will be listed in KTC's Fees and Charges booklet. It will be listed on your itemised bill.

**4. Financial Terms**

**4.1. Schedule of Charges**

- (a) All rents, fees and charges are set out in the 'KTC Fees and Charges' booklet, which is annually reviewed and updated. You will be charged at the prevailing rate applicable.
- (b) Any charges You incur for Your use of KCA, which are not included in or covered by or are varied from those in the 'KTC Fees and Charges' booklet, will be recorded in clause 2.6 of this Tenancy Schedule.

**4.2. Invoices and Payments**

- (a) You will be billed monthly and provided with an itemised invoice.
- (b) Any increases in charges will be explained (ie CPI increase, annual review, etc).
- (c) Invoices are to be paid within 30 calendar days of date of issue.
- (d) You are to contact KTC to arrange alternative payment options, such as advance annual payments.

**4.3. Bank Guarantee**

- (a) The requirement to provide KTC with a Bank Guarantee is waived.

(i). Bank Guarantee	\$ Nil
---------------------	--------

**Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services**

**5. Insurance**

(a) You are to demonstrate that You have appropriate insurance policies as set out below:

Type	Insurer	ABN	Policy #	Insured Amt (\$)	Exclusions	Expiry Date
(i). Public Liability				20,000,000		
(ii). Worker's Compensation						

**6. Statutory & Regulatory Compliance**

(a) You are to demonstrate that You have appropriate Licences and Approvals as set out below:

Type	Authority	Conditions	Expiry Date
(i). Aviation Op	CASA		

**7. Breaches by the Tenant**

(a) Where You are in breach of any part of Your Sub-lease, including the General Conditions and Your Tenancy Schedule:

(i) You will be charged an administrative, cost recovery fee for 'Management of Breach', of \$120 per event. This amount is a genuine pre-estimate of the costs involved in KTC's administration and financial staff dealing with the breach.

(b) Failure to clear the breach or pay any outstanding charges, within 60 calendar days of notice being issued, will be reported to CASA.



**Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services**

**Annexure A**

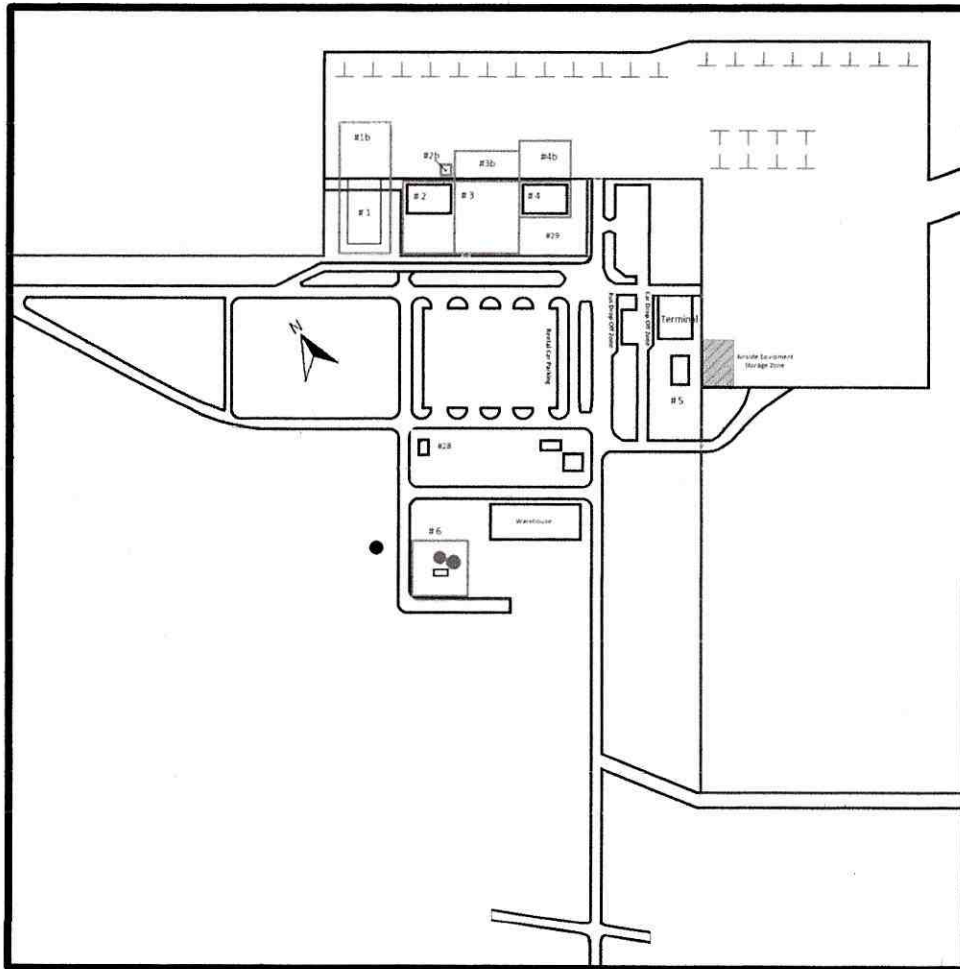
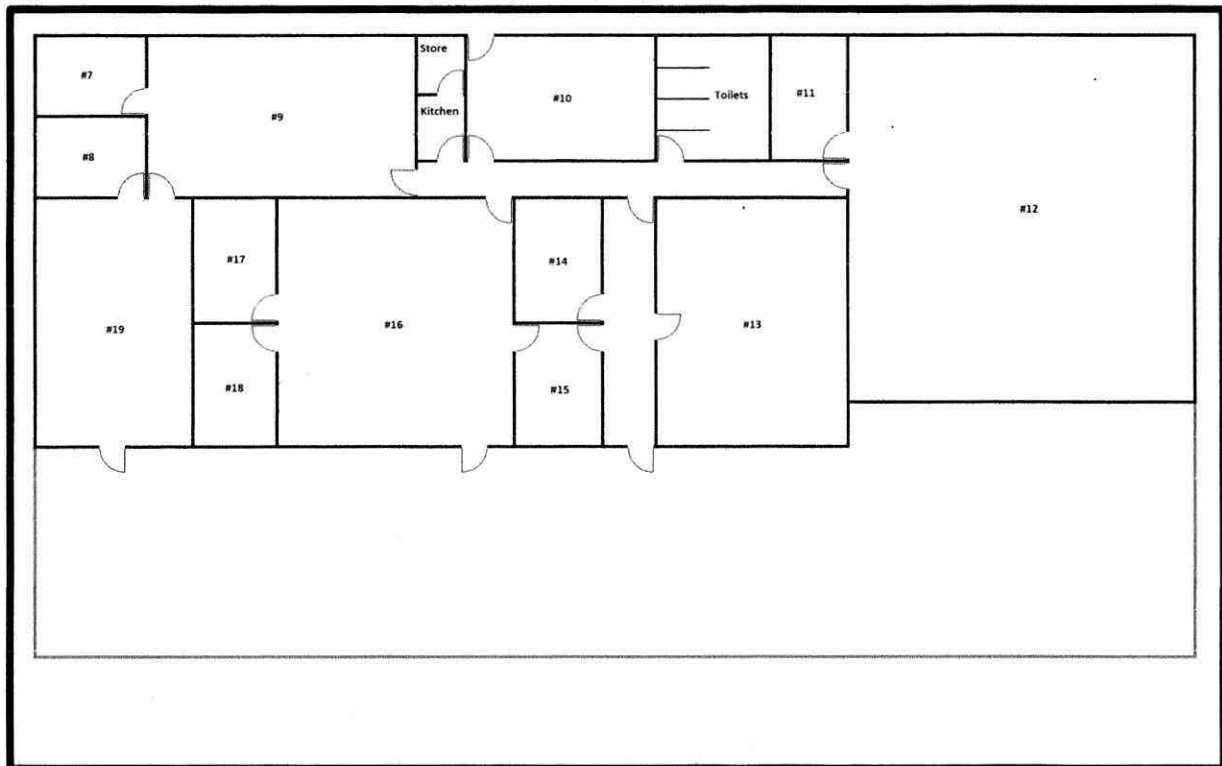


Fig 1 - Katherine Airport Site Map

- #1 - Fuel Store Site - Viva Energy
- #1b - Exclusive Hard Stand - Viva Energy
- #2 - Hangar Site - Top End Medical Retrieval Services / Careflight
- #2b - Exclusive Hard Stand - Viva Energy
- #3 - Hangar Site - Katherine Aviation
- #3b - Exclusive Hard Stand - Katherine Aviation
- #4 - Hangar - ChartAir
- #4 b - Exclusive Hard Stand - ChartAir
- #5 - Office Site - Konrad Bettison
- #6 - Aviation Equipment Site - Air Services Australia
- #28 - Dangerous Goods Storage Site - Katherine Aviation

Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services

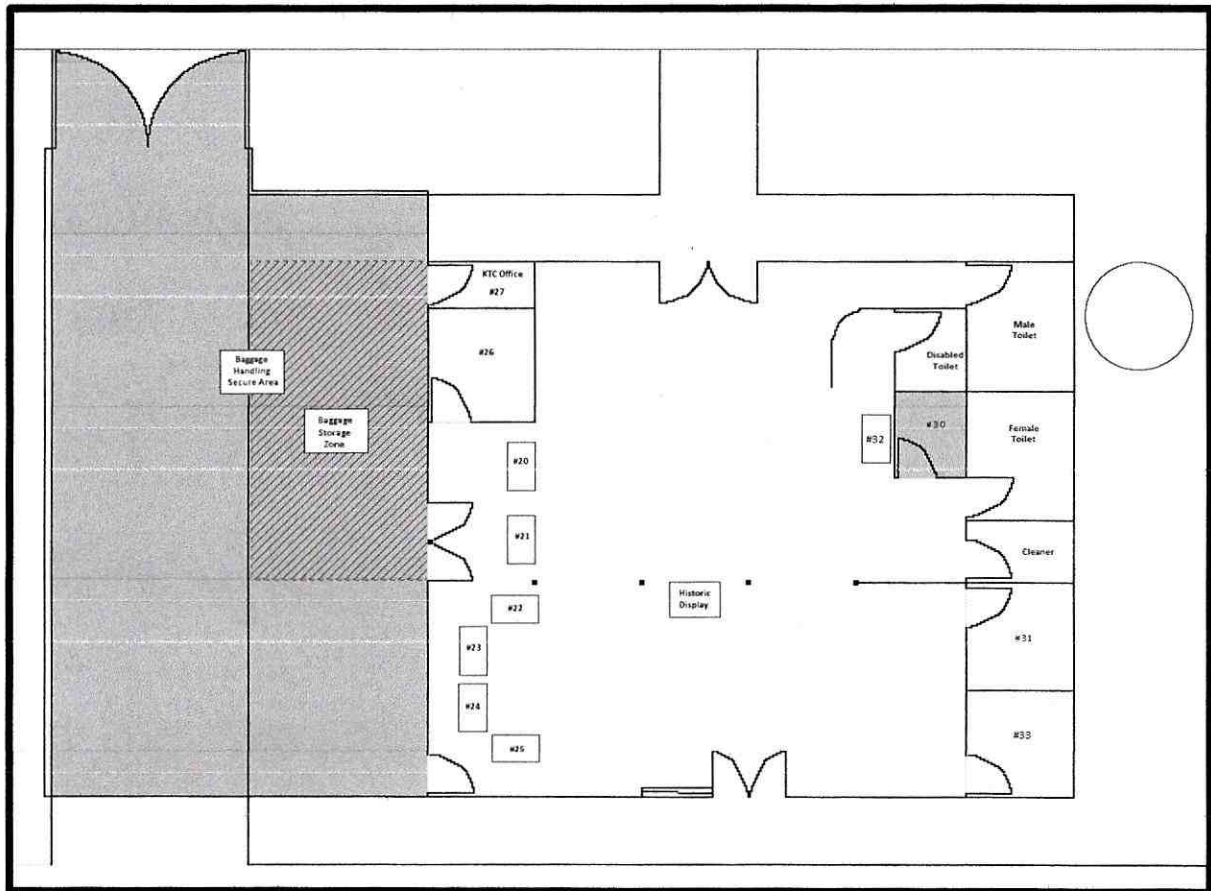
Fig 2 - Katherine Offices and Warehouse (Comms) Building Map



- #7 - Storage - Vacant
- #8 - Storage - Vacant
- #9 - Storage - Vacant
- #10 - Storage - Viva Energy
- #11 - Storage - KTC
- #12 - Storage - KTC
- #13 - Storage - Vacant
- #14 - Storage - NT Friendship and Support
- #15 - Storage -
- #16 - Storage - Katherine Aviation
- #17 - Storage - Katherine Aviation
- #18 - Storage - Katherine Aviation
- #19 - Storage - Vacant

## Schedule for Airnorth to Use Katherine Civil Airport, Facilities and Services

Fig 3 - Katherine Terminal Building Map



- #20 - Counter & Storage - Katherine Aviation
- #21 - Counter & Storage - Shared - Thrifty / Hertz
- #22 - Counter & Storage - Vacant
- #23 - Counter & Storage - ChartAir
- #24 - Counter & Storage - Vacant
- #25 - Counter & Storage - Vacant
- #26 - Office Space - Katherine Aviation
- #27 - Office Space - KTC
- #30 - Office Space - Airnorth
- #31 - Office Space - To be constructed
- #32 - Vending Machine - Katherine Vending NT
- #33 - Office Space - To be constructed



# KATHERINE TOWN COUNCIL



## REPORT

**NO** : 13.16  
**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/COMMUNITY SERVICES  
**MEETING** : ORDINARY COUNCIL MEETING – (22/09/2020)  
**REPORT TITLE** : KATHERINE TOWN COUNCIL'S CHRISTMAS AND NEW YEAR ARRANGEMENTS FOR 2020/2021  
**AUTHOR** : SHARNA ROSS, HUMAN RESOURCES ADMINISTRATOR  
**ATTACHMENT/S** : NIL

### **PURPOSE OF REPORT**

To advise the Elected Members of the Katherine Town Council's Christmas and New Year arrangements for 2020/2021.

### **PROPOSED AMENDMENTS / CLOSURES**

In accordance with Council's current schedule of meeting dates it is proposed that the meeting cycle for December 2020 is as follows:

#### **December 2020**

Ordinary Meeting of Council                      Tuesday, 8 December 2020

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

Civic Centre	25 December 2020 until 1 January 2021 inclusive
Library	25 December 2020 until 1 January 2021 inclusive
Depot & Inspectorate	25 and 28 December 2020 and 1 January 2021
Visitor Information Centre	25 until 28 December 2020 inclusive and 1 January 2021
Waste Management Station	25 December 2020

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

Visitor Information Centre	29 December 2020 until 31 December 2020 inclusive – opening hours 10.00 am till 2.00 pm
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### **OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Propose that the meeting cycle for December 2020 be as follows:

#### **December 2020**

Ordinary Meeting of Council to be conducted on Tuesday, 8 December 2020

2. Close Council offices on the following days:

Civic Centre	:	25 December 2020 until 1 January 2021 inclusive
Library	:	25 December 2020 until 1 January 2021 inclusive
Depot & Inspectorate	:	25 and 28 December 2020 and 1 January 2021
Visitor Information Centre	:	25 until 28 December 2020 inclusive and 1 January 2021
Waste Management Station	:	25 December 2020

3. Reduce the operating hours of the Visitor Information Centre from 29 December 2020 until 31 December 2020 inclusive from 10.00 am to 2.00 pm



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 14.1

**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF OPERATIONS OFFICER

**MEETING** : ORDINARY COUNCIL MEETING – (22/09/2020)

**REPORT TITLE** : UNCONFIRMED MINUTES OF MEETING OF THE AUDIT & RISK MANAGEMENT COMMITTEE

**AUTHOR** : JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT

**ATTACHMENT/S** : 1. UNCONFIRMED MINUTES OF MEETING OF THE AUDIT & RISK MANAGEMENT COMMITTEE, 7 SEPTEMBER 2020

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**PURPOSE OF REPORT**

To present unconfirmed minutes of meeting of the Audit & Risk Management Committee.

**BACKGROUND**

The Audit & Risk Management Committee Meeting was held on the 7 September 2020

**OFFICER RECOMMENDATION**

**That it be recommended to Council to:**

1. Receive and note the attached unconfirmed minutes of the Audit & Risk Management Committee meeting, held on 7 September 2020

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**





**AUDIT & RISK MANAGEMENT COMMITTEE MEETING  
HELD AT THE CIVIC CENTRE – KATHERINE  
Monday, 7 September 2020**

**MINUTES**

**1 PRESENT**

CHAIRPERSON	:	Mr Ian Swan
MEMBERS	:	Alderman Jon Raynor Alderman John Zellely Mr Lokesh Anand – Independent (Via Zoom)
OFFICERS	:	Mr Ian Bodill (Chief Executive Officer) Ms Claire Johansson (Chief Operations Officer) Ms Rosemary Jennings (Executive Manager for Community Services) Mr Brendan Pearce (Executive Manager for Infrastructure and Environment) Ms Donna Jones (Finance Manager) Mr Jherry Matahelumual (Executive Assistant/Minutes Taker)

**2 OPENED**

The meeting was opened at 10.03am

**3 APOLOGIES**

- Mayor Fay Miller
- Mr Ireneo Lalim

**4 CONFIRMATION OF PREVIOUS MINUTES**

**MOVED** : Alderman Jon Raynor  
**SECONDED** : Mr Anand

That the minutes of Audit Committee Meeting held on Thursday, 11 June 2020 be confirmed as a true and accurate record.

**CARRIED 4/0**

**5 BUSINESS ARISING**

- Mr Swan mentioned that the date of the next meeting has now been changed to Monday, 9 November 2020

**6 ITEMS FOR DISCUSSION**

**6.1 Review any assets revaluation schedules undertaken**

- COO Johansson explained that any assets revaluation schedules undertake every three (3) years which last occurred 30 June 2019. Council is proposing to undertake rolling revaluation of assets by category e.g. roads, buildings and improvements and plant and equipment.



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING  
HELD AT THE CIVIC CENTRE – KATHERINE  
Monday, 7 September 2020**

**MINUTES**

**6.2 Review timing of major financial reviews, LTFP, Annual Business Plan, Budget, quarterly results, Assets Management Plan**

- COO Johansson informed that the auditor is currently undertaking the Financial Statements Audit.
- Mr Swan requested more explanation about the KPI of the LTFP 2019/2020. COO Johansson mentioned that KPI of LTFP was predicted to increase, however it did not occur as the impact of the COVID-19 outbreak.
- Mr Swan queried if KTC has also increased the rates? COO Johansson responded that KTC did not increase rates however because of UCV variations some properties individual rates increased or decreased.
- Annual Business Plan/Municipal Plan has been approved by the Council and is available on KTC website.
- Mr Anand queried why operating Grants, subsidies and contributions on year 2019/2020 or 2020/2021 is -3% on the assumptions variable. XCS Jennings explained that there has been a reduction of 3% on NT Government funding that KTC received for the Library and Visitor Information Centre.
- Mr Anand queried when should we review quarterly results. COO Johansson explained that financial statement will be made available after KTC received 2019/2020 financial statement from the auditor. Meanwhile the quarterly report to be prepared for 2020 October Financial Report.
- Mr Anand requested further details on Assets Management Plan. COO Johansson explained that KTC has included asset renewals in the LTFP however further work is required on the asset identification planning.

**6.3 Review format of budgetary, financial performance and management reports provided to Council**

- FM Jones advised that the format of budgetary, financial performance and management of reports provided to Council is in accordance with the *Local Government (Accounting) Regulations 18*. Annual reports are made in line with the Local Government Association NT (LGANT)'s expectation. KTC is preparing to comply by identifying operational, maintenance and unplanned repair costs.

**6.4 Review treasury management performance and recommendations**

- COO Johansson informed that KTC does a (NT) grants commission report and is included in our financial statements, and we also have various grants audited e.g. mosquito grant (\$24K).

**6.5 Review quarterly budgets and financial reports**

- Mr Swan queried what impacted the debts. FM Jones explained that Sundry Debtors > 90 Days is majority held by two Debtors which are currently being sorted. One is rates' charge and the other is a cleaning company that was overpaid for 12 months with the value of \$42k. Both will be repaid in the near future.

**6.6 Review cyber security systems and reporting**

- Mr Swan queried what would be the next step after the termination of a user. XCS Jennings advised that KTC has the ability to recover all information.



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING  
HELD AT THE CIVIC CENTRE – KATHERINE  
Monday, 7 September 2020**

**MINUTES**

- Alderman Zelle queried do we keep all information in Australia? If we store all information on cloud then it may not be stored in Australia. We need to store all data in Australia. It is informed that Darwin is going to build a data centre and at this stage we are not aware of the completion of this project.
- Committee noted and received the following recommendation from eMerge IT Solutions Pty Ltd:
  - That all user accounts have password changes at forced regular intervals of 90 days
  - That a user account audit be undertaken every three months
  - That a standard notification form be developed for user additions, changes and deletions, authorised by the appropriate position desired by KTC
  - That a user termination process be developed to include advice to eMerge IT as to how to handle old user data
  - That KTC work with EIT to complete a Business Impact Analysis.
  - That KTC consider the enhanced End Point Detection and Response which will provide recovery position and instantly cut threats from the network
  - Implement Backups for Microsoft 365 and OneDrive accounts
  - Review requirement for Firewalls for the future state Azure and Microsoft 365 environment
  - Investigate options for Software Defined WAN for the future state environment

A motion was raised that Audit and Risk Management Committee receive, note and review the following reports inclusive:

- 6.1 Any asset revaluation schedules undertaken
- 6.2 Timing of major financial reviews, LTFP, Annual Business Plan, Budget, quarterly results, Asset Management Plan, etc
- 6.3 Format of budgetary, financial performance and management reports provided to Council
- 6.4 Treasury management performance and recommendations
- 6.5 Quarterly budgets and financial reports
- 6.6 Cyber security systems and reporting

MOVED : Mr Lokesh Anand  
SECONDED : Alderman Jon Raynor

**CARRIED 4/0**





**AUDIT & RISK MANAGEMENT COMMITTEE MEETING  
HELD AT THE CIVIC CENTRE – KATHERINE  
Monday, 7 September 2020**

**MINUTES**

A Motion was raised to move a confidential item for discussion in relation to Tender 19/05 Katherine Hot Springs Remedial Repairs and Landscaping Stage 1 and 2

- This matter is considered to be confidential under Section 65(2) - 8(c)(iv) of the Local Government Act, and the Council is satisfied that discussion of these matters in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.

MOVED : Alderman Jon Raynor  
SECONDED : Mr Anand Lokesh

**CARRIED 4/0**

**9 NEXT MEETING**

The next meeting is on Monday, 9 November 2020

**10 CLOSURE OF MEETING**

The Meeting was closed at 11.25 AM

Unconfirmed