

# **AGENDA**

## **Ordinary Meeting of Council**

**Tuesday 25 August 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.

Every care is taken to maintain privacy and attendees are advised they may be recorded. In the case of livestreaming becomes unavailable due to technical difficulties, Council will attempt every effort to ensure the live streaming issues are rectified promptly. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. Council will take no responsibility for and will not be held liable for the unavailability of live streaming in part or full; due to technical issues beyond its control.

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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 28 July 2020 \_\_\_\_\_

1-19

**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**

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14.1	Minutes of Showgrounds and Multi-Purpose Centre Advisory Committee held on 4 August 2020_____	<u>117-121</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

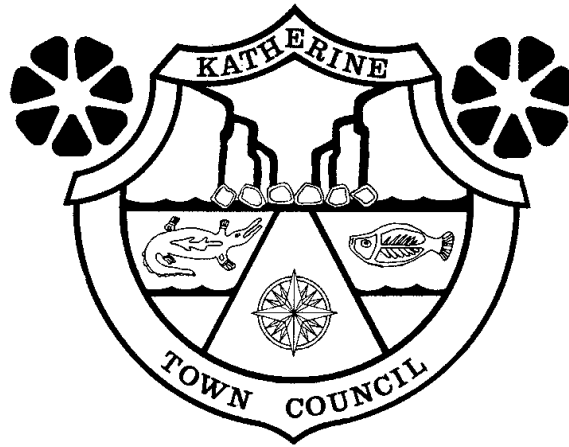
**19. CONFIDENTIAL ITEMS**  
Nil

**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 22 September 2020.

**22. CLOSURE OF MEETING**



# **MINUTES**

## **Ordinary Meeting of Council**

**Tuesday 28 July 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, 28 JULY 2020 AT 6:00PM**

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**PRESENT**

**ELECTED MEMBERS**

- : - Mayor Fay Miller  
- Deputy Mayor Peter Gazey  
- Alderman Elisabeth Clark  
- Alderman Toni Tapp-Coutts  
- Alderman Jon Raynor  
- Alderman John Zelley (Zoom)

**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**

- : - Mr Tom Danks – Reporter of Katherine Times  
- One (1) member of Katherine Community

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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 6.03 PM

## 4 APOLOGIES AND LEAVE OF ABSENCE

- 4.1 Apologies
- Alderman Matthew Hurley
  - Mrs Claire Johansson, Chief Operations Officer (COO)
- 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 23 June 2020

File	:	Local Governance / Council Meetings / Confirmation of Previous Minutes
Moved	:	Alderman Clark
Seconded	:	Alderman Tapp-Coutts
That the Minutes of the Ordinary Meeting of Council on 23 June 2020 be confirmed as true and accurate.		
<b>CARRIED 6 / 0</b>		

### 6.1 Minutes of the Special Meeting of Council held on 25 June 2020

File	:	Local Governance / Council Meetings / Confirmation of Previous Minutes
Moved	:	Alderman Tapp-Coutts
Seconded	:	Alderman Clark
That the Minutes of the Special Meeting of Council on 25 June 2020 be confirmed as true and accurate.		
<b>CARRIED 6 / 0</b>		

### 6.3 Minutes of the Special Meeting of Council held on 29 June 2020

File	: Local Governance / Council Meetings / Confirmation of Previous Minutes
Moved	: Deputy Mayor Gazey
Seconded	: Alderman Clark
That the Minutes of the Special Meeting of Council on 29 June 2020 be confirmed as true and accurate.	
<b>CARRIED 6 / 0</b>	

### 6.4 Minutes of the Special Meeting of Council held on 9 July 2020

File	: Local Governance / Council Meetings / Confirmation of Previous Minutes
Moved	: Alderman Zelley
Seconded	: Deputy Mayor Gazey
That the Minutes of the Special Meeting of Council on 9 July 2020 be confirmed as true and accurate.	
<b>CARRIED 6 / 0</b>	

## 7 BUSINESS ARISING FROM PREVIOUS MINUTES

- Mayor Miller requested the addition of "Gazey" after Deputy Mayor on dot point 6, general business of Minutes of Ordinary Meeting of Council held on 23 June 2020.
- Alderman Raynor requested to the correction of titles of Deputy Mayor Gazey and Alderman Jon Raynor of the Minutes of the Ordinary Meeting of Council held on 23 June 2020.
- Deputy Mayor Gazey advised of the correct spelling of DefenceNT. .

## 8 MAYORAL BUSINESS TO BE CONSIDERED

File:	Local Governance / Council Meetings / Mayoral Business to be considered.
Mayoral Business:	<p>Mayor advised of the following engagements during the period 24 June 2020 to 28 July 2020 :</p> <ul style="list-style-type: none"> <li>▪ Project Committee Meeting – Sportsgrounds Pavilion and Carpark x 2</li> <li>▪ NT Grants Commission meeting – ZOOM</li> <li>▪ Special Meeting of Council on 25 June 2020</li> <li>▪ Special Meeting of Council on 29 June 2020</li> <li>▪ Special Meeting of Council 9 July 2020</li> <li>▪ St Joseph's College – judge for cooking competition between schools</li> <li>▪ Katherine Museum Dinner Auction</li> <li>▪ Mayor's message – newsletter</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Meeting with CEO Jodie Ryan &amp; Jake Quinlivan</li> <li>▪ Katherine Development Consent Authority</li> <li>▪ Big Rivers Regional Reconstruction Committee meeting</li> <li>▪ Katherine Police Commander Janelle Tonkin meeting</li> <li>▪ Meeting with Gwen Steff</li> <li>▪ KPCCG meeting</li> <li>▪ Felicity Lewis meeting – ZOOM x 2</li> <li>▪ Cancer Council NT CEO Tania Izod &amp; 2 staff – Meeting</li> <li>▪ Meeting with Niceforo Group</li> <li>▪ Meeting with new ABC reporter for Katherine – Jonathon Daly</li> <li>▪ Interview with Christine Anu ABC Radio Weekend Evenings</li> <li>▪ Emungalan Road residents Meeting</li> <li>▪ ABC Grassroots radio</li> <li>▪ Meeting with Victims of Crime, Neighbourhood Watch &amp; Personal Protect Strategies</li> <li>▪ Meeting with Mr Warren Snowden MP</li> <li>▪ Local Government 2030 Strategy Steering Group ZOOM meeting</li> <li>▪ Live Mural Painting – GYRACC</li> <li>▪ GYRACC Exhibition Opening</li> <li>▪ Katherine Town Council 'doggy day'</li> <li>▪ NT Grants Commission community visits – Katherine, Binjari, Timber Creek, Wadeye, Palumpa and Naiyui</li> <li>▪ Katherine Town Council community forum</li> <li>▪ Elected members information session x 2</li> <li>▪ Meeting with Joshua Sattler, Darwin City Council re MyDarwin platform</li> <li>▪ LGANT Executive ZOOM meeting</li> <li>▪ Celebration of Life – Bob Mackie</li> <li>▪ St Joseph's College fete</li> <li>▪ RAAF Tindal Officers &amp; Sergeant's Dry Season Ball</li> <li>▪ Katherine Motor Enthusiasts Club – Ryan Park</li> <li>▪ Meeting with Dept of Chief Minister, Kalano CEO &amp; Katherine Town Council CEO</li> <li>▪ Presentation by Ben Herdon regarding the Darwin Pride Katherine Road Show</li> <li>▪ Meeting regarding the Wayfinding Signage design</li> <li>▪ Meeting with Thomas Manning regarding the Big Rivers Region Reconstruction Committee</li> <li>▪ Citizenship Ceremony</li> <li>▪ Ordinary Meeting of Council on 28 July 2020</li> </ul>
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## 9 CORRESPONDENCE AND DOCUMENTS TABLED

- Geological Environmental Based on Assessment Beetaloo GBA Region

## 10 PETITIONS

NIL

## 11 PUBLIC QUESTION TIME

NIL

## 12 NOTICES OF MOTION

### 12.1 KNOTTS CROSSING CEMETERY

I, Alderman Toni Tapp-Coutts, give notice that at the next Ordinary Meeting of Council on 28 July 2020, I will move the following motion:

File	:	Local Governance / Ordinary Meeting of Council /Notices of Motion
Moved	:	Alderman Tapp-Coutts
	:	
Seconded	:	Alderman Clark
Discussion:		
-		Alderman Tapp-Coutts requested to remove ('S) at the word KNOTT on heading of attachment no 2 in the report.
1.		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.
<b>CARRIED 6 / 0</b>		

## 13 REPORT OF OFFICERS

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

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

That it be recommended to Council that:

1. Council formally receives and notes the Chief Executive Officer Report for the Month of May 2020

**CARRIED 6 / 0**

### 13.2 CALL FOR NOMINATIONS – LOCAL GOVERNMENT DISCIPLINARY COMMITTEES

Purpose	:	The purpose of this report is to seek council approval for Alderman Hurley's nomination for the pool of Elected Members, for the Minister's consideration, to be a member of a Disciplinary Committee.
File	:	Local Governance / Council Meetings / Reports to Council/Chief Executive Officer
Moved	:	Alderman Tapp-Coutts
Seconded	:	Alderman Clark

That it be recommended to Council to:

1. Endorse any of its members that wish to nominate to be eligible to be local government disciplinary committee members and therefore approves the application from Alderman Hurley and advises LGANT accordingly.

**CARRIED 5 / 1**  
**Against: Alderman Zelly**

### 13.3 MONTHLY FINANCIAL REPORT 2020

Purpose	:	To receive and note the monthly financial report prepared by the Corporate Services Team
File	:	Local Governance/Council Meetings/Reports to Council/Finance Manager
Moved	:	Alderman Clark
Seconded	:	Deputy Mayor Gazey

CEO Bodill distributed an amended version of the Operating Statement Katherine Town Council for the month ended 30 June 2020.

New amendments to the recommendation that Council :

1. Endorses the Financial Report for the month of June 2020 with the amended Operating Statement of the Katherine Town Council for the month ended 30 June 2020.

Moved	:	Deputy Mayor Gazey
Seconded	:	Alderman Clark

**CARRIED 6 / 0**

### 13.4 PUBLIC ORDER AND SAFETY REPORT

Purpose	:	To present the Public Order and Safety Report for the month of June 2020.
File	:	Local Governance/Council Meetings/Reports to Council/Chief Operations Officer
Moved	:	Alderman Clark
Seconded	:	Deputy Mayor Gazey
That it be recommended to Council to:		
1. Formally "note and receive" the Public Order and Safety Report to Council.		
<b>CARRIED 6 / 0</b>		

### 13.5 SIGNS CODE RULES

Purpose	:	To seek endorsement from Council to adopt a Signs Code Rule for Election Signs.
File	:	Local Governance / Council Meeting / Reports to Council / Chief Operations Officer
Moved	:	Deputy Mayor Gazey
Seconded	:	Alderman Zellej
New amendments to the recommendation that Council:		
Adopts the above Signs Code Rules for Election Signs and,		
1. that an election sign may be placed on private property provided they are only erected within 6 weeks of an election and removed within 7 days after it, subject to any requirements under the Electoral Act.		
2. any cost applied from the removal of the Election Signs on private property as the result of a breach of the rules will be the responsible of the property owner/s.		
Moved	:	Alderman Tapp-Coutts
Seconded	:	Alderman Clark
<b>CARRIED 6 / 0</b>		

### 13.6 MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT JUNE 2020

Purpose	:	To present the Report for the Community Services department for the month of June 2020.
File	:	Local Governance / Council Meeting / Reports to Council / Community Services
Moved	:	Alderman Tapp-Coutts
Seconded	:	Alderman Zellej
That it be recommended to Council to:		
1. Receive and note the Community Services report for the month of June 2020		
<b>CARRIED 6 / 0</b>		

### 13.7 MYDARWIN PLATFORM – NT LOCAL GOVERNMENT OFFER

Purpose	: To present for Council's information and decision making associated with the MyDarwin platform and offer to Local Government for reduced installation costs.
File	: Local Governance / Council Meeting / Reports to Council /Community Services
Moved	: Deputy Mayor Gazey
Seconded	: Alderman Tapp-Coutts
That it be recommended to Council to:	
<ol style="list-style-type: none"> <li>1. Accept the offer by the City of Darwin to "white label" the MyDarwin platform for the use by Katherine Town Council at a future time.</li> <li>2. Send 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.</li> </ol>	
<b>CARRIED 6 / 0</b>	

### 13.8 SCHOOL HOLIDAY PROGRAM GRANT FUNDING – 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 the funding the development of the advertising/marketing for the School Holiday Program for the December/January 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:	
<ol style="list-style-type: none"> <li>1. Accept the grant funding offer of \$4,629.90 (GST exclusive) from the Department of the Chief Minister for the July 2020 School Holiday Program.</li> <li>2. Authorise the Mayor and CEO to affix the common seal and sign the Agreement.</li> </ol>	
<b>CARRIED 6 / 0</b>	



### 13.9 INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF JUNE 2020

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

### 13.10 JUNE 2020 – PROJECT UPDATE

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

## 14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

### 14.1 MINUTES MEETING OF THE AUDIT COMMITTEE

Purpose	: To present the minutes of meeting of Audit Committee on 11 June 2020
File	: Local Governance / Ordinary Council Meeting / Reports to Council /Chief Operations Officer
Moved	: Alderman Raynor
Seconded	: Alderman Zelle
That it be recommended to Council to:	
1. Receive and note the minutes of the Audit Committee Meeting held on 11 June 2020.	
<b>CARRIED 6 / 0</b>	

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## 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 the following activities from 24 June to 28 July 2020:

- Special Meeting of Council on 25 June 2020
- Special Meeting of Council on 29 June 2020
- Special Meeting of Council on 9 July 2020
- Ordinary Meeting of Council on 28 July 2020
- Elected Members Information Session x 2
- DCA
- Meeting with Dr Felicity (Zoom)
- Recording for virtual show KDSS
- Update with Brendan regarding KTC projects
- Channel 9 interview
- Meeting with RAAF Base Tindal and Niceforo Group
- Thank You reception, with Minister Uibo MLA
- Community Forum
- Meeting with 2 community members
- Katherine Museum Auction dinner
- Citizenship Ceremony

### 15.2 Alderman Elisabeth Clark's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Elisabeth Clark Had engaged in the following activities from 24 June to 28 July 2020:

- Meeting with Clare Pearce - weeds branch
- Meeting with CEO and Dirt Club
- Special Meeting of Council on 25 June 2020
- Special Meeting of Council on 29 June 2020
- Special Meeting of Council on 9 July 2020
- Showgrounds Advisory Committee meeting
- Meeting with Dr Felicity x 3 (Zoom)
- Breakfast and check of Hot springs with Elected members
- Elected Members Information Session
- Ordinary Meeting of Council
- Citizenship Ceremony
- Presentation by Nino Niceforo on Airport
- Meeting with 2 community members about open forums

### 15.3 Alderman Jon Raynor's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Jon Raynor had engaged in the following activities from 24 June to 28 July 2020:

- Community Forum

- EMIS 2x
- Special Meeting of Council x2
- Meeting with Dr Felicity
- Community Meeting at KTC

#### 15.4 Alderman Toni Tapp-Coutts' Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Toni Tapp-Coutts had engaged in the following activities from 24 June to 28 July 2020:

- Ordinary Meeting of Council on 28 July
- Elected Members Information Session x 2
- Special Meeting of Council x 2
- Emungalan Bridge Project Briefing
- Meeting Dr Felicity Lewis (Zoom)
- Heritage Council Meeting
- Opening GYRACC Art Exhibition
- GYRACC Exec Board Meetings x 2
- Regional Community Engagement – TEHS Meeting
- Community Meeting at KTC
- ICPA Lunch
- Minister Uibo – Thank you drinks for first responders
- Presentation – Ben Herdon Pride Festival
- Presentation - Mitchael Curtis Katherine Mangoes.
- Wayfaring Signage - KTC

#### 15.5 Alderman John Zelle's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman John Zelle had engaged in the following activities from 24 June to 28 July 2020:

- Community Forum
- Ordinary Meeting of Council
- EMIS 2x (1 via zoom)
- Special Meeting of Council

#### 14.6 Alderman Matthew Hurley's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Hurley had engaged in the following activities from 24 June to 28 July 2020:

- Community Forum
- EMIS

**Motion**

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

1. DP20-0046 Power Water Sewerage Easement

Moved : Deputy Mayor Gazey

Seconded : Alderman Clark

**CARRIED 6/0**

**16. LATE AGENDA ITEMS****16.1 DP20-0046 Power 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 Lot 3177, Katherine (Form 104) pertaining to this report. This is in relation to DP20-0046 Lot 03177 Town of Katherine, 11 Murray Street, Katherine South Katherine Showgrounds. Stage 1- Alteration to Camp Draft, Rodeo Arena and New Amenities.

File : Local Governance /Ordinary Meeting of Council/Reports to Council/Infrastructure and Environment

Moved : Alderman Zelle

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 3177, Katherine.

**CARRIED 6 / 0**

**17 GENERAL BUSINESS****Motion**

A motion was moved by Deputy Mayor Gazey seek approval from the Katherine Town Council nominate Deputy Mayor Gazey for the position on LGANT Executive Board as Member under Municipal.

Seconded: Alderman Clark

**Comment/s**

- Mayor Miller explained that Katherine Town Council will submit Deputy Mayor Gazey's Nomination Form to the LGANT. Deputy Mayor Gazey will be asked to present his vision before the LGANT Executive at the Annual General Meeting in November 2020 and elaborate why he should be supported for the position.

**CARRIED 6/0**

- Alderman Clark paid her tribute to Mr Bob Mackie and mentioned that Mr Mackie was a wonderful figure that the Katherine Community had for many years. She continued that Mr Mackie will be remembered as a colourful person and for his contribution to the Katherine Community especially in the business sector.

- Alderman Raynor sought more information on the discussion with GISERA regarding the pipeline from Tennant Creek to Darwin which will have an effect on Katherine Town

Council and its community. Mayor Miller responded that there had been no discussion with GISERA . The information should be available online.

- Alderman Tapp-Coutts extended her appreciation to Katherine Town Council staff for successfully organising the first Community Forum. It was very well attended, and the community was able to be provided with important information. Mayor Miller added that the next Community Forum is on the 29 August 2020 at the Shopping Complex. Alderman Tapp-Coutts suggested that there should be another Community Forum conducted at the Katherine Town Council before Christmas as it will be a good opportunity to provide the public with information relating to School and Christmas Holiday Activities. Alderman Tapp-Coutts also reminded the public to apply for Community Grants which are now available. The applications will close on the 19 August 2020.
- Mayor Miller paid her respect to Mr Bob Mackie. He is remembered as a humorous person who always calmed and made fun of any bad situation. He worked really well with people including disadvantage people who needed upskilling. Mayor Miller thanked Bob Mackie for everything he had done for Katherine.
- CEO Bodill updated that the Chamber of Commerce had accepted an invitation to host a 'Get to Know Your Candidate' event on Saturday, 8 August 2020 at 11.30 a.m at Country Club. Some pertinent questions relating to Fracking, Doctor shortages, homelessness and business matters were likely to be asked.

**Alderman Zelley left the meeting at 7.27 p.m due to bad internet connection**

## **18 CLOSURE OF MEETING TO PUBLIC AT 7.29 PM**

### **Motion**

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.

Moved : Mayor Miller  
Seconded : Deputy Mayor Gazey

**CARRIED 5 / 0**

## 19 CONFIDENTIAL ITEMS

### RECOMMENDATIONS

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 65(2) of the Local Government Act:

19.1 Minutes of Special Confidential Meeting of Council held on 25 June 2020.

19.2 Minutes of Special Confidential Meeting of Council held on 9 July 2020 at 3.30 PM

19.3 T20-05 – Morris Road Drainage Upgrade

#### Motion

A motion was raised to move the resolution from the confidential items into the public section of the meeting minutes.

Moved : Alderman Raynor  
 Seconded : Alderman Clark

**CARRIED 5 / 0**

19.1 Minutes Special Confidential Meeting held on 25 June 2020

Purpose : To seek endorsement from Council to award Tender T20-03 Katherine CBD Revitalisation – Town Square  
 File : Local Governance/Special Council Meeting/Reports to Council/Infrastructure and Environment

Moved : Alderman Zelle  
 Seconded : Deputy Mayor Gazey

That it be recommended to Council to:

1. Award **Jaytex Construction Pty Ltd** Tender 20-03 Katherine CBD Revitalisation project for \$3,186,566.06 GST Exclusive, Three Million One Hundred Eighty-Six Thousand Five Hundred Sixty-Six Dollars and 6 Cents; and

2. **Transfer** from the restricted capital renewals reserve \$295,135.19 to provide for the total estimated cost of works

Discussion:

- Mayor Miller mentioned that this project should benefit local businesses in Katherine therefore Council should consider awarding a Katherine business to lead this project.
- Alderman Raynor seconded Mayor's suggestion and supported that Council should provide a first big project to the Katherine Business
- Deputy Mayor Gazey supported Katherine Construction Pty Ltd
- Alderman Tapp-Coutts supported Katherine Construction Pty Ltd
- Alderman John Zelle supported Katherine Construction Pty Ltd

- Alderman Hurley supported Katherine Construction Pty Ltd
- Alderman Clark supported Katherine Construction Pty Ltd

**LOST 0 / 7**  
**All against**

A new motion was moved:

- that Council awards **Katherine Construction Pty Ltd** Tender 20-03 Katherine CBD Revitalisation Project for \$ 3,102,970.00 GST Exclusive, Three Million One Hundred Two Thousand Nine Hundred and Seventy Dollars; and
- That Council transfers from the restricted capital renewals reserve \$295,135.19 to provide for the total estimated cost of works.

Moved : Alderman Raynor  
Seconded : Alderman Hurley

**CARRIED 7/0**

### 19.3 T20-05 – Morris Road Drainage Upgrade

Purpose : To seek endorsement from Elected Members to discontinue Tender T20-05 Morris Road Drainage Upgrade work and transfer the Roads to Recovery funds allocated to T20-05 Morris Road Drainage upgrade to T20-02B-52 & 53 Roads Reseal Program 2019/20 PK1 and PK 2

File : Local Governance /Ordinary Council Meeting/Reports to Council/Infrastructure and Environment

Moved : Deputy Mayor Gazey  
Seconded : Alderman Raynor

New amendment to the recommendation that Council:

1. Discontinues T20-05-Morris Drainage Upgrade project at this time and that alternative design solutions to address drainage and pavement issues are further investigated

Moved: Alderman Raynor  
Seconded: Alderman Clark

**CARRIED 5 / 0**

## 19 RESUMPTION OF OPEN MEETING AT 7.49 PM

### MOTION

A motion was raised to re-open the Ordinary Meeting of Council to the General Public

Moved : Mayor Miller  
Seconded : Deputy Mayor Gazey

**CARRIED 5 / 0**

## 20 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on Tuesday 25 August 2020

## 21 CLOSURE OF MEETING

That meeting closed at 7.53pm

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

<b>NO</b>	:	13.1
<b>FOLDER</b>	:	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER</b>
<b>MEETING</b>	:	<b>ORDINARY COUNCIL MEETING – (25/08/2020)</b>
<b>REPORT TITLE</b>	:	<b>MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF JULY 2020</b>
<b>AUTHOR</b>	:	<b>JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO</b>
<b>ATTACHMENT/S</b>	:	<ol style="list-style-type: none"> <li>1. STAFF STATISTICS FOR THE MONTH OF JULY 2020</li> <li>2. ELECTED MEMEBERS REQUESTS' UPDATE</li> <li>3. SERVICES REQUESTS AND COMPLETED REQUESTS – JULY 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 29 July until 20<sup>th</sup> August 2020.

### COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 29<sup>th</sup> July until 18<sup>th</sup> August 2020:

#### **LG Act 2019 Implementation- Policy working group**

Big Rivers Local Government Act 2019 Implementation Working Group met on Thursday, 30 July 2020 at the Government Centre. This is a monthly meeting which focuses mainly on reviewing and updating Council's policies before the implementation of the Local Government Act 2019.

These series of meetings are coordinated by Amanda Haigh, Regional Manager Big Rivers Region, DLGHCD with the support of Rob Lee, Senior Legislation and Policy Officer – Resource Development, DLGHCD. CEO Ian Bodill and Jherry Matahelumual are the representatives from the Katherine Town Council (KTC).

#### **Policy Review Committee Meeting**

Policy Review Committee met on Tuesday, 11 August 2020. The following policies were discussed and developed into draft:

- Audio/Audio-visual Conferencing for Elected Members
- Audio/Audio-visual Conferencing for Council's Committees
- Casual Vacancy on Council

The above draft policies have been provided to Elected Members for feedback.

KTC will also seek the DLGHCD comments on the above policies to ensure our compliance with the Local Government Act 2019 before presenting the final draft to the Council for approval and adoption.

### **Reception to celebrate 150 years of policing in the NT**

The CEO attended a Celebration of 150 Years of Policing on Tuesday, 11 August 2020.

The event was facilitated by Commander Janelle Tonkin and her team at the Katherine Police Station.

### **Wheelchair Tour at the Hot Springs**

The CEO responded to a request from Mr Greg Dowling to experience a tour around the Hot Springs area on Friday, 14 August 2020. Mr Dowling pointed out the difficulties for people with disabilities accessing the Hot Springs area. Deputy Mayor Gazey, Brendan Pearce and Jherry Matahelumual also participated in the exercise. Greg is a long-term resident of Katherine who mentioned that some of wheelchair users have opted not to go to the Hot Springs due to the lack of access.

### **Courtesy meeting with Mrs Fay Gurr, General Manager St Vincent de Paul Society (NT) Inc**

CEO welcomed Mrs Gurr on Friday, 31 July 2020 at the Katherine Town Council. Mrs Gurr discussed the good work that St Vincent de Paul Society (NT) Inc. was doing in the NT. Discussion ensued on the residences they had taken over from the NT Government and the fact that they now had to pay rates on the buildings. She was told to have a look at the lease agreement with the NTG and see whose responsibility it was to pay the rates and that we would discuss the matter further if necessary. .

### **Meeting with CEO of Binjari Community Aboriginal Corporation**

The CEO, Casey Anderson, Donna Jones and Brendan Pearce attended a meeting with Ms Debra Aloisi, BCAC's CEO on the 11th August.

The meeting highlighted a number of matters including the fact that KTC has the responsibility of providing municipal services to the community.

The main issue is that there is a lack of strategic direction between council and the Binjari Administration including the community itself. In that respect, the CEO has had discussions with DLGHCD, and it has been agreed that a 5-year plan is required will be developed and endorsed by council.

### **Katherine PFAS Community Consultation Group Thursday 06 August 2020, at the Katherine Government Centre, Level 1 Conference Room**

Received a Construction Update presentation from Skefos Tsoukalis representing Power and Water, of the New Katherine PFAS Treatment Plant.

### **Big Rivers Regional Reconstruction Committee on Wednesday 12th August, at the Katherine Government Centre, Level 1 Conference Room.**

Attended the above meeting with Mayor Miller. Received a presentation from the two co-chairs of Team Territory; Claire Martin and Dick Guit. On 20 July 2020, the Territory Economic Reconstruction Commission released its First Report, setting out immediate priorities to capitalise on the Territory's competitive advantages, to attract more private investment and create more local jobs.

The Commission recommended the Northern Territory Government focus on growing five main sectors;

1. Energy (renewable and gas)
2. Manufacturing (gas and non-gas)
3. Agribusiness
4. Resources
5. Tourism

**Meeting with Terry Roth re valuation of the Katherine Civic Centre on Thursday, 13 August 2020**

The CEO met with Mr Terry Roth representing valuers Heron Todd, and discussed the requirements regarding the scope of the valuation of the Civic Centre and surrounding land parcel.

**Meeting with Commander Janelle Tonkin in charge of NT Police Northern Command at Katherine Police Station 18 August 2020.**

This meeting was part of a regular update which included Mayor Miller and Superintendent Daniel Sheen.

**Meeting with Colin Abbott from the Chamber to discuss International Students to Katherine 18 August 2020.**

**OTHER UPDATES**

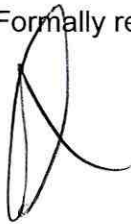
Other attachments include:

- Staff Statistics for the Month of July 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 July 2020
- Outstanding Council's Resolutions for the period of January 2020 to July 2020.

**OFFICER RECOMMENDATION**

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

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



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

**Staff Statistics – July** (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
Governance Civic	3	146.30	19.25	6.42
Community Services – Civic Centre	10	23.8	3.13	3.19
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	56.2	7.39	3.70
Waste Management	6	139.3	18.33	3.05
Regulatory Services	2	0	0	0
<b>TOTAL</b>	<b>53</b>	<b>719.7</b>	<b>94.69</b>	<b>17.11</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 – July 2020.

<b>REQUESTS FROM ELECTED MEMBERS</b>					
<b>AT THE ORDINARY/SPECIAL MEETINGS OF COUNCIL (MARCH – JUNE 2020)</b>					
Requestor/Initiator	Items	Responsible Officer	Action	Status	Date of Meeting
Her Worship Mayor Miller	<ul style="list-style-type: none"> <li>▪ In relation to agreement that has been reached by Shine Lawyers.</li> <li>▪ 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.</li> <li>▪ Council provides a copy of the written advice provided by the council to Shine Lawyers in relation to liability.</li> <li>▪ Council provides a copy of instruction to Shine Lawyers from the Katherine Town Council.</li> </ul>	CEO/COO	<ul style="list-style-type: none"> <li>▪ A Letter from KTC requesting clarity was sent to Shine Lawyers on 14 April 2020.</li> <li>▪ A Meeting with Shine Lawyers was conducted on 24 April 2020 Representatives from Shine Lawyers are:                             <ol style="list-style-type: none"> <li>1. Tristan Gaven, Senior Associate.</li> <li>2. Joshua Aylward, Practice Leader for Class Action</li> </ol> </li> <li>▪ PFAS Report was presented before the council on 28 April 2020.</li> <li>▪ Group Member Registration Form, Katherine PFAS Class Action was sent on 5th May 2020 with the list of KTC properties.</li> </ul>	In progress	24-Mar-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	<ul style="list-style-type: none"> <li>▪ EA has acknowledged the email and requested a meeting with CEO and Deputy Mayor Gazey.</li> <li>▪ Menzies School of Research Representative informed that the matter will be further discussed after the completion of the grant.</li> </ul>	In progress	28-Apr-20

<p>Alderman Raynor</p>	<p>Follow up on the process of renaming Dog Park in Lockheed Reserve in honour of Andrew Wilson (deceased KTC long term staff member)</p>	<p>CEO</p>	<ul style="list-style-type: none"> <li>▪ Manager Grounds &amp; Maintenance is preparing for the survey</li> <li>▪ EA to prepare for all relevant documents for application.</li> <li>▪ Relevant Officer is working on this. This is an ongoing project</li> </ul>	<p>In progress</p>
<p>Alderman Tapp Coutts</p>	<p>To follow up on Master Plan of Airport</p>	<p>CEO</p>	<p>The relevant officer is working on this matter.</p>	<p>The tree is being watered and nurtured by Alison Jacks until ready to be planted in the park. Included in next year's budget. An amount has been included and Brendan has been tasked to deal with this.</p>
	<p>To follow up and progress relocation of Katherine Locomotive Project</p>	<p>EA</p>	<ul style="list-style-type: none"> <li>▪ KTC has been in closed communication with DIPL, National Trust NT &amp; Katherine and Friends of North Railway Association. A meeting was conducted on the 14 of May to organise the new timeline of the project.</li> </ul>	<p>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.</p>
	<p>To progress Single Use of Plastic Policy</p>	<p>XCS</p>	<p>Community Consultation guidelines has been drafted.</p>	<p>In progress</p>
	<p>To upgrade the microphone in Chamber</p>	<p>COO</p>	<ul style="list-style-type: none"> <li>▪ \$5000 has been added in the budget. Admin Manager has been in discussion with eMerge IT Solution to check mics system used by Alice Springs Town Council.</li> </ul>	<p>In progress. It is understood that new batteries will be purchased and that the existing speakers will be fine to continue with.</p>

### Service Requests Received

Council received service 110 requests for the month of July 2020.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheelie Bins	11	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle		Equipment Hire – Collars, Cages etc	
Other Bins	1	Civic Centre		Carparks		Animal – Other	5	Streetlight Maintenance (Streetlights)	4
Domestic Rubbish Collection	2	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	20	Burial Records	1
Litter		Showgrounds	2	Road Opening/Closing – Footpath/Driveways	1	Animal Cruelty	1	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	4	Animals – Lost and Found	5	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals		Airport	2	Street – Road Cleaning		Animal Attack & Menace	5	Miscellaneous Requests	8
Streetlight Maintenance (Other Lighting)	2	Visitor Information Centre	1	Permit to Work Within NT Government Road Reserve Driveways				Plaques and Headstones	
Sprinklers and Watering General		Parks & Cenotaph		Road Maintenance	3	Dwelling and Vacant Lots Inspection	3	Ombudsman Complaints	
Weeds	1	BMX	3	Footpaths		Parking Control	3	Community – Festival or Events	
Trees & Vegetation	1	Lindsey Street Complex		Line Marking/Pavement Management	1	Unauthorised Camping		Alcohol Permit	
Bores and Water Readings		Sportsground	7	Traffic Management		Overgrown/ Unkempt Land		Planning and Development	
Waste Management Facilities		General	1	Planning and Development		Dog Licence		Vandalism	
Illegal Dumping	3	Swimming Pool		Laneways		After Hours Callout		Signs Requests	
Waste Charges – New Services and Removal	3	Playgrounds and Equipment		Road Access		Finance – Direct Debit requests and Cancellations		Finance – Direct Debit requests and Cancellations	3
		Skate Park		Drains	1	Public Health Risk Activities		Cemetery Maintenance	1
		Hot Springs	1			Dangerous Animals			
		Scout Hall							
<b>Total</b>	<b>24</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>10</b>	<b>Total</b>	<b>42</b>	<b>Total</b>	<b>17</b>

### Service Requests Completed

Council completed 81 requests for the month of July 2020 and 29 are awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheelie Bins	11	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle		Equipment Hire – Collars, Cages Etc	
Other Bins	1	Civic Centre		Carparks		Animal – Other	3	Streetlight Maintenance (Streetlights)	3
Domestic Rubbish Collection	2	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	12	Burial Records	1
Litter		Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	1	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	4	Animals – Lost and Found	4	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals		Airport	1	Street – Road Cleaning		Animal Attack & Menace	4	Disabled Parking Permits	
Streetlight Maintenance (Other Lighting)	2	Visitor Information Centre		Permit to Work Within NT Government Road Reserve Driveways				Plaques and Headstones	
Sprinklers and Watering		Parks & Cenotaph						Ombudsman Complaints	
General		BMX	2	Road Maintenance	2	Dwelling and Vacant Lots Inspection	1	Community – Festival or Events	
Weeds	1	Lindsey Street Complex		Footpaths		Parking Control	1	Alcohol Permit	
Trees & Vegetation	1	Sportsground	5	Line Marking/Pavement Management		Unauthorised Camping		Planning and Development	
Bores and Water Readings		General	1	Traffic Management		Overgrown/ Unkempt Land		Planning and Development	
Waste Management Facilities		Swimming Pool		Planning and Development		Dog Licence		Signs Requests	
Illegal Dumping	2	Playgrounds and Equipment		Laneways		After Hours Callout		Miscellaneous Requests	6
Waste Charges – New Services and Removal	3	Skate Park		Road Access	1	Public Health Risk Activities		Vandalism	
		Hot Springs	1	Drains		Dangerous Animals		Finance – Direct Debit Request and Cancellations	3
		Scout Hall						Cemetery Maintenance	1
<b>Total</b>	<b>23</b>	<b>Total</b>	<b>11</b>	<b>Total</b>	<b>7</b>	<b>Total</b>	<b>26</b>	<b>Total</b>	<b>14</b>



**Ordinary Meeting of Council – 25 August 2020**  
**Outstanding Council’s Resolutions**  
**(January – June 2020)**  
**and**  
**Resolutions of Council’s Meeting in July 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>Community Services Team will go through the Express of Interest.</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> <p>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.</p> <p>b) This Exception Study be presented to Council within four weeks for approval</p>	Peter Schubert	Infrastructure and Environment Services	IN PROGRESS
3.	25/02/2020	Disposal of Obsolete Property – Major and Minor Plant Equipment	<p>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.</p>	Anthony Brandon	Infrastructure and Environment	<p>IN PROGRESS Majority of the items have been disposed of.</p>
4.	28/04/2020	Naming of the Dog Park in Lockheed Reserve	<p>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.</p>	Ian Bodill	Office of CEO	<p>IN PROGRESS This is an ongoing process for up to 1 year</p>

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>30</p> <p>IN PROGRESS</p> <p>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>Initial consultation as commenced in conjunction with advisory groups.</p> <p>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>IN PROGRESS</p> <p>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.
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	Monthly Report of the Chief Executive Officer for the Month of June 2020	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of May 2020	Ian Bodill	CEO	COMPLETED Received and noted by Council
11.	28/07/2020	Call for Nominations – Local Government Disciplinary Committee	THAT Council endorses any of its members that wish to nominate to be eligible to be local government disciplinary committee members and therefore approves the application from Alderman Hurley and advises LGANT accordingly.	Ian Bodill	CEO	COMPLETED CEO signed the nomination form and forwarded the form and other relevant document to LGANT on 29 July 2020
12.	28/07/2020	Public Order and Safety Report	THAT Council formally "notes and receives" the Public Order and Safety Report to Council.	Claire Johansson	COO	COMPLETED Received and noted by Council
13.	28/07/2020	Signs Code Rules	THAT Council adopts the above Signs Code Rules for Election Signs and,  that an election sign may be placed on private property provided they are only erected within 6 weeks of an election and removed within 7 days after it, subject to any requirements under the Electoral Act.  Any cost applied from the removal of the Election Signs on private property as the result of a breach of the rules will be the responsible	Claire Johansson	COO	COMPLETED

14.	28/07/2020	MyDarwin Platform – NT Local Government Offer	of the property owner/s. 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	XCS	IN PROGRESS Letter of Acceptance and Thanks send to Lord Mayor and CEO. Officers to progress through customisation process and associated costings.	32
15.	28/07/2020	School Holiday Program Grant Funding – Regional Flexible Grant Agreement	THAT Council accepts the grant funding offer of \$4,629.90 (GST exclusive) from the Department of the Chief Minister for the July 2020 School Holiday Program.	Rosemary Jennings	XCS	COMPLETED Mayor and CEO signed of the agreement and affixed the common seal on 29 July 2020.  Agreement was forwarded to DCM	
16.	28/07/2020	Infrastructure & Environment Services Report for the Month of June 2020	THAT Council authorise the Mayor and CEO to affix the common seal and sign the Agreement. THAT Council receives and notes the report of the Infrastructure & Environment Services for the Month of June 2020.	Shawn Collins	MIE	COMPLETED Received and noted by Council	
17.	28/07/2020	June 2020 – Project Update	THAT Council receives and notes the project update for the month of June 2020	Arsalan Malik	PM	COMPLETED Received and noted by Council	
18.	28/07/2020	Minutes Meeting of the Audit Committee	THAT Council receives and notes the minutes of the Audit Committee Meeting held on 11 June 2020	Jherry Matahelumual	EA	COMPLETED Received and noted by Council	
19.	28/07/2020 (Late Agenda)	DP20-0046 Power 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 3177, Katherine.	Janette Crowhurst	Infrastructure and environment	COMPLETED Signed by Mayor and CEO and affixed common seal on 29 July 2020.	
20.	28/07/2020	Deputy Mayor Gazey Nomination for the position on LGANT Executive Board as	THAT Council approves Deputy Mayor Gazey nomination form for the position on LGANT Executive Board as Member under Municipal.	Peter Gazey	Elected Member	COMPLETED CEO has confirmed the nomination and forwarded it with relevant document to LGANT	

Member under  
Municipal.

# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.2
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	:	ORDINARY COUNCIL MEETING – 25 <sup>th</sup> August 2020
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – July 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.*

### **Please note:**

The Budget Variance Report does not include some budget figures as Capital Projects Budgets are balances brought forward and will not be available until the Financial Statements are completed in September.

**OFFICER RECOMMENDATION**

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

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



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



**Budget Variance**  
**Katherine Town Council**  
**For the month ended 31 July 2020**

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>								
Operating grants	\$6,072.86	\$1,000.00	\$5,072.86	507.3%	\$6,072.86	\$1,000.00	\$5,072.86	507.3%
Other Income	\$0.00	\$28,380.00	-\$28,380.00	-100.0%	\$0.00	\$28,380.00	-\$28,380.00	-100.0%
Other Revenue	\$2,197,115.06	\$1,329,590.00	\$867,525.06	65.2%	\$2,197,115.06	\$1,329,590.00	\$867,525.06	65.2%
Rates	\$6,599,460.14	\$7,831,132.00	-\$1,231,671.86	-15.7%	\$6,599,460.14	\$7,831,132.00	-\$1,231,671.86	-15.7%
Statutory charges	\$10,418.93	\$55,000.00	-\$44,581.07	-81.1%	\$10,418.93	\$55,000.00	-\$44,581.07	-81.1%
Subsidies	\$0.00	\$188,000.00	-\$188,000.00	-100.0%	\$0.00	\$188,000.00	-\$188,000.00	-100.0%
User Charges	\$55,777.75	\$75,000.00	-\$19,222.25	-25.6%	\$55,777.75	\$75,000.00	-\$19,222.25	-25.6%
<b>Total Income</b>	<b>\$8,868,844.74</b>	<b>\$9,508,102.00</b>	<b>-\$639,257.26</b>	<b>-6.7%</b>	<b>\$8,868,844.74</b>	<b>\$9,508,102.00</b>	<b>-\$639,257.26</b>	<b>-6.7%</b>
<b>Gross Profit</b>	<b>\$8,868,844.74</b>	<b>\$9,508,102.00</b>	<b>-\$639,257.26</b>	<b>-6.7%</b>	<b>\$8,868,844.74</b>	<b>\$9,508,102.00</b>	<b>-\$639,257.26</b>	<b>-6.7%</b>
<b>Plus Other Income</b>								
Operating Grants and Subsidies	\$0.00	\$187,341.00	-\$187,341.00	-100.0%	\$0.00	\$187,341.00	-\$187,341.00	-100.0%
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$187,341.00</b>	<b>-\$187,341.00</b>	<b>-100.0%</b>	<b>\$0.00</b>	<b>\$187,341.00</b>	<b>-\$187,341.00</b>	<b>-100.0%</b>
<b>Less Operating Expenses</b>								
Elected Members	\$19,692.62	\$19,277.00	\$415.62	2.2%	\$19,692.62	\$19,277.00	\$415.62	2.2%
Employee Costs	\$315,326.59	\$438,568.00	-\$123,241.41	-28.1%	\$315,326.59	\$438,568.00	-\$123,241.41	-28.1%
Materials and Services	\$238,101.18	\$506,067.00	-\$267,965.82	-53.0%	\$238,101.18	\$506,067.00	-\$267,965.82	-53.0%
Other Expenses	\$0.00	\$71,648.00	-\$71,648.00	-100.0%	\$0.00	\$71,648.00	-\$71,648.00	-100.0%
<b>Total Operating Expenses</b>	<b>\$573,120.39</b>	<b>\$1,035,560.00</b>	<b>-\$462,439.61</b>	<b>-44.7%</b>	<b>\$573,120.39</b>	<b>\$1,035,560.00</b>	<b>-\$462,439.61</b>	<b>-44.7%</b>
<b>Operating Profit</b>	<b>\$8,295,724.35</b>	<b>\$8,659,883.00</b>	<b>-\$364,158.65</b>	<b>-4.2%</b>	<b>\$8,295,724.35</b>	<b>\$8,659,883.00</b>	<b>-\$364,158.65</b>	<b>-4.2%</b>
<b>Non-operating Expenses</b>								
O SCALE funding	\$42,723.81	\$0.00	\$42,723.81		\$42,723.81	\$0.00	\$42,723.81	
<b>Capital Works</b>								
C Airport Master Plan	\$0.00	\$50,000.00	-\$50,000.00	-100.0%	\$0.00	\$50,000.00	-\$50,000.00	-100.0%

C Bins for Waste Management	\$24,550.00	\$0.00	\$24,550.00	\$0.00	\$0.00	\$24,550.00	\$0.00	\$0.00	\$24,550.00	-100.0%
C Building Upgrades	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	-\$100,000.00	\$0.00	\$100,000.00	-\$100,000.00	-100.0%
C CBD WIP Grant Capital	\$298,057.85	\$0.00	\$298,057.85	\$0.00	\$298,057.85	\$0.00	\$0.00	\$298,057.85	\$0.00	-100.0%
C Christmas Decorations	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	-\$20,000.00	\$0.00	\$20,000.00	-\$20,000.00	-100.0%
C Fleet and Plant Replacement	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	-\$100,000.00	\$0.00	\$100,000.00	-\$100,000.00	-100.0%
C Footpaths Capital WIP	\$0.00	\$80,270.00	\$0.00	\$80,270.00	\$0.00	-\$80,270.00	\$0.00	\$80,270.00	-\$80,270.00	-100.0%
C Furniture, Equipment and Cc	\$0.00	\$37,500.00	\$0.00	\$37,500.00	\$0.00	-\$37,500.00	\$0.00	\$37,500.00	-\$37,500.00	-100.0%
C Hot Springs WIP Grant	\$6,394.75	\$0.00	\$6,394.75	\$0.00	\$6,394.75	\$0.00	\$0.00	\$6,394.75	\$0.00	-100.0%
C Irrigation Upgrade / New	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00	-\$40,000.00	\$0.00	\$40,000.00	-\$40,000.00	-100.0%
C Knotts Crossing Cemetery F	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	-\$20,000.00	\$0.00	\$20,000.00	-\$20,000.00	-100.0%
C Netball Courts Upgrade	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00	-\$30,000.00	\$0.00	\$30,000.00	-\$30,000.00	-100.0%
C Nursery	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	-\$20,000.00	\$0.00	\$20,000.00	-\$20,000.00	-100.0%
C Pool cleaner for aquatic cent	\$12,652.73	\$0.00	\$12,652.73	\$0.00	\$12,652.73	\$0.00	\$0.00	\$12,652.73	\$0.00	-100.0%
C Road reseal works	\$2,150.00	\$0.00	\$2,150.00	\$0.00	\$2,150.00	\$0.00	\$0.00	\$2,150.00	\$0.00	-100.0%
C Roads	\$0.00	\$968,828.00	\$0.00	\$968,828.00	\$0.00	-\$968,828.00	\$0.00	\$968,828.00	-\$968,828.00	-100.0%
C Roads WIP Capital	-\$61,503.71	\$0.00	-\$61,503.71	\$0.00	-\$61,503.71	\$0.00	\$0.00	-\$61,503.71	\$0.00	-100.0%
C Showgrounds Fencing Upgr:	\$0.00	\$23,072.00	\$0.00	\$23,072.00	\$0.00	-\$23,072.00	\$0.00	\$23,072.00	-\$23,072.00	-100.0%
C Showgrounds Gates	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	-\$20,000.00	\$0.00	\$20,000.00	-\$20,000.00	-100.0%
C Showgrounds WIP Capital	\$214,347.09	\$0.00	\$214,347.09	\$0.00	\$214,347.09	\$0.00	\$0.00	\$214,347.09	\$0.00	-100.0%
C Signage - Airport and Towns	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	-\$20,000.00	\$0.00	\$20,000.00	-\$20,000.00	-100.0%
C Sportsgrounds Pavillon WIP	\$4,555.00	\$0.00	\$4,555.00	\$0.00	\$4,555.00	\$0.00	\$0.00	\$4,555.00	\$0.00	-100.0%
C Street Lighting Upgrades / N	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	-\$100,000.00	\$0.00	\$100,000.00	-\$100,000.00	-100.0%
C Turtle shade structure	\$29,500.00	\$60,000.00	\$29,500.00	\$60,000.00	\$29,500.00	-\$30,500.00	\$0.00	\$60,000.00	-\$30,500.00	-50.8%
C Turtle WIP Grant	\$85,419.76	\$0.00	\$85,419.76	\$0.00	\$85,419.76	\$0.00	\$0.00	\$85,419.76	\$0.00	-100.0%
C WWII Historical Walk Signa:	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	-\$10,000.00	\$0.00	\$10,000.00	-\$10,000.00	-100.0%
<b>Total Capital Works</b>	<b>\$616,123.47</b>	<b>\$1,699,670.00</b>	<b>-\$1,083,546.53</b>	<b>\$616,123.47</b>	<b>\$616,123.47</b>	<b>-\$1,083,546.53</b>	<b>\$1,699,670.00</b>	<b>\$1,699,670.00</b>	<b>-\$1,083,546.53</b>	<b>-63.8%</b>
<b>Grant Expenses</b>										
Capital WIP - Plant Internal	\$75.61	\$0.00	\$75.61	\$0.00	\$75.61	\$0.00	\$0.00	\$75.61	\$0.00	-100.0%
<b>Total Grant Expenses</b>	<b>\$75.61</b>	<b>\$0.00</b>	<b>\$75.61</b>	<b>\$0.00</b>	<b>\$75.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75.61</b>	<b>\$0.00</b>	<b>-100.0%</b>
<b>Total Non-operating Expenses</b>	<b>\$658,922.89</b>	<b>\$1,699,670.00</b>	<b>-\$1,040,747.11</b>	<b>\$658,922.89</b>	<b>\$658,922.89</b>	<b>-\$1,040,747.11</b>	<b>\$1,699,670.00</b>	<b>\$1,699,670.00</b>	<b>-\$1,040,747.11</b>	<b>-61.2%</b>
<b>Net Profit</b>	<b>\$7,636,801.46</b>	<b>\$6,960,213.00</b>	<b>\$676,588.46</b>	<b>\$7,636,801.46</b>	<b>\$7,636,801.46</b>	<b>\$676,588.46</b>	<b>\$6,960,213.00</b>	<b>\$6,960,213.00</b>	<b>\$676,588.46</b>	<b>9.7%</b>

# CASH AND INVESTMENTS

31 July 2020

## GENERAL FUND

### Commonwealth Bank

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

\$	
	3,692,035
	364,484
	<u>3,327,552</u>

## INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST		EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	FINANCIAL INSTITUTION % %
		RATE %					
AMP	1,031,423	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	1,099,010	0.40		on call	on call		
AMP	3,506,605	1.65		20-May-20	18-Nov-20	8,821,141	36.57%
Commonwealth Bank	575,651	0.50		on call	on call		
Commonwealth Bank	1,518,916	0.50		on call	on call	2,094,567	8.68%
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		
Macquarie Group	3,500,000	1.15		8-May-20	6-Aug-20	9,763,977	40.48%
Westpac Bank	895,346	1.03		9-Jun-20	7-Sep-20		
Westpac Bank	2,546,287	1.53		9-Feb-20	9-Aug-20	3,441,633	14.27%
<b>Total Investments</b>						<u>24,121,318</u>	100.00%
<b>Total Funds</b>						<u>27,448,869</u>	

**Allocation of funds**  
 Capital Budget

20,979,805

Less YTD Capital  
Internally Restricted Funds

- 4,195,378




10/12/2019 council motion	<b>WMF Renewal Reserve</b>	1,712,862	
10/12/2019 council motion	Capital & WMF Renewal Reserve	4,750,000	
28/04/2020 council motion	Tfr from Capital WMF - Air Quality Monitoring System	<u>-250,000</u>	6,212,862
10/12/2019 council motion	<b>Capital Renewal Reserve</b>	2,962,775	
10/12/2019 council motion	Emungalan Road Bridge -	700,000	
24/03/2020 council motion	Turtle Shade (Hot Springs) -	59,000	
28/04/2020 council motion	Showgrounds Electrical -	68,194	
28/04/2020 council motion	Transfer from Capital Renewal Reserve to Sportsground Oval Lights -	90,000	
5/06/2020 council motion	Transfer from Capital Renewal Reserve for Adventure Play Park - Shade structure -	72,142	
05/06/2020 council motion	Transfer from Capital Renewal Reserve for Showgrounds Civil works	<u>61,179</u>	1,912,260
10/12/2019 council motion	<b>Elections</b>		100,000
10/12/2019 council motion	<b>Contingency Reserves</b>		1,000,000
10/12/2019 council motion	<b>Provision for Employee Entitlements and Other Liabilities</b>		637,210
			<u>26,646,759</u>
Unrestricted funds			802,110
			<u>\$ 27,448,869</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- Invoices for CBD and Sportsgrounds will become due over the coming months; investments are held in Term Deposits and On Call Accounts to meet these payment requirements.
-  Cash Position - Visitor Centre Tourism Vouchers for July have been processed and invoiced for \$272k for bookings using \$200 Tourism Vouchers to be paid this month.

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 increase this month due to rates being levied. Taking into account the Sundry Debtors, Weighbridge and Infringements Council has continued its trend from previous months on reducing the overall Debtors balance by \$50,000.

	<b>Jun-20</b>	<b>Jul-20</b>
Rates debtors	983,654	9,595,003
Sundry debtors	221,178	137,550
Weighbridge debtors	55,754	88,125
Infringement - Animal	29,048	29,103
Infringement - Parking	12,370	12,760
Infringement - Litter/Camping	1,367	1,367
<b>Total outstanding</b>	<b>1,303,371</b>	<b>9,863,908</b>

### **Rates Debtors Analysis**

2020/2021 Rates were levied in July totalling \$8,611,350, reflecting an increase in the Rate Debtors balances. First installment of rates is due on the 30th September which will see a reduction to the outstanding amount.

### Sundry Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days, 90 days and 120 days for the month of July 2020.

	Jun-20	Jul-20
Current	25,789	8,316
Over 30 days	75,313	2,142
Over 60 days	-54	6,836
Over 90 days	120,130	120,257
Over 120 days		
<b>Total</b>	<b>221,178</b>	<b>137,551</b>

Large business account was paid which has brought the balance down in July for Sundry Debtors. We continue to investigate two invoices totalling \$107,000 for Over 90 Days.

### Weighbridge Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days, 90 days and 120 days for the month of July 2020.

	Jun-20	Jul-20
Current	29,260	42,061
Over 30 days	10,321	22,930
Over 60 days	51	7,100
Over 90 days	16,122	16,033
Over 120 days		
<b>Total</b>	<b>55,754</b>	<b>88,124</b>

For the first time in four months Council has seen a rise in the Weighbridge Debtors balances. Outstanding invoices will be followed up this month to reduce the balance outstanding.

**DEBTORS REPORT**  
**31 July 2020**

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	TOTAL \$
<b>Sundry</b>	8316	2142	6836	120257	137550
<b>Weighbridge</b>	42061	22930	7100	16033	88125
<b>Total</b>	50376	25072	13936	136290	225674
<b>Infringements</b>					
Animal	100	0	1400	27603	29103
Parking	405	745	75	11535	12760
Litter	0	0	0	884	884
Camping	0	0	0	483	483
<b>Total</b>					43230
<b>Rates</b>	8,611,350			983,653	9,595,003
<b>Grand Total</b>					<b>9,863,907</b>
	<b>Current</b>	<b>Arrears incl</b>		<b>interest &amp; legal</b>	<b>TOTAL</b>
	<b>\$</b>	<b>fees</b>		<b>\$</b>	<b>\$</b>

# KATHERINE TOWN COUNCIL



## REPORT

**NO** : 13.3  
**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ACQUITTALS  
**MEETING** : ORDINARY COUNCIL MEETING – 25<sup>th</sup> August 2020  
**REPORT TITLE** : LIBRARY ACQUITTAL 2019/2020  
**AUTHOR** : DONNA JONES – FINANCE MANAGER  
**ATTACHMENT/S** : 1. FINANCIAL ACQUITTAL STATEMENT  
                           2. PAYMENT LISTING

### PURPOSE OF REPORT

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.

### BACKGROUND

Each year the Katherine Town Council is provided with a grant from Department of Tourism, Sport and Culture to assist with the operational expenses of providing the Katherine Library to our community members. For the 2019/2020 financial year, this funding totalled \$367,184 exclusive of GST.

The grant includes the Big Rivers Library Co-ordinator funding. As this role was not filled, we will need to repay to Department of Tourism, Sport and Culture the \$120,000 to refund this amount.

### Analysis

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$128,406 excluding the repayment of 2019/2020 Big Library Co-ordinator funds of \$120,000.

### OFFICER RECOMMENDATION

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

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.

  
 Ian Bodill  
**CHIEF EXECUTIVE OFFICER**





DEPARTMENT OF  
TOURISM, SPORT AND CULTURE

Recipient Council: Katherine Town Council  
Library Service: Katherine Library  
This Reporting Period: 2018-19

**Public Library Funding Agreement  
Acquittal**

Actuals

**INCOME**

<b>Grants</b>		
Grants - Operational Funding Grant		\$367,184
Grants - Unexpended Operational Grant Funds		\$0
Grants - <i>Other</i>		\$0
<b>Capital Funding</b>		
Itemise		
<b>Council</b>		
Operational funding allocation		\$0
<b>Library</b>		
User Fees and Charges		\$11,635
Reimbursements		\$0
Other Revenue		\$0
<b>Sponsorship</b>		
Itemise		\$0
<b>Other Income</b>		
Itemise		\$0
<b>TOTAL INCOME</b>		<u>\$378,819</u>

**EXPENDITURE**

<b>Expenses</b>		
Employee Costs		\$293,290
Staff Training		\$175
Operating and Corporate Expenditure		\$89,626
Library Collection		\$4,134
Other Sundry Costs		\$0
Return of 2018/2019 Big Rivers Library Grant		\$120,000
<b>Capital Expenditure</b>		
Itemise		\$0
<b>Total Expenses</b>		<u>\$507,225</u>
<b>TOTAL EXPENDITURE</b>		<u>\$507,225</u>
<b>Operating Surplus/(Deficit)</b>		
<b>TOTAL</b>		<u><u>-\$128,406</u></u>





















01 Apr 2020	Payable Invoice	Telstra Corporation Limited - Library telephone and internet March 2020	K 508 529 50	1,091.50	0.00	9,475.00	1,200.75	109.16	577	Library	CS - Library Operating
21 Apr 2020	Payable Invoice	Telstra Corporation Limited - Library telephone and internet April 2020	K 095 990 01	1,159.55	0.00	10,894.15	1,307.40	118.85	577	Library	CS - Library Operating
01 Jun 2020	Payable Invoice	M2 Commander Pty Ltd - Katherine Public Library Telephony Bill - 22 April 2020 - 21	18893044	102.37	0.00	10,797.02	113.15	10.29	577	Library	CS - Library Operating
03 Jun 2020	Payable Invoice	Telstra Corporation Limited - Library telephone and internet May 2020	K 183 725 01	1,175.29	0.00	11,942.31	1,292.82	117.53	577	Library	CS - Library Operating
30 Jun 2020	Manual Journal	Accrued Expense 19-20 - Accrued Expense 19-20	#82145	1,951.74	0.00	13,894.05	1,951.74	0.00	577	Library	CS - Library Operating
<b>Total MS - Telephone/Communication Costs</b>				<b>14,735.81</b>	<b>841.78</b>	<b>13,894.05</b>	<b>15,182.18</b>	<b>1,268.13</b>			
<b>MS - Toilet consumables</b>											
19 Dec 2019	Payable Invoice	Katherine Office Supplies - Toilet Rolls	305310	31.89	0.00	31.00	34.86	3.17	550.3	Library	CS - Library Operating
<b>Total MS - Toilet consumables</b>				<b>31.89</b>	<b>0.00</b>	<b>31.00</b>	<b>34.86</b>	<b>3.17</b>			
<b>Plant Hire Overhead - Registration and Insurance</b>											
01 Sep 2019	Payable Invoice	Jardine Lloyd Thomson Pty Ltd - Motor Vehicle Insurance - Library	949-334290	1,572.77	0.00	1,572.77	1,730.95	157.28	792	Library	V - Plant & Machinery
01 Sep 2019	Payable Invoice	Jardine Lloyd Thomson Pty Ltd - Motor Vehicle Insurance - Storno July	349-334290	173.01	0.00	1,745.78	173.01	0.00	792	Library	V - Plant & Machinery
<b>Total Plant Hire Overhead - Registration and Insurance</b>				<b>1,745.78</b>	<b>0.00</b>	<b>1,745.78</b>	<b>1,903.96</b>	<b>157.28</b>			
<b>Total</b>				<b>823,545.50</b>	<b>316,360.75</b>	<b>507,224.75</b>	<b>515,802.04</b>	<b>8,877.29</b>			

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

**NO** : 13.4

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

**MEETING** : ORDINARY COUNCIL MEETING – 25<sup>th</sup> August 2020

**REPORT TITLE** : MOSQUITO 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 Health grant funding for the monitoring of the NT Mosquito Program for the amount of \$20,426 exclusive of GST.

**BACKGROUND**

Each year the Katherine Town Council is provided with a grant from Department of Health to assist with the operational expenses of providing tracking and information to NT Health regarding the Mosquito Program. For the 2019/2020 financial year, this funding totalled \$20,426 exclusive of GST.

**Analysis**

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$374.00.

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

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.

A handwritten signature in black ink, appearing to be 'Ian Bodill', written over a large, stylized 'A' shape.

Ian Bodill

**CHIEF EXECUTIVE OFFICER**



## Financial Acquittal Statement

### Grant Details

Organisation	Katherine Town Council
Grant Title	Mosquito Grant

### Reporting period

From	1st July 2019
To	30th June 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		\$ 20,426
4-1030	Grants (C'W) - Capital		\$ -
4-1040	Grants (NT) Operating – Recurrent		\$ -
4-1050	Grants (NT) Operating – Nonrecurrent		\$ -
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>\$ 20,426</b>

# Financial Acquittal Statement

## Grant Details

Organisation	Katherine Town Council
Grant Title	Mosquito Grant

## Reporting period

From	1st July 2019
To	30th June 2020

MYOB SCOA Ref	Account	Comments	Amount \$ (ex GST)
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5-0000	Cost of Goods Sold		
5-0000	Cost of Goods Sold		\$ -
<b>Total Cost of Goods Sold</b>			<b>\$ -</b>

6-0000	Expenses		
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	Auspicing Fees	\$	-
6-0070	Bank Charges	\$	-
6-0080	Bad Debts	\$	-
6-0090	Business Planning, Reporting and Evaluation Costs	\$	-
6-0100	Cleaning & Pest Control	\$	144
6-0110	Client Support Services	\$	-
6-0210	Client Support Consumables	\$	-
6-0220	Computer Expenses	\$	-
6-0230	Consultancy Fees	\$	-
6-0240	Credit Card Fees	\$	-
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	\$	1,261
6-0330	Fees & Permits	\$	-
6-0395	Health & Safety	\$	-
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	\$	5,000
6-0480	Meeting Expenses	\$	-
6-0490	Membership Fees Paid	\$	-
6-0500	Motor Vehicle Expenses	\$	1,309
6-0510	Postage, Freight and Courier	\$	-
6-0520	Printing & Stationery	\$	-
6-0530	Property Management Fees	\$	-
6-0540	Publications and Information Resources	\$	-

# Financial Acquittal Statement

## Grant Details

Organisation	Katherine Town Council
Grant Title	Mosquito Grant

## Reporting period

From	1st July 2019
To	30th June 2020

MYOB SCOA Ref	Account	Comments	Amount \$ (ex GST)
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		\$ 13,086
6-0660	Staff Amenities		\$ -
6-0670	Sundry Expenses		\$ -
6-0680	Telephone & Fax Charges & Internet		\$ -
6-0690	Tenancy and Property Supplies and Services		\$ -
6-0700	Training & Development (Staff)		\$ -
6-0710	Travel & Accommodation		\$ -
6-0720	Utilities		\$ -
6-0730	Volunteer Costs		\$ -
6-0740	Write off Expenses		\$ -
6-9999	Expense - Not SCOA Defined		\$ -
<b>Total Expenses</b>			<b>\$ 20,800</b>

<b>Balance (Income less Cost of Goods Sold less Expenses)</b>	<b>-\$ 374</b>
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## 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	Katherine Town Council
Date	17th August 2020

Date	Source	Description	Debit	Credit	Running Balance	Gross	GST
<b>EC - Oncosts</b>							
27 Aug 2019	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	74.71	0.00	74.71	74.71	0.00
10 Sep 2019	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	149.42	0.00	224.13	149.42	0.00
22 Oct 2019	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	112.07	0.00	336.20	112.07	0.00
05 Nov 2019	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	93.39	0.00	429.59	93.39	0.00
03 Dec 2019	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	112.07	0.00	541.66	112.07	0.00
11 Feb 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	112.07	0.00	653.73	112.07	0.00
25 Feb 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	123.27	0.00	777.00	123.27	0.00
10 Mar 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	74.71	0.00	851.71	74.71	0.00
24 Mar 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	74.71	0.00	926.42	74.71	0.00
21 Apr 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	74.71	0.00	1,001.13	74.71	0.00
19 May 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	127.59	0.00	1,128.72	127.59	0.00
02 Jun 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	127.59	0.00	1,256.31	127.59	0.00
16 Jun 2020	Manual Journal	Payroll Oncosts @ 50% - Payroll Oncosts @ 50%	127.59	0.00	1,383.90	127.59	0.00
			<b>1,383.90</b>	<b>0.00</b>	<b>1,383.90</b>	<b>1,383.90</b>	<b>0.00</b>

**EC Payroll - Salaries and Wages**

27 Aug 2019	Payroll Expense	Earnings	149.42	0.00	149.42	149.42	0.00
27 Aug 2019	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	149.42	0.00	298.84	149.42	0.00
27 Aug 2019	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	149.42	149.42	(149.42)	0.00
10 Sep 2019	Payroll Expense	Earnings	298.83	0.00	488.25	298.83	0.00
10 Sep 2019	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	298.83	0.00	747.08	298.83	0.00
10 Sep 2019	Manual Journal	Reversal posting of original payroll journal - Reverse posting of original payroll journal	0.00	298.83	488.25	(298.83)	0.00
22 Oct 2019	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	224.13	0.00	672.38	224.13	0.00
22 Oct 2019	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	224.13	488.25	(224.13)	0.00
22 Oct 2019	Payroll Expense	Earnings	224.13	0.00	672.38	224.13	0.00
05 Nov 2019	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	186.77	485.61	(186.77)	0.00
05 Nov 2019	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	186.77	0.00	672.38	186.77	0.00
05 Nov 2019	Payroll Expense	Earnings	186.77	0.00	859.15	186.77	0.00
03 Dec 2019	Payroll Expense	Earnings	224.13	0.00	1,083.28	224.13	0.00
03 Dec 2019	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	224.13	859.15	(224.13)	0.00
03 Dec 2019	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	224.13	0.00	1,083.28	224.13	0.00
11 Feb 2020	Payroll Expense	Earnings	224.13	0.00	1,307.41	224.13	0.00
11 Feb 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	224.13	1,083.28	(224.13)	0.00
11 Feb 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	224.13	0.00	1,307.41	224.13	0.00
25 Feb 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	248.54	1,060.87	(248.54)	0.00
25 Feb 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	248.54	0.00	1,307.41	248.54	0.00
25 Feb 2020	Payroll Expense	Earnings	248.54	0.00	1,553.95	248.54	0.00
10 Mar 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	149.42	0.00	1,703.37	149.42	0.00
10 Mar 2020	Payroll Expense	Earnings	149.42	0.00	1,852.79	149.42	0.00
10 Mar 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	149.42	1,703.37	(149.42)	0.00
24 Mar 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	149.42	0.00	1,852.79	149.42	0.00
24 Mar 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	149.42	1,703.37	(149.42)	0.00
24 Mar 2020	Payroll Expense	Earnings	149.42	0.00	1,852.79	149.42	0.00
21 Apr 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	149.42	1,703.37	(149.42)	0.00
21 Apr 2020	Payroll Expense	Earnings	149.42	0.00	1,852.79	149.42	0.00
21 Apr 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	149.42	0.00	2,002.21	149.42	0.00
19 May 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	255.17	0.00	2,257.38	255.17	0.00
19 May 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	255.17	2,002.21	(255.17)	0.00
19 May 2020	Payroll Expense	Earnings	255.17	0.00	2,257.38	255.17	0.00
02 Jun 2020	Payroll Expense	Earnings	255.17	0.00	2,512.55	255.17	0.00
02 Jun 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	255.17	0.00	2,767.72	255.17	0.00
02 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	255.17	2,512.55	(255.17)	0.00
16 Jun 2020	Payroll Expense	Earnings	255.17	0.00	2,767.72	255.17	0.00
16 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	0.00	255.17	3,022.89	(255.17)	0.00
16 Jun 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	255.17	0.00	3,278.06	255.17	0.00
29 Jun 2020	Manual Journal	Mosquito Program 2019 2020 Rangers Salary - Mosquito Program 2019 2020 Rangers Salary	10,062.76	0.00	13,085.65	10,062.76	0.00
			<b>15,598.20</b>	<b>2,767.72</b>	<b>13,085.65</b>	<b>12,830.48</b>	<b>0.00</b>

**Grants NT Gov Operating - Other**

19 Jul 2019	Receive Money	DEPT OF HEALTH Northern Territory - Mosquito grant	0.00	5,107.00	5,107.00	5,617.70	510.70
10 Oct 2019	Receive Money	DEPT OF HEALTH Northern Territory - Mosquito grant	0.00	5,106.00	10,213.00	5,616.60	510.60
24 Jun 2020	Receive Money	DEPT OF HEALTH Northern Territory - Mosquito grant-Third and fourth instalment	0.00	10,213.00	20,426.00	11,234.30	1,021.30
			<b>0.00</b>	<b>20,426.00</b>	<b>20,426.00</b>	<b>22,468.60</b>	<b>2,042.60</b>

**MS - Consumable items**

02 Sep 2019	Payable Invoice	Woolworths - D Cell Batteries (4 per pack)	43.77	0.00	43.77	48.15	4.38
05 Dec 2019	Payable Invoice	Woolworths - Batteries - D cell	54.55	0.00	98.32	60.00	5.45
25 May 2020	Payable Invoice	Woolworths - Energizer MAX Plus D Cell Batteries 4pk	45.45	0.00	143.77	50.00	4.55
			<b>143.77</b>	<b>0.00</b>	<b>143.77</b>	<b>158.15</b>	<b>14.38</b>

**MS - Gas (BOC) not motor vehicle**

01 Aug 2019	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R082D Co1 Food Fresh D Size July account	84.97	0.00	84.97	93.47	8.50
31 Aug 2019	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R082D Co1 Food Fresh D Size August	86.10	0.00	171.07	94.71	8.61
01 Oct 2019	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R082D Co1 Food Fresh D Size	83.35	0.00	254.42	91.69	8.34
01 Nov 2019	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R082D Co1 Food Fresh D Size	86.15	0.00	340.57	94.77	8.62
01 Nov 2019	Payable Invoice	BOC Gas - 082D CO2 Food Fresh D Size 6 kg net 2 CYL	130.04	0.00	470.61	143.04	13.00
09 Dec 2019	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R082D Co1 Food Fresh D Size	83.35	0.00	553.96	91.69	8.34
01 Apr 2020	Payable Invoice	BOC Gas - Gas cylinder hire and usage charges R082D Co1 Food Fresh D Size March 2020	91.74	0.00	645.70	100.91	9.17
01 Apr 2020	Payable Invoice	BOC Gas - Gas cylinder hire and usage charges R082D Co1 Food Fresh D Size March 2020	69.25	0.00	714.95	76.18	6.93
28 May 2020	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R082D Co2 Food Fresh D Size	88.79	0.00	803.74	97.67	8.88
01 Jun 2020	Payable Invoice	BOC Gas - CO2 Food Fresh D SizeA (6kg NET)	277.00	0.00	1,080.74	304.70	27.70
01 Jun 2020	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R082D CO2 Food Fresh D Size	91.74	0.00	1,172.48	100.91	9.17



28 Sep 2020	Payable Invoice	BOC Gas - Gas cylinder hire 19/20 and usage charges R0820 CO2 Food Fresh D Size	88.79	0.00	1,261.27	97.67	8.88
<b>Total MS - Gas (BOC) not motor vehicle</b>			<b>1,261.27</b>	<b>0.00</b>	<b>1,261.27</b>	<b>1,387.41</b>	<b>126.14</b>

**MS - Management Fees**

29 Jun 2020	Manual Journal	Management Fees for Mosquito Program July to December 2019 and January to June 2020 - Management Fees for Mo	2,500.00	0.00	2,500.00	2,500.00	0.00
29 Jun 2020	Manual Journal	Management Fees for Mosquito Program July to December 2019 and January to June 2020 - Management Fees for Mo	2,500.00	0.00	5,000.00	2,500.00	0.00
<b>Total MS - Management Fees</b>			<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>

**Plant Hire - Internal - Owned plant costed as plant**

31 Oct 2019	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2	55.02	0.00	55.02	55.02	0.00
30 Nov 2019	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2 S/CAB Manual	28.70	0.00	83.72	28.70	0.00
31 Dec 2019	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2	55.02	0.00	138.74	55.02	0.00
31 Jan 2020	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2	55.02	0.00	193.76	55.02	0.00
29 Feb 2020	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2	55.02	0.00	248.78	55.02	0.00
31 Mar 2020	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2	73.36	0.00	322.14	73.36	0.00
30 Apr 2020	Payable Invoice	Internal Plant Hire - Toyota Hilux Workmate 4x2	36.68	0.00	358.82	36.68	0.00
26 Jun 2020	Manual Journal	Internal Plant Hire - Toyota Hilux Workmate 4x3	190.00	0.00	548.82	190.00	0.00
26 Jun 2020	Manual Journal	Internal Plant Hire - Toyota Hilux Workmate 4x4	190.00	0.00	738.82	190.00	0.00
26 Jun 2020	Manual Journal	Internal Plant Hire - Toyota Hilux Workmate 4x5	190.00	0.00	928.82	190.00	0.00
26 Jun 2020	Manual Journal	Internal Plant Hire - Toyota Hilux Workmate 4x6	190.00	0.00	1,118.82	190.00	0.00
26 Jun 2020	Manual Journal	Internal Plant Hire - Toyota Hilux Workmate 4x7	190.00	0.00	1,308.82	190.00	0.00
<b>Total Plant Hire - Internal - Owned plant costed as plant</b>			<b>1,308.82</b>	<b>0.00</b>	<b>1,308.82</b>	<b>1,308.82</b>	<b>0.00</b>

<b>Total</b>			<b>24,695.96</b>	<b>23,193.72</b>	<b>1,502.24</b>	<b>44,537.36</b>	<b>2,163.12</b>
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# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.5
FOLDER	:	LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – 25/08/2020
REPORT TITLE	:	MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT JULY - 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 July 2020.

### COMMUNITY SERVICES

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

The Katherine Town Council Community Services team once again provided design and marketing support to the July 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. This successful program is made possible through funding from the Northern Territory Government's Department of the Chief Minister.

#### ***Community Consultation***

On 13 July Katherine Town Council undertook the first of several Community Consultation events. The events seek to add to Council's community engagement platforms, allowing members of the public to engage with their elected members and Council officers in a structured, yet informal setting.

The first event took place at the Katherine Town Council Civic Centre with a barbeque provided to attendees. Further events are in the processes of being confirmed and will be located throughout the community, ensuring increased access to Elected Members.

### KATHERINE PUBLIC LIBRARY

#### ***Overview***

The library continues to offer excellent service to the community of Katherine and with borders opening on the 17<sup>th</sup> of July the Library have seen a gradual increase in the interstate travellers using the library services for border crossing applications.

The month of July has seen the appointment of a new Library Services Manager, Colleen McTaggart. Colleen is a long-term member of the Katherine community and is excited to develop the library into the future.

Colleen's transition into the role has been strongly supported by previous Acting Library Service Manager, Kaitlin Biffin who has now reverted back to her substantive role as Programs Coordinator. It is noted that Kaitlin has done an excellent job as interim manager especially during the height of Covid-19 within the NT.

### **Programs**

Seniors Digital Literacy has covered the following areas - Laptop instruction, Navigating the internet and Managing storage with attendance numbers sitting between 2 and 6 participants. The programmed hour is structured around the main lesson for the day with lots of time for participants to learn individualized areas of IT as they may require.

### **Children's Programs**

July in Toddler Rhyme Time, Storytime and Wriggle & Rhyme has focused on Culture to align with Naidoc Week 2020. To include many cultures that play a part of our community library the program has promoted the singing of songs in other languages and stories that represent the cultural diversity of today's society. Auslan has also been included in our recognition of our diverse society. Craft activities had an indigenous theme that allowed the participants to create their own rainbow serpents.

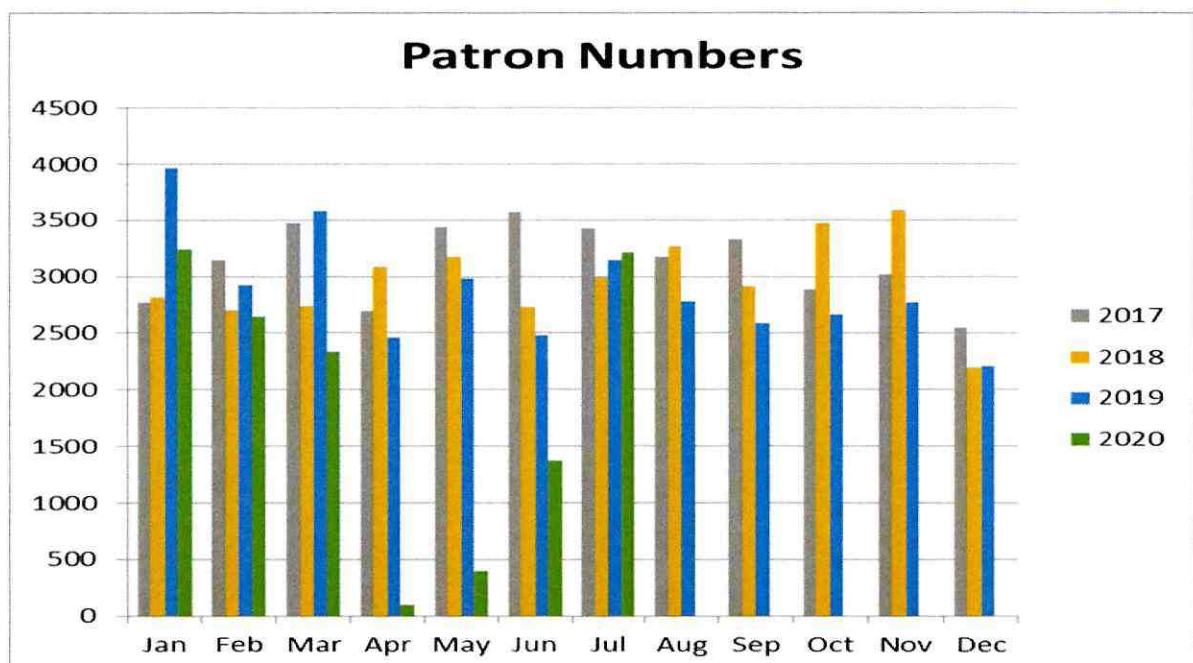
### **Community Engagement**

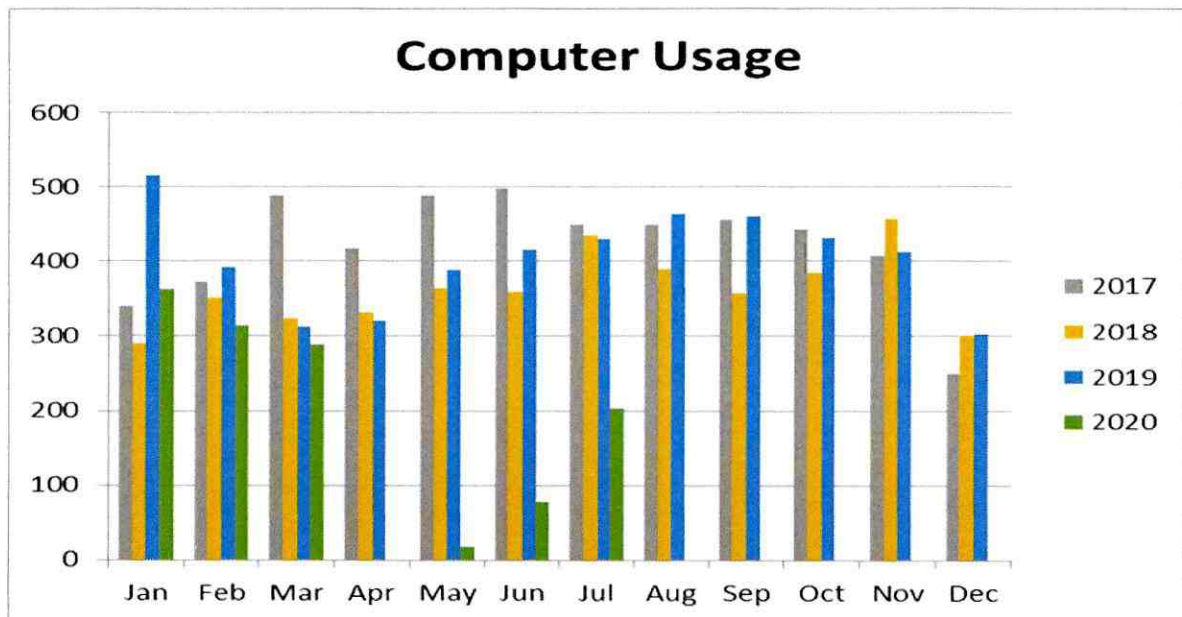
The library hosted visiting Darwin author Sue Moffitt to present her new book Darwin for All Seasons. Whilst attendance numbers from the community was low Sue had a wonderful time and has accepted an invitation to return to present her previous book Darwin in the Wet. Library management has reached out to more local authors and invited them to attend our library. It is anticipated that further Author visits will occur in the near future.

### **Development**

Representatives from Libraries NT came to Katherine for the purpose of an induction for the new manager. Katherine Public Library will be working closely with Libraries NT in the coming 12 months to plan the future development of the library and look at the role of a modern library within the community.

This process will involve the assessment of the programs and define how the library can best support members of the Katherine community. Youth engagement is a developing focus of Katherine as such the library needs to define areas of need that we can accommodate.





#### **KATHERINE VISITOR INFORMATION CENTRE**

On the 1<sup>st</sup> of July, 26,000 tourism vouchers worth \$200.00 were released with a matched spend of consumers money. The Territory Labor Government scheme encouraged Territorians to explore the Northern Territory and support local tourism businesses. The tourism vouchers were redeemable at Visitor Information Centres in the NT on any bookable tour experience, accommodation and car hire in person, online or over the phone.

With increasing visitors through the voucher scheme and border re-opening on the 17<sup>th</sup> of July the KVIC has carefully watched our commitment to COVID-19 safety plan with increased social distancing measures, hand sanitiser stations and increased cleans of traffic and touch areas.

Through ongoing and increasing bookings the KVIC team expanded from 1 full-time and 2 part-time Visitor Information Centre officer to 2 full-time and 3 part-time officers.

Marketing campaigns have recommenced on social media and google to "Redeem your Northern Territory tourism voucher and book your Top End Adventure today" and "Explore. Connect. Experience. your backyard." Furthermore, the KVIC have placed TV advertising with Imparja, as usual, and with Channel 9 to target Darwin locals.

#### **Analysis/Comment**

Total sales for July 2020 were **\$620,332.39**, an increase of 76.54% on record sales month July 2019.

Online bookings were \$153,846.95, \$232,618.79 total was recorded at the VIC front counter and additional \$233,866.65 from redeemed Tourism Vouchers.

Visitor number total for July 2020, recorded on both door counters and online, was 8413, a decrease of 64.99% on July 2019. 771 of the 8413 visitors booked online and 7642 visitors walked in the VIC.

An average sale per visitor for July 2020 was \$73.73, compared to last year's average of \$14.62 per visitor. An 404.31% increase per visitor.

July 2020 has been a new record sales month for the Katherine Visitor Information Centre.

### Katherine VIC - TOP 10

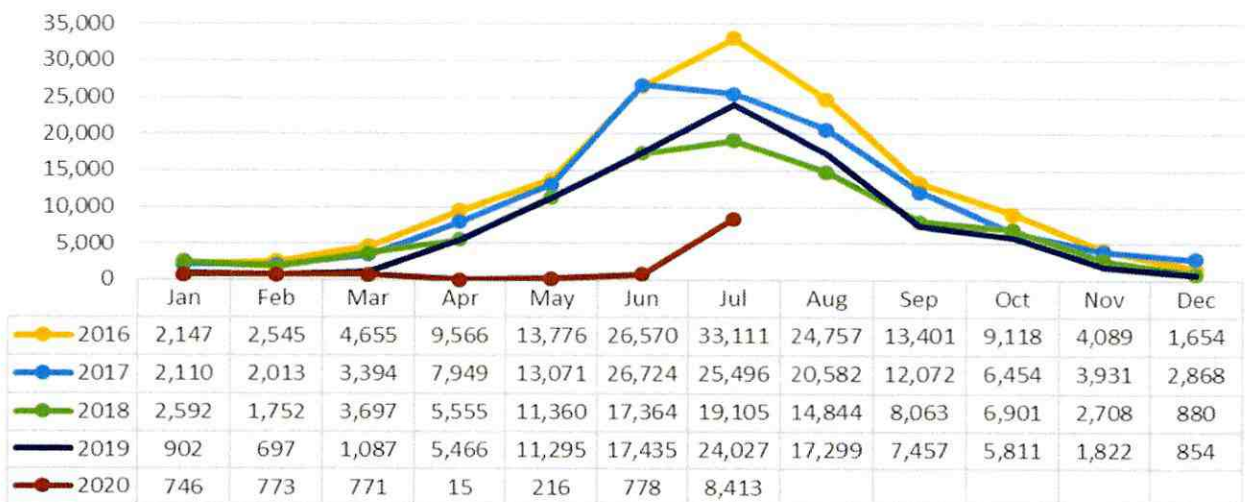
- Nitmiluk Tours & Cutta Cutta Cave Tours
- Knotts Crossing Resort
- Gecko Canoeing and Trekking
- Nitmiluk Helicopters
- Katherine Outback Experience
- Nitmiluk Chalets
- Katherine Holiday Park
- Katherine Helicopters
- Lorella Springs Wilderness Park
- Riverview Tourist Village



### Value of Sales - Calendar Year



### Number of Visitors - Calendar Year





### **OFFICER RECOMMENDATION**

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

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

**Ian Bodill**  
**CHIEF EXECUTIVE OFFICER**

# KATHERINE TOWN COUNCIL



## REPORT

**NO** : 13.6  
**FOLDER** : LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / LEGAL DOCUMENTS / LEASE  
**MEETING** : ORDINARY COUNCIL MEETING – 25/08/2020  
**REPORT TITLE** : SAVE THE CHILDREN LEASE – LOT 353, KATHERINE  
**AUTHOR** : ROSEMARY JENNINGS, EXECUTIVE MANAGER  
 COMMUNITY SERVICES  
**ATTACHMENT/S** : NIL

### **PURPOSE OF REPORT**

To execute a five (5) year plus five (5) year lease to Save the Children for Lot 353– 11 Shepherd Street, Katherine.

### **BACKGROUND**

The Save the Children Organisation submitted a proposal in July 2017 to rezone Lot 353 in Katherine and redevelop it, in conjunction with the adjacent Lot 260, and operate them as the Katherine Family Centre, which would combine the three areas of operation of the Organisation.

After further progressing this matter, consultation was undertaken in late 2019 as per Council Community Consultation Policy with a further report provided to Elected Members at the October 2019 Ordinary Meeting of Council with the following resolution:

1. *Consent to the rezoning of Lot 353 Shepherd St, Katherine South from Public Space to Community Purpose by Save the Children Organisation; and*
2. *Approve Officers to commence negotiations with Save the Children to enter into a five (5) years plus five (5) years peppercorn lease of Lot 353, Morris Park, Katherine.*

*CARRIED: 6 / 0*

As per the October 2019 resolution, Council Officers have concluded negotiations with Save the Children with the lease terms summarised as per below:

- Peppercorn Lease of Lot 353, 11 Shepherd Street, Katherine
- Five (5) year + five (5) year lease term
- Permitted use of land to operate a not-for-profit business and associated administrative activities subject to rezoning process.
- Lessee to responsible for all improvements, outgoings, maintenance etc
- Proposed lessee will bear the cost of preparation and registration of the lease

HWL Ebsworth has been requested to prepare the new lease documentation.

**KATHERINE TOWN COUNCIL****REPORT****OFFICER RECOMMENDATION**

**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.

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



# KATHERINE TOWN COUNCIL



## REPORT

NO : 13.7

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

MEETING : ORDINARY COUNCIL MEETING – 25/08/2020

REPORT TITLE : SCHOOL HOLIDAY PROGRAM GRANT FUNDING (EVENTS) - REGIONAL FLEXIBLE GRANT AGREEMENT

AUTHOR : ROSEMARY JENNINGS, EXECUTIVE MANAGER – COMMUNITY SERVICES

ATTACHMENT/S : 1. REGIONAL FLEXIBLE GRANT AGREEMENT – SCHOOL HOLIDAYS OCTOBER 2020 – EVENTS

### PURPOSE OF REPORT

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.

### BACKGROUND

Katherine Town Council supports the School Holiday Program each period by developing an engaging promotional program and advertising strategy for the school holiday events occurring in Katherine. For the October 2020 School Holidays Katherine Town Council will also be collaborating with community partners to provide two (2) events as part of the program. This includes a Hockey/Sports Day as well as a dance class event.

### FINANCIAL IMPACT

Department of the Chief Minister has provided grant funding for both events with Katherine Town Council to provide minimal In-Lind support through provision of staff (less than two (2) hours).

Katherine Town Council has applied for a total of \$2,843.24 (GST exclusive) for the event component of the October 2020 Holiday Program.

### OFFICER RECOMMENDATION

**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.

Ian Bodill

**CHIEF EXECUTIVE OFFICER**

## REGIONAL FLEXIBLE GRANT AGREEMENT

### DETAILS

<b>Grant</b>	Regional Youth Services Program – School Holidays
<b>Project:</b>	October 2020 School Holidays
<b>Funding Purpose:</b>	To provide programs and events as per the application received through GrantsNT, for delivering during the aforementioned school holiday period; <ol style="list-style-type: none"> <li>1. Collaboration with Hockey NT</li> <li>2. Collaboration with Katherine School of Dance</li> </ol>
<b>Funding:</b>	<b>\$2 843.24 GST exclusive</b>
<b>Funding Period:</b>	September 28 2020 to October 9 2020
<b>Recipient:</b>	Katherine Town Council (ABN: 47 836 889 865)
<b>Recipient's Contact Details:</b>	Contact name: Jherry Matahelumual Street Address: 24 Stuart Highway, Katherine NT 0850 Postal Address: PO Box 1071, Katherine NT 0851 Telephone: 8972 3751 Email: Jherry.Matahelumual@ktc.nt.gov.au
<b>Territory:</b>	<b>Northern Territory of Australia</b> , care of its agency the Department of the Chief Minister
<b>Territory's Contact Details:</b>	Contact name: William Bridgeman Street Address: Level 1, Katherine Government Centre, 5 First Street, KATHERINE NT 0850 Postal Address: PO Box 1571, KATHERINE NT 0850 Telephone: 08 8973 8105 Email: William.bridgeman@nt.gov.au
<b>Insurance:</b> <i>[Refer clause 11]</i>	Public liability required: Yes
<b>Special Conditions:</b>	Nil

### TERMS AND CONDITIONS

[Updated SFNT 24 July 2019]

#### 1. Interpretation

##### 1.1 A reference in these Terms and Conditions to:

- (a) "**Beneficiary**" means an organisation on whose behalf the Recipient is receiving the Funding under an auspicing arrangement.
- (b) "**Business Day**" means a day which is not a Saturday, Sunday or public holiday in Darwin in the Northern Territory of Australia.
- (c) "**Details**" means the Details on page 1 of this Grant Agreement.

- (d) **"Territory Enterprise"** means an enterprise operating in the Northern Territory that has a significant permanent presence in the Northern Territory and employs Northern Territory residents.
- (e) **"Unacquitted Funding"** means Funding that either has not been acquitted by the Recipient in accordance with clause 9.2(a) or the Recipient has failed to demonstrate that the Funding was spent in accordance with this Grant Agreement to the reasonable satisfaction of the Territory.
- (f) **"Works"** means the acquisition, construction or improvement of structural assets or equipment and includes, without limitation, building and construction of new facilities, extension to or upgrading of existing facilities, the purchasing, installation or upgrading of equipment, fixtures and fittings, and general repairs and maintenance on existing facilities, equipment, fixtures and fittings.

1.2 A word or phrase in these Terms and Conditions that is capitalised is a reference to that word or phrase in the first column of the Details, or in this clause 1.

1.3 The Recipient acknowledges and agrees that this Grant Agreement is, and is intended to be, legally binding.

## **2. Grant of funding**

2.1 The Territory agrees to pay to the Recipient the Funding for the Project on these Terms and Conditions.

2.2 The Territory is not liable to pay the Recipient any further Funding if the cost of the Project exceeds the amount of the Funding.

2.3 Failure of the Recipient to comply with these Terms and Conditions will be taken into consideration in any future grant applications and may result in the Recipient being excluded from consideration for subsequent or other funding.

2.4 Where the Recipient has an Australian Business Number (ABN), details of this grant may be provided by the Territory to the Australian Taxation Office.

## **3. Payment of Funding**

3.1 The Territory will pay the Funding in one lump sum amount by electronic funds transfer to the Recipient's bank account within 20 Business Days of receiving the Recipient's bank account details and, if applicable, a tax compliant invoice.

3.2 Where the Recipient is receiving the Funding on behalf of a Beneficiary:

- (a) prior to disbursing the Funding Amount to the beneficiary the Recipient must first ensure the Territory is aware of, and has agreed to, the auspicing arrangement; and
- (b) the Recipient is not relieved of any of its obligations under these Terms and Conditions.

## **4. Use of the Funding**

4.1 The Recipient will not vary the Funding Purpose without the written consent of the Territory.

4.2 In consideration of the Funding, the Recipient must use the Funding within the Funding Period for the Funding Purpose and for no other purpose (unless and until a variation is approved by the Territory in writing).

4.3 The Recipient may request a variation of the Funding Purpose, which request must:

- (a) be in writing;
- (b) provide reasons for the proposed change; and
- (c) (if applicable) a budget for the varied purpose.

4.4 Where the Funding Purpose permits the purchase of goods such as an item of property, goods or a capital improvement utilising the Funding, those goods become the property of the Recipient.

## **5. Conduct of the Project**

5.1 The Recipient must:

- (a) carry out the Project diligently, effectively and in a professional manner to accepted industry standards;
- (b) adequately resource the Project with appropriately qualified, competent, experienced and skilled personnel;
- (c) promptly comply with all reasonable requests or directions of the Territory in respect of the Project;
- (d) if required by the Territory, keep the Territory fully informed as to the progress of the Project and the expenditure of the Funding; and
- (e) promptly advise the Territory in writing of any relevant matters which might affect the Recipient's ability to deliver or complete the Project or to meet any of the Recipient's obligations under this Agreement.

5.2 When using the Funding to acquire goods, services or Works for the Project, the Recipient is encouraged to acquire those goods, services and Works from Territory Enterprises.

## **6. Works and Buy Local requirements**

- 6.1 This clause 6 applies where the Project involves Works.
- 6.2 The Recipient must:
- (a) ensure the Works are completed by the end of the Funding Period;
  - (b) ensure the Works are carried out diligently, effectively, in a proper and workmanlike manner, and in accordance with all applicable laws and Australian Standards;
  - (c) only engage contractors who are appropriately qualified, skilled and experienced; and
  - (d) ensure that it, its employees and its contractors, comply with all requirements of the work health and safety legislation applicable to such Works, including legislation relating to asbestos.
- 6.3 The Recipient must engage a Territory Enterprise to carry out or provide the Works, or otherwise demonstrate through conducting a Competitive Process that either:
- (a) there are no Territory Enterprises willing or able to carry out or conduct the Works; or
  - (b) the quotes or tenders received from Territory Enterprises do not provide best value for money.
- 6.4 The Competitive Process must:
- (a) invite Territory Enterprises (and any other enterprises) to submit quotes or tenders;
  - (b) include an assessment criterion based on local content and local commitment, which has a minimum weighting of 30% applied to it;
  - (c) include other assessment criteria with individual weightings that do not exceed 30%;
  - (d) encourage contractors to engage Territory Enterprises as subcontractors to carry out subcontract work associated with the Works; and
  - (e) be conducted in a fair and transparent manner with due regard to probity.
- 6.5 The Recipient warrants that:
- (a) it has the right to undertake the Works at the site at which the Works will be carried out, and has obtained any consents, approvals, agreements, authorisations or permissions of the owner and/or lessee of that site; and
  - (b) the site at which the Works will be carried out is, and will at all times be, fit for the purposes of carrying out the Project and the Works.

## **7. Acknowledgement of Funding**

- 7.1 The Recipient agrees to acknowledge the Territory's contribution to the Project in all promotional, advertising or other publications (such as annual reports, newsletters, websites) by using the Territory's "Proudly supported by" logo.
- 7.2 The Territory will provide the Recipient with the current version of the logo.
- 7.3 The logo must be reproduced only in the format provided and of equal size and prominence to the Recipient logo.
- 7.4 The Territory reserves the right to limit and withdraw the use of its name and logo by the Recipient.

## **8. Unspent or Misused Funding**

- 8.1 The Funding must be spent/disbursed by the Recipient within the Funding Period (or such other period as approved by the Territory in writing).
- 8.2 If the Funding, or part of it, is not spent at the end of the Funding Period or sooner termination of this Grant Agreement, the Recipient must either:
- (a) within 10 Business Days of the end of the Funding Period, seek a variation in accordance with the process set out in clause 4.3; or
  - (b) if no variation is sought or the variation has not been approved, return that part of the Funding that has not been spent to the Territory within 20 Business Days.
- 8.3 If at any time the Territory forms the reasonable opinion that the Funding has not been used in accordance with these Terms and Conditions, then the Territory may give the Recipient written notice to repay the Funding, or any part of it, to the Territory within a period specified in the notice.
- 8.4 Any amount required to be repaid under this clause 8 is deemed to be a debt due and owing to the Territory.

## **9. Funding Acquittal**

- 9.1 The Recipient must keep accurate financial records relating to the Funding so that at all times the use of the Funding is identifiable, ascertainable and substantiated.
- 9.2 Within 20 Business Days of the end of the Funding Period, the Recipient must acquit the Funding by submitting to the Territory:

- (a) a completed acquittal form which certifies that the Funding has been used in accordance with this Grant Agreement; and
  - (b) copies of all of the Project's promotional materials that bear the Territory's logo.
- 9.3 The Territory will provide the Recipient with the acquittal form for completion. The Recipient must comply with all requirements specified in the acquittal form.
- 9.4 The Recipient authorises the Territory to inspect and audit all of the Recipient's records in connection with this Grant Agreement and the Recipient agrees to fully cooperate with the Territory in that regard.
- 9.5 The Recipient authorises the Territory to publish or otherwise report on the outcome of the Project.
- 9.6 The Territory may give the Recipient written notice to repay Unacquitted Funding to the Territory within a period specified in the notice, and any amount required to be repaid under this clause is deemed to be a debt due and owing to the Territory.
- 10. Special Conditions**
- 10.1 The Recipient must comply with the special conditions set out in the Details (if any), which special conditions shall prevail over any other provision of this Grant Agreement to the extent of any inconsistency.
- 11. Insurance**
- 11.1 The Recipient must:
- (a) if required in the Details, take out and maintain comprehensive public liability insurance for the Project for not less than \$10 million in relation to any single event;
  - (b) take out and maintain any other insurance required in the Details; and
  - (c) carry workers compensation insurance as required by law.
- 11.2 The Recipient must provide the Territory with a copy of any insurance policy on request.
- 11.3 If the Funding is used to purchase, create, acquire construct or upgrade an asset (such as an item of property, goods or a capital improvement), and it is required in the Details, the Recipient must ensure the asset is insured under an appropriate policy (such as building or contents insurance) for loss and damage. The Territory will have no responsibility for any loss of any asset or any costs associated with the upkeep of any asset purchased or acquired with the Funding.
- 12. Risk**
- 12.1 The Recipient accepts all risks in respect of the Project including, without limitation:
- (a) the actual cost of the Project being greater than anticipated; and
  - (b) all liabilities associated with work health and safety, environmental issues, payments and liabilities to, and claims by, contractors and subcontractors, and payments and liabilities to third parties.
- 12.2 The Recipient releases to the full extent permitted by law, the Territory and its officers, employees, agents, subcontractors, visitors and invitees (in this clause referred to as "those released") from all responsibility or liability for the risks referred to in clause 12.1(b), the loss of or damage to any property, the injury to or death of any person, and any other loss or damage whatsoever, that arises in connection with the Project.
- 12.3 The Recipient agrees to indemnify and keep indemnified the Territory against any losses, damages, costs, expenses or other liability suffered or incurred by the Territory or incurred in dealing with any claim against the Territory in connection with the Project, howsoever arises, save to the extent the liability directly arose as a result of the Territory's negligent act or omission.
- 13. GST**
- 13.1 Any term used in this clause that is referred to in *A New Tax System (Goods and Services Tax) Act 1999* (Cwth) will have the meaning which it has in that Act.
- 13.2 The parties acknowledge that the Funding under this Grant Agreement has been set exclusive of GST.
- 13.3 If the Recipient is not registered for GST, it warrants that it is not required to be registered for GST.
- 13.4 Where the Funding under this Grant Agreement is or becomes subject to GST for whatever reason, the following will apply:
- (a) the Funding under this Grant Agreement payable after the date the Funding becomes subject to GST will be increased by an amount equal to the relevant Funding multiplied by the appropriate GST Rate;
  - (b) the supplier will provide the recipient with a tax invoice and/or adjustment notes in relation to the supply prior to an amount being paid by the recipient under this Grant Agreement and will do all things reasonably necessary to assist the recipient to claim and obtain any Input Tax Credit available to it in respect of a supply; and
  - (c) if the supplier is registered for GST, but subsequently ceases to be registered for GST, the supplier must immediately notify the recipient in writing of that fact, and must repay to the recipient within ten (10)

Business Days an amount equal to 1/11 of the relevant amount paid, less the actual GST incurred by the supplier.

13.5 Any disbursements incurred by the recipient and which are reimbursed by the supplier must exclude the input tax credit able to be claimed by the recipient in respect of those amounts. Where clause 13.4 applies these disbursements will then be grossed up for GST in accordance with that clause.

**14. Privacy**

14.1 The Recipient agrees to deal with all 'personal information' (as defined in the *Information Act 2002* (NT)) in connection with the Project in a manner that is consistent the Information Privacy Principles set out in that Act as if the Recipient were a public sector organisation.

**15. Notices**

15.1 All communications required to be given in writing in this Grant Agreement, must be given by hand delivery, registered post, facsimile or by email to the relevant party's Contact Details.

**16. No Assignment**

16.1 This Grant Agreement is not assignable or transferrable without the written consent of the Territory.

**17. Warranty by the Recipient**

17.1 The Recipient warrants that it is properly established and constituted at law and has the power and authority to enter into this Grant Agreement.

**18. Compliance with laws**

18.1 The Recipient agrees to comply with, all relevant laws relating to the Project and the Recipient's obligations under this Grant Agreement.

**19. Conflict of Interest**

19.1 The Recipient warrants that, at the date of signing this Grant Agreement, to the best of the Recipient's knowledge, no conflict of interest exists or is likely to arise in relation to this Grant Agreement.

**20. Termination**

20.1 The Territory may terminate this Grant Agreement by notice to the Recipient if, in the Territory's reasonable opinion:

- (a) the Recipient is no longer able or willing to complete the Project;
- (b) information provided to the Territory by the Recipient contained materially incorrect, false or misleading information;
- (c) the Recipient breaches or otherwise fails to comply with these Terms and Conditions; or
- (d) the Recipient is insolvent or becomes subject to any form of external administration, and clause 8.2 will apply.

20.2 Any clauses that are capable of surviving termination of this Grant Agreement continue to have effect after termination.

## SIGNING PAGE

This document is executed as an agreement.

### THIS SECTION TO BE SIGNED BY THE RECIPIENT

*[must be signed by a person with the power and authority to sign on behalf of the Recipient]*

THE COMMON SEAL OF KATHERINE TOWN COUNCIL was affixed  
in accordance with section 26 of the *Local Government Act 2008* (NT)  
in the presence of:

.....  
Signature of Chief Executive Officer

.....  
Signature of Council member

.....  
Full name of Chief Executive Officer

.....  
Full name of Council member

Date: ..... / ..... / .....

Date: ..... / ..... / .....

### GOVERNMENT USE ONLY

### THIS SECTION TO BE SIGNED BY THE NORTHERN TERRITORY

SIGNED by Jessica Powter )  
for and on behalf of the NORTHERN TERRITORY )  
OF AUSTRALIA pursuant to a delegation under the )  
*Contracts Act 1978* in the )  
presence of: )

.....  
  
[Signature of Delegate]

Date: 18, 08, 2020

.....  


[Signature of witness]

William Bridgeman  
[Full name of witness]

**Please return completed agreement (all pages) to:**

William Bridgeman, Regional Project Support Officer  
Regional Network Group, Department of the Chief Minister

Email: William.bridgeman@nt.gov.au  
Contact 08 8973 8105 if you have any queries in relation to this agreement.

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

**NO** : 13.8

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

**MEETING** : ORDINARY COUNCIL MEETING – 25/08/2020

**REPORT TITLE** : SCHOOL HOLIDAY PROGRAM FUNDING AGREEMENT – MARKETING 2020/21

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

**ATTACHMENT/S** : 1. REGIONAL FLEXIBLE GRANT AGREEMENT – SCHOOL HOLIDAYS 2020/2021 – MARKETING SUPPORT

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**PURPOSE OF REPORT**

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.

**BACKGROUND**

Katherine Town Council supports the School Holiday Program each period by developing an engaging promotional program and advertising strategy for the school holiday events occurring in Katherine. The marketing is developed for the target market (youth) with additional marketing to parents/guardians/caregivers.

Council has provided this support for over two (2) years and in order to streamline the grant process, it is intended to move to an annual funding agreement as opposed to a funding agreement per School Holiday Program (four (4) x per year).

**FINANCIAL IMPACT**

Department of the Chief Minister provides grant funding each round for the School Holiday Program events and marketing.

Katherine Town Council has applied for a total of \$10,409.85 (GST exclusive) which will cover the October 2020, January 2021 and July 2021 School Holiday Programs as per the functions below:

- Design Artwork Costs
- Professional printing and distribution of brochures (2 x A3, 1 x A2)
- Social Media Advertising costs
- Administration



**OFFICER RECOMMENDATION**

**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.

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

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

## REGIONAL FLEXIBLE GRANT AGREEMENT

### DETAILS

<b>Grant</b>	Regional Youth Services Program – School Holidays
<b>Project:</b>	Katherine school holidays program advertising 2020/21 financial year.
<b>Funding Purpose:</b>	To design and advertise the Katherine school holiday programs; October 2020, January 2021 and July 2021.
<b>Funding:</b>	<b>\$10 409.85 GST exclusive</b>
<b>Funding Period:</b>	21 August 2020 to 30 June 2021
<b>Recipient:</b>	Katherine Town Council (ABN: 47 836 889 865)
<b>Recipient's Contact Details:</b>	Contact name: Jherry Matahelumual Street Address: 24 Stuart Highway, Katherine NT 0850 Postal Address: PO Box 1071, Katherine NT 0851 Telephone: 8972 3751 Email: Jherry.Matahelumual@ktc.nt.gov.au
<b>Territory:</b>	<b>Northern Territory of Australia</b> , care of its agency the Department of the Chief Minister
<b>Territory's Contact Details:</b>	Contact name: William Bridgeman Street Address: Level 1, Katherine Government Centre, 5 First Street, KATHERINE NT 0850 Postal Address: PO Box 1571, KATHERINE NT 0850 Telephone: 08 8973 8105 Email: William.bridgeman@nt.gov.au
<b>Insurance:</b> <i>[Refer clause 11]</i>	Public liability required: <span style="float: right;">Yes</span>
<b>Special Conditions:</b>	Nil

### TERMS AND CONDITIONS

[Updated SFNT 24 July 2019]

#### 1. Interpretation

1.1 A reference in these Terms and Conditions to:

- (a) "**Beneficiary**" means an organisation on whose behalf the Recipient is receiving the Funding under an auspicing arrangement.
- (b) "**Business Day**" means a day which is not a Saturday, Sunday or public holiday in Darwin in the Northern Territory of Australia.
- (c) "**Details**" means the Details on page 1 of this Grant Agreement.
- (d) "**Territory Enterprise**" means an enterprise operating in the Northern Territory that has a significant permanent presence in the Northern Territory and employs Northern Territory residents.
- (e) "**Unacquitted Funding**" means Funding that either has not been acquitted by the Recipient in accordance with clause 9.2(a) or the Recipient has failed to demonstrate that the Funding was spent in accordance with this Grant Agreement to the reasonable satisfaction of the Territory.

- (f) **“Works”** means the acquisition, construction or improvement of structural assets or equipment and includes, without limitation, building and construction of new facilities, extension to or upgrading of existing facilities, the purchasing, installation or upgrading of equipment, fixtures and fittings, and general repairs and maintenance on existing facilities, equipment, fixtures and fittings.

1.2 A word or phrase in these Terms and Conditions that is capitalised is a reference to that word or phrase in the first column of the Details, or in this clause 1.

1.3 The Recipient acknowledges and agrees that this Grant Agreement is, and is intended to be, legally binding.

## **2. Grant of funding**

2.1 The Territory agrees to pay to the Recipient the Funding for the Project on these Terms and Conditions.

2.2 The Territory is not liable to pay the Recipient any further Funding if the cost of the Project exceeds the amount of the Funding.

2.3 Failure of the Recipient to comply with these Terms and Conditions will be taken into consideration in any future grant applications and may result in the Recipient being excluded from consideration for subsequent or other funding.

2.4 Where the Recipient has an Australian Business Number (ABN), details of this grant may be provided by the Territory to the Australian Taxation Office.

## **3. Payment of Funding**

3.1 The Territory will pay the Funding in one lump sum amount by electronic funds transfer to the Recipient's bank account within 20 Business Days of receiving the Recipient's bank account details and, if applicable, a tax compliant invoice.

3.2 Where the Recipient is receiving the Funding on behalf of a Beneficiary:

- (a) prior to disbursing the Funding Amount to the beneficiary the Recipient must first ensure the Territory is aware of, and has agreed to, the auspicing arrangement; and
- (b) the Recipient is not relieved of any of its obligations under these Terms and Conditions.

## **4. Use of the Funding**

4.1 The Recipient will not vary the Funding Purpose without the written consent of the Territory.

4.2 In consideration of the Funding, the Recipient must use the Funding within the Funding Period for the Funding Purpose and for no other purpose (unless and until a variation is approved by the Territory in writing).

4.3 The Recipient may request a variation of the Funding Purpose, which request must:

- (a) be in writing;
- (b) provide reasons for the proposed change; and
- (c) (if applicable) a budget for the varied purpose.

4.4 Where the Funding Purpose permits the purchase of goods such as an item of property, goods or a capital improvement utilising the Funding, those goods become the property of the Recipient.

## **5. Conduct of the Project**

5.1 The Recipient must:

- (a) carry out the Project diligently, effectively and in a professional manner to accepted industry standards;
- (b) adequately resource the Project with appropriately qualified, competent, experienced and skilled personnel;
- (c) promptly comply with all reasonable requests or directions of the Territory in respect of the Project;
- (d) if required by the Territory, keep the Territory fully informed as to the progress of the Project and the expenditure of the Funding; and
- (e) promptly advise the Territory in writing of any relevant matters which might affect the Recipient's ability to deliver or complete the Project or to meet any of the Recipient's obligations under this Agreement.

5.2 When using the Funding to acquire goods, services or Works for the Project, the Recipient is encouraged to acquire those goods, services and Works from Territory Enterprises.

## **6. Works and Buy Local requirements**

6.1 This clause 6 applies where the Project involves Works.

6.2 The Recipient must:

- (a) ensure the Works are completed by the end of the Funding Period;
- (b) ensure the Works are carried out diligently, effectively, in a proper and workmanlike manner, and in accordance with all applicable laws and Australian Standards;

- (c) only engage contractors who are appropriately qualified, skilled and experienced; and
  - (d) ensure that it, its employees and its contractors, comply with all requirements of the work health and safety legislation applicable to such Works, including legislation relating to asbestos.
- 6.3 The Recipient must engage a Territory Enterprise to carry out or provide the Works, or otherwise demonstrate through conducting a Competitive Process that either:
- (a) there are no Territory Enterprises willing or able to carry out or conduct the Works; or
  - (b) the quotes or tenders received from Territory Enterprises do not provide best value for money.
- 6.4 The Competitive Process must:
- (a) invite Territory Enterprises (and any other enterprises) to submit quotes or tenders;
  - (b) include an assessment criterion based on local content and local commitment, which has a minimum weighting of 30% applied to it;
  - (c) include other assessment criteria with individual weightings that do not exceed 30%;
  - (d) encourage contractors to engage Territory Enterprises as subcontractors to carry out subcontract work associated with the Works; and
  - (e) be conducted in a fair and transparent manner with due regard to probity.
- 6.5 The Recipient warrants that:
- (a) it has the right to undertake the Works at the site at which the Works will be carried out, and has obtained any consents, approvals, agreements, authorisations or permissions of the owner and/or lessee of that site; and
  - (b) the site at which the Works will be carried out is, and will at all times be, fit for the purposes of carrying out the Project and the Works.
- 7. Acknowledgement of Funding**
- 7.1 The Recipient agrees to acknowledge the Territory's contribution to the Project in all promotional, advertising or other publications (such as annual reports, newsletters, websites) by using the Territory's "Proudly supported by" logo.
- 7.2 The Territory will provide the Recipient with the current version of the logo.
- 7.3 The logo must be reproduced only in the format provided and of equal size and prominence to the Recipient logo.
- 7.4 The Territory reserves the right to limit and withdraw the use of its name and logo by the Recipient.
- 8. Unspent or Misused Funding**
- 8.1 The Funding must be spent/dispensed by the Recipient within the Funding Period (or such other period as approved by the Territory in writing).
- 8.2 If the Funding, or part of it, is not spent at the end of the Funding Period or sooner termination of this Grant Agreement, the Recipient must either:
- (a) within 10 Business Days of the end of the Funding Period, seek a variation in accordance with the process set out in clause 4.3; or
  - (b) if no variation is sought or the variation has not been approved, return that part of the Funding that has not been spent to the Territory within 20 Business Days.
- 8.3 If at any time the Territory forms the reasonable opinion that the Funding has not been used in accordance with these Terms and Conditions, then the Territory may give the Recipient written notice to repay the Funding, or any part of it, to the Territory within a period specified in the notice.
- 8.4 Any amount required to be repaid under this clause 8 is deemed to be a debt due and owing to the Territory.
- 9. Funding Acquittal**
- 9.1 The Recipient must keep accurate financial records relating to the Funding so that at all times the use of the Funding is identifiable, ascertainable and substantiated.
- 9.2 Within 20 Business Days of the end of the Funding Period, the Recipient must acquit the Funding by submitting to the Territory:
- (a) a completed acquittal form which certifies that the Funding has been used in accordance with this Grant Agreement; and
  - (b) copies of all of the Project's promotional materials that bear the Territory's logo.
- 9.3 The Territory will provide the Recipient with the acquittal form for completion. The Recipient must comply with all requirements specified in the acquittal form.

- 9.4 The Recipient authorises the Territory to inspect and audit all of the Recipient's records in connection with this Grant Agreement and the Recipient agrees to fully cooperate with the Territory in that regard.
- 9.5 The Recipient authorises the Territory to publish or otherwise report on the outcome of the Project.
- 9.6 The Territory may give the Recipient written notice to repay Unacquitted Funding to the Territory within a period specified in the notice, and any amount required to be repaid under this clause is deemed to be a debt due and owing to the Territory.

#### 10. **Special Conditions**

- 10.1 The Recipient must comply with the special conditions set out in the Details (if any), which special conditions shall prevail over any other provision of this Grant Agreement to the extent of any inconsistency.

#### 11. **Insurance**

- 11.1 The Recipient must:
- (a) if required in the Details, take out and maintain comprehensive public liability insurance for the Project for not less than \$10 million in relation to any single event;
  - (b) take out and maintain any other insurance required in the Details; and
  - (c) carry workers compensation insurance as required by law.
- 11.2 The Recipient must provide the Territory with a copy of any insurance policy on request.
- 11.3 If the Funding is used to purchase, create, acquire construct or upgrade an asset (such as an item of property, goods or a capital improvement), and it is required in the Details, the Recipient must ensure the asset is insured under an appropriate policy (such as building or contents insurance) for loss and damage. The Territory will have no responsibility for any loss of any asset or any costs associated with the upkeep of any asset purchased or acquired with the Funding.

#### 12. **Risk**

- 12.1 The Recipient accepts all risks in respect of the Project including, without limitation:
- (a) the actual cost of the Project being greater than anticipated; and
  - (b) all liabilities associated with work health and safety, environmental issues, payments and liabilities to, and claims by, contractors and subcontractors, and payments and liabilities to third parties.
- 12.2 The Recipient releases to the full extent permitted by law, the Territory and its officers, employees, agents, subcontractors, visitors and invitees (in this clause referred to as "those released") from all responsibility or liability for the risks referred to in clause 12.1(b), the loss of or damage to any property, the injury to or death of any person, and any other loss or damage whatsoever, that arises in connection with the Project.
- 12.3 The Recipient agrees to indemnify and keep indemnified the Territory against any losses, damages, costs, expenses or other liability suffered or incurred by the Territory or incurred in dealing with any claim against the Territory in connection with the Project, howsoever arises, save to the extent the liability directly arose as a result of the Territory's negligent act or omission.

#### 13. **GST**

- 13.1 Any term used in this clause that is referred to in *A New Tax System (Goods and Services Tax) Act 1999* (Cwth) will have the meaning which it has in that Act.
- 13.2 The parties acknowledge that the Funding under this Grant Agreement has been set exclusive of GST.
- 13.3 If the Recipient is not registered for GST, it warrants that it is not required to be registered for GST.
- 13.4 Where the Funding under this Grant Agreement is or becomes subject to GST for whatever reason, the following will apply:
- (a) the Funding under this Grant Agreement payable after the date the Funding becomes subject to GST will be increased by an amount equal to the relevant Funding multiplied by the appropriate GST Rate;
  - (b) the supplier will provide the recipient with a tax invoice and/or adjustment notes in relation to the supply prior to an amount being paid by the recipient under this Grant Agreement and will do all things reasonably necessary to assist the recipient to claim and obtain any Input Tax Credit available to it in respect of a supply; and
  - (c) if the supplier is registered for GST, but subsequently ceases to be registered for GST, the supplier must immediately notify the recipient in writing of that fact, and must repay to the recipient within ten (10) Business Days an amount equal to 1/11 of the relevant amount paid, less the actual GST incurred by the supplier.
- 13.5 Any disbursements incurred by the recipient and which are reimbursed by the supplier must exclude the input tax credit able to be claimed by the recipient in respect of those amounts. Where clause 13.4 applies these disbursements will then be grossed up for GST in accordance with that clause.

**14. Privacy**

14.1 The Recipient agrees to deal with all 'personal information' (as defined in the *Information Act 2002* (NT)) in connection with the Project in a manner that is consistent the Information Privacy Principles set out in that Act as if the Recipient were a public sector organisation.

**15. Notices**

15.1 All communications required to be given in writing in this Grant Agreement, must be given by hand delivery, registered post, facsimile or by email to the relevant party's Contact Details.

**16. No Assignment**

16.1 This Grant Agreement is not assignable or transferrable without the written consent of the Territory.

**17. Warranty by the Recipient**

17.1 The Recipient warrants that it is properly established and constituted at law and has the power and authority to enter into this Grant Agreement.

**18. Compliance with laws**

18.1 The Recipient agrees to comply with, all relevant laws relating to the Project and the Recipient's obligations under this Grant Agreement.

**19. Conflict of Interest**

19.1 The Recipient warrants that, at the date of signing this Grant Agreement, to the best of the Recipient's knowledge, no conflict of interest exists or is likely to arise in relation to this Grant Agreement.

**20. Termination**

20.1 The Territory may terminate this Grant Agreement by notice to the Recipient if, in the Territory's reasonable opinion:

- (a) the Recipient is no longer able or willing to complete the Project;
- (b) information provided to the Territory by the Recipient contained materially incorrect, false or misleading information;
- (c) the Recipient breaches or otherwise fails to comply with these Terms and Conditions; or
- (d) the Recipient is insolvent or becomes subject to any form of external administration, and clause 8.2 will apply.

20.2 Any clauses that are capable of surviving termination of this Grant Agreement continue to have effect after termination.

## SIGNING PAGE

This document is executed as an agreement.

### THIS SECTION TO BE SIGNED BY THE RECIPIENT

*[must be signed by a person with the power and authority to sign on behalf of the Recipient]*

THE COMMON SEAL OF KATHERINE TOWN COUNCIL was affixed  
in accordance with section 26 of the *Local Government Act 2008* (NT)  
in the presence of:

.....  
Signature of Chief Executive Officer

.....  
Signature of Council member

.....  
Full name of Chief Executive Officer

.....  
Full name of Council member

Date: ..... / ..... / .....

Date: ..... / ..... / .....

### GOVERNMENT USE ONLY

### THIS SECTION TO BE SIGNED BY THE NORTHERN TERRITORY

**SIGNED** by Jessica Powter )  
for and on behalf of the **NORTHERN TERRITORY** )  
**OF AUSTRALIA** pursuant to a delegation under the )  
*Contracts Act 1978* in the )  
presence of: )

.....  
  
[Signature of Delegate]

Date: 18, 08, 2020  
..... / ..... / .....

.....  
  
[Signature of witness]

William Bridgeman  
[Full name of witness]

#### Please return completed agreement (all pages) to:

William Bridgeman, Regional Project Support Officer  
Regional Network Group, Department of the Chief Minister

Email: William.bridgeman@nt.gov.au  
Contact 08 8973 8105 if you have any queries in relation to this agreement.

# KATHERINE TOWN COUNCIL



## REPORT

<b>NO</b>	:	13.9
<b>FOLDER</b>	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING /REPORTS TO COUNCIL /COMMUNITY SERVICES
<b>MEETING</b>	:	ORDINARY COUNCIL MEETING – (25/08/2020)
<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 July 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 will recommence in August.
	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 six known instances of dog attacks during June 2020. Some attacks are reported directly to the



		police and not to Council. 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. Council are awaiting delivery of the Time parking signs for installation adjacent to 19 Second Street in conjunction with earlier implemented 'No Parking' signs in the same location.</li> <li>3. Rangers are continuing to monitor compliance with parking restrictions with particular focus on Disabled carparking throughout the CBD.</li> </ol>
Community Education	Carry out doggy day education activities	Completed. Annual Doggy Day event held on Sunday 22 July 2020. Rangers will continue community education opportunities were possible.

#### Animal Statistic in the month of July 2020

<b>Dogs</b>		<b>Cats</b>	
Return to Owner	6	Re-homed	2
Euthanised	3	Euthanised	9
Re-Homed - private	3		
Rehomed – rehoming group	1		
Still in the Pound	3		
Trial failed and returned	0		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>11</b>

#### Jobs attended in the month of July 2020

<b>Animal</b>		<b>Parking</b>		<b>Inspection</b>	
At large	38	Controlled	30	Bore reading	1
Barking	9	Illegal	3	Camping	2
Attack	6	Abandoned	8	Goods stored	3
Nuisance	0	Timed	9	Illegal dumping - domestic	2
Pound Cleaning	34	Impound / Release	6	Vacant lot / over hanging	4
Impound/Release	25			Dwellings	16
Rehoming activities	2			Token box	2
Other animals	16				
<b>Total</b>	<b>130</b>	<b>Total</b>	<b>56</b>	<b>Total</b>	<b>30</b>

Mosquito Monitoring			
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.		
Responsibility	Major Activities	Key Indicators Completed	Performance Target
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	

Routine mosquito monitoring report for traps set on 23 July 2020												
Trap Location	<i>Ae. (Mac) species</i>		<i>An. (Cel) annulipes s.l.</i>		<i>Cq. (Coq) xanthogaster</i>		<i>Cx. (Cux) annulirostris</i>		<i>Cx. (Cux) quinquefasciatus</i>		TOTALS	
	F	M	F	M	F	M	F	M	F	M	F	M
Meatworks	1	5	0	0	0	0	0	0	0	0	1	5
Katherine Sewerage Ponds	0	0	0	0	0	0	0	0	0	0	0	0
O'Keefe Residence Riverbank Drive	0	0	0	0	1	0	1	0	6	0	8	0
Railway Crossing	0	0	1	0	0	0	0	0	0	0	1	0
<b>TOTALS</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>5</b>

Airfield Monitoring		
Service Program Description:	Provide effective monitoring of public order and safety of the airfield.	
Responsibility	Major Activities	Key Performance Indicators Target Completed
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 July 2020.

  
 Ian Bodill  
 CHIEF EXECUTIVE OFFICER



# REPORT

**NO** : 13.10  
**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/INFRASTRUCTURE & ENVIRONMENT  
**MEETING** : ORDINARY COUNCIL MEETING – 25 AUGUST 2020  
**REPORT TITLE** : INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF JULY 2020  
**AUTHOR** : BRENDAN PEARCE – EXECUTIVE MANAGER INFRASTRUCTURE AND ENVIRONMENT  
**ATTACHMENT/S** : NIL

## PURPOSE OF REPORT

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

## BACKGROUND

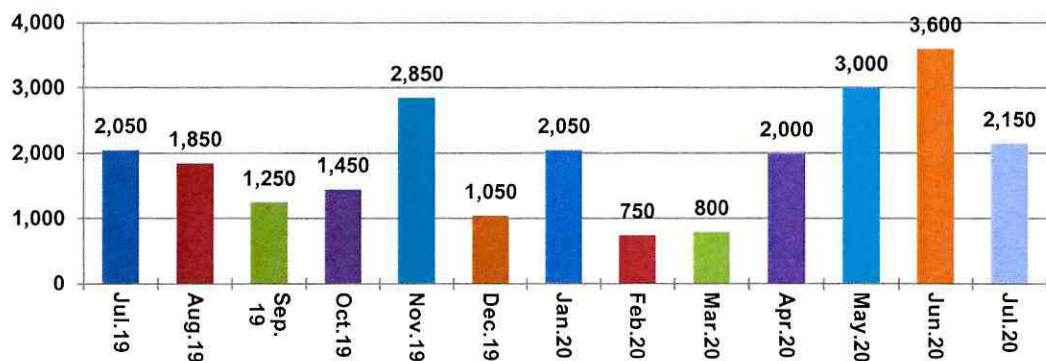
### Facilities

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

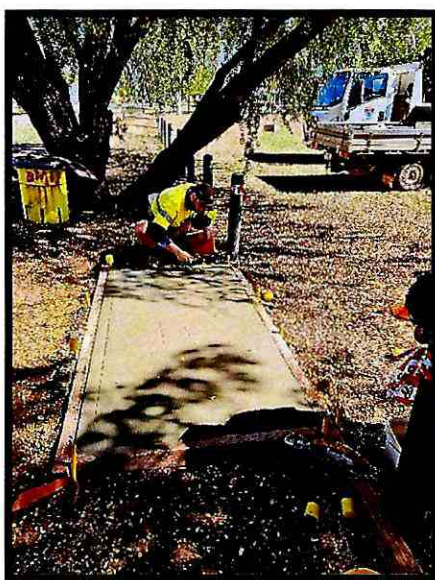
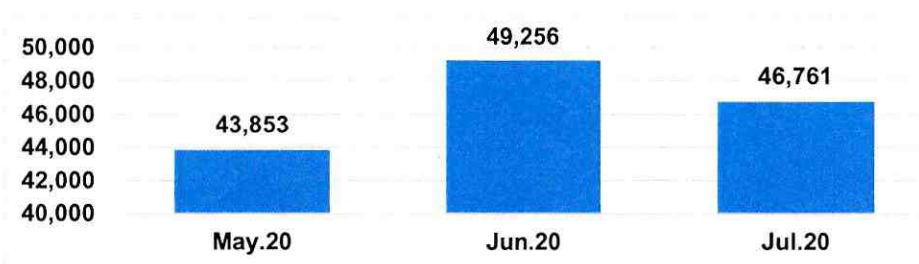
- Council staff continued with irrigation and landscaping upgrades to the Hot Springs which includes daily maintenance from vandalism
- Fixing of Side Entry Pit (SEP) lids at Acacia, Riverbank Drive and Chardon Street
- After poisoning of grader grass around United on Bicentennial Rd, returned and slashed area
- Remove large dangerous gum tree branch overhanging Hot Springs turtle
- Prepare Lindsay Street Complex for annual doggy day
- Cleaning of the handicap ramp leading into Hot Springs
- Removal of graffiti on Hot Springs turtle for the fourth time
- Council staff carried out minor irrigation repairs at various parks throughout the township including the Giles Street open areas, Lindsay St Complex and at the Airport.
- Fix all potholes in Hot Springs car park
- Prepare the Sabu Singh for youth diversion kids to attend and finish
- Installed new no entry and turn left signs Railway Terrace
- Council staff continued to mow and manicure all parks in CBD and surrounds
- Clean up of illegal dumping on Bicentennial Road and Lockheed Road
- Council staff continued with the clean-up of the Depot yard.
- Council staff removed fig trees from Civic Centre and replaced with hibiscus trees. Repaired all reticulation in the gardens
- Replace signs in town on Railway Terrace, Gray Street and Condon Street
- Council staff repaired large pothole on the exit road of the Airport
- Council staff removed sign at Hot Springs to make way for new Wayfinder signage
- Council staff prepared area and poured the slab for the seat at Hot Springs near the turtle
- Council staff pressure cleaned footpaths at Woolworths, Warburton Street taxi rank, Airport and around town

- Council staff checked on task at Allmich Road and filled in all potholes. There are some shoulder repairs required which will be addressed in some future roadworks
- Irrigation repairs to PVC mainline at Ryan Park
- Removal of a number of deceased wallabies within the Municipality.
- Contractor engaged to remove dead mahogany tree at De Julia Park, Katherine East
- Council staff sealed up the cleaner's room at Ryan Park toilets as it is now being used for a storage room
- Council staff took over mowing at airport as Rise are not operating at the moment due to Covid 19
- Council staff replaced 43 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 \$2,150.00

**Monthly Sprinkler Replacement (\$)**



**Monthly Water Usage (Kilolitres)**



**KTC staff smoothing off slab at Sabu Singh**

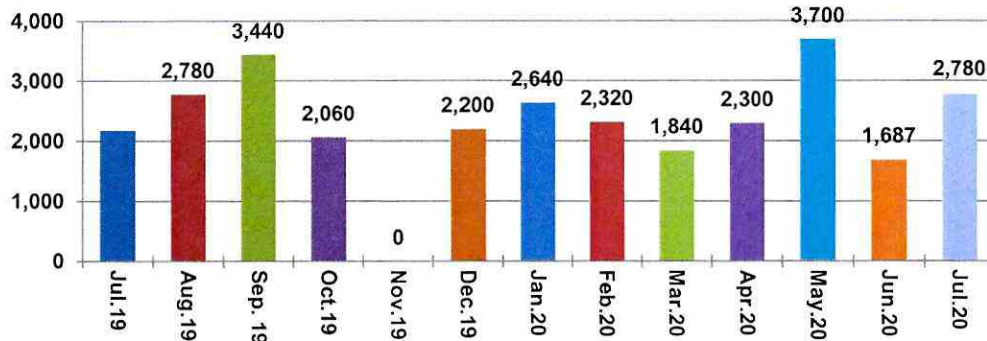


**Landscaping of the Sabu Singh area**

## 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 the new bore
- Fertilizing of ovals to green them up after being switched off for works
- Improvements to ablution blocks be compliant with Covid-19 requirements
- Repairs to damaged irrigation caused by Contractors
- Mowing and whipper snipping of all ovals and surrounds
- Council staff topsoiled divots trenches and holes in ovals and surrounds to prevent injuries
- Major repairs to irrigation at Oval 2 at the Sportsgrounds
- Repairs to chain around netball courts
- Changing of sprinkler nozzles to rid ovals of the brown rings
- Repairs to irrigation at BMX track and clean-up of the area of tree branches
- Repair chainmesh fence at BMX track from break ins
- Major leaks repaired
- Council staff did an extra clean at tennis courts as it was stained with food and drinks



**KTC staff member spotting the Contractor while bore repairs taking place at the Sportsgrounds**

### Katherine Showgrounds

- Council staff repaired a bank of 6 solenoids all with cracked lids looking into faulty cases
- Council staff filled in sunken holes at showgrounds and some animal diggings in lawned areas
- Manual watering of polo ground for upcoming event
- Improvements to ablution blocks be compliant with Covid-19 requirements
- Contractor renewed the old rear fence at the showgrounds removing the old fence and replaced to new five strand barb rural standard including a lockable gate in the east corner
- Council staff finished upkeep to the centre track and holding yards
- Major leaks repaired

### Buildings

- Council staff have begun installing or replacing soap dispensers, paper towel dispensers, and signage to the ablution blocks to be compliant with Covid-19 requirements
- Repairs carried out on Buntine Pavilion in preparation for the upcoming Katherine Turf Club race meeting
- Council staff attended pool to plan garden works to surround all new pylon works installed as part of the new shade cloth structure
- Painting of the Ryan Park toilets begun on the 27<sup>th</sup> of July finishing on the 1<sup>st</sup> August. Works have been scheduled to also carry out maintenance work and repaint the roof of the ablution block



Ryan Park Toilets  
Before



Ryan Park Toilets After (roof  
works scheduled for August)

### Katherine Memorial Cemetery

- There were three (3) burials during the month of July 2020.
- Council staff continue to undertake general maintenance of the cemetery grounds.
- Council staff levelled, topsoiled and seeded four (4) recent interment sites at the cemetery.
- Contractor installed sprinkler systems into new area where the new plinths are to be installed
- Council staff raised nine (9) sprinklers which had sunken and they could not raise high enough to sprinkle any more
- Contractor installed a quick fill for staff to use to fill the water cart when sinking graves
- Council staff carried out a clean-up around the ashes garden area
- Council staff fixed several sprinklers in the cemetery.

- Installed chains and bollards to the perimeter of the car park at the cemetery to stop public driving on and damaging the lawns. Also locking of all entries into the cemetery

## **Road Reserves**

### **Road Pavements**

- Council Contractor carried out scheduled sweeping and kerbside spraying for the month of July 2020.
- Council staff carried out regulatory sign repairs in and around township
- Council staff carried out cleaning, pruning and poisoning in the North and East alleyways
- Council staff carried out pothole repairs in the township

## **Personnel & Services**

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

- Council considered the following number of planning applications during the month of July 2020:
  - One (1) Development Application – Permit to Industry

### **Waste Transfer Station**

- As schedule maintenance of the Waste Transfer Station the below works have taken place
  - Bailing of the Drum Muster containers
  - Removal of 4 x crates of e-waste
  - Shredding of 700 mattresses
  - Mulching of all green waste
- As part of the requirement for the Environmental Protection Licence (EPL) an exclusion zone fence at 3 sites has been erected to keep the public out of this area due to the sub-surface waste fire. Exclusion signage has also been erected



**Waste Transfer staff erecting the exclusion zone temporary fencing**



**Drum Muster containers baled ready for collection**

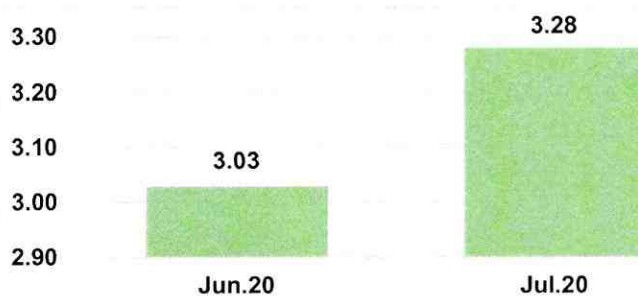
### Monthly Accepted Waste (Tonne)



### 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 100 kWh's of energy per day.



Your **Carbon Offset** for this month: 2.27 tons

You have offset the equivalent of: 58 Trees



### OFFICER RECOMMENDATION

That it be recommended to Council to:

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

  
Ian Bodill  
CHIEF EXECUTIVE OFFICER



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

**NO** : 13.11

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

**MEETING** : ORDINARY COUNCIL MEETING – (25/08/2020)

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

**AUTHOR** : ARSALAN MALIK – PROJECT MANAGER

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

**PURPOSE OF REPORT**

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

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

# MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

## PROJECTS

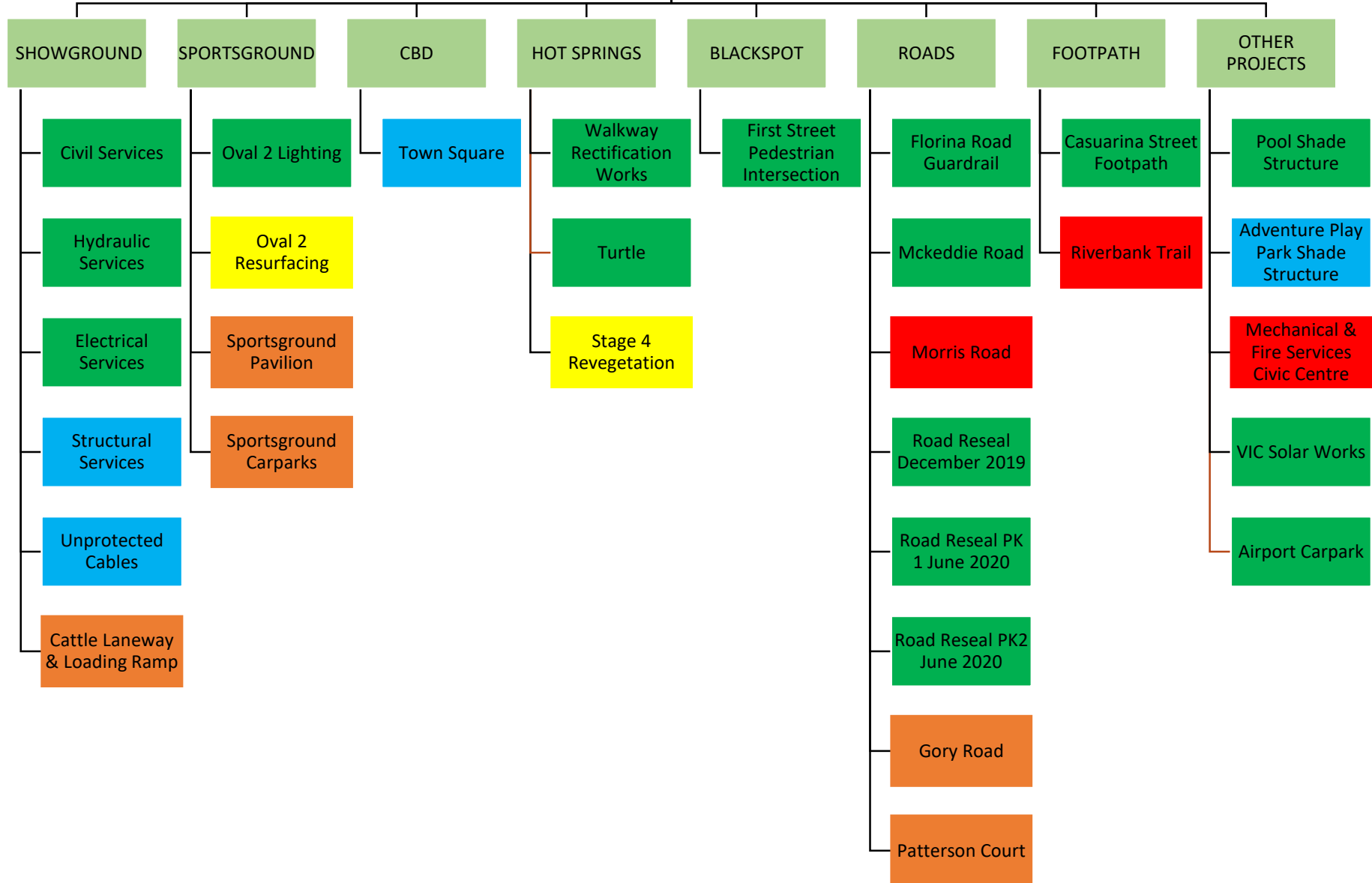
Project Update Date  
19 August 2020

### Summary

Total Projects	30
Completed Projects	16
Construction Phase	4
Design Phase	5
Discontinued	3
Released for Tender	2

### Legend

Completed	<span style="background-color: green; width: 20px; height: 10px; display: inline-block;"></span>
Construction Phase	<span style="background-color: blue; width: 20px; height: 10px; display: inline-block;"></span>
Design Phase	<span style="background-color: orange; width: 20px; height: 10px; display: inline-block;"></span>
Discontinued	<span style="background-color: red; width: 20px; height: 10px; display: inline-block;"></span>
Released for Tender	<span style="background-color: yellow; width: 20px; height: 10px; display: inline-block;"></span>



# KATHERINE SHOWGROUND – CIVIL SERVICES



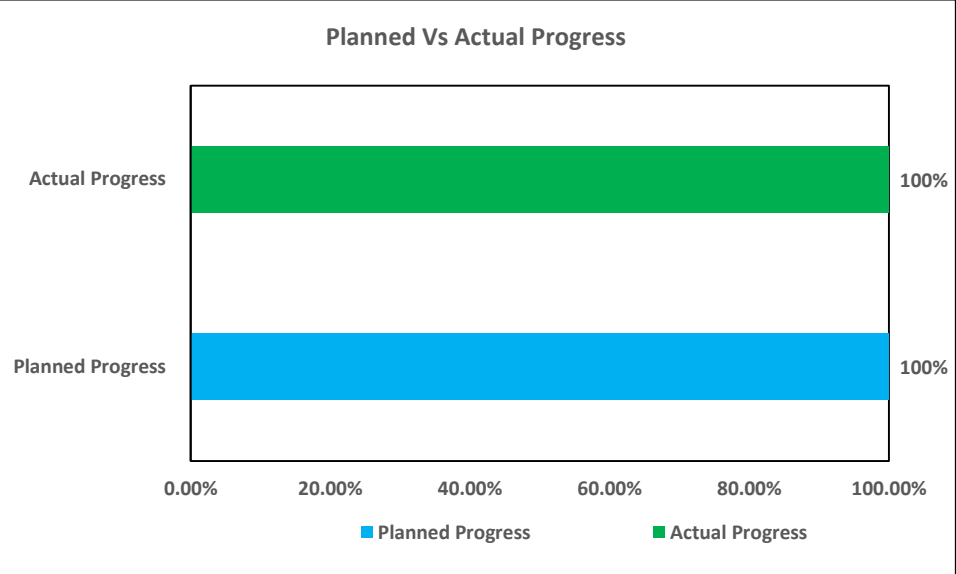
**CONTRACTOR: REMOTE CIVIL PTY LTD**

**CONSULTANT: ASHFORD ARCHITECTS**

## PROJECT BRIEF SCOPE

Construction of access road to accommodate semi trailer trucks . There are three sections of road

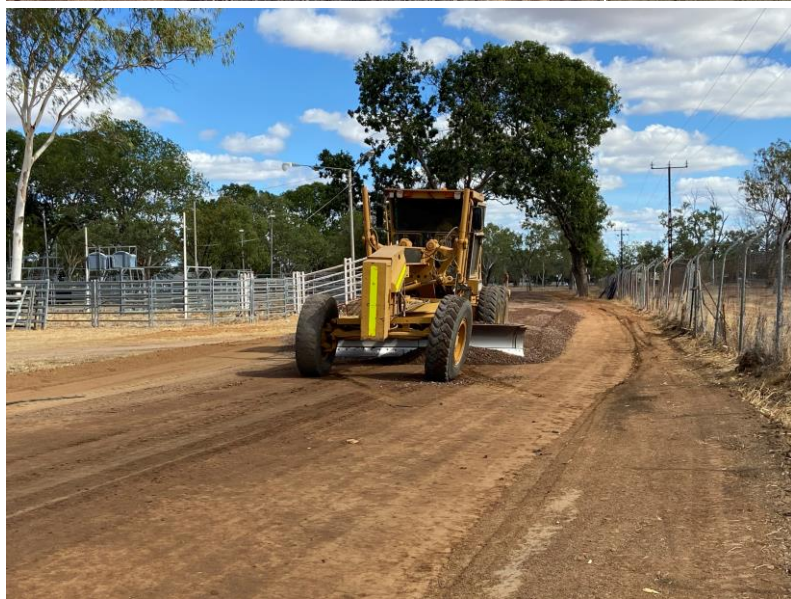
1. Access Road 1 – Starting from Murphy Street Entrance to Loop Road near Ablution Block. It is a two-way road for all traffic entering the showgrounds
2. Loop Road – Loop road for vehicles to turn around after dropping cattle at loading ramp
3. Access Road 2 – Starting from Murray Street Entrance to Loop road. It is a one-way road for Maintenance and Emergency vehicles only



## KEY DATES

Drawings and Design Complete	26 March 2020
KTC Release for Tender	29 November 2019
Tender Closing Date	16 December 2019
Contract Award Date	05 February 2020
Construction Work Start	10 June 2020
Duration of Works	10 Weeks
Completion Date	19 August 2020





# KATHERINE SHOWGROUND – STRUCTURAL SERVICES



KATHERINE  
TOWN COUNCIL

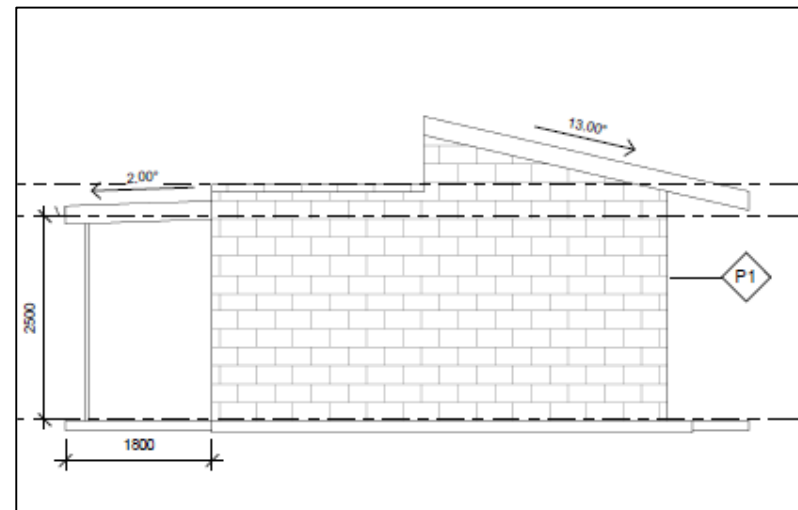
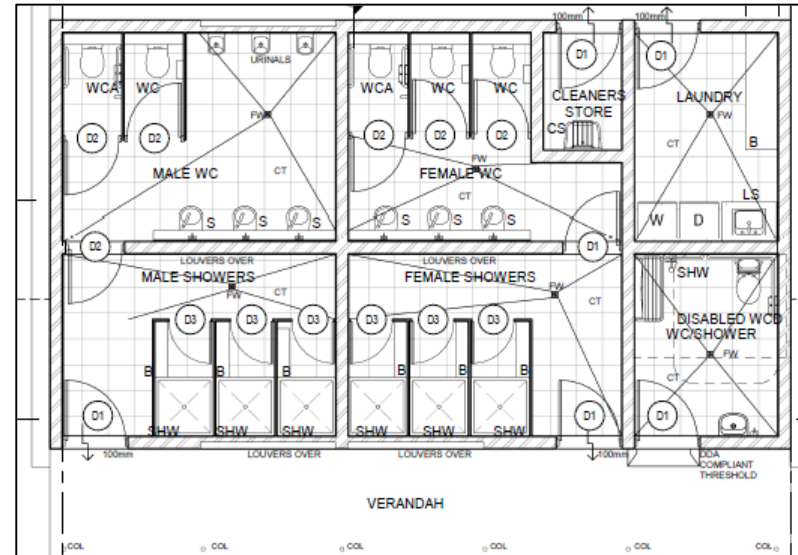
CONTRACTOR: KATHERINE CONSTRUCTIONS

CONSULTANT: ASHFORD ARCHITECTS

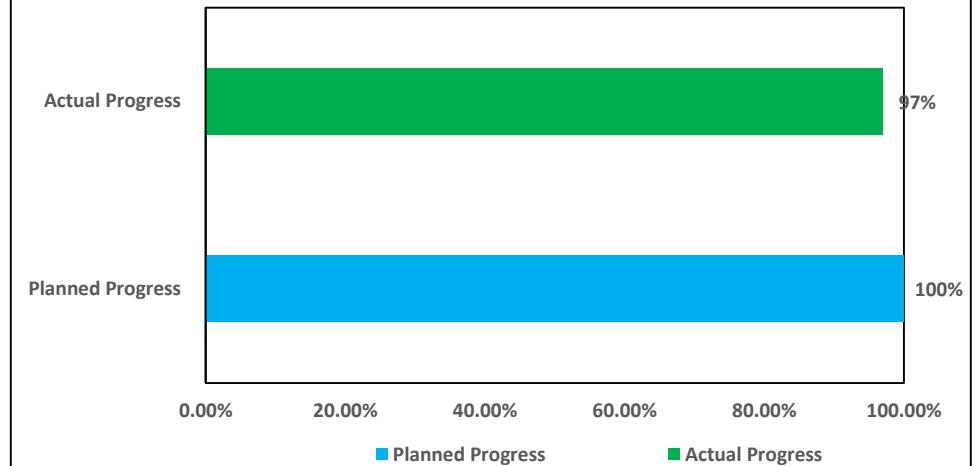
## PROJECT BRIEF SCOPE

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



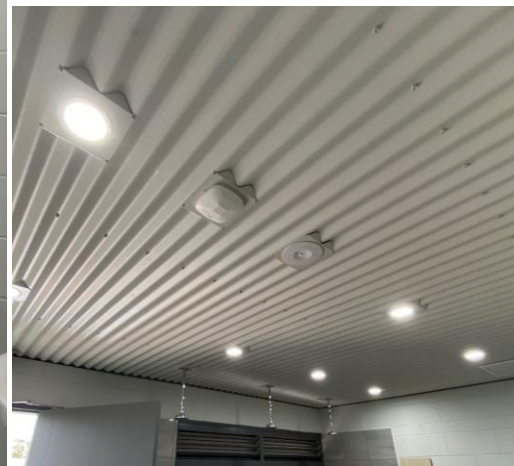
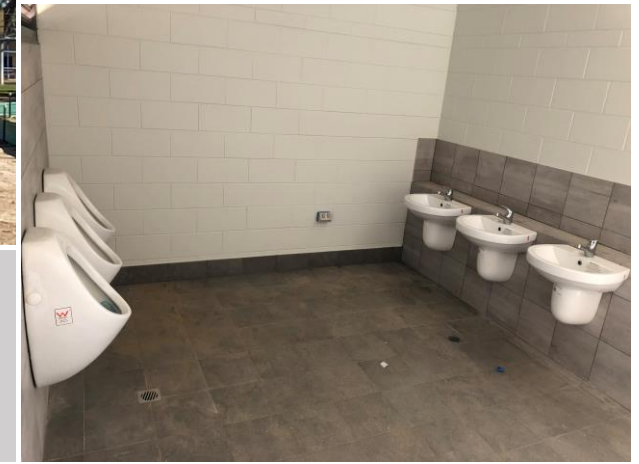
Planned Vs Actual Progress



## 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



KATHERINE  
TOWN COUNCIL

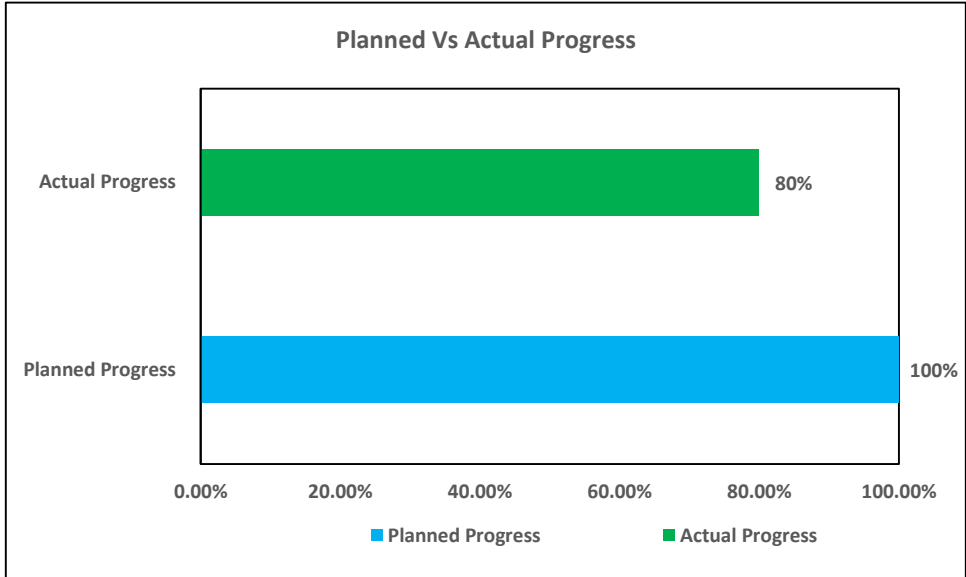
CONTRACTOR: ALL REGIONS ELECTRICAL

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



KATHERINE  
TOWN COUNCIL

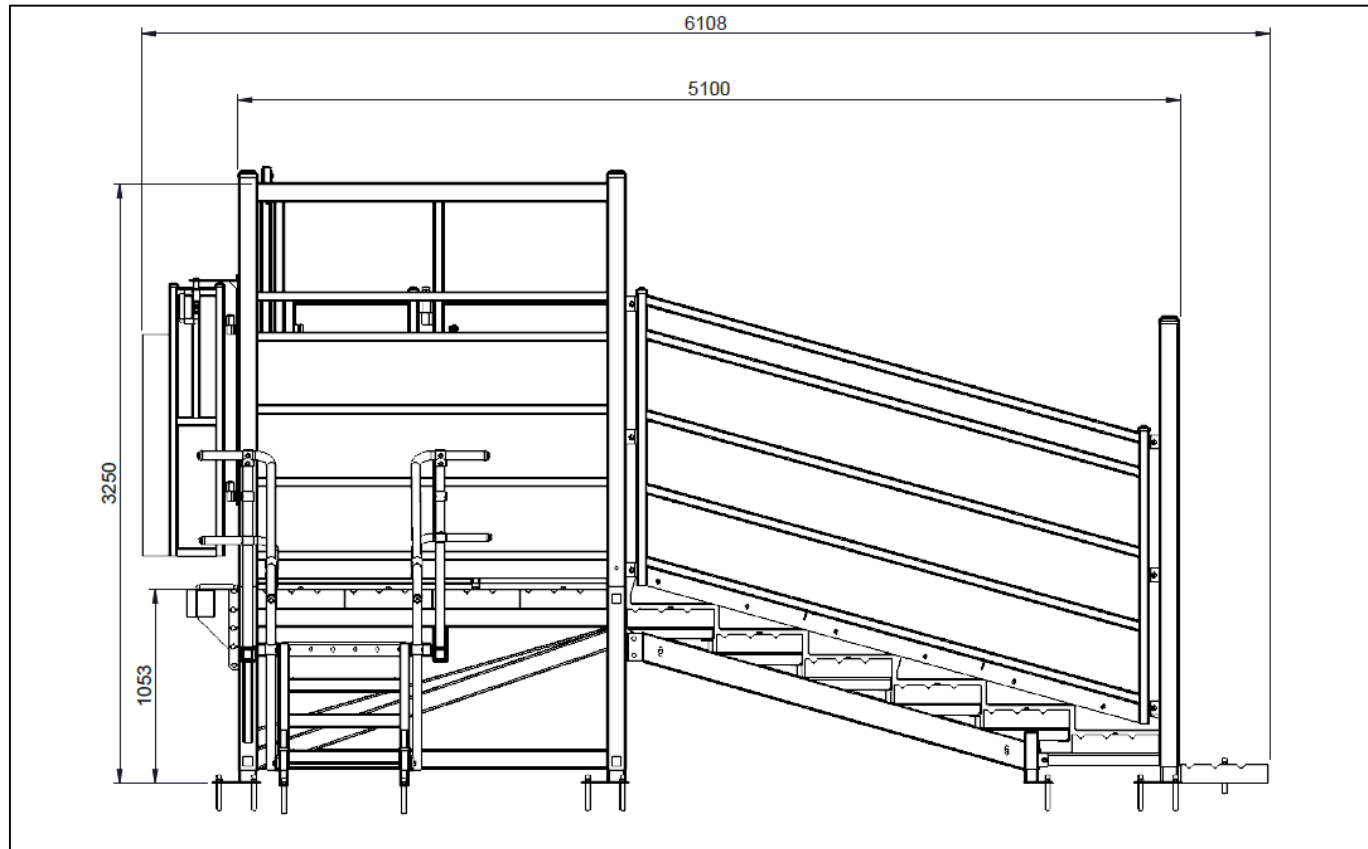
CONTRACTOR: TBD

CONSULTANT: CAT CONTRACTORS P/L

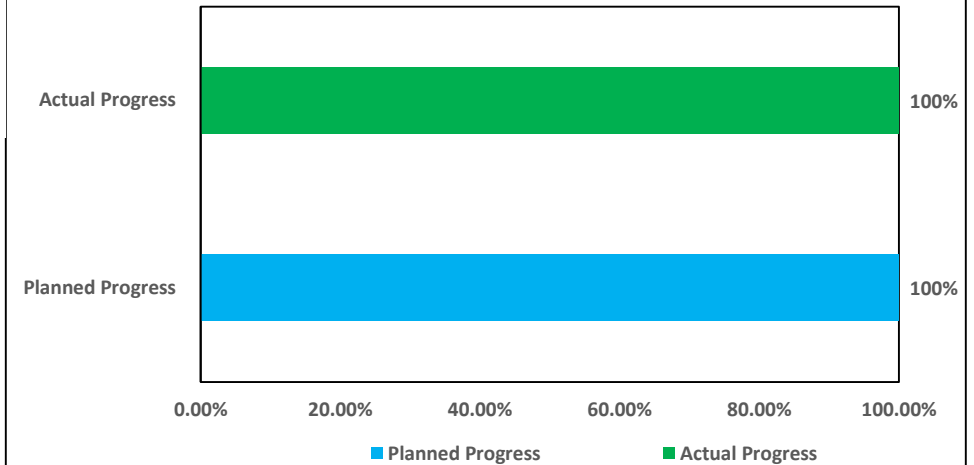
## PROJECT BRIEF SCOPE

The scope of work includes

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



## Design Documentation



## 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



KATHERINE  
TOWN COUNCIL

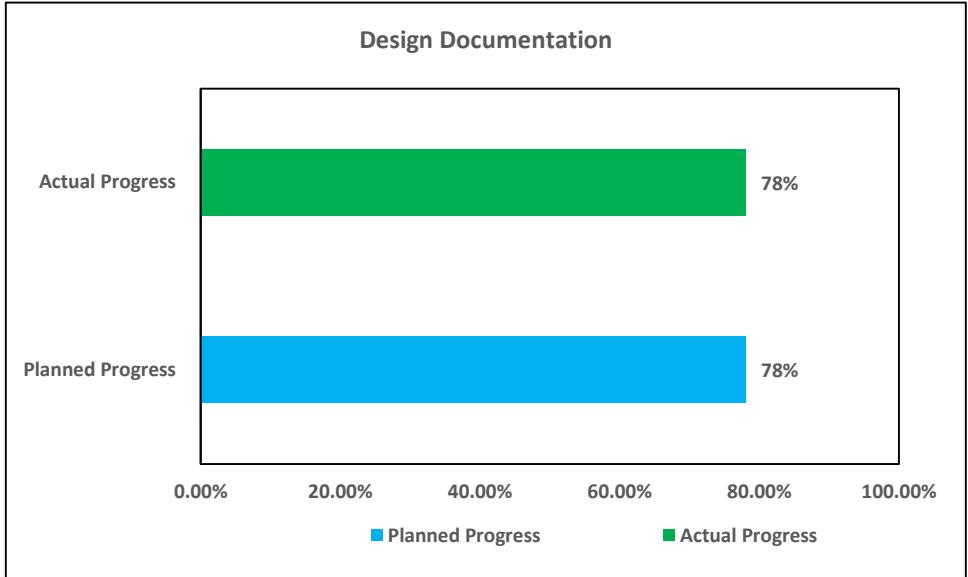
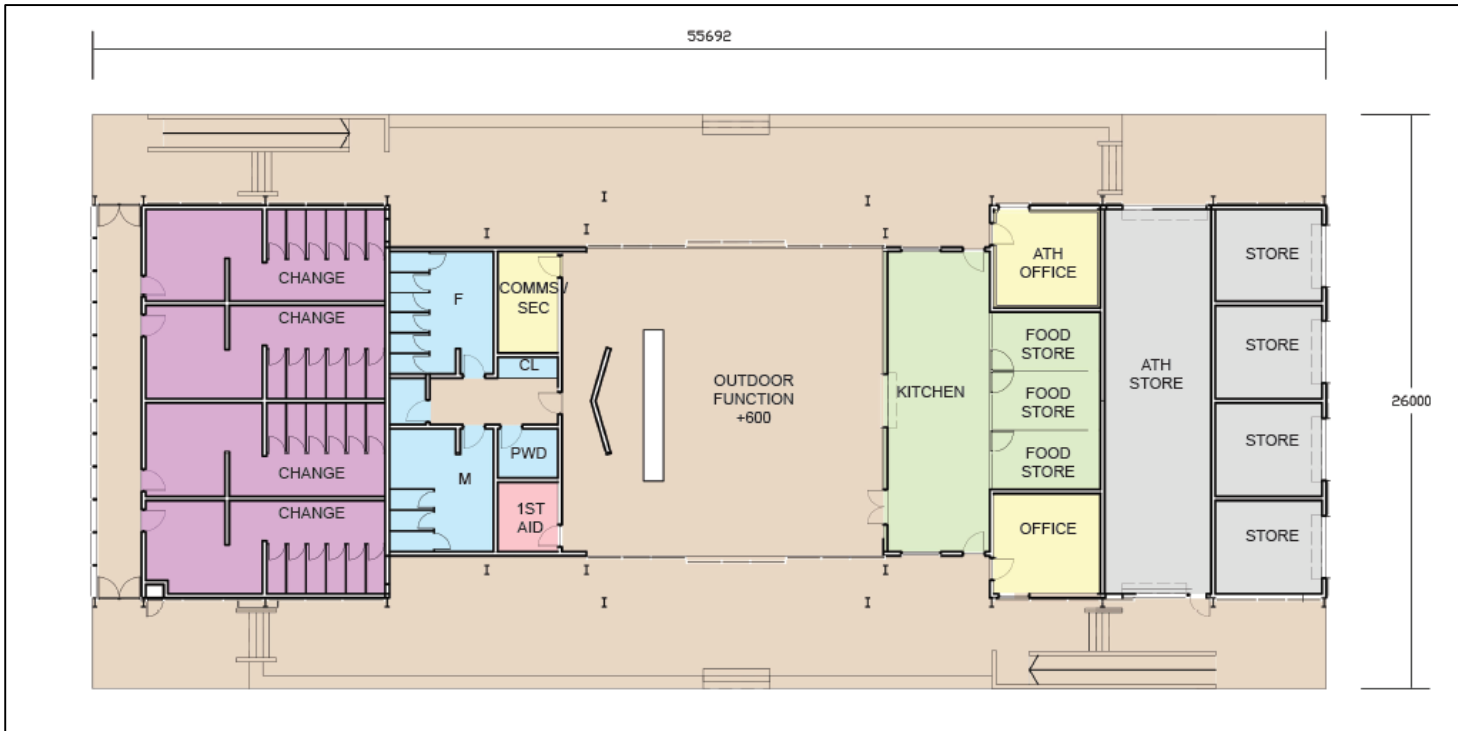
DESIGN PHASE

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



**KATHERINE**  
TOWN COUNCIL

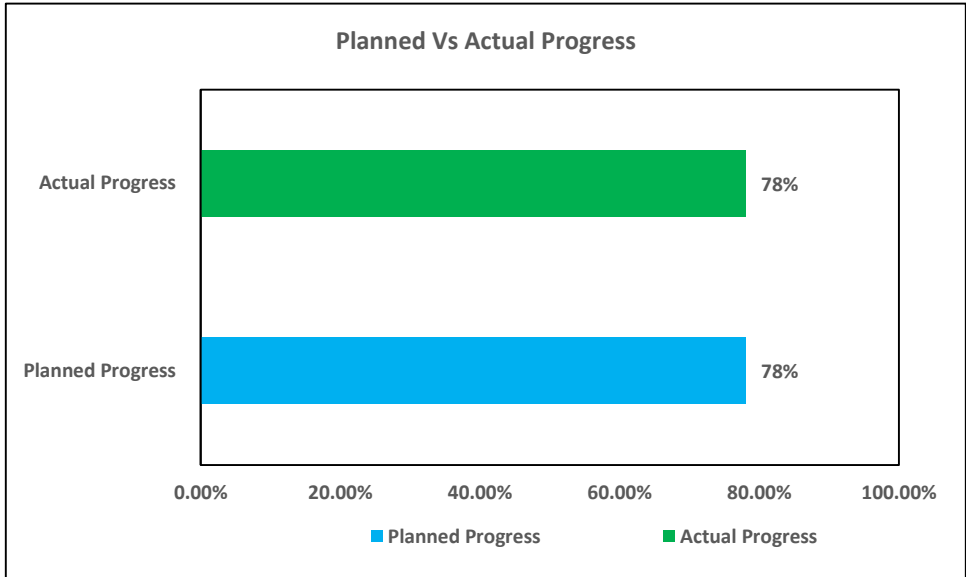
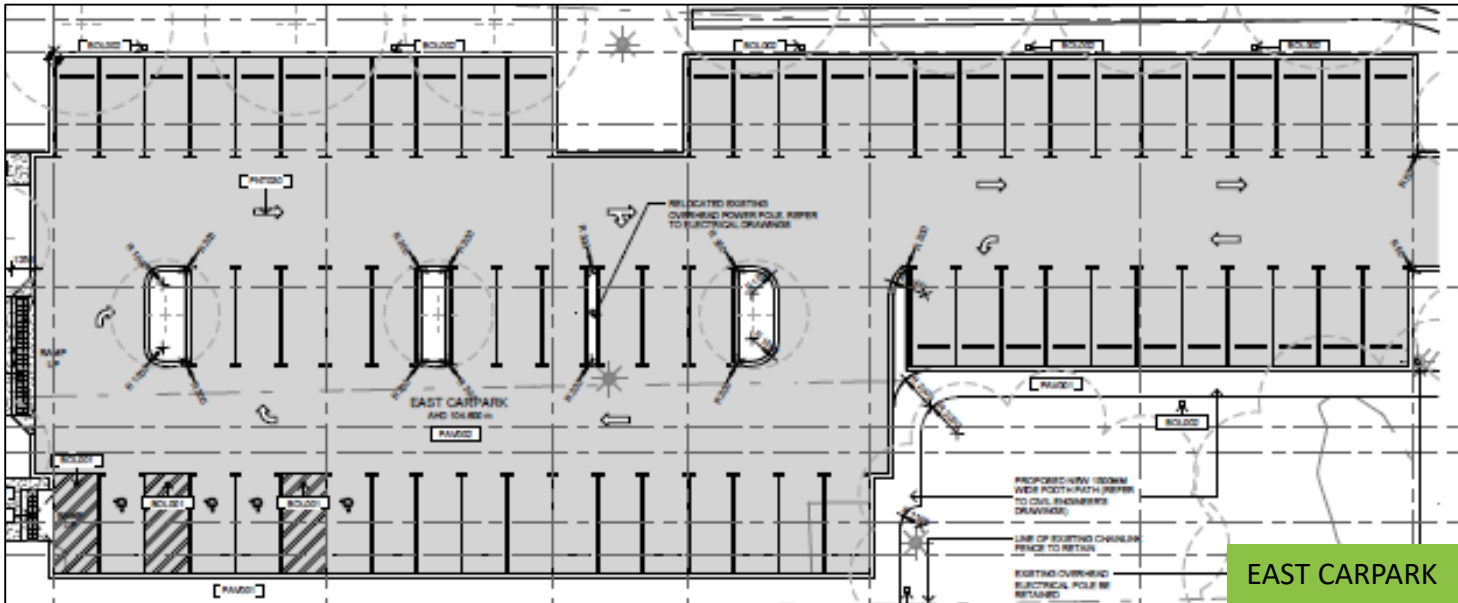
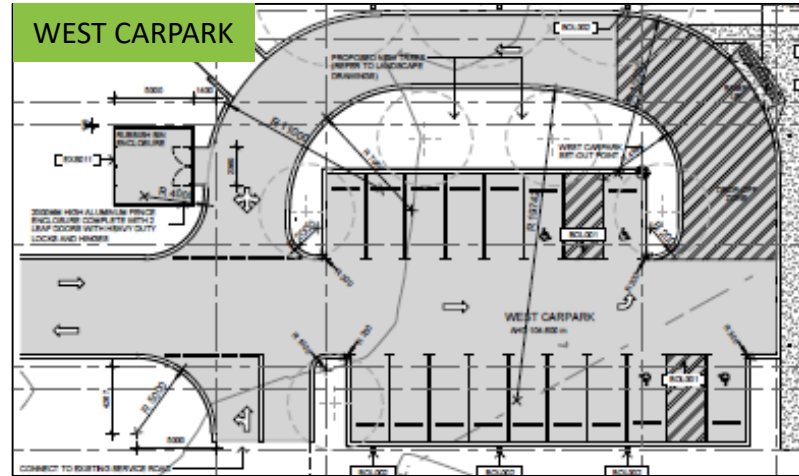
**CONTRACTOR: TBD**

**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



# 104 KATHERINE SPORTSGROUND – OVAL 2 RESURFACING



KATHERINE  
TOWN COUNCIL

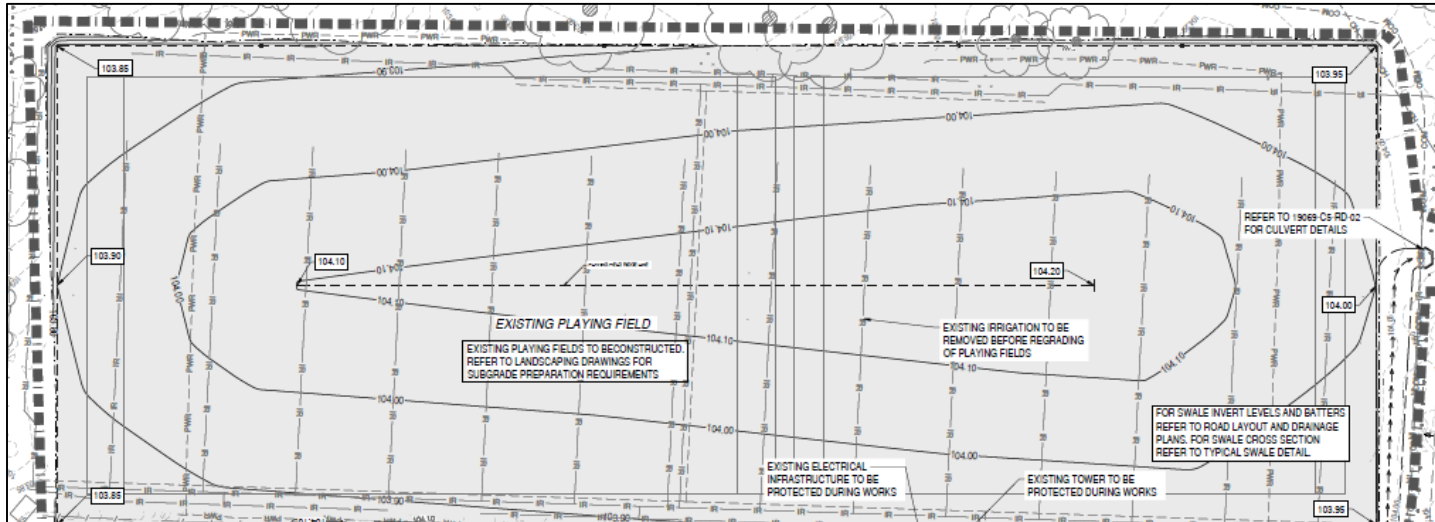
CONTRACTOR: TBD

CONSULTANT: HAMES SHARLEY

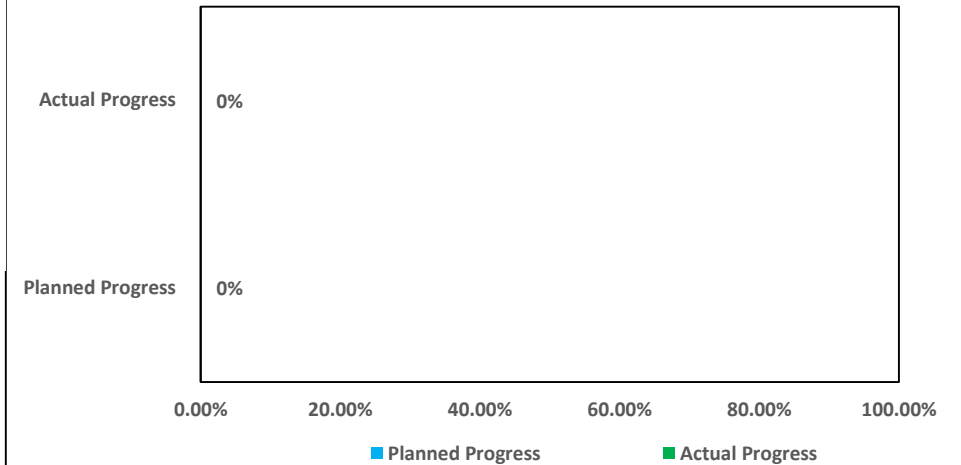
## PROJECT BRIEF SCOPE

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



Planned Vs Actual Progress



## 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



# 105 KATHERINE CBD REVITALISATION – TOWN SQUARE



**KATHERINE**  
TOWN COUNCIL

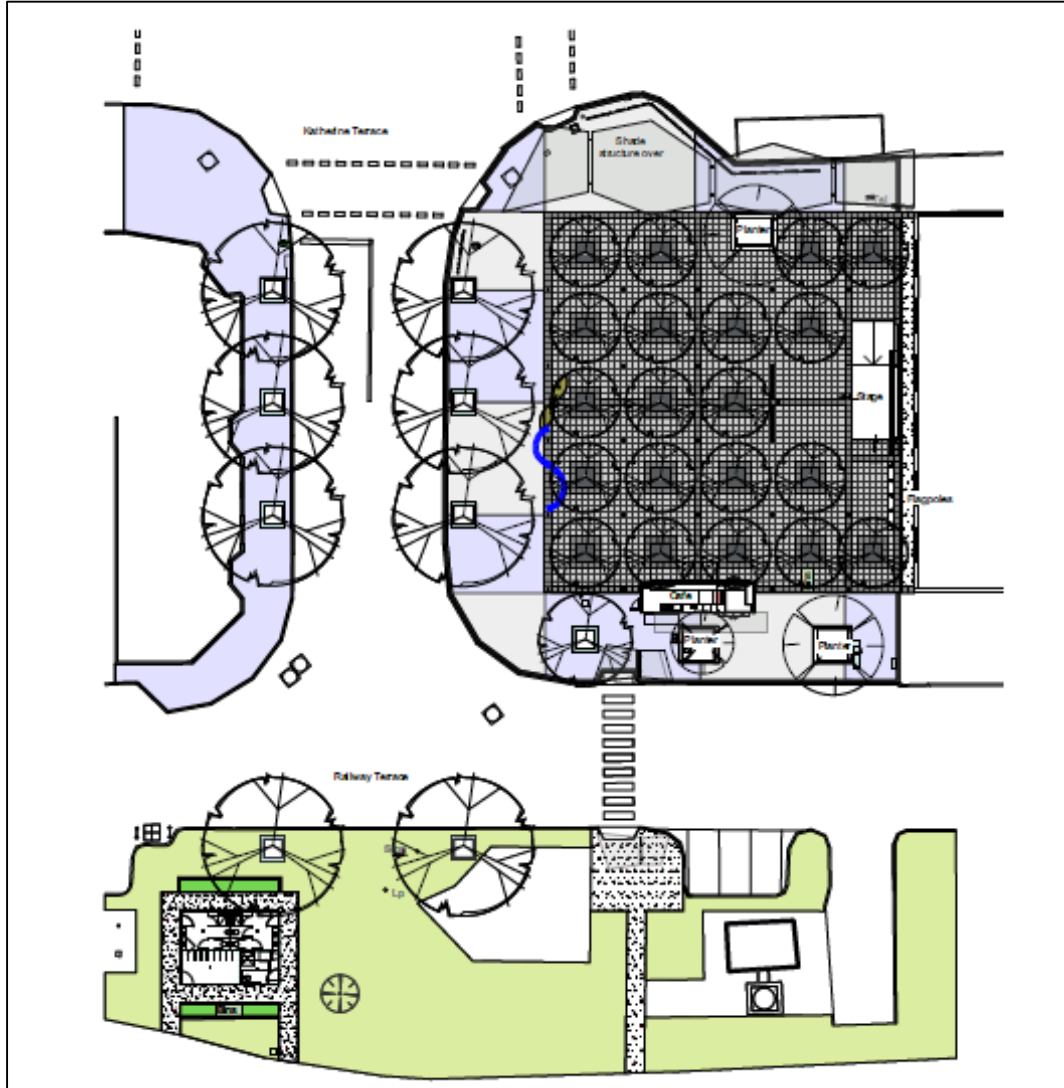
**CONTRACTOR: KATHERINE CONSTRUCTIONS**

**CONSULTANT: ASHFORD ARCHITECTS**

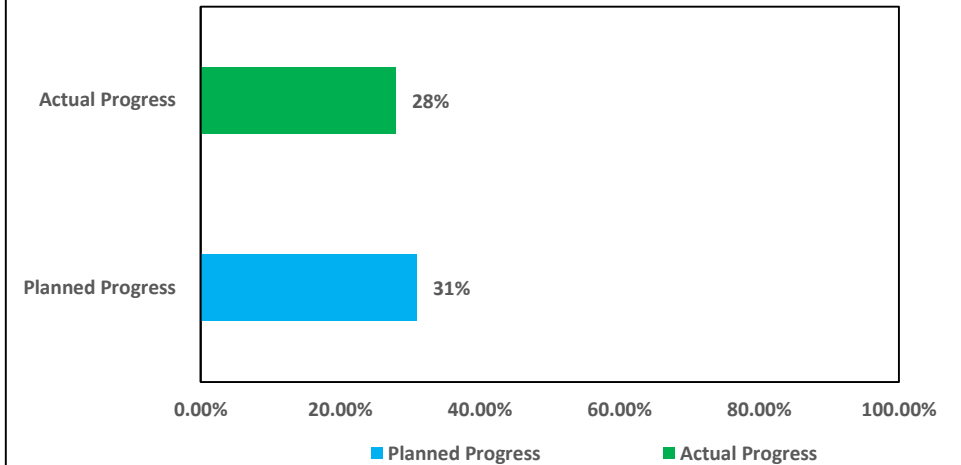
## PROJECT BRIEF SCOPE

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



Planned Vs Actual Progress



## 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



**KATHERINE**  
TOWN COUNCIL

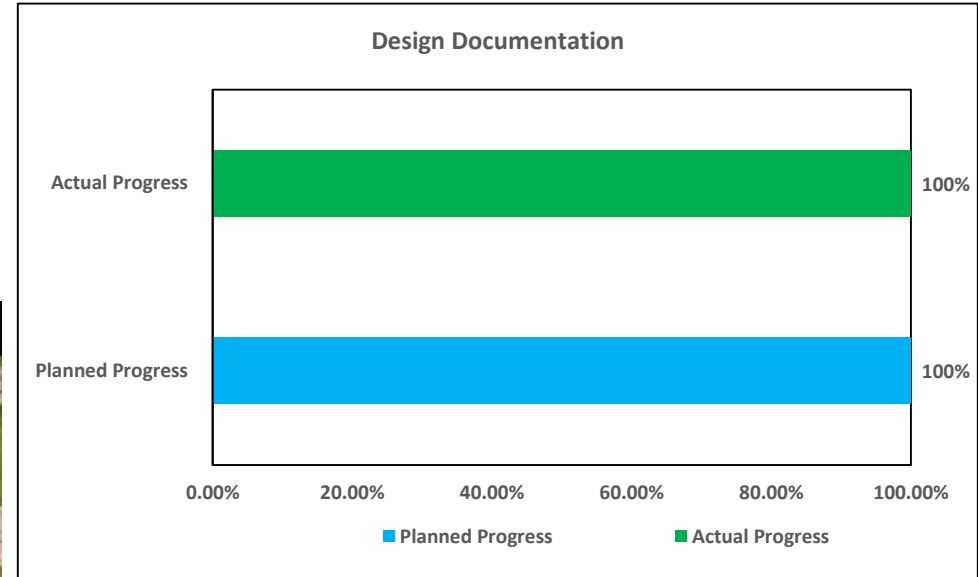
**CONTRACTOR: TBD**

**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



KATHERINE TOWN COUNCIL

**CONTRACTOR:**

**CONSULTANT: PRITCHARD FRANCIS**

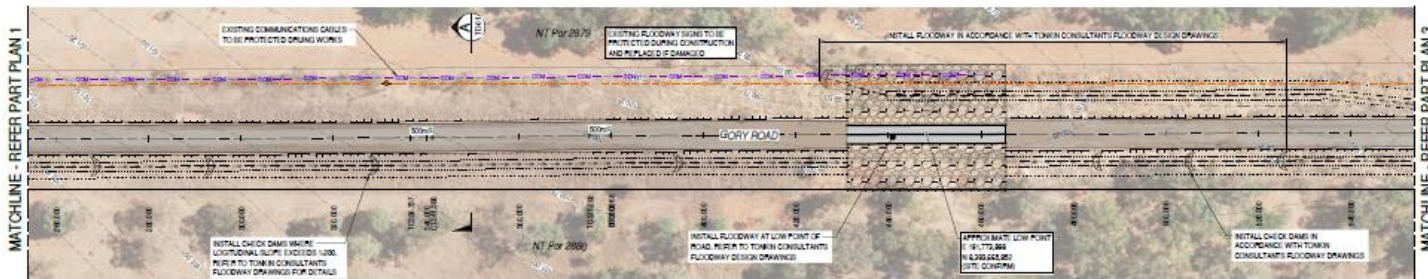
**PROJECT BRIEF SCOPE**

The scope of works for the project is

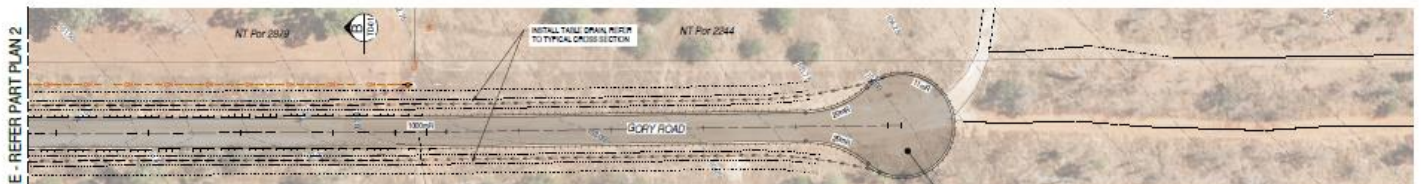
- Construction of approx. 750m of road with single/single seal
- Install new floodway in accordance with Engineering floodway drawings
- Install check dams in accordance with Engineering floodway drawings
- Install table drain along the road as per specifications
- Construction of Cul-de-sac with 2%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



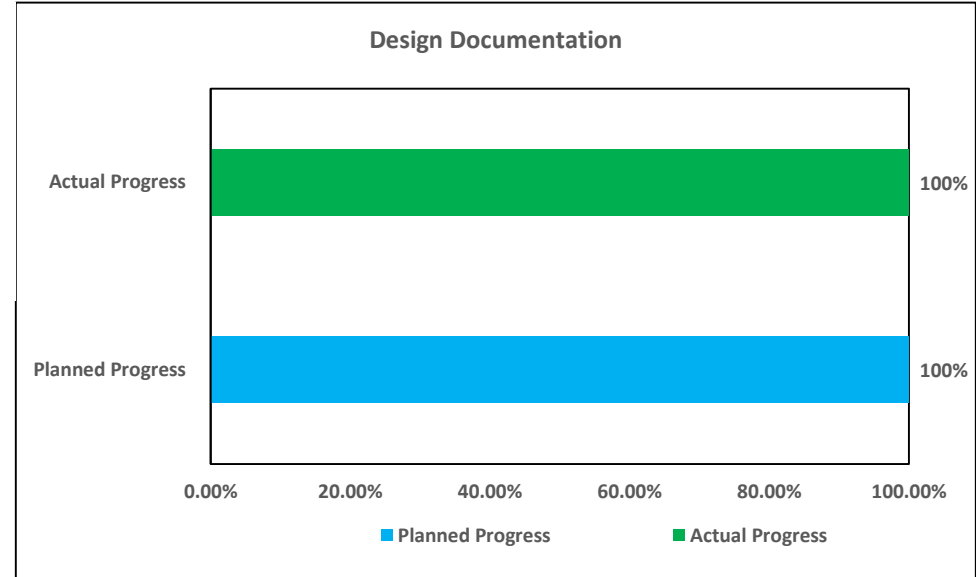
GORY ROAD LAYOUT PLAN - PART PLAN 1



GORY ROAD LAYOUT PLAN - PART PLAN 2



IE - REFER PART PLAN 2



**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



**KATHERINE**  
TOWN COUNCIL

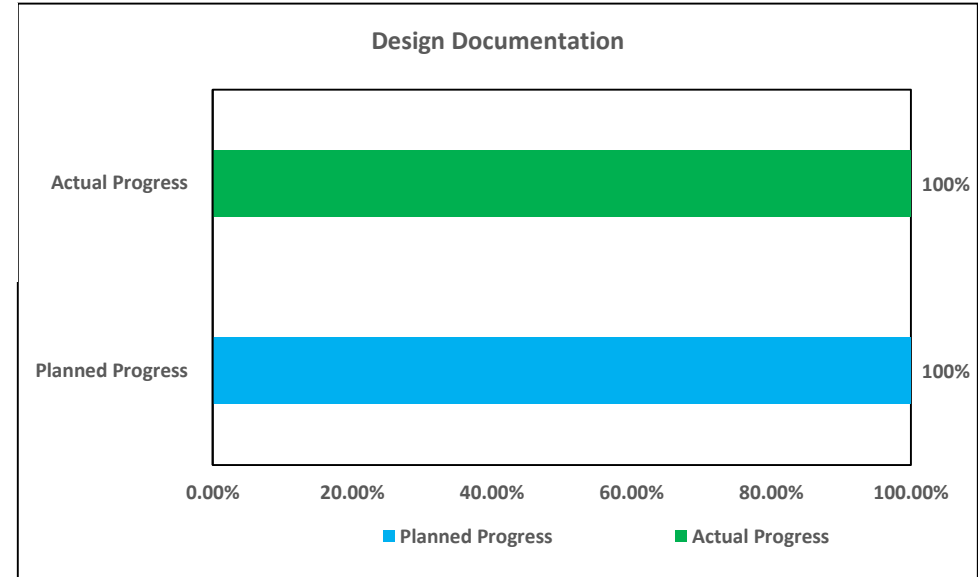
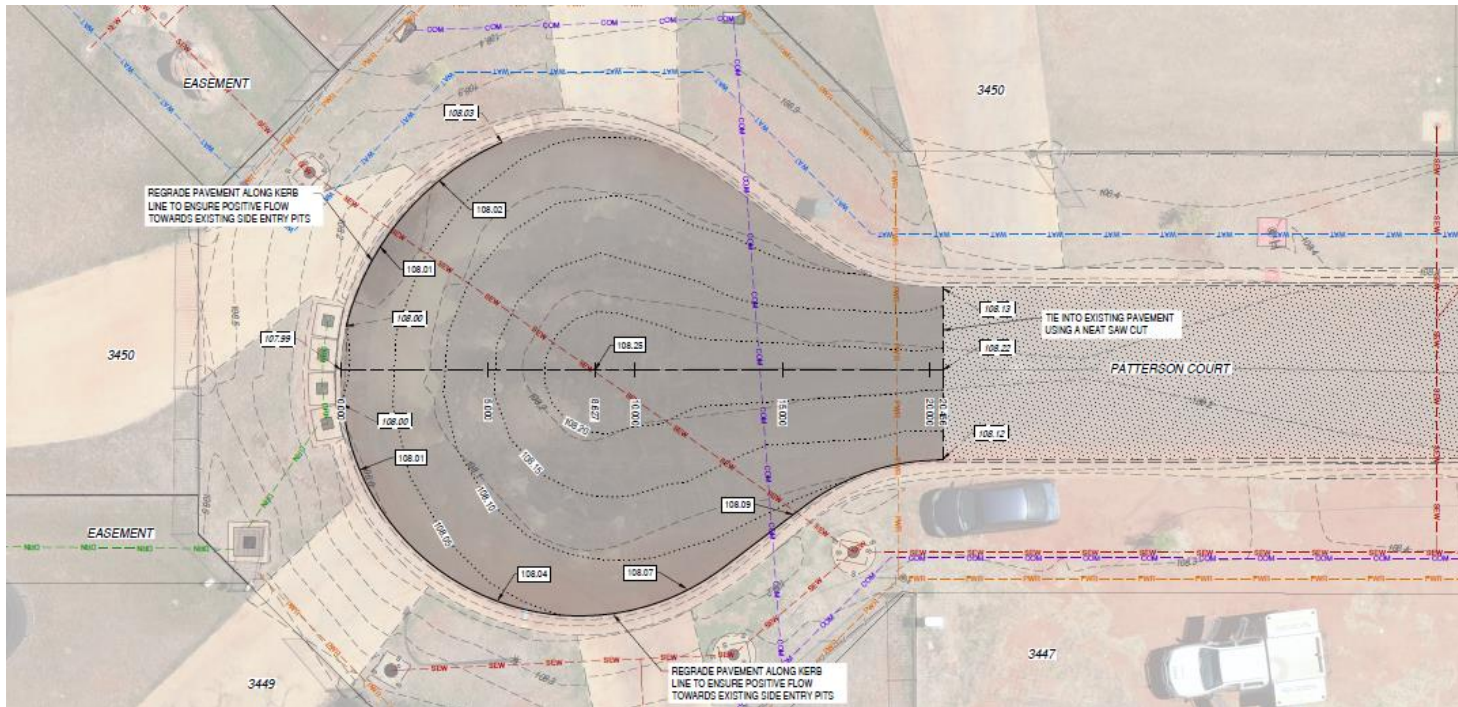
**CONTRACTOR:**

**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

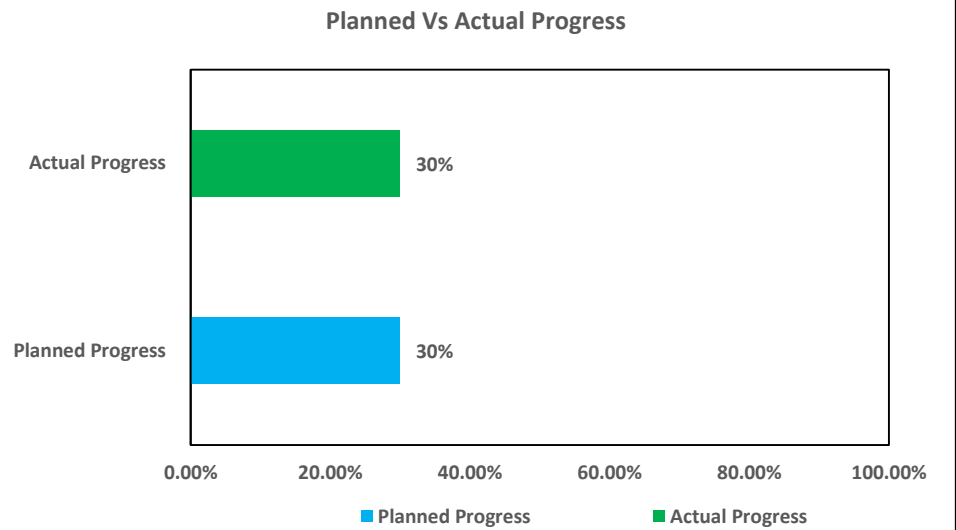
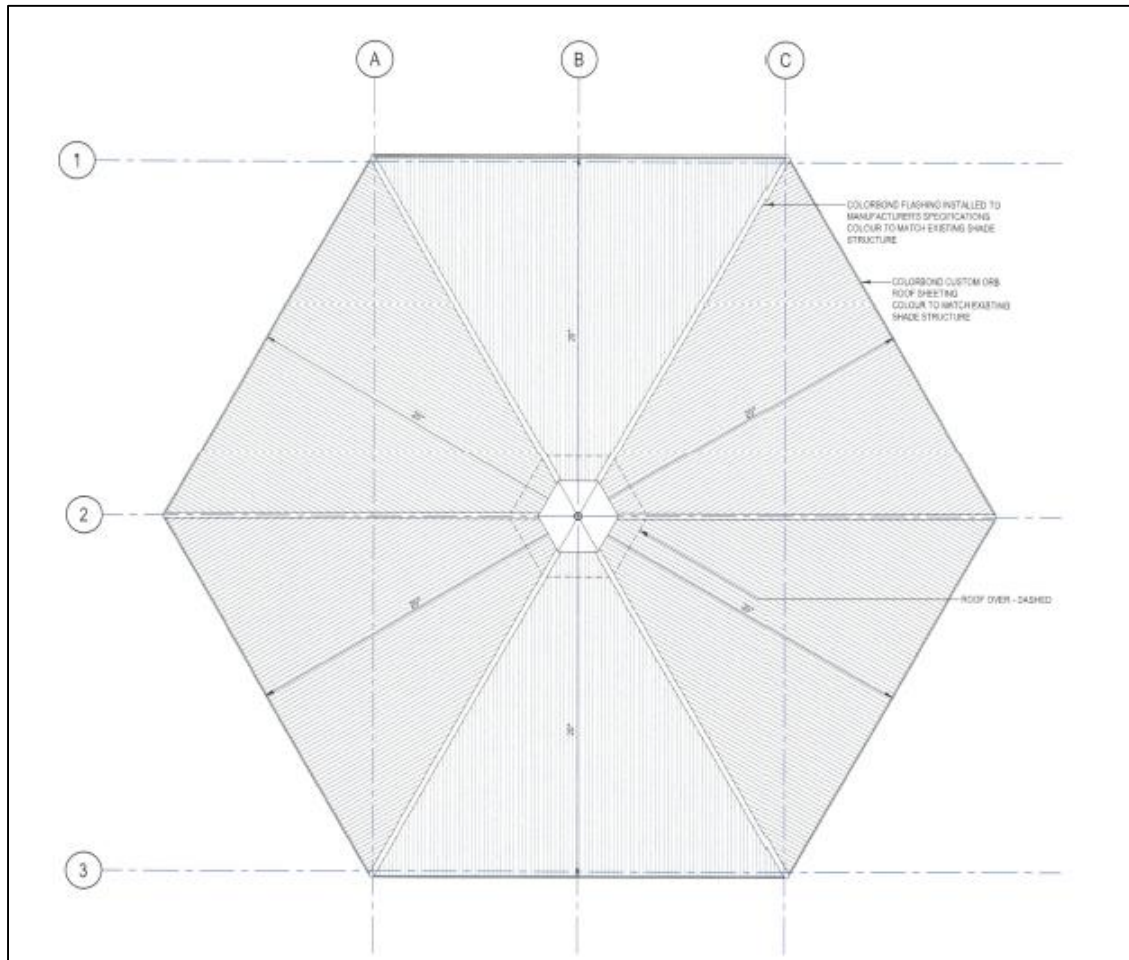
**CONTRACTOR: KATHERINE CONSTRUCTIONS**

**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** : 13.12

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

**MEETING** : **ORDINARY COUNCIL MEETING – (25/08/2020)**

**REPORT TITLE** : **AIRPORT SUBLEASE RENEWALS**

**AUTHOR** : **PETER SCHUBERT, SUSTAINABILITY OFFICER**

**ATTACHMENT(S)** : **1. NOTICE OF RENEWAL OF SUBLEASE,  
TERRITORY RENT A CAR PTY LTD  
2. NOTICE OF RENEWAL OF SUBLEASE,  
NT FRIENDSHIP AND SUPPORT INC**

**PURPOSE OF REPORT**

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.

**BACKGROUND**

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

Many of these subleases include an option for the annual renewal. Council is now requested approve the Mayor and CEO to sign and affix Common Seal on these annual renewals that have become due.

In this current group of sublease renewals are:

- NT Friendship and Support - Warehouse Space Rental
- Territory Rent a Car (Thrifty) - Terminal Building Space Rental

**OFFICER RECOMMENDATION**

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

1. Authorise the Mayor and 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

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>	No:
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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: 30th 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)	Territory Rent A Car Pty Ltd (ACN: 009 594 245 )	(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></p> <p>Signature * </p> <p>Name <u>BRIAN MEASEY</u></p> <p>Position <u>Director</u></p> <p>Signature * </p> <p>Name <u>PATRICIA MEASEY</u></p> <p>Position <u>Director / Co. Secretary</u></p> <p><b>SIGNED ON:</b></p> <p>Date <u>20/07/2020</u></p>
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## 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.: .....
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### 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 Thrifty
  - 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).
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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.

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**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.

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)	NT Friendship & Support Inc	(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 ✕ ..... Signature ✕ .....</p> <p>Name <u>Christina Fay Miller</u> Name <u>Ian Bodill</u></p> <p>Position <u>Mayor</u> Position <u>Chief Executive Officer</u></p> <p><b>SIGNED ON:</b></p> <p>Date .....</p>	<p>The Common Seal of the <b>KATHERINE TOWN COUNCIL</b> affixed in the presence of</p>
<p><b>SIGNED BY:</b></p> <p>Signature ✕ <u>K. Buss</u> Signature ✕ <u>S. Ransone</u></p> <p>Name <u>KAREN BUSS</u> Name <u>Stephanie Ransone</u></p> <p>Position <u>EXECUTIVE ASSISTANT</u> Position <u>Chief Executive Officer</u></p> <p><b>SIGNED ON:</b></p> <p>Date <u>7/7/2020</u></p>	<p>The Common Seal of <b>NT Friendship &amp; Support</b> affixed in the presence of</p> 

(Note 2)  
(Note 3)  
(Note 4)  
(Note 5)  
(Note 6)  
(Note 7)  
(Note 8)  
(Note 9)  
(Note 10)

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 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 NT Friendship & Support
  - 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.
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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.

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

**NO** : 14.1

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

**MEETING** : ORDINARY COUNCIL MEETING – (25/08/2020)

**REPORT TITLE** : SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE MINUTES

**AUTHOR** : Holly Mutton, Infrastructure & Environment Administration Officer

**ATTACHMENT/S** : 1. SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE MINUTES

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**PURPOSE OF REPORT**

To present the minutes of the Showgrounds Advisory Committee.

**BACKGROUND**

The Showgrounds Advisory Committee met on the following date:

4 August 2020

Copies of the minutes are attached.

**OFFICER RECOMMENDATION**

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

1. Receive and note the minutes of the Showgrounds and Multi-Purpose Advisory Committee meeting.

  
Ian Bodjil  
**CHIEF EXECUTIVE OFFICER**

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE  
MEETING  
TUESDAY, 4 August 2020 AT 6.00PM**

**MINUTES**

**1. WELCOME**

Meeting opened at 6.00pm.

**In Attendance:**

Alderman Clark	Chair KTC Elected Member
Alderman Gazey	KTC Elected Member
Mayor Miller	KTC Mayor – Observer
Alderman Tapp-Coutts	KTC Elected Member- Observer
Rosemary Jennings	KTC Executive Manager – Community Services
Brendan Pearce	KTC Executive Manager – Infrastructure & Environment
Casey Anderson	KTC Administration Manager
Mark Robertson	Katherine Dirt Kart Club (KDKC)
Matthew Harris	Katherine Turf Club
Anna Kerwin	Australian Stock Horse (ASHS) – Treasurer
Gavin May	AFLNT

**2. APOLOGIES**

Elke Stegemann	NT Appaloosa & Western Performance Club - President
Mel Wheelan	Katherine Rope and Barrel Club
Cathy Highet	Katherine & District Show Society – President

Holly Mutton                      Minute taker: Infrastructure and Environment Administration Officer

**3. CONFIRMATION OF PREVIOUS MINUTES**

MOVED:                      Matt Harris / Anna Kerwin

That the minutes from the Katherine Showgrounds and Multi-Purpose Advisory Special Committee meeting held on 9 June 2020 be confirmed as a true and accurate record.

CARRIED:                      6 / 0

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

- Discussions of road works, KDKC area used as lay down for the construction works which benefits the club
- Sourced quotes for the 5-strand barb fence little gaps and gates will now be secure
- Gate is located near Bicentennial Highway

**5. OTHER BUSINESS**

**5.1**

- KTC Administration Manager gave briefing on Intro into Single Use Plastic Ban and actions which Council is taking
- Policy will be implemented 1<sup>st</sup> January 2021
- Workshops which committees will be invited to attend

**5.2**

- KTC XI&E explained the current issues with Buntine Pavilion and the Certification of Occupancy.
- Building does not have one which makes it non-compliant
- KTC had meeting with Turf club to discuss what if the area cannot be used for their hire

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE  
MEETING  
TUESDAY, 4 August 2020 AT 6.00PM**

**MINUTES**

- KTC has started the process to obtain the permit but unfortunately the time frames could not be met
- KTC has engaged 2 x Contractors for the assessment and licence
- Building and structural design an issue
- Turf Club gave an update with their Certificate of Occupancy with the Turf Club building and that they will be sourcing funding to provide the toilet block to make their area compliant

**5.3**

- Road is nearly completed
- Rock check dams are going in this weekend
- Project has gone well, and the Contractors have delivered
- The loading ramp and the cattle fence will be going out to quote
- Race will be steel panels
- Location of ramp into where the road is which will separate pedestrian access and truck access and make it safer for both
- Ablution block delays due to the partitioning walls from the suppliers
- Switch boards also to be installed

**5.4**

- When committees/clubs apply for grants need to make Council aware
- Anna Kerwin advised that they are looking at applying for a grant to put in a grey water area to submit to Council
- KTC XI&E advised that they will need to do research on project as a lot of places do not allow sewer to mix with grey water

**5.5**

- KTC has received SCALE Funding from the Government to make upgrades to facilities to make them COVID compliant
- Council has additional corflute COVID signage if needed

**6. ACTION LIST**

- KTC have engaged an environmental auditor and a surveyor for the contaminated waste. Currently looking at a site at the corner of the dump near the Victoria Highway to build the containment cell. The works need to be done to EPA standards
- KTC have been made aware from Power and Water of the gauge readings from water usage at irregular times. Turf Club asked about adding more sprinklers
- Issue with irrigation on the football field
- Possible 2 race meetings for Katherine, track is being resurfaced after race meeting with topsoil

**7. GENERAL BUSINESS**

- KTC is currently reviewing the draft of the caretaker duties
- KTC will look at the slab after the lane way project
- Fire extinguishers to be installed before event
- COVID-19 safe plan biggest concern is with social distancing and hand sanitiser available, Turf Club is having multiple sanitiser stations and sanitiser on every table
- Races will be live on Sky Racing 2
- Kart Club is waiting for road to be completed
- Footy has started with the industry being affected by COVID
- Currently 6 weeks into the season
- Season fixtures is changing due to the Dreamtime round in Darwin
- Big River Hawks season to begin after this one finishes



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE  
MEETING  
TUESDAY, 4 August 2020 AT 6.00PM**

**MINUTES**

- Katherine now has a Youth Development Manager. Aiming to get junior football up and going including programs and competitions
- Can KTC organise top dress for the oval
- Goal posts need tightening up
- Use of the umpire's room between AFLNT and Turf Club
- 2 new female teams in the competition
- Looking for funds to bring an NT AFL game to Katherine
- Gate code can it be changed more frequently. No vehicles on oval and it is becoming a safety issue
- Started working on next year's show
- Sending out new applications for 2021 show
- Virtual Show well received, over 500 entries making it the most in any show in the NT
- Thanks to COVID Recovery Grant from KTC the winners received vouchers from businesses
- ASH not holding campdraft this year

**8. DATE OF NEXT MEETING**

Tuesday 6 October 2020 at the Civic Centre commencing at 5:30pm

**8. MEETING CLOSE**

The meeting was closed at 6:58pm.

**Alderman Lis Clark**

Chair

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE MEETING  
TUESDAY, 4 August 2020 AT 6.00PM**



**MINUTES**

**Action List**

<b>Date</b>	<b>Action</b>	<b>Target Date</b>	<b>Responsibility</b>	<b>Status/Comments</b>
9.06.2020	Showgrounds Boundary Fence Repairs	<b>COMPLETED 5/8/2020</b>	I&E	Site Inspected on 1/7/2020 by EM, WM and Alderman Clarke, currently obtaining quotes Quotes obtained. Works started 27 <sup>th</sup> July expected to be finished 7 <sup>th</sup> August
9.06.2020	Caretaker Role	In progress	CS & I&E	KTC reviewing the duties
	Caretaker Slab	After Laneway and Ramp Project	CS & I&E	
9.06.2020	Removing of Contaminated Soil	October 2020	I&E	Ongoing
9.06.2020	Katherine Turf Club Hire Agreement	In progress	CS	Looking at the agreement after event
9.06.2020	Road Civil – Road Construction August 15 (Race Meeting)	June 2020	I&E/Projects	Works to be completed prior to race meet
4.08.2020	More Sprinkler Systems		I&E	
4.08.2020	Issues with Irrigation on Football Field		I&E	
4.08.2020	Installation of fire extinguishers before Katherine Races	14 August 2020	I&E	
4.08.2020	Provide Updated Fixtures Schedule to KTC		AFLNT	
4.08.2020	Big Hawkes Hire		CS	
4.08.2020	Top dressing of football oval		I&E	
4.08.2020	Tightening up of goal posts		I&E	
4.08.2020	Use of umpire's room		AFLNT and Katherine Turf Club	
4.08.2020	Changing of gate code		I&E	KTC change gate code bi-monthly after the new motor is installed

*I&E = Infrastructure and Environment  
CS- Community Services*